



सतर्कता ई-बुलेटिन VIGILANCE E-BULLETIN 2022

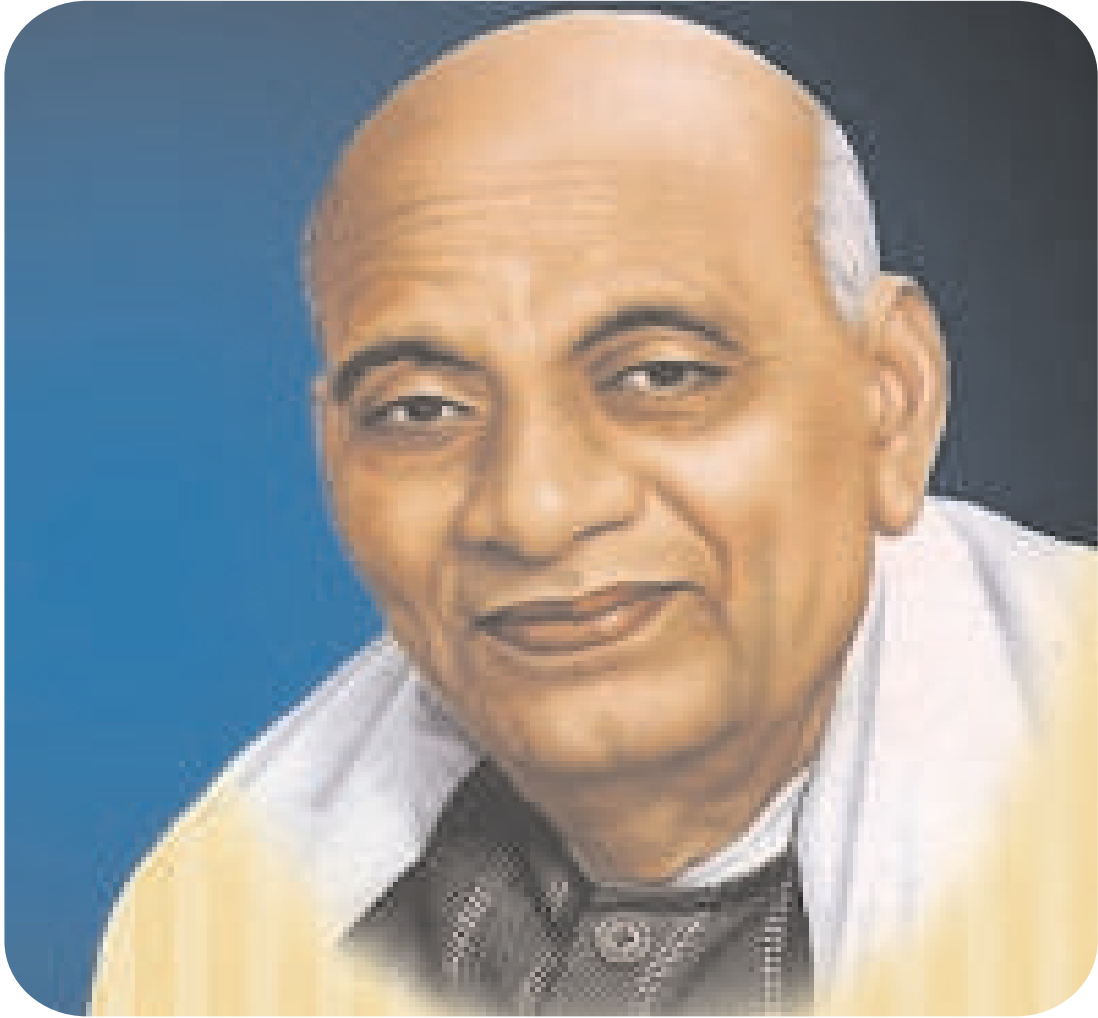


आधुनिक रेल डिब्बा कारखाना रायबरेली

MODERN RAIL COACH FACTORY RAEBARELI

अंक - 07

ISSUE-07



SARDAR VALLABHBHAI PATEL

31.10.1875 - 15.12.1950

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

प्रतिज्ञा

हम, भारत के लोक सेवक, सत्यनिष्ठा से प्रतिज्ञा करते हैं कि हम अपने कार्यकलापों के प्रत्येक क्षेत्र में ईमानदारी और पारदर्शिता बनाए रखने के लिए निरंतर प्रयत्नशील रहेंगे। हम यह प्रतिज्ञा भी करते हैं कि हम जीवन के प्रत्येक क्षेत्र से भ्रष्टाचार उन्मूलन करने के लिए निर्बाध रूप से कार्य करेंगे। हम अपने संगठन के विकास और प्रतिष्ठा के प्रति सचेत रहते हुये कार्य करेंगे। हम अपने सामूहिक प्रयासों द्वारा अपने संगठनों को गौरवशाली बनाएंगे 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.

अस्वीकरण

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

DISCLAIMER

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

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



राष्ट्रपति
भारत गणतंत्र
PRESIDENT
REPUBLIC OF INDIA

MESSAGE

I am pleased to know that the Central Vigilance Commission is observing Vigilance Awareness Week, 2022 from 31st October to 6th November, 2022 on the theme:

"भ्रष्टाचार मुक्त भारत - विकसित भारत"
"Corruption free India for a developed Nation"

The fight against corruption is the collective duty and responsibility of all the citizens of this great nation. The ideals of transparency and integrity are an integral part of our tradition and culture. A corruption free India is the vision shared by all of us as we progress towards a new and developed India. We need to reiterate the ideals of integrity and accountability and strive towards embracing the values that have guided us in our journey so far.

On this occasion, I commend the Central Vigilance Commission for its efforts in combating corruption and convey my best wishes for the success of Vigilance Awareness Week 2022.

(Droupadi Murmu)

New Delhi
October 11, 2022

**Message from the
Hon'ble Prime Minister of India**



सत्यमेव जयते

प्रधान मंत्री
Prime Minister

संदेश

केंद्रीय सतर्कता आयोग द्वारा 31 अक्टूबर से 06 नवंबर, 2022 के बीच सतर्कता जागरूकता सप्ताह के आयोजन के बारे में जानकर प्रसन्नता हुई है। इस वर्ष सतर्कता जागरूकता सप्ताह के लिए 'भ्रष्टाचार मुक्त भारत- विकसित भारत' विषय का चयन सराहनीय है।

भ्रष्टाचार न केवल सामान्य नागरिक को उसके अधिकारों से वंचित करता है बल्कि देश की प्रगति में अवरोध भी उत्पन्न करता है, और एक राष्ट्र के रूप में हमारी सामूहिकता की शक्ति को प्रभावित करता है। बीते आठ वर्षों में हम भ्रष्टाचार के खिलाफ जीरो टॉलरेंस की नीति को अपनाकर आगे बढ़ रहे हैं, जहां यह संदेश स्पष्ट है कि भ्रष्टाचार करने वाले किसी भी व्यक्ति या संस्थान को बख्शा नहीं जाएगा। इस तरह देश में विश्वास का एक वातावरण उत्पन्न हुआ है, जिसमें हर ईमानदार व्यक्ति आज खुद पर गर्व महसूस करता है।

भ्रष्टाचार को मूल से उखाड़ फेकने के लिए पूरी प्रक्रिया, पूरी व्यवस्था को पारदर्शी बनाया जा रहा है। तकनीक और रिफॉर्म के जरिए व्यवस्था को मजबूती प्रदान की जा रही है ताकि न केवल आज, बल्कि भविष्य में भी किसी भी स्तर पर भ्रष्टाचार की गुंजाइश न रहे और नागरिकों का हित सुरक्षित रहे।

यह जानकर प्रसन्नता हुई है कि इस वर्ष आयोग द्वारा निवारक सतर्कता उपायों पर तीन महीने का एक अभियान भी चलाया जा रहा है। कहा गया है- 'प्रक्षालनाद्धि पंकस्य दूरात् स्पर्शनम् वरम्।' अर्थात्, गंदगी लग जाए फिर उसे साफ करो, इससे अच्छा है कि गंदगी लगने ही न दो। जिन परिस्थितियों की वजह से भ्रष्टाचार पनपता है, हमारे लिए उन पर प्रहार करना आवश्यक है।

आजादी के अगले 25 वर्षों की यात्रा एक भव्य और विकसित भारत के निर्माण में हम सभी का कर्तव्य काल है। यह अवसर एक सशक्त और आत्मनिर्भर भारत के निर्माण में अपने प्रयासों में तेजी लाने का है। मुझे विश्वास है कि सतर्कता जागरूकता सप्ताह का आयोजन जीवन में ईमानदारी, सत्यनिष्ठा और पारदर्शिता को बढ़ावा देकर राष्ट्र निर्माण के लिए हमारे संकल्पों को मजबूती प्रदान करेगा।

केंद्रीय सतर्कता आयोग को आयोजन की सफलता और भविष्य के प्रयासों के लिए हार्दिक शुभकामनाएं।

(नरेन्द्र मोदी)

नई दिल्ली
कार्तिक 05, शक संवत् 1944
27 अक्टूबर, 2022

**Message from the
Minister Of Railway**

अश्विनी वैष्णव
Ashwini Vaishnaw



रेल, संचार एवं इलेक्ट्रॉनिकी और
सूचना प्रौद्योगिकी मंत्री
भारत सरकार
Minister of Railways
Communications & Electronics and
Information Technology
Government of India



Message

It is a moment of great pride that the Central Vigilance Commission (CVC) is organising a Vigilance Awareness Week from 31st October to 6th November, 2022, with the theme of "Corruption free India for a developed nation".

Various landmark and historic steps are being taken by the Government to increase transparency and accountability in public life and work.

Efforts and initiatives of the CVC in combating corruption and increasing transparency will help in achieving a corruption free developed India, in line with the motto of the Awareness Week.

I congratulate the CVC on its endeavours, and am sure that this campaign will help in creating awareness among the general public and will incorporate a sense of ethics and integrity in all aspects of everyone's life.

A handwritten signature in blue ink, appearing to read 'अश्विनी' (Ashwini).

16.10.22
Ashwini Vaishnaw

Room No : 341, Rail Bhawan, Raisina Road, New Delhi-110001
Tel. : +91-11-23386645, 23381213 Fax : +91-11-23387333



सत्यमेव जयते

प्रधान मंत्री
Prime Minister

संदेश

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केंद्रीय सतर्कता आयोग को आयोजन की सफलता और भविष्य के प्रयासों के लिए हार्दिक शुभकामनाएं।

(नरेन्द्र मोदी)

नई दिल्ली
कार्तिक 05, शक संवत् 1944
27 अक्टूबर, 2022

Message from the **Central Vigilance Commission**



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-10023
022/VGL/029(Pt.II)
सं./No.....
दिनांक / Dated.....

MESSAGE

Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birth anniversary of Sardar Vallabhbhai Patel falls. It is our pleasure to announce that Vigilance Awareness Week, 2022 is being observed from **31st October to 6th November, 2022** with the following theme:


“भ्रष्टाचार मुक्त भारत - विकसित भारत”
“Corruption free India for a developed Nation”


As we progress in the journey towards growth and development, there is an ever-growing need for transparency and integrity in public administration. It is the collective duty and responsibility of all citizens to fight corruption and build a strong and ethical India. As a precursor to Vigilance Awareness Week 2022, Central Vigilance Commission has undertaken a three-month campaign (16th August to 15th November) in which six different preventive vigilance measures were taken up as focus areas by different organizations.

Children are the future of the country, and they would play a key role in building our nation. Keeping this in mind, we have also held an essay competition on this year's theme wherein there was enthusiastic participation of students. More than 7.6 lakh students of Class X, XI and XII studying in over ten thousand CBSE schools across the country have taken part and expressed their views on the subject.

The Commission appeals to all citizens to come together to reaffirm our commitment to bring about integrity in all aspects of life for the Nation's development.


(Arvinda Kumar)
Vigilance Commissioner


(Suresh N. Patel) 19/10/2022
Central Vigilance Commissioner


(Praveen K. Srivastava)
Vigilance Commissioner

**Message from the
Chairman & Chief Executive Officer**

विनय कुमार त्रिपाठी
VINAY KUMAR TRIPATHI



अध्यक्ष एवं मुख्य कार्यकारी अधिकारी,
रेलवे बोर्ड
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN & CHIEF EXECUTIVE OFFICER,
RAILWAY BOARD
EX OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

MESSAGE


Vigilance Awareness Week is celebrated every year to emphasize the importance of morality and integrity in public life. I am glad to know that Ministry of Railways is observing Vigilance Awareness Week from 31st October to 06th November, 2022. For this year's Vigilance Awareness Week, the Central Vigilance Commission has chosen the theme "Corruption free India for a Developed Nation".

Ministry of Railways has been making valuable contributions in spreading awareness against corruption and also taking measures for its prevention and eradication. Corruption crumbles the vitals of the economy creating hurdles for development of nation. Indian Railways contributes substantially in the economy of the country and thus assumes greater responsibility in development. So, it becomes the pious duty of each railwayman not only to uphold the professional integrity and honesty to perform duties but also to assist in eradication and prevention of corruption in and around.

Ministry of Railways endeavor to promote integrity, transparency and accountability in public life to eradicate corruption in achieving the aim for a New India as a developed nation. It can be done only with the active support and participation of each of the railway employees and other stakeholders as public participation plays a very vital role in fighting corruption.

During this occasion, let's unite and take solemn pledge to eradicate corruption and to build a New India together.

I wish all success in this endeavor for making our system free from corruption and malpractices.


(Vinay Kumar Tripathi)

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

Chandra Vir Raman
Principal Exec. Director (Vig.)
&
Chief Vigilance Officer



MESSAGE

The Central Vigilance Commission observes the Vigilance Awareness Week each year to emphasise the significance of probity and integrity in public life. The theme chosen this year by the Commission "**Corruption Free India for a Developed Nation**" is very relevant as corruption adversely affects the growth & development of the nation. Accordingly, like every year, Indian Railways will also carry out activities with the motive to weed out corruption and ensure integrity in public life.

Vigilance Organisation of Ministry of Railways endeavours to promote integrity, transparency and accountability in public life with the ultimate objective to bring about improvements in governance, which will facilitate ease of living and ease of doing business.

The observance of such events helps in developing awareness about the consequences of corruption and educating the public to create a corruption-free society.

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

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


(Chandra Vir Raman)
12/10/22

Message from the General Manager



आधुनिक रेल डिब्बा कारखाना, राएबरेली
Modern Coach Factory, Raebareli



MESSAGE

I am happy to note that vigilance organization of MCF is celebrating Vigilance Awareness Week this year from 31st October to 06th November, 2022. On this occasion, 7th issue of "Vigilance E-Bulletin 2022" is being released for the larger benefits of MCF staff & Officers.

"Corruption Free India for a Developed Nation; भ्रष्टाचार मुक्त भारत- विकसित भारत" is the main theme of this year's Vigilance Awareness Week. Today when nation is at the cusp of fast track progress in every sphere of public life, the fruits of development cannot trickle down to the bottom-of-the-pyramid unless corruption is completely eradicated.

Observance of vigilance Awareness Week will sensitize all stakeholders to collectively come forward and participate in the fight against corruption. The Vigilance Bulletin brings out some interesting case studies along with the (suggestion, updated instruction etc) system improvements. This information shall definitely be an important tool for MCF officials in identifying & eliminating the systemic flaws that undermine the overall productivity and efficiency of the organization.

In this context, Modern Coach Factory has taken up a number of steps by completely switching over to E-Auction for scrap disposal, E-office, Procurement through GeM, User Depot Module(UDM), ensuring warranty compliance(s), provision of CCTV cameras along the whole boundary of factory premises for bringing more transparency and objectivity in its working.

I congratulate the Vigilance Department for their commendable efforts for publishing out the 07th issue of "Vigilance E-Bulletin 2022".


(S.S.Kalsi)
General Manager

Message from the
Chief Vigilance Officer

मनोज कुमार अग्रवाल

वरिष्ठ उप महाप्रबंधक एवं
मुख्य सतर्कता अधिकारी
आधुनिक रेल डिब्बा कारखाना, रायबरेली
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संदेश

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हर वर्ष की भांति, सतर्कता संगठन, आधुनिक रेल डिब्बा कारखाना, 31 अक्टूबर से 06 नवंबर 2022 तक सार्वजनिक जीवन में पारदर्शिता एवं शुचिता के महत्व पर जोर देने हेतु सतर्कता जागरूकता सप्ताह मना रहा है। इस वर्ष सतर्कता जागरूकता सप्ताह का मूल विषय "भ्रष्टाचार मुक्त भारत – विकसित भारत" है। इस वर्ष सतर्कता जागरूकता सप्ताह के अवसर पर "सतर्कता बुलेटिन" का 7 वां अंक प्रकाशित किया जा रहा है।

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

सतर्कता विभाग, निवारक सतर्कता, व्यवस्था सुधार और अधिकारियों एवं कर्मचारियों के बीच भ्रष्टाचार के बारे में जागरूकता फैलाने के द्वारा सुशासन की दिशा में एक सक्रिय और सकारात्मक भूमिका निभाता है। हम "भ्रष्टाचार के खिलाफ शून्य सहिष्णुता" की नीति को लागू करने के लिए पूरी तरह से प्रतिबद्ध हैं।

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

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

जय हिन्द

(मनोज कुमार अग्रवाल)
मुख्य सतर्कता अधिकारी

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ARTICLE



भ्रष्टाचार मुक्त भारत— जन साधारण ऊपर की ओर देखता है।

हम भ्रष्टाचार मुक्त भारत की सकारात्मक संकल्पना करते हैं। क्या आप जानते हैं कि हमें बचपन से ही सिखाया जाता है कि उन्नति करने के लिए ऊपर वालों की तरफ देखो और उनसे प्रेरणा लो और यदि संतुष्ट जीवन अपनाना है तो अपने से गरीबों की ओर देखो जो कितने कष्ट में जीवन यापन कर रहे हैं जबकि आप उनकी तुलना में सुखी हैं। आपके पास मकान है, गाड़ी है और कय भाक्ति है।

जब हमारा देश आजाद हुआ था तो गांधी जी ने अपेक्षा की थी कि मंत्री लोग स्वयं को जनसेवक समझेंगे और साधारण मकानों में रहेंगे ताकि जनता की उन तक पहुँच बन सके किन्तु आज स्थिति विपरीत हो गई है। अधिकतर नेता चुनाव में विजय प्राप्त करते ही स्वयं को महाराजा जैसा समझने लगते हैं और जनता से दूरी बना लेते हैं। जनता भी ऐसे महानुभावों को अगले ही चुनावों में सत्ता से सड़क का रास्ता दिखा देती है। अगर जनता को 5 वर्षों के अन्दर अपने जन प्रतिनिधि में कोई गंभीर चारित्रिक खामी दिखाई देती है या उसे वह भ्रष्टाचार का दोषी पाती है तो उसे “वापस बुलाने का अधिकार” जनता को मिल जाए तो इस देश के नेताओं में रातों रात ही सुधार आ जाएगा। जन नेता यदि कदाचार नहीं करेंगे तो जनता भी कभी नहीं करेगी क्योंकि साधारण आदमी ऊपर को ही देखता है। यदि हमारे नेता भ्रष्ट होंगे तो जनता भी उन्हीं का अनुसरण करेगी व अवसर मिलते ही भ्रष्टाचार करेगी।

हमारे देश में भ्रष्टाचार पैसे से यानि काम कराने के एवज में वित्तीय लेन-देन के रूप में ही देखा जाता है जबकि इसके कई रूप हैं। कार्यालयों में काम करते हुए अपने पद का दुरुपयोग करके किसी मातहत को गलत कार्य करने हेतु बाध्य करना भी भ्रष्टाचार है। अक्सर आपने देखा है कि वे अधिकारीगण जो अपने कैरियर को बहुत बचा बचाकर चलते हैं, वे किसी भी फाइल पर जल्दी हस्ताक्षर नहीं करते। फाइले महीनों तक उनके पास पड़ी रहती है। निर्णय नहीं ले पाते या लेना नहीं चाहते। यह भी एक तरह का भ्रष्टाचार है।

सरकार ने हर अधिकारी, कर्मचारी के कर्तव्य नियत कर रखे हैं। उनका पालन नहीं करना भी भ्रष्टाचार है। फाइलों पर बैठे रहना भी भ्रष्टाचार है। भले ही उसके बदले में मुद्रा की अपेक्षा नहीं की गई हो।

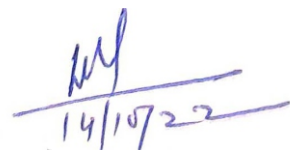
कई बार सरकारी कार्यालयों में सेवारत वं सेवानिवृत्त कर्मी चक्कर लगाते रहते हैं। क्लर्क नेता की तरह आ वासन देता है, टरका देता है। किसी को परेशान करना व उसका काम न करना भी भ्रष्टाचार है।

जब मैं संयुक्त राष्ट्रमिशन कोसोवो में कोसोवो पुलिस सलाहकार के रूप में कार्य कर रहा था तो एक रात्रि को मैं अपने जर्मन और अमरीकी साथी के साथ रात्रि में गाड़ियों को चेक कर रहा था। मेरा जर्मन दोस्त गाड़ी का लाइसेंस चेक करने के साथ ही हुड उठाकर इंजन नम्बर का फोटो लेकर कहीं भेज रहा था। मैं हैरान था। मैंने कहा, हमें इतनी विस्तृत जांच तभी करनी है जब वह गाड़ी कहीं दुर्घटना कारित करके आयी हो।

मेरे जर्मन साथी अधिकारी का कहना था कि कई बार जर्मनी से गाड़ियाँ चोरी कर ली जाती हैं और वे पड़ोसी देशों में ले जाकर बेच दी जाती हैं। वह प्रत्येक गाड़ी जो जर्मनी के रजिस्ट्रेशन नम्बर की है, उसकी पड़ताल करता है कि कहीं वह गाड़ी जर्मनी के किसी प्रान्त से चोरी तो नहीं हुई है। मैं उसकी कार्यनिष्ठा और देश भक्ति को देखकर दंग रह गया और मैंने उसके मुख पर ही उसकी प्रशंसा की। उसने सहज भाव से उत्तर दिया कि यह उसकी ड्यूटी का एक हिस्सा है। नागरिकों की यही चारित्रिक विशेषताएँ व कर्तव्यनिष्ठा किसी देश को हर क्षेत्र में ऊँचाइयों पर पहुंचाती है।

संयुक्त राष्ट्र मिशन कोसोवो में कार्य करते हुए मेरे फ्रांसीसी साथी पुलिस अधिकारी ने बताया कि वह मिशन में प्राप्त मासिक निर्वाह भत्ता पर भी कर चुकाता है और उसे इसका कोई अफसोस नहीं है क्योंकि उसका दिया हुआ कर देश के विकास कार्यों में लगता है साथ ही चिकित्सा और शिक्षा के विकास में काम आता है।

अक्सर देखा गया है कि हमारे देश में चाय की दुकान का मालिक व पान की दुकान वाला जिन्हें हम छोटे व्यवसायी बोलते हैं, अपनी सुविधा के लिए गाड़ी तो खरीद लेते हैं किन्तु आयकर के नाम पर एक धेला भी नहीं देते हैं। इस तरह हमारे देश में एक बहुत बड़ा व्यापारी वर्ग है जो किसी सरकारी अधिकारी के वेतन से ज्यादा कमाता है किन्तु आयकर नहीं देता है। अगर यह वर्ग भी निष्ठा पूर्वक स्वयं घोषित आय दर्शाए और उस पर स्वेच्छा से आयकर देने लगे तो देश को हजारों करोड़ रूपये की कर धनराशि प्राप्त होगी जो देश की विकास योजनाओं में लगेगी और देश विकासशील देशों की सूची से उठकर विकसित देशों की सूची में अपना स्थान बना पायेगा।



(डॉ सुरेश कुमार सैनी)
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Jane Bhi Do Yaron

-Amar Nath Dube,
PCPO/MCF

The office clock ticked over to twelve o'clock when Meenu Verma entered the office corridor. It was a newly set up office in a remote village of Jharkhand to promote sports in the tribal area. Meenu had to commute almost two hours to reach her office. The commuting had left hardly any time for Meenu to focus on the core issues. She had turned even her lunchtime into a progress meeting. She used to discuss important issues over lunch with her Deputy Manager Ravish Singhania. After settling down in her chamber, she called Ravish to know the progress of block-level Sports events. Ravish noticed that Meenu was in a sombre mood today. He had mastered the art of placing words into others' mouths to get inside information. He tried the same today with Meenu. Ravish told, "Maám, the staff posted at this unit look dejected. Everyone here is just looking for a transfer." Ravish had hit the right spot. Meenu slowly opened up and said, "You are right. Given a chance, even we would like to move out. Am I right Ravish? Let's not blame the staff." Ravish steered the talk to posting at zonal headquarters. He said, "Maám, I must update you about the zonal head vacancies. The Ministry has announced 8 vacancies including in Kolkata where your daughter is studying. You can apply now; the last date is in next week." Meenu sighed and said in low voice, "where will I stand among so-called high-flyers. You know well that these postings in Ministry come with an 'attachment'. I have no chance." Ravish said, "Maám, you are right but no harm in applying for the post. I know a couple of members who decide on these postings. If you allow me, I will try to find out the way. I also desire for posting in a Metro city. We have to make little extra efforts to get out of this gloomy place." Meenu knew exactly what Ravish meant but she was on verge of an emotional meltdown with the present posting. She couldn't say no to him.

Ravish already had his team of "trustworthy", including key Staff Representatives to execute his plan. Soon after the meeting with Meenu, he took stock of the upcoming promotions in the unit. Thereafter, he called his trustworthy team and advised them to create propaganda to veil his upcoming overdrive. Everyone in the "trustworthy" team was made aware of his share in the drive. The team started his job the very next day, fabricating stories of staff depression and suicidal thoughts. They planned periodical gheraos of Ravish to facilitate him in

in promoting more staff who were otherwise not due. Within a few months, 236 staff were promoted overlooking the establishment rules. Ravish didn't stop there but extended 3 additional increments to 247 staff against the Ministry's advice. He also accepted the transfer requests of 140 staff even though the unit was having an acute staff crisis. The unit, which was looking gloomy a few months back, was now wrapped in utopia. Ravish became a popular officer, going out of way to help staff.

Ravish had many more tricks in his sleeves. He initiated the selection for Sports and Wellbeing Inspector. The staff were willing to pay a handsome amount for this coveted post. He asked the clerk to assess the vacancies for the Sports and Wellbeing Inspector post. The clerk informed him that there existed 3 vacancies in the departmental quota, 2 in the competition quota, and 1 vacancy in the Direct Recruitment quota. The incentive for Ravish was in conducting a competition quota. He told the clerk that Deputy Manager has the power to include departmental quota vacancies in competition quota vacancies. The file may be put up accordingly. The clerk made a vacancy assessment for 5 posts. Meanwhile, Vasant Raj, a trustworthy of Ravish, asked him to raise the vacancies to six. Vasant Raj had got six staff ready and willing to use shortcuts for promotion to the Inspector post. Knowing the developments, Ravish immediately raised the vacancy assessment from five to six by including one vacancy in Direct Recruitment Quota, though it was not within his delegated powers. It was not the first time when Ravish had inflated the vacancies. He had irregularly inflated the vacancies several times in promotions of technical assistants.

Ravish went a step ahead to overlook the observation of reservation rules in vacancy assessment. Out of 6 vacancies for Sports and Wellbeing Inspector, he didn't follow roster points. He used roster points 1, 2, 3, 5, 6, and 7. As his trustworthy team included the SC/ST leader Vimal also, no one was going to question about dropping roster point number 4 reserved for the SC vacancy. It was not the first time when Ravish ignored the reservation rules. In the past, he had promoted 5 SC staff against ST vacancies. He had also overlooked roster points in Sports Officer selection. The unit issued a much-awaited notification for six unreserved vacancies of Sports and Wellbeing Inspector.

The notification received a good response, and a total of 138 staff applied. The eligibility criteria of all 138 staff were examined. Out of 138 staff, 72 were not found eligible for the post. To the dismay of Ravish, the list of 72 ineligible staff included 2 staff agreed for short cut, namely, Brijesh Kumar and Arvind Shandilya. They had joined the new unit at their own request. Ravish called the officer in charge for preparing the eligibility list to enquire about the subject. The officer quoted the Ministry circular dated 17.04.1997 issued on determining the eligibility of candidates against competitive quota posts. The said letter stipulated that the past service of the own request transferred staff will be counted only to the extent it doesn't exceed the length of service of the immediate senior. Thus, the two staff in question couldn't be included in the eligibility list. Ravish discussed the matter with Vasant Raj to drop these two staffs. Vasant Raj told that dropping these candidates would lead to trouble as they had already given the advance. Ravish found the way out. The officer in charge of the selection was proceeding on one week's leave. He was asked not to publish the eligibility list as the rules needed to be looked into. Ravish knew that Sunil Jatav will be looking after the duties next week.

Sunil was one of the beneficiaries of the recently launched “welfare drive” at the unit. Ravish had not only accepted his transfer to the new unit against the rules but also promoted him to a Sports officer post. Sunil was made in charge to finalise the eligibility list for the selection. Ravish had clearly told his expectations, leaving no options for Sunil. Accordingly, Sunil issued the revised eligibility list including the names of Brijesh Kumar and Arvind Shandilya.

In competition quota selection, the six highest scorers in the written test were to be selected against the six vacancies of Sports and Wellbeing Inspector. The road looked smooth to get the staff selected through shortcuts. Meenu had to only decide on the paper setting and paper evaluating officer for the selection, the rest was left to Ravish. The written exam was held smoothly. After the exam, six staff were called to submit their revised answer sheets. Ravish, in-charge of the confidential section, had no problem changing their answer sheets. The changed answer sheets were sent to evaluating officer. The answer sheets were evaluated and, as expected, only six staff, who agreed to shortcuts, passed the written test. Ravish didn't declare the result of the written test to avoid complications. All the selected were secretly promoted and things looked settled for the time but it was a calm before the storm.

Meenu received a letter from Abhilash Kumar about the corruption in the Sports and Wellbeing Inspector selection. Her initial reaction was to ignore the complaint, presuming the issue will get settled over time. However, the Vigilance department took up the matter and investigated the anomalies in the selection. The investigation revealed that the inclusion of Brijesh Kumar and Arvind Shandilya in the eligibility list was not in order. Meenu was clear in her strategy. She took all the measures to delay the investigation till the decision on the zonal head posting. To gain time, she quickly referred the issue of eligibility criteria to the Ministry and advised the Vigilance department to wait till clarification on the issue. Meanwhile, Ravish used his network and ‘acquired resources’ to ensure the selection of Meenu for the zonal head position at Kolkata. Ravish also managed his posting in Kolkata in another office. The “welfare drive” launched by them paid well, and both the officers were finally happy with their transfer to a Metro city.

The Sports and Wellbeing Inspector selection, however, continued to haunt them. The complainant, Abhilash Kumar was in no mood to settle for a lesser than the selection to the coveted post of Sports and Wellbeing Inspector. Under RTI, he obtained his answer sheets. The evaluator did a mistake in totalling marks. With correct totalling, Abhilash secured passing marks. Abhilash thus got another ammunition to attack Meenu. To counter Abhilash, the selected candidate Brijesh also used RTI to see the answer sheets of Abhilash. He noticed that the evaluator had given him marks for the wrong answer, else Abhilash, thus, couldn’t have passed the written exam without marks on wrong answers. Brijesh also wrote a complaint to the Vigilance department to investigate the evaluation of Abhilash’s answer sheets. The Vigilance Officer decided to cross-check all the answer sheets. The investigation now took a totally new turn when the Vigilance Officer found that the evaluator awarded marks on the wrong answers to Abhilash and Arvind Shandilya. Without marks on the wrong answers, both couldn’t have passed the exam.

Meenu was keeping a close watch on the development, even after joining Kolkata. She knew that the case would prove disastrous for her career. She asked one of the selected Sports and Wellbeing Inspectors, Mahendra to seek a transfer to another unit. It would create a vacancy and an opportunity to satisfy the disgruntled Abhilash. Mahendra obeyed her order and took the transfer. Meenu used her position to influence the zonal head at Jharkhand to get Abhilash Kumar adjusted against the vacancy created consequent to the transfer of Mahendra. To adjust

Abhilash, the Jharkhand zonal head recorded that the wisdom of an evaluator can't be questioned. The evaluator is free to award marks on the wrong answers. Thus, Abhilash got promoted to Sports and Wellbeing Inspector. Thereafter, Meenu used her position in the Ministry to get the vigilance case converted into an administrative error. The Vigilance department recorded that no one was guilty in the Sports and Wellbeing Inspector selection, it was only an administrative error with no malafide intention. The utopia returned in the new unit, and all the Staff lived happily ever after.

The case sometimes gets retold at the unit to praise the welfare mindset of erstwhile officers, a few think.....Jane Bhi Do Yaron.

(Disclaimer: All the persons/places/offices/events/incidents in the story are fictitious in nature. Any similarity with an actual person, live or dead/places/offices/events/incidents will be sheer coincidence.)



Honesty vs. Delivery-A perpetual dilemma

M. K. Agarwal
SDGM&CVO/MCF

There is a constant mental tug-of-war in the minds of many officials between their inherent priorities of being honest or efficient as both these requirements are often perceived to be mutually exclusive. In other words, many officers think that it is difficult for an officer to be honest and efficient at the same time since being honest is largely perceived as swimming against the current resulting in loss of vital energy in infructuous causes. Here honesty is considered an end in itself and is often confused with work to rule, which is a wrong notion. Therefore, taking shelter in the garb of honesty to justify inefficiency is a not an acceptable idea. Honesty is a hygiene factor which is necessary but not a sufficient condition for any system to function efficiently & thrive organically.

Honesty & efficiency are not mutually exclusive as these are often perceived. History is replete with innumerable such examples of bureaucrats/ officers who observed highest standards of probity & rectitude in public life yet proved to be extremely efficient & effective in discharging their duties impartially for the larger good of the society. Ultimately, any employee is paid to perform & deliver for the larger good of the society in general and organization in particular and if he or she fails to discharge the entrusted duties in the name being honest alone, a greater moral faux pas is committed. This confusion shatters the basic **raison d'être** of the govt. servant being a tool of discharging organizational goals. There are honest officers who think that the whole world around them is falling apart and their natural reaction is either to withdraw themselves in the name of their own safety or assume the role of a crusader. Both these extreme postures are uncalled for. Not doing the organizational entrusted duties efficiently in itself is no different than moral dishonesty, so to say. **Financial dishonesty** is deplorable & despicable but so is moral dishonesty. Chanakya Niti on corruption gives yet another dimension to the definition of corruption encompassing all sorts of possibilities:-

"Lack of knowledge and skills, laziness, gluttony, over-indulgence, lustiness, anger, fear greed and misuse of knowledge, power and designation are the sources of corruption in the government employees"

Dishonest person, on the other hand, justifies his or her stand often by stating that, in a faceless & ruthless mundane system saddled with frustration at every step & promoting mediocrity over meritocracy, corruption acts as a lubricant to this official machinery making more efficient and, at the same time, acts as a motivator. While putting forth this lame duck justification, the long term detrimental effect of this on organizational health & plight of the ultimate beneficiary is often forgotten. Many consider corruption as a **low risk high gain** business proposition.

. In the good old days, another justification was also given by many in support of corruption that govt. service is low on payment and high on delivery (if you pay peanuts you get monkeys only). These justifications are the figment of distorted & perverted mind which tend to rip apart the moral fabric of the society and hence must be dealt with firmly. It is also a fact that behind every corrupt person, there is a greedy family and even though the fruits of corruption are enjoyed by every member of the family, the perils are mainly born by the perpetrator.

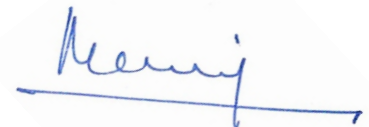
While it is agreed that only a small proportion of the total govt employees can be categorized in the bracket of pathologically corrupt & incorrigible and pathologically honest & self-motivated, the larger chunk comprise of the fence sitters who decide their ideological leaning & resultant actions based on the prevailing circumstances. Therefore, the task at hand of the enforcement agencies is not only challenging but also onerous to deter and save this large chunk from indulging in corrupt practices. These days media is abound with umpteen reports of people from every walk of life getting caught by investigating agencies which ultimately befall excruciating mental agony not only to the perpetrator but also the entire family. Therefore, **people like us** are no different than **people like them** in respect of vulnerability and perils of corruption.

Therefore, finally the choice lies with individual whether he or she decides to follow the path of righteousness or otherwise as no amount the vigilance can preclude the corruption beyond a limit. This requires the basic mindset of the government officers, who have often been referred as Civil Servants since the colonial days but are neither Civil nor Servant, to undergo a metamorphosis. Unfortunately, Chankya Niti on corruption also accepts this limitation and assumes a pragmatic approach as below:

"Just as it is impossible to know when a swimming fish is drinking water, so it is impossible to find out when a government servant is stealing money"

In other words, complete eradication of corruption from the organization is a figment of imagination and the organizations may not waste the scarce resources at their disposal in such utopian pursuits and can at best strive to create a system driven by checks & balances and rule of law to ensure objectivity and transparency in discharging official functions.

Let best not be the enemy of better





भ्रष्टाचार मुक्त भारत - विकसित भारत

भ्रष्ट आचरण एक मानसिक बीमारी है। व्यक्ति तृष्णा के पीछे भागता है और उसे प्राप्त करने के लिए कुछ भी करने को तत्पर होता है। इस प्रकार वह भ्रष्टाचार के दलदल में फंसा जाता है। अंततः उसे मिलता है दुख, पछतावा, ग्लानि और अवसाद। व्यक्ति फिर उस अवस्था में पहुंच जाता है जहां से वापस आना बहुत ही मुश्किल हो जाता है। अंत में जब उसे ज्ञान होता है तो पता चलता है कि जो रास्ते उसने जीवन में सुख पाने के लिए चुने थे वास्तव में वह रास्ता दुख का था।

भ्रष्टाचार प्लेग बीमारी की तरह है जिसका समाज पर व्यापक संक्षारक प्रभाव पड़ता है। यह लोकतंत्र और कानून के शासन को कमजोर करता है, मानवाधिकारों के उल्लंघन की घटनाओं को बढ़ाता है, बाजारों को विकृत करता है, जीवन की गुणवत्ता को खराब करने के साथ-साथ संगठित अपराध, आतंकवाद और मानव सुरक्षा के लिए अन्य खतरों को पनपने में मदद करता है। भ्रष्टाचार का निवेश और आर्थिक विकास पर बुरा प्रभाव पड़ता है, निवेश और मानव विकास के लिए उपलब्ध दुर्लभ संसाधनों पर कब्जा कर गरीबी की समस्या को और गंभीर बना देता है, न्यायिक प्रणाली को विकृत कर राज्य की सुरक्षा को कमजोर करता है। वास्तव में, जब भ्रष्टाचार जड़ हो जाता है, तो यह देश के पूरे आर्थिक, राजनीतिक और सामाजिक ताने-बाने को तबाह कर सकता है। भारत जैसे विशाल जनसंख्या और अपेक्षाकृत अकुशल जनशक्ति एवं सीमित संसाधनों वाले देश, के लिए तो इसके प्रभाव विशेष रूप से गंभीर हो सकते हैं।

भ्रष्टाचार के खिलाफ युद्ध में, भारत ने हाल के वर्षों में इसे कम करने और खत्म करने के लिए बड़े पैमाने पर कदम उठाए हैं। देश ने भ्रष्टाचार से लड़ने के लिए दो आयामी दृष्टिकोण अपनाया है। पहला कदम है भ्रष्टाचार के प्रति जीरो टॉलरेंस की नीति के साथ-साथ भ्रष्ट प्रथाओं के खिलाफ त्वरित और पर्याप्त कदम उठा कर भ्रष्टाचारियों के खिलाफ रुकवाट पैदा करना। दूसरा और कहीं अधिक प्रभावी कदम ई-गवर्नेंस, इसके माध्यम से पारदर्शिता बढ़ाते हुए प्रक्रियाओं को सरल बनाना और लालफीताशाही को कम करना।

निस्वार्थ और निष्पक्ष भाव से जिम्मेदारियों का निर्वहन ही हमारी इमानदारी का लक्ष्य है और इसे रोजमर्रा की क्रिया प्रणाली में उतार लेना ही जीवन शैली है। ईमानदारी की सीख माता-पिता से शुरू होकर शिक्षकों और अन्य ईमानदार व अनुकरणीय व्यक्तियों के माध्यम से प्राप्त होती है। सत्य निष्ठा एक आंतरिक और स्वाभाविक गुण है जिसके प्रभाव से व्यक्ति परिवार में, व्यवसाय में, कार्य क्षेत्र में, समाज में और राष्ट्रीय स्तर पर समर्पित रहता है। वह देश भक्ति की भावना से ओतप्रोत और सामाजिक सद्भावना से अभिभूत होता है।

हमें पद, योग्यता और बड़प्पन की परवाह किए बिना स्वच्छ चरित्र का परिचय देना चाहिए और जीवन में धारण करना चाहिए। यह सुख शक्ति और अमन चैन की सही मायने में कुंजी है। इतिहास साक्षी है कि महाभारत व रामायण काल से इतर चाणक्य और अशोक जैसे महान प्रतापी हस्तियों से लेकर न्यूटन, आइंस्टीन, अब्राहम लिंकन, सरदार बल्लभभाई पटेल, लाल

बहादुर शास्त्री महात्मा और गांधी जैसे महान व्यक्तियों ने इमानदारी के साथ-साथ मानवता को समर्पित अपना जीवन अर्पित कर दिया इसी कारण इन सपूतों को दुनिया कभी भुला नहीं सकेगी। ईमानदारी, जीवन को सरल, बोझमुक्त और समाज में जीने का मकसद सिखाती है। यह आत्मविश्वास, सहनशक्ति, विषम परिस्थितियों से जूझने की असीम क्षमता देती है जिसे कोई बीमारी, थकान, निराशा, अवसाद, चिंता व मानसिक तनाव बाधा नहीं पहुंचा सकती। ईमानदार व्यक्ति चरित्रवान, विश्वासपात्र और नैतिकता विकसित करता है और उसकी संपूर्ण क्रिया प्रणाली एक खुली किताब की तरह होती है जिसके पास छुपाने को कुछ भी नहीं होता। जिस दिन व्यक्ति के जीवन में यह घड़ी आ जाए उसके जीवन के प्रत्येक क्षेत्र में सफलता उसके कदम चूमेगी, समाज का उत्थान होगा और सच्चे राष्ट्र का निर्माण होगा। ईमानदारी ईश्वर का अमूल्य उपहार है जो हर मुश्किल का सामना करने की शक्ति देता है और प्रतिष्ठा से जीने का हक देता है। ऐसी विचारधारा राष्ट्र को अग्रणी बनाने में कारगर सिद्ध होती है।

रेल कर्मियों, हित धारकों तथा इससे जुड़े सभी नागरिकों की सक्रिय और प्रतिबद्ध भागीदारी के साथ भ्रष्टाचार का उन्मूलन किया जा सकता है। जब वे भ्रष्टाचार के दुष्प्रभावों से अवगत होंगे तभी इससे लड़ने और दूरगामी परिवर्तनों का मार्ग प्रशस्त होगा। भ्रष्टाचार के दुष्परिणामों के बारे में जागरूकता पैदा कर एवं अपेक्षित सुधारों के बारे में जनता को शिक्षित कर "भ्रष्टाचार मुक्त भारत -विकसित भारत" का निर्माण किया जा सकता है जो समसामयिक भी है। हम सभी को सत्य निष्ठा के प्रति अपनी प्रतिबद्धता सुनिश्चित करने और भ्रष्टाचार के विरुद्ध लड़ाई में शामिल होने के साथ-साथ दूसरों को भी प्रेरित करने का यथा संभव प्रयत्न करना चाहिए।

आइए जीवन के सभी क्षेत्रों में भ्रष्टाचार का उन्मूलन करने के लिए हम एकजुट होकर निरंतर प्रयत्न करने की प्रतिज्ञा करें। अंत में, सतर्कता जागरूकता सप्ताह 2022 के इस अवसर पर, मैं यह कहना चाहूंगा कि हम सभी को मिलकर निष्पक्ष, निष्काम और पारदर्शी तरीके से अपने कार्य को अंजाम देना चाहिए। हमारे इस छोटे से प्रयास से निश्चित तौर पर रेल संगठन के साथ-साथ देश का विकास सुनिश्चित होगा एवं हम सभी समाज के उत्थान में अपना यथोचित सहयोग देने में सफल होंगे। इसी आशा और विश्वास के साथ मैं यह लेख समाप्त कर रहा हूँ।

धन्यवाद

19/10/2022

संजय तिवारी

वरिष्ठ सतर्कता अधिकारी

आरेडिका / रायबरेली



When there seems to be no stopping the menace of corruption, could technology provide an answer?

The answer comes in affirmative. Corruption takes place when two parties meet for a business. But if we separate the two parties from each other, corruption can be reduced. Here, technology could be the answer. Technology can reduce direct contact between the citizens and government officers. The level of corruption in the Department of Railways has gone down significantly following digitalization viz. process of ticket issuing. It is an example of how technology can help in curbing corruption. After digitalization in the department, passengers no longer need to rely on railway employees to get a ticket.

Government has pays special attention for digitalization and takes many steps for better transparency and accuracy in their working -

⇒ **Transparency in Procurement- Indian Railway E-Procurement System (IREPS)**(<https://www.ireps.gov.in/>):

Transparency in public procurement being a thrust area of the Government, Indian Railway has expanded IREPS to cover all Divisions, Depots and Workshops in 2015-16.

⇒ **E-tendering as a Win-Win Initiative:**

Railways have started paperless settlement of tenders by expanding the scope of e-procurement. Not only the tenders are floated and opened online, the internal processing of tenders also is all done electronically online.

⇒ **E-Auction System for Removal of Scrap:**

Another important step towards transparency is switch to 100% e- auction in its sale of scrap. E-auction has enabled prospective scrap purchasers to bid simultaneously on an all India basis with digital comfort.

⇒ **e-Reverse Auction (e-RA) :**

The process of e-RA has now been further improved to have better competition in tendering. This has enabled more saving of money in Railways contracts.

⇒ **Digital e-payment:**

Digital e-payment of earnest money (EMD) results in purchaser's interaction 100% online. Digital e-payment of earnest money deposit (EMD) for auction and Railways tenders on an all India basis has further made the purchaser's interaction 100% online.

⇒ **Recruitment on Indian Railway Moves to IT platform:**

As a major IT initiative, system of online applications was introduced for exams undertaken for recruitment of Group 'C' officials. Moreover, online examination was also introduced through RRBs. Now Indian Railways has also introduced of Centralized

Computer Based Objective type examination (CBT) in all departments having Organised Services for promotions to Group 'B' posts on Indian Railways.

IPAS application software (the software for AIMS)
(<https://aims.indianrailways.gov.in/IPAS>)

This software has been developed by CRIS on web based 3-tier centralized architecture using Java and Oracle. It will bring a common application to all Railways on a centralized platform so that similar processes are followed across Railways in terms of accounting practices.

e-office- paperless office Solution
(<https://au.eoffice.railnet.gov.in/cas/login?service=https%3A%2F%2Fau.eoffice.railnet.gov.in%2Flogin.php>):

The e-Office system is an integrated file and records management system that allows employees to manage content, search for data internally and collaborate. The file system also enables the electronic movement and the tracking of files, and the archival and retrieval of data.

HRMS(<https://hrms.indianrail.gov.in/HRMS/login>):

As a step towards employee interface, Indian Railways has introduced the HRMS (Human Resource Management System): This initiative targets to bring all the Railway employees on the employee portal so that all the processes of personnel management starting right from hiring to retiring will be on the digital platform.

UMID (https://umid.digitalir.in/1_modules_dashboard/0_login):

This is a smart health card system in Indian Railways. With UMID, all Indian Railways employee can access medical facilities in any railway hospital or private clinics and generate automatic OPD slips.

SPARROW- Electronic Annual Performance Appraisal Report :

This is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of the Service by the Central Government.

It has succeeded in keeping a check on corruption through better management and effective use of information technology. Probably the Railways is the only government department to make full use of information technology in tackling corruption.



Nitesh Shukla
CVI/Store



AN OVERVIEW OF GCC FOR WORKS CONTRACT

Dhananjai Singh
Assistance Vigilance Officer

Works:-

Works means all new construction, site preparation, additions and alterations to existing works, special repairs to newly purchased or previously abandoned buildings or structures including remodeling or replacement. Minor works mean works which add capital value to existing assets but do not create new assets. Repair works means works undertaken to maintain building and fixture.

Bid Security:

- (1) (a) The tenderer shall be required to submit the Bid Security with the tender for the due performance with the stipulation to keep the offer open till such date as specified in the tender, under the conditions of tender. The Bid Security shall be as under:

| Value of the Work | Bid Security |
|---|--|
| For works estimated to cost up to ₹ 1 crore | 2% of the estimated cost of the work |
| For works estimated to cost more than ₹ 1 crore | ₹ 2 lakh plus ½% (half percent) of the excess of the estimated cost of work beyond ₹ 1 crore subject to a maximum of ₹ 1 crore |

Note:

- (i) The Bid Security shall be rounded off to the nearest ₹ 100. This Bid Security shall be applicable for all modes of tendering.
- (ii) Any firm recognized by Department of Industrial Policy and Promotion (DIPP) as 'Startups' shall be exempted from payment of Bid Security detailed above.
- (iii) Labour Cooperative Societies shall submit only 50% of above Bid Security detailed above.

(b) It shall be understood that the tender documents have been issued to the tenderer and the tenderer is permitted to tender in consideration of stipulation on his part, that after submitting his tender he will not resile from his offer or modify the terms and conditions thereof in a manner not acceptable to the Engineer. Should the tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the Railway.

8/4/19
19.10.22

(c) If his tender is accepted, this Bid Security mentioned in sub para (a) above will be retained as part security for the due and faithful fulfillment of the contract in terms of Clause 16 of the Standard General Conditions of Contract. The Bid Security of other Tenderers shall, save as herein before provided, be returned to them, but the Railway shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.

- (2) The Bid Security shall be deposited either in cash through e-payment gateway or submitted as Bank Guarantee bond from a scheduled commercial bank of India or as mentioned in tender documents. The Bank Guarantee bond shall be as per **Annexure-VIA** and shall be valid for a period of 90days beyond the bid validity period.
- (3) **In case, submission of Bid Security in the form of Bank Guarantee, following shall be ensured:**
- i. A scanned copy of the Bank Guarantee shall be uploaded on e-Procurement Portal (IREPS) while applying to the tender.
 - ii. The original Bank Guarantee should be delivered in person to the official nominated as indicated in the tender document within 5 working days of deadline of submission of bids.
 - iii. Non submission of scanned copy of Bank Guarantee with the bid on e-tendering portal (IREPS) and/or non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid.
 - iv. The Tender Security shall remain valid for a period of 90 days beyond the validity period for the Tender.
 - v. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time, failing which the bid will be rejected
 - vi. The Bank Guarantee shall be placed in an envelope, which shall be sealed. The envelope shall clearly bear the identification “**Bid for the ***** Project**” and shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right hand top corner of the envelope.
 - vii. The envelope shall be addressed to the officer and address as mentioned in the tender document.
 - viii. If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

Eligibility Criteria:**Technical Eligibility Criteria:**

(a) The tenderer must have successfully completed or substantially completed any one of the following categories of work(s) during last 07 (seven) years, ending last day of month previous to the one in which tender is invited:

- (i) Three similar works each costing not less than the amount equal to 30% of advertised value of the tender, or
- (ii) Two similar works each costing not less than the amount equal to 40% of advertised value of the tender, or
- (iii) One similar work costing not less than the amount equal to 60% of advertised value of the tender.

(b) (1) In case of tenders for composite works (e.g. works involving more than one distinct component, such as Civil Engineering works, S&T works, Electrical works, OHE works etc. and in the case of major bridges – substructure, superstructure etc.), tenderer must have successfully completed or substantially completed any one of the following categories of work(s) during last 07 (seven) years, ending last day of month previous to the one in which tender is invited:

- (i) Three similar works each costing not less than the amount equal to 30% of advertised value of each component of tender, or
- (ii) Two similar works each costing not less than the amount equal to 40% of advertised value of each component of tender, or
- (iii) One similar work each costing not less than the amount equal to 60% of advertised value of each component of tender.

Financial Eligibility Criteria: The tenderer must have minimum average annual contractual turnover of V/N crores; or 'V' whichever is less where

V= Advertised value of the tender in crores of Rupees

N= Number of years prescribed for completion of work for which bids have been invited.

The average annual contractual turnover shall be calculated as an average of "total contractual payments" in the previous three financial years, as per the audited balance sheet. However, in case balance sheet of the previous year is yet to be prepared/ audited, the audited balance sheet of the fourth previous year shall be considered for calculating average annual contractual turnover.

Security Deposit: The Security Deposit shall be 5% of the contract value. The Bid Security submitted by the Contractor with his tender will be retained/encashed by the Railways as part of security for the due and faithful fulfillment of the contract by the Contractor. Provided further that, if Contractor submits the Cash or Term Deposit Receipt issued from a Scheduled commercial bank of India or irrevocable Bank Guarantee Bond from a Scheduled commercial bank of India, either towards the Full Security Depositor the Part Security Deposit equal to or more than Bid Security, the Railway shall return the Bid Security, to the Contractor.

Balance of Security Deposit may be deposited by the Contractor in cash or Term Deposit Receipt issued from Scheduled commercial bank of India or irrevocable Bank Guarantee bond issued from Scheduled commercial bank of India, or may be recovered at the rate of 6% of the bill amount till the full Security Deposit is recovered. Provided also that in case of defaulting Contractor, the Railway may retain any amount due for payment to the Contractor on the pending "on account bills" so that the amounts so retained (including amount guaranteed through Performance Guarantee) may not exceed 10% of the total value of the contract.

The Irrevocable Bank Guarantee submitted towards Security deposit shall be initially valid up to the stipulated date of Maintenance period plus 60 days and shall be extended from time to time, depending upon extension of contract granted in terms of Clause 17A and 17B of the Standard General Conditions of Contract.

Performance Guarantee

The procedure for obtaining Performance Guarantee is outlined below:

(a) The successful bidder shall have to submit a Performance Guarantee (PG) within 21 (Twenty one) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 21 (Twenty one) days and upto 60 days from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 12% per annum shall be charged for the delay beyond 21 (Twenty one) days, i.e. from 22nd day after the date of issue of LOA. Further, if the 60th day happens to be a declared holiday in the concerned office of the Railway, submission of PG can be accepted on the next working day.

In all other cases, if the Contractor fails to submit the requisite PG even after 60 days from the date of issue of LOA, the contract is liable to be terminated. In case contract is terminated railway shall be entitled to forfeit Bid Security and other dues payable to the contractor against that particular contract, subject to maximum of PG amount. In case a tenderer has not submitted Bid Security on the strength of their registration as a Startup recognized by Department of Industrial Policy and Promotion (DIPP) under Ministry of Commerce and Industry, DIPP shall be informed to this effect.

The failed Contractor shall be debarred from participating in re-tender for that work.

- (b) The successful bidder shall submit the Performance Guarantee (PG) in any of the following forms, amounting to 5% of the original contract value:-
- (i) A deposit of Cash;
 - (ii) Irrevocable Bank Guarantee;
 - (iii) Government Securities including State Loan Bonds at 5% below the market value;
 - (iv) Pay Orders and Demand Drafts tendered by any Scheduled Commercial Bank of India;
 - (v) Guarantee Bonds executed or Deposits Receipts tendered by any Scheduled Commercial Bank of India;
 - (vi) Deposit in the Post Office Saving Bank;
 - (vii) Deposit in the National Savings Certificates;
 - (viii) Twelve years National Defence Certificates;

- (ix) Ten years Defence Deposits;
 - (x) National Defence Bonds and
 - (xi) Unit Trust Certificates at 5% below market value or at the face value whichever is less. Also, FDR in favour of FA&CAO (free from any encumbrance) may be accepted.
- (c) The Performance Guarantee shall be submitted by the successful bidder after the Letter of Acceptance (LOA) has been issued, but before signing of the contract agreement. This P.G. shall be initially valid upto the stipulated date of completion plus 60 days beyond that. In case, the time for completion of work gets extended, the Contractor shall get the validity of P.G. extended to cover such extended time for completion of work plus 60 days.
- (d) The value of PG to be submitted by the Contractor is based on original contract value and shall not change due to subsequent variation(s) in the original contract value.
- (e) The Performance Guarantee (PG) shall be released after physical completion of the work based on 'Completion Certificate' issued by the competent authority stating that the Contractor has completed the work in all respects satisfactorily.
- (f) Whenever the contract is rescinded, the Performance Guarantee already submitted for the contract shall be encashed.
- (g) The Engineer shall not make a claim under the Performance Guarantee except for amounts to which the President of India is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:
- (i) Failure by the Contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer may claim the full amount of the Performance Guarantee.
 - (ii) Failure by the Contractor to pay President of India any amount due, either as agreed by the Contractor or determined under any of the Clauses/Conditions of the Agreement, within 30 days of the service of notice to this effect by Engineer.
 - (iii) The Contract being determined or rescinded under clause 62 of these conditions.

VARIATIONS IN EXTENT OF CONTRACT

41. Modification to Contract to be in Writing: In the event of any of the provisions of the contract required to be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the Railway and the Contractor and no work shall proceed under such modifications until this has been done. Any verbal or written arrangement abandoning, modifying, extending, reducing or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on the Railway unless and until the same is incorporated in a formal instrument and signed by the Railway and the Contractor, and till then the Railway shall have the right to repudiate such arrangements.

42.(1) Powers of Modification to Contract: The Engineer on behalf of the Railway shall be entitled by order in writing to enlarge or extend, diminish or reduce the works or make any alterations in their design, character position, site, quantities, dimensions or in the method of their execution or in the combination and use of materials for the execution thereof or to order any additional work to be done or any works not to be done and the Contractor will not be entitled, to any compensation for any increase/reduction in the quantities of work but will be paid

only for the actual amount of work done and for approved materials supplied against a specific order.

42.(2) (i) Unless otherwise specified in the special conditions of the contract, the accepted variation in quantity of each individual item of the contract would be upto 25% of the quantity originally contracted, except in case of foundation work (in which no variation limit shall apply). However, the rates for the increased quantities shall be as per sub- para (iii) below.

(ii) The Contractor shall be bound to carry out the work at the agreed rates and shall not be entitled to any claim or any compensation whatsoever upto the limit of 25% variation in quantity of individual item of works.

(iii) In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, then same shall be executed at following rates

- a. Quantities operated in excess of 125% but upto 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for that item in that particular tender;
- b. Quantities operated in excess of 140% but upto 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in that particular tender;
- c. Variation in quantities of individual items beyond 150% will be avoided and would be permitted only in exceptional unavoidable circumstances and shall be paid at 96% of the rate awarded for that item in that particular tender.
- d. Variation to quantities of Minor Value Item:
The limit for varying quantities for minor value items shall be 100% (as against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose original agreement value is less than 1 % of the total original contract value.
 - d.(i) Quantities operated upto and including 100% of the agreement quantity of the concerned minor value item, shall be paid at the rate awarded for that item in that particular tender;
 - d.(ii) Quantities operated in excess of 100% but upto 200% of the agreement quantity of the concerned minor value item, shall be paid at 98% of the rate awarded for that item in that particular tender;
 - d.(iii) Variation in quantities of individual minor value item beyond 200% will be avoided and would be permitted only in exceptional unavoidable circumstances and shall be paid at 96% of the rate awarded for that item in that particular tender.

(iv) In case of earthwork items, the variation limit of 25% shall apply to the gross quantity of earthwork items and variation in the quantities of individual classifications of soil shall not be subject to this limit.

(v) As far as Standard Schedule of Rates (SSOR) items are concerned, the variation limit of 25% would apply to the value of SSOR schedule(s) as a whole and not on individual SSOR items. However, in case of Non Standard Schedule of Rates (SSOR) items, the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (single percentage rate or individual item rate).

Biometric-Based Contract Labour Attendance, Identification and Management System (CLAIMS)

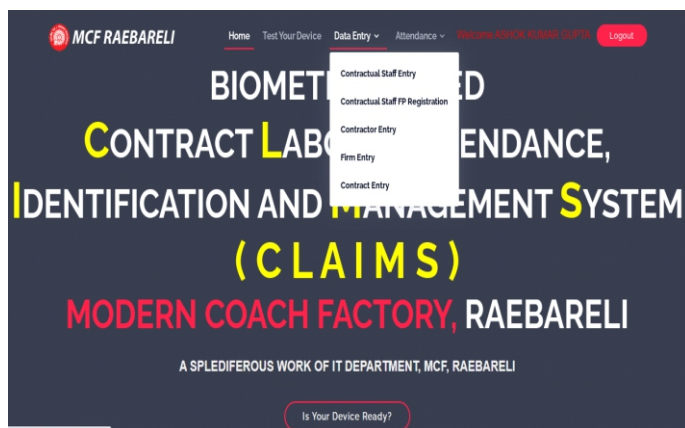
By Ashok Kumar Gupta, AEDPM, MCF
Suresh Verma, SE/IT, MCF

1.0 Introduction:

Indian Railways has been increasingly relying on outsourcing of non-core activities. However, past experience suggest that at times outsourcing contractors reduce their cost by ignoring contractual obligations. In case of labour contract, employing less than agreed manpower had become common. As a result, biometric attendance system was introduced. However, there have been cases of fraud by showing more staff being deployed than actual while using several commercially available bio-metric attendance systems. For example, one person can impersonate many by using his different fingers on same or different stand-alone biometric machines. This article describes MCF's IT team's in-house developed bio-metric attendance system using existing equipment.

2.0 Brief description:

This In-house developed Biometric Attendance System was mainly for Contract Labour. A commercial attendance management system tracks employee time and attendance information. Biometric attendance is normally adhaar based, which requires yearly renewal of RD service and the user organization has very little control over the attendance database or application. Moreover, failure of internet connection results in delay or non registering of attendance. Hence, a software application for biometric attendance was developed in-house by MCF, using spare expired license biometric machines. This client server application is being used with supervisor's PC's web-browser as client at factory premises and server in MCF's LAN for daily attendance of contract manpower and all related reports. This system performs all operations normally carried out by Adhaar based finger-print attendance systems, including one-time fingerprint data capture, matching for duplicates, fingerprint matching (with employee's stored fingerprint data) at every instance of attendance. It also generates reports, customized to MCF's requirements. Screen shot of the starting screen is shown below:



3.0 Features of the system:

System performs all operations normally carried out by Adhaar based finger-print based attendance system, including one-time fingerprint data capture, matching for duplicates, fingerprint matching (with employee's stores fingerprint data) whenever attendance is to be recorded, without requiring internet access. Unlike manual attendance system, this is paperless where exact hours of labour working can be evaluated. Officer or supervisors of respective shops can monitor actual manpower daily and can deduct from contractors' bills for the absentee time. The system also allows random checking using biometrics. **This System can easily be adapted to all labour based contracts on Indian Railways including, OBHS, CTS etc.** This system keeps track of daily attendance, working hours, breaks, login, and logout time. It prevents staff's time theft.

This software meets various attendance requirements like daily attendance reports, absentee lists, letters and other documents effortlessly while reducing manual intervention. It can also be used to track employee's attendance, absentee record, attendance history & other related documents to enable workshop supervisors to have better control over the staff.

3.1 Process description:

The fingerprint data of each staff for all fingers is captured in the biometric system only once. The following screen is used to capture finger print data

111122223333 SEARCH

Name: test Father's Name: test2

Mobile No.: 1212112211 Date of Birth: 2020-02-04

Successfully Captured

TO SCAN FINGERS CLICK ON RELEVANT FINGER AND PLACE THE FINGER ON SCANNER

SUBMIT

For marking attendance

The railway supervisor logs in.

Unique Id of the staff is entered

Staff places a pre-decided finger on the biometric device (MFS-100) and if it matches with stored data in the system, attendance is marked.

Attendance screen is shown below:

रेलवे सुपरवाइजर यह सुनिश्चित करें कि उंगलियों पर किसी प्रकार का अवांछित चीज नहीं लगा हो।

DAILY ATTENDANCE

IN

Aadhar No.

Name:- test Father Name:- test2

Mobile:- 1212112211 DOB:- 2020-02-04

FINGER NOT MATCHED

SCAN LEFT THUMB

SUBMIT RESET

Since a biometric system works on fingerprints, there is little chance of false or proxy attendance. This makes the biometric system quite accurate and a highly reliable attendance management system.

3.2 Key Advantages of CLAIMS:

User-Friendly: The user interface is very simple. Data storage and recovery is fast and secure. Additionally, graphic reports as “Dashboard” are available which makes interpretation of data simple and easy to grasp.

Quick Report Generation: Various reports such as Section-wise attendance, Day-wise attendance, Month-Wise, and much more can be easily generated quickly. Current and back-dated reports are available readily.

Zero Errors: Reduction of paperwork and elimination of errors is possible when attendance is automated.

3.3 Key Features of CLAIMS:

A simple online attendance app designed for all attendance requirements.

Capable of storing unlimited employees/contract labor attendance data records.

Fully compatible with both the web & mobile devices connected with MCF Wi-Fi.

Simply requires an MCF LAN connection to run smoothly.

No need of Internet Connectivity.

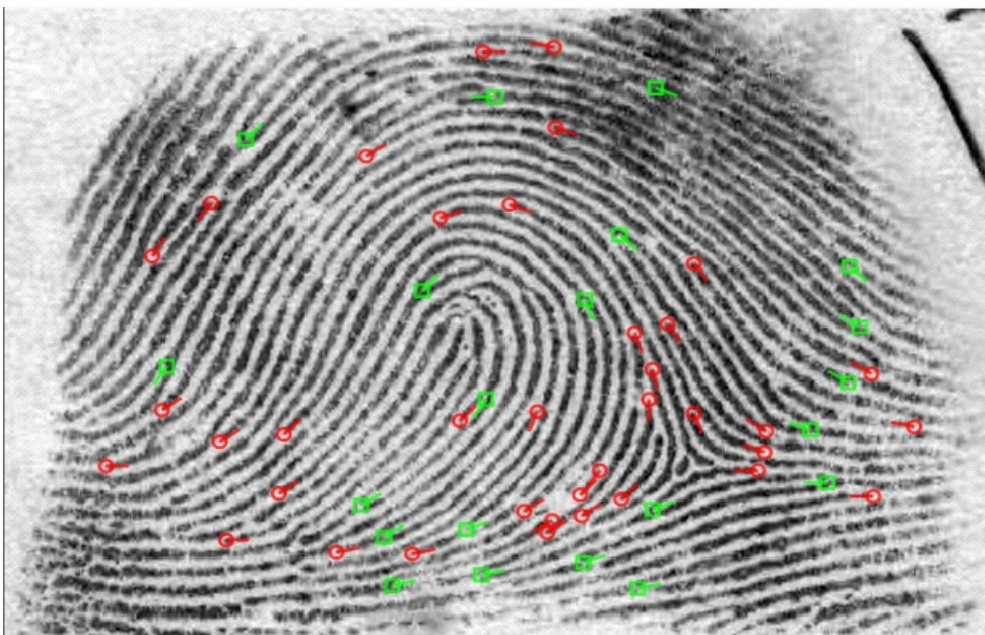
4.0 Brief Technical details

Although standard library functions from the Software Development Kit (SDK), which did not require understanding the fingerprint analysis and storage algorithms, IT Team, to develop most optimal design had gone into detail of fingerprint scanning, storing, analysis and retrieval techniques. These are briefly explained here.

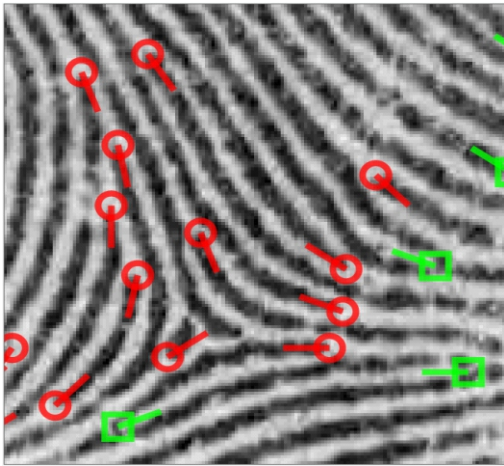
Fingerprints are undoubtedly one of the most studied biometric traits and the most widely used in civil and forensic recognition systems. Although state-of-the-art fingerprint comparison algorithms are fast and quite accurate, identifying an unknown fingerprint over a large database poses challenging problems in terms of both accuracy and efficiency

4.1 Fingerprint capture and storage

The image captured by the scanner is firstly processed to have the right orientation and size and cleaned of noise. This image is used to generate records of special features of the finger print (known as minutiae) in a template file. Usually, only two type of minutiae are important- ridge ending and ridge bifurcations. The template records store type, co-ordinates and orientation of each minutia. While image can generate template, reverse is not possible hence templates are stored in the database and image is discarded due to privacy issues. A typical minutiae scan looks like this



A close up of the above shows the two types of minutiae more clearly.



The circles(box) indicate coordinates and the line segment shows the orientation(angle). Red (circles) minutiae are ridge bifurcations and green(box) are ridge endings.

4.2 Fingerprint matching

Two sets of Finger prints are matched by comparing their templates. For example, if we want to check if finger print scanned is same as with the finger print in the database, the template of the scanned image is generated and compared with that available in the database of that person. There are many algorithms to do so but the gold standard is that developed by Bozorth (then working with FBI). The same is briefly explained here. The minutiae details of both templates are compared and a similarity index is developed wrt to both coordinates and orientation. This is done by storing inter- minutiae distance and angles of each fingerprint in a temporary table. This will make the minutiae record to be independent of rotation and to some extent scale. Finger prints are then matched for closeness of inter- minutiae values and a similarity index generated. Once the similarity index touches a user (or pre)specified value, the two are taken to be of the same finger and person.

4.3 Fingerprint retrieval.

In case the finger and person is known, retrieval of fingerprint data is a straightforward process. However, in case a finger print is to be matched for duplicates/existing records, e.g. someone trying to assume a new identity (or generate a new Aadhaar card), checking against all records will be time consuming. Hence to reduce the total number of comparisons, fingerprint identification systems typically use prefiltering techniques. These techniques can be grouped into two main categories:

- 1) exclusive classification and
- 2) fingerprint indexing (or continuous classification) .

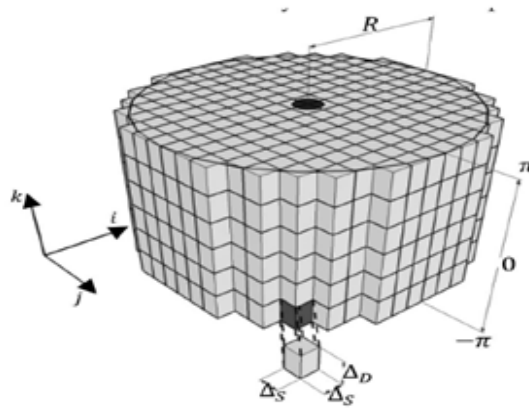
Exclusive classification techniques split the database into a fixed number of classes; during the identification phase, the searched fingerprint is compared only to fingerprints belonging to the same class]. The main drawback is that the number of classes is usually small and fingerprints are unevenly distributed among them. Hence indexing is considered as a better option and is used in very large databases as well.

4.4 Fingerprint indexing

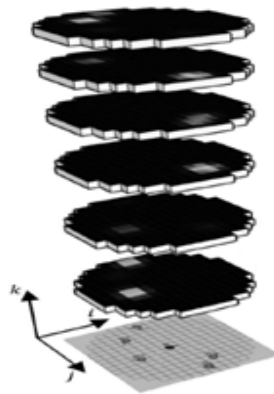
Indexing involves assigning a link (index) for each image to a column of a much smaller table so that similar images are either same or similar valued index. Thus for finger print matching with existing records, index for the candidate (new) finger print is calculated and only those records having same or similar index are checked for matching. This drastically reduces the load on the server. One of the most effective indexing technique is MCC (Minutia Cylinder-Code)m, which is also used by UDAI. This described in the next subsection

4.5 Minutia Cylinder-Code

MCC is a cylinder like data-structure (a conceptual representation of data as physical structure like queue, stack, table etc). In case of finger print template file, each minutia has a MCC representing distance and orientation of neighbouring minutia as base and height respectively. MCC is represented as shown below



The cylinder is divided into sections corresponding to a directional difference. During the creation of a cylinder for a minutia m , a numerical value is calculated for each cell by accumulating contributions from minutiae in neighborhood of the projection of the cell center onto the cylinder base. The value of a cell represents the likelihood of finding minutiae that are close to the cell and whose directional difference with respect to m is similar to a given value. The following shows the cylinder associated to a minutia with five minutiae in its neighborhood.



A lighter area in the cylinder shows higher value of the index associated with a cell of the cylinder. This index is not affected by translation and rotation of the minutiae as well as minor distortions in the image and forms the basis of generating a composite index for sorting similar template(s).

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Do's and DONT'S

S&T,Electrical and Mechanical Deptt.(Common items)..

DO's:

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

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

DO NOT'S:

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

DO'S & DON'TS FOR MEDICAL DEPARTMENT

DO's

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

DON'ts

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

reasons.

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

STORES DEPARTMENT

DOs

- * Ensure correct description, specification, drawing numbers, quantity etc. in the purchase order.
- * Indicate quantity, both in figures and words.
- * Ensure that the quantity indented is as per approval of the approving authority.
- * Ensure stock verification of materials as per schedule programme.
- * Receipt and issue of materials must be entered in the BIN card/Register/Ledger properly with date & sign.
- * Ensure delivery of scrap only from the sold lot.
- * Specify a reasonable delivery period. Avoid items like "Urgent" and "Immediate and be specific about the date by which the material is required.
- * Avoid calling for supplies to sample as far as possible.
- * While approving quantity in indents, ensure that the quantity is fully justified in relation to the asset (s) for which the procurement is to be made.
- * Ensure attestation of corrections if any in quantity, estimated last purchase rates and description on the indent by the competent authority.
- * Before signing/countersigning any indent, satisfy yourself for the requirements, estimated rates, description and specification.
- * Ensure correct description & specification of materials as per Purchase order & Drawing while accepting the materials.
- * Before issue of tender inquiry, ensure the existence of the firm.
- * Estimated rate should be based on last purchase rate or budgetary quotation collected after survey supported by price list.
- * Indicate rate and quantity both in words and figures on indent.
- * Genuine likely supplies should be incorporated on the indent.
- * Funds available should be enclosed.
- * Get the Non-stock certificate for indenting item from concerned Stores Officer.
- * Purpose and indenting quantity should be clear and justified.
- * Rate reasonableness should be carefully examined before accepting the offer.
- * Restricted items of RDSO CLW) DLW/MSME/GeM etc, should be procured only from restricted sources.
- * DP extension should be granted only after receipt of request either from firm or consignee.
- * In case of acceptance of offer in deviation to firm's original offer, Purchase Order should be issued only after obtaining consent from the tenderer.
- * Procurement of commonly used goods and services restricted to GeM should be invariably from GeM platform.
- * Power of purchase and procedure to be followed as stipulated.

STORES DEPARTMENT

DON'Ts

- Do not furnish specifications that are tailor made to attract offers from only one or two suppliers.
- Do not submit more than one indent for each quantity approval.
- Do not submit non-stock indent for a stock item, except under special circumstance recording the reasons for the same.
- Do not split the demand to bring within certain limit.
- Do not certify urgency unless you are fully and personally satisfied about it as this may lead to purchase at a higher rates.
- Do not delay in disposal of tender cases.
- Do not receive & issue materials without proper/relevant documents.
- Do not furnish names of fictitious/non existent vendors on the indent.
- DP should not be re-fixed to mere benefit of the supplier.
- Do not procure any item from open market which is enlisted in GeM

Review
20/10/22
CML

General DO's & DON'Ts on Common Activities/Conduct

GENERAL

DOs

- ★ Keep a good image before the public/staff by being honest, impartial and just. Always be punctual in attendance.
- ★ Be conversant with the current rules and regulation before taking any decision.
- ★ Be conversant with the relevant clauses of the Conduct Rules and ensure that these Rules are not infringed.
- ★ Use your discretion properly to avoid any miscarriage of justice.
- ★ Be dispassionate while taking decisions so that no undue favour accrues to anyone. While occupying Rest Houses, ensure filling up the Register and also indicating whether on duty/leave.
- ★ Maintain proper record of CLLAP availed and ensure that it is properly debited to your account.

DON'Ts

- ★ Do not delay files/papers put up to you.
- ★ Do not forget to put a date under your signature. Absence of date may give rise to doubt about your motives in certain situations.
- ★ Do not misuse staff cars/vehicles, Railway labour, Railway materials, catering etc.
- ★ Do not misuse Duty passes for journeys performed which are not for official work or for persons not entitled to such travel.
- ★ Do not sit on the Selection Board before whom any relative of yours is appearing for selection.
- ★ Do not take part in the Tender Committee meetings if any of your relative is one of the tenderers.
- ★ Avoid sanctioning a privilege to yourself even if it is within your competent. Let such sanction be accorded by your superior.

PERSONNEL DEPARTMENT

DOs

- Maintain all basic documents, records, policy instructions and guard files properly and up to date.
- Ensure the correct verification of Educational certificate, birth certificate, caste certificate before appointment.
- Ensure original voucher & signature before pay any bill.
- Ensure self-contained notes are put up, connecting relevant instructions.
- Have an Action Plan for filling up both Direct Recruitment and Promotee Quota vacancies, duly assessing anticipated vacancies and lead time required for filling up of posts.
- Attend to employee grievances with promptness and a positive attitude.
- Educate employees on their dues and benefits and ways to avail the same.
- Remember to follow check lists for important activities, like selections, promotion, settlement dues of staff etc.
- Ensure before accepting the bills that the bills are in original and signed by the claimant.
- Plan in advance. Do not keep delaying till the last minute.
- Remember that you are a service department and meant to look after staff welfare.
- Service record of the employee should be kept with up to date entry with signature & date of the concerned staff & officer.
- Leave record of the employee to be kept with up to date entry in regular manner.
- Before issue of tender inquiry, ensure the existence of the firm.

DON'Ts

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

Check
20/10/22
(VSP)

ACCOUNTS DEPARTMENT

DOS

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

DON'TS

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

Dos & DON'Ts for Tenders and contracts

"These days in Indian Railway many activities are being outsourced and works are being executed through contractual department is entering into contracts and therefore, it is essential to select a competent agency at most economical rate and ensure that works are completed well in time. However, finalization of tenders and contract management requires timely action, consistency in decisions and willingness to follow the laid down rules, procedures & guidelines issued by CVC, Railway Board and Zonal Railways. In this article an effort has been made to bring out some of the DOs and DON'Ts while dealing with the tenders and contracts."

DOs

- ✦ Estimation of Tender Value should be based on current valid LARS/Analysis of Rates.
- ✦ Allow adequate and reasonable minimum time (as prescribed) for opening of all tenders to encourage proper response-except in emergencies.
- ✦ Ensure timely supply of copies of approved plans for tenders where special items rates have to be quoted for the particular details of the approved plans.
- ✦ Ensure that comparative statement and briefing have been prepared and duly signed by the concerned officials on each page.
- ✦ Only consider offers accompanied by requisite earnest money in proper term.
- ✦ Attempt identification of sister concerns to detect ring formations especially in the case of limited tenders.
- ✦ Similar works for technical eligibility should be approved by PHOD/CHOD.
- ✦ Similar nature of work should be carefully defined as per type of requirement of work.
- ✦ For tender by a Joint Venture, TC must go through the condition of valid tender by a Joint Venture firm.

- ✦ Ensure consideration of reasonableness of rates in the Tender Committee minutes. This should not be with reference to presumably accepted rates, but also after taking into accounts market rates and analysis of rates. Reasonableness has to be explained in detail.
- ✦ Treat the Tender Committee recommendations with dissenting notes carefully. Dissent should be part of running minutes with views of other members also on it.
- ✦ Remember- negotiation should be an exception and not the rule in acceptance of tenders.
- ✦ Ensure negotiation for rates with lowest eligible tenderer only after getting approval of Competent Authority i.e. Tender Accepting Authority
- ✦ Record relevant reasons for overlooking the lowest offer if it is not acceptable. Speaking decision is a must.
- ✦ Order calling for fresh tenders if items are to be revised or their value is to be enhanced.
- ✦ Ensure that special conditions do not give avoidable scope for acceptance of high rates.
- ✦ Ensure that the Tender Committee minutes contain the relevant information as the date, venue of the meeting and dated signatures of the members.
- ✦ Record the acceptance or otherwise on the body of the tender committee minutes only & not on the noting side of the file.
- ✦ Ensure that rating of the offers received is done properly after evaluating the special conditions and vetting by finance.
- ✦ Ensure that the reasonableness of rates is examined critically, logically and specifically both in respect of total cost and rates of important individual items.
- ✦ Ensure that the tender committee is duly constituted of competent level of officers specified.
- ✦ Ensure prior sanction of competent authority before executing additional quantities in each item and ensure that the contracts are not vitiated.

DON'Ts

- ✦ Do not change the Tender Committee members once constituted without prior approval of competent authority.
- ✦ Do not consider delayed/late tenders except under specified exceptional circumstances & that too only by following prescribed procedure.
- ✦ Do not treat the Tender Committee's recommendations with dissenting notes from one or more members of the Tender Committee as unanimous recommendations.
- ✦ Do not order negotiation on the repeated advice of tender committee to invite fresh tenders, particularly where response to the call for negotiation is poor.
- ✦ Do not exercise the powers of the Tender Accepting Authority in case you have been a member of the Tender Committee. Let it go to higher authority.
- ✦ Do not hold negotiations with those who had either not tendered originally or whose tender was rejected because of unsatisfactory credentials, inadequacy of capacity or where tenders were unaccompanied with adequate earnest money or any other invalid tenders.
- ✦ Do not accept open quotations from the contractors during negotiations.
- ✦ Do not entertain letters/representations of tenderers subsequent to the opening/negotiation/consideration of tenders.
- ✦ 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 record the acceptance/otherwise of the tenders anywhere else than the body of the Tender Committee minutes. Noting side of the file is to be endorsed about the action taken only.
- ✦ Do not advise the Tender Committee prior to their deliberations on the suitability or otherwise of any particular offer.

- ✦ Do not allow anomalies in evaluation of special conditions to affect the acceptance of the offer recommended.
- ✦ Do not operate non-schedule items without sanction of the competent authority. In exceptional cases where it has to be done, maintain necessary site records.
- ✦ Do not operate non-schedule items where it is possible to do work as per scheduled items or a combination thereof.

SYSTEM IMPROVEMENTS



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गोपनीय / Confidential

पत्र सं. : जी/एमसीएफ़/आरबीएल/विज./प्रणाली सुधार

दिनांक: 15.03.2022

सभी प्रमुख प्रधान विभागाध्यक्ष
आरेडिका/रायवरेली

विषय: - अराजपत्रित कर्मचारियों के लिए प्रत्येक विभाग/अनुभाग में निर्धारित उपस्थिति पंजक में प्रणाली सुधार के संबंध में।

उपरोक्त विषय के संदर्भ में सतर्कता निवारक जांच के क्रम में विभिन्न विभागों (कार्मिक शाखा, लेखा विभाग, मेडिकल विभाग व दूर संचार विभाग) के द्वारा अनुरक्षित उपस्थिति पंजक की जांच की गई थी। जांच के दौरान पाई गई निम्न अनियमितता/त्रुटियाँ जैसे कि कर्मचारियों के द्वारा निर्धारित समय पर उपस्थिति पंजिका में हस्ताक्षर नहीं करना, कर्मचारियों के हस्ताक्षर (उपस्थिति पंजक एवं छुट्टी आवेदन पत्र पर) में भिन्नता, उपस्थिति पंजिका में बिना अनुमोदन/रद्द के छुट्टी दर्शाया जाना, कर्मचारियों के द्वारा उपस्थिति पंजक पर सफेदा का प्रयोग करते हुए हस्ताक्षर किया जाना, उपस्थिति पंजक पर अधिलेखन, संशोधन, सफेदा इत्यादि का प्रयोग, उपस्थिति पंजक को संबन्धित अनुभाग के पर्यवेक्षक एवं अनुभाग अधिकारी के द्वारा निर्धारित समय पर निचले कालम में जांच के बाद हस्ताक्षर न किया जाना इत्यादि पाई गई है।

अतः उपरोक्त के आलोक में आपसे अनुरोध है कि उक्त अनियमितताओं को दृष्टगत रखते हुए रेलवे बोर्ड के कार्यालय पद्धति नियमावली (MOP) के भाग - 1 (संगठनात्मक नियमावली) के चैप्टर - VII में उल्लिखित उपस्थिति पंजक से जुड़े नियमों को दृष्टगत रखते हुए आपके स्तर सुधार प्रणाली जारी किया जाए एवं अनिवार्य रूप से इसका पालन सुनिश्चित कारवाई जाए। प्रशासनिक स्तर पर होने वाली प्रत्यक्ष व परोक्ष लापरवाही को रोकने के लिए प्रभावी कदम उठाते हुए कृत कार्यवाही से सतर्कता विभाग को अवगत करवाया जाए।

इस पर महाप्रबंधक/सतर्कता महोदय का अनुमोदन प्राप्त है।

15/03/2022
(संजय तिवारी)
वरिष्ठ सतर्कता अधिकारी



आधुनिक रेल डिब्बा कारखाना, रायबरेली
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Tele (Rly) :03961925

No: G/MCF/RBL/Vig./Sys. Imp./2022

Date: 12.05.2022

All PHODs,
MCF/RBL

Sub: - System Improvement regarding service contract.

During course of investigation into a preventive check, it has been observed that tender has been finalised for 3 year despite receipt of single offer against open tender invited through IREPS. In this regards following instructions are issued:-

1. As already instructed earlier vide letter no. G/MCF/RBL/Vig./2020/System Imp/06 dated 24.08.2020, it is reiterated that as per extant policy of the procurement through GeM, as far as possible, the Goods/Services already available on GeM should be procured unless there is any justified reason to deviate from this policy. In such an exceptional case also, a reference may be made to GeM for incorporation the desired specification in future.
2. When a limited or open tender results in only one effective offer, it shall be treated as single tender and whenever an open tender results in only one effective offer, powers to deal such cases would be with the Tender Accepting Authority as per the Delegation of power as issued by Railway Board from time to time for direct acceptance of tenders/through constitution/composition of tender committee (as the case may be) provided following conditions are satisfied and recorded by TC/Accepting authority-
 - (i) The procurement was satisfactorily advertised and sufficient time was given for submission of bids,
 - (ii) The qualification criteria were not unduly restrictive, and
 - (iii) Prices are reasonable in comparison to market values.(RB letter no. 2021/RS (G)/779/8 dated 04.03.2022), (Rule 173(xxi) of GFR 2017)

Shri
(Sanjaya Tiwari)
12/05/2022

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का
अमृत महोत्सव



आधुनिक रेल डिब्बा कारखाना, रायबरेली
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No: G/MCF/RBL/Vig./PC/Mech./25

Date: 14.06.2022

All PHODs,
MCF/RBL

Sub: - System Improvement regarding issuing of Modification advice (MA).

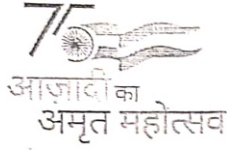
During the course of Preventive Check by MCF/Vigilance, Samples of Material found nonconforming as per the specification mentioned in the Purchase order. During Joint Inspection firm has accepted that they have supplied another similar type of material but not as per spec mentioned in the PO, due to unavailability of the same. Further on the request of Firm's letter, MA has been issued by Store Department.

It is to mention that, issuing of MA after rejection of material is objectionable. This seems to be an effort to accommodate the deviation, which formed the basis of rejection. If firm had practical difficulty in sourcing the material as per specification, as claimed by them, they have applied for the deviation in time so that MA could be issued timely.

It is therefore advised to issue suitable instructions to avoid such type of situation in future, under intimation to this office also.

This has the approval of CVO.

Sanjaya Tiwary
(Sanjaya Tiwary) 14/06/2022
SVO/MCF/RBL
For General Manager/Vig.



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No: G/MCF/RBL/Vig./PC/Mech./29

Date: 27.06.2022

All PHOD's,
MCF/RBL

Sub: - System Improvement regarding Preparation of estimate.

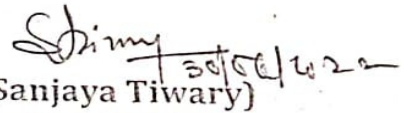
During the course of Preventive Check by MCF/Vigilance, it has been noticed that, an Estimate of a tender was prepared on the basis LAR of the previous contact.

On scrutiny, it is further noted that even though the name of the work in both the tenders was same, yet special terms and condition of both having financial implication were different.

During estimation, financial implication to such effect was ignored by estimate preparing officials due to which wrong estimate has been prepared and processed.

It is therefore advised to issue suitable instructions to all concerned that whenever Estimation is made on the basis of LAR, all the component of Rate should be checked very carefully to avoid such type of reoccurrence in future. The instruction issued in this regard may be intimated to this office also.

—This has the approval of CVO.—


(Sanjaya Tiwary)

SVO/MCF/RBL
For General Manager/Vig.



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G/MCF/RBL/Vig./CVO/Conf.

20/07/2022

Sub: System improvement in Post Contract amendments.

1. During investigation of few recent cases, many irregularities have been noticed in the issue of post contract amendments. In few cases, it is noted that many important clauses of the contracts viz. Inspection clause, DP etc. have been completely ignored during the execution of the contracts apparently in the garb of urgency. While urgency of out-turn is well appreciated, it is reiterated that terms & conditions of the contracts are equally sacrosanct and cannot/ should not be sacrificed on any pretext. In case any deviation is inescapable or considered desirable in the contract due to any reason whatsoever, issue of MA by the contract issuing authority is must before implementing it, after thorough examination of the issues involved viz. possibility of vitiation of tender, financial implication, technical viability etc.
2. Ideally, post contract amendments/ issue of MAs after placement of contracts should be discouraged and be treated as an exception only, which does not seem to be the case presently. Similarly, while approving the prototypes, the terms & conditions/ specification of the contract must be considered carefully with due diligence and in case required, information submitted by the firm in their offer or the technical comments etc. may also be connected from the contract file to do a proper justice to such approvals.
3. Adequate instructions already exist in the subject matter, which may please be linked and complied in letter & spirit.

CVO

PCME, PCMM, PFA, PCEE, PCE

Copy to GM sir for the kind information please.

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अमृत महोत्सव



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No: G/MCF/RBL/Vig./Mech./PC-36

Confidential
Date: 22.07.2022

All PHOD's
MCF

Sub: - Irregularities noticed during preventive check.

During course of a preventive check by MCF/ Vigilance it has been noticed that:

1. An NS item completely different to the existing contract was found included in the contract, which is irregular.
2. On one hand the proposal for a work on Quotation basis was initiated and the other hand the same work was also proposed on tender basis by inclusion in ongoing tender, which is nothing but overlapping of the same work.
3. A work was found splitted in the form of Quotation of 20 coaches whose LOA was issued on 29.03.2022 with total value of Rs 4,99,497.60, and again another proposal of quotation of 20 coaches with value of Rs 4,99,497.60 has also been initiated on 19.04.2022. From above, it can be seen that the said work could have been done for 40 C/s together but it was splitted to bring in Ambit of JAG officer which is highly irregular.

Such irregularities are becoming a norm, which is very serious. All concerned are therefore requested to take immediate corrective actions in this regard to prevent recurrence of such nature at all cost, as in future such irregularities will be taken seriously with fixing up of responsibilities at officer level also.

This has the approval of CVO.

Sanjaya
(Sanjaya Tiwary) 27/07/2022
SVO/MCF/RBL
For General Manager/Vig.

CASE STUDY

Case Study regarding irregularity on eligibility criteria

1. During the course of preventive check, it has been observed:
The work of shell manufacturing through Robotic line was outsourced to pvt. parties through tenders, indicating thereby that the 'costly state-of-the-art robotic line facility was installed for contractors. While from the perspective of a common man of normal prudence, this facility should have been utilised for in-house manufacturing and balancing input could be out sourced through normal production methods'. Although this is a policy decision of technical nature, yet this aspect demands a thorough review by concerned PHOD with full justification.
There also seem to be a possibility of undue favour extended to a particular firm owing to following facts:
 - Firstly, a **work** had been awarded to "firm" on **quotation** basis vide LOA dt. 08.06.2019, apparently to provide them the requisite eligibility even though the estimate for the **bulk tender** was already prepared on 23.05.2019. This is clear **splitting of demand**.
 - The estimate of the **quotation work** was prepared based on the budgetary quote of that "firm" and their rates (same as that of BQ), were declared reasonable by comparing with their own budgetary rates, which also defies the logic and principles of rate reasonability.
 - Subsequently, the eligibility criteria of the tender (opened on 05.07.2019 and with estimated value < 50 lakh) was fixed to include experience on Robotic **experience** line which is quite restrictive in nature as **robotic lines**. Hence its experience is rarest of the rare. No wonder, the above firm only qualified and got the contract in an apparently skewed & unfair manner.
 - Subsequently, when the next tender exceeded the limit of Rs 50 lakh requiring incorporation of financial & technical eligibility criteria in terms of Sudhir Chandra committee's recommendations, the similar work defined to include the experience on robotic welding line again the same firm was declared eligible. This apparently went on with perpetuity and the single firm only qualified.
 - Notwithstanding above possible favouring treatment meted to a particular firm intentionally/ un-intentionally, the irregularities noticed in this case are being treated as administrative in nature by taking a lenient view.
2. In this regard, the following instruction were issued :
 - The current "eligibility criteria/ similar work" may please be reviewed to make it more broad based or less restrictive in future tenders so as to infuse competition rather than overtly depending on a single firm extending it unfair advantage repeatedly.
 - It is pertinent to point out here that this firm was also a new firm when it was considered for a small quantity order against quotation which apparently rendered unfair eligibility to it against subsequent tenders. Hence suitable safeguards or handholding measures may also be considered for awarding contract to a new firm with otherwise requisite experience as deemed fit.

The Result

- This is however a suggestion and suitable decision, as deemed fit, may be taken by PHOD with due justification, duly considering the concerns of vigilance, in future same/ similar tenders.

Irregularities in execution of Contract agreement

During course of a preventive check for the work of, "Supply, Installation & Commissioning of system design and provision CCTV Surveillance system along with perimeter Intrusion Detection System in factory area of MCF Raebareli". It is found that LOA was issued with DOC and third party inspection i.e. RITES. The firm has quoted no deviation in its offer and secured the contract.

From the above, the following violation /irregularities have been noticed:

1. The firm subsequently requested for changes in the inspection clause on the ground of timely completion of the work. Accepting such excuse, the inspection clause was changed from RITES to Consignee, yet the firm did not complete the work in time. Thereafter, the firm submitted applications for extension of the completion date and the same had been also extended without LD four times, even though the reasons given by the firm for extension of the date of completion were not prima facie valid.
2. On perusal of chapter VI clause 20, Price and Payment terms of tender document, it is noted that "For items under schedule, 60% payment will be made after receiving the material duly inspected by MCF nominated official and *remaining 40% payment will be made after successful commissioning of the work and issuance of the work completion certificate by the competent authority.*", but it was found that no completion certificate was issued to firm by the competent authority regarding this work. Without compliance of this important condition of contracts, the remaining 40% amount had been released on firm's request through Pay order. It is violation of Price and Payment terms of contract agreement.
3. Initially the proposal was made without considering all the points at the time of making GAD & estimate of the work. It is also clear that when the firm applied for the requirement of extra material, no effort was made to verify whether the requirement given by the firm is correct or not. In price and payment terms of tender document, it is noted that "for items under schedule, 60% payment will be made after receiving the material". It is not clear as to which schedule it was referring to i.e. supply schedule (A) or installation schedule (B).
4. Firm had supplied the material without manufacturer's WTC certificate and the same has been accepted by SSE. It is violating the Rly. Bd. circular No. 2017/Trans/01/policy/Pt-S dated 16.08.2018.

Responsibility of official:-

1. SSE has been found responsible for allowed the firm to execute the work with increased quantity of materials without any approval or issue of MA and/or without any inspection vitiating the terms and condition of the contract agreement.
2. Dy.CME has been found responsible for (a) Processing/recommending extensions of the completion date without LD, four times, (b) Approving the vague contract document due to not clear payment terms schedule and for (c) Processing the payment to the contractor through wrong procedure i.e. through pay order.

The Result

1. Advised Administration action against the concern erring official.
2. Suggested that the officials involved in the case, dealing with Works contract, be imparted training to avoid such lapses.



MCF/RBL

RAILWAY BOARD CIRCULARS

RBE No. 01/2022

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

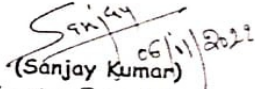
No. E(NG)I-2018/DP/25

New Delhi, dated 06.01.2022

The General Managers (P)
All Zonal Railways & Production Units

Sub: Extension of deputation period beyond 3rd year/4th year who have joined PSUs before issuance of Board's letter dated 26.06.2018.
Ref: i) Board's letter No. F(E)II/2018/Dep/1(1)/1 dated 26.06.2018
ii) Board's letter of even number dated 31.01.2019 and 04.09.2019

Kindly refer to Board's letter No. F(E)II/2018/Dep./1(1)/1 dated 26.06.2018 specifying that the initial deputation tenure for non-gazetted railway servant would henceforth be five years. It has been decided that all cases of extension of deputation of staff upto 5 years may be decided by Zonal Railways considering the instructions issued in 2018.


(Sanjay Kumar)
Deputy Director Estt. (N)
Railway Board
Ph. No. - 43658/011-23303658
E mail Id- sanjay.kumar6@gov.in

Copy to :- The CMDs/MDs, All PSUs (as per standar list) & NHRCL, MD, CRIS, New Delhi, The Vice Chairman, RLDA, New Delhi for information. It may kindly be ensured that arrangement for relief are made well in time so that there is no overstay beyond 5 years limit for Railway employee on deputation.



आज़ादी का
अमृत महोत्सव

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

आज़ादी का
अमृत महोत्सव

No: 2021/RS(G)/779/8

New Delhi, dated: 04.03.2022

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

Sub: Delegation of powers for accepting single effective offer against Open and Limited tenders for stores contracts

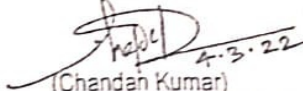
Ref: Rule 173 (xxi) of GFR 2017

As per rule 173 (xxi) of GFR 2017, when a limited or open tender results in only one effective offer, it shall be treated as a single tender contract.

In this regard, it has been decided that:

1. Whenever an Open tender results in only one effective offer, powers to deal such cases would be with the Tender Accepting Authority as per the Delegation of power as issued by Railway Board from time to time for direct acceptance of tenders/through constitution/composition of tender committee (as the case may be) provided following conditions are satisfied and recorded by TC/Accepting authority-
 - i. The procurement was satisfactorily advertised and sufficient time was given for submission of bids;
 - ii. The qualification criteria were not unduly restrictive; and
 - iii. Prices are reasonable in comparison to market values.
2. Whenever a Limited Tender results in only one effective offer, fresh tender should be invited except in urgent cases of purchases. Urgency has to be certified by Competent Authority (Delegation for urgency certification is as per Railway Board letter No. 88/RS/G/779/14 pt dated 06.01.2017, Para 2 item 12 or revised time to time) if prices are found to be reasonable.

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


(Chandan Kumar)
Director Railway Stores(IC)
Railway Board

No: 2021/RS(G)/779/8

New Delhi, dated 04.03.2022.

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


for Member (Finance)/Railway Board.

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

No. 2022/RS(M)/Paperless Working/1

New Delhi, dated:10.03.2022

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

Sub.- Paperless working: e-Bills for supplies

Ref.- i) Railway Board's circular No. 2021/RS(M)/Paperless Working dated 25.08.2021

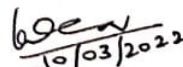
ii) Railway Board's circular No. 2017/RS(M)/Paperless Working dated 20.02.2018

Vide Railway Board's circular dated 20.02.2018, payment against e-Bills (submitted by vendors on IREPS) for supplies of stock items was implemented.

- 2.0 Further, vide Railway Board's circular dated 25.08.2021, payment against e-Bills for supplies of non-stock items was implemented.
- 3.0 However, it has been observed that physical bills are still being dealt by some Railway units/bill paying units for making payments against supplies for stock/ non-stock items.
- 4.0 In order to achieve end to end paperless working in contract management, payment to vendors for supplies of stock as well as non-stock items should be done against e-Bills (Digitally signed bills submitted by vendors online through IREPS) and no physical/paper bills should be asked/dealt by the bill paying authorities.

This however shall not be applicable for bills for supplies against GeM contracts.

This is issued with the concurrence of Accounts Directorate of Railway Board.


10/03/2022
(Gaurav Kumar)
Director RS(F)

No. 2022/RS(M)/Paperless Working/1

New Delhi, dated:10.03.2022

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


10/03/22
For Member (Finance), Railway Board

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi dt. 7/10/2022

The General Managers,
All Indian Railways & Production Units

(Kind attention : PCPO/PFA/Dy. CPO(G)/Dy.CAO(G))

Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of Centralized Computer Based Objective type examination (CBT) in all departments having Organised Services.

Ref.: Board's letter nos.E(GP)2022/2/4 dated 28/06/2022, 06/09/2022 & 4/10/2022.

Please refer to this office letter of even number dated 28/06/2022 & 4/10/2022 wherein it has been advised that the 70% Selections & 30% LDCEs for promotion to Group 'B' posts in all organised departments will be conducted through Centralised CBT w.e.f.1.1.2023.

2. With the introduction of Multiple-choice Objective type questions in the 70% Selections for promotion to Gr.B posts in terms of instructions contained in Board's letter no.E(GP)2018/2/31 dated 19.03.2019, following pattern of examination has been adopted for 70% Selections in all departments except Accounts and the same shall continue for the 70% Selections to be conducted through Centralised CBT in all Departments except Accounts:

| | |
|--|--|
| a) Professional Subject including optional questions of 10 marks on Official language policy & Rules | 70 Marks |
| b) Establishment and Financial Rules | 30 Marks |
| c) Qualifying marks | 60 Marks with relaxation as per extant rules |

3.0 Duration of the examination for 70% Selections through Centralised CBT shall be two hours.

3.1 Structure of the 30% LDCEs in all Departments has already been prescribed in terms of Board's letters of even number dated 28/06/2022 & 6/09/2022.

M. Saluja
7/10/22
(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

No. 2022/CE-I/CT/8/CPWDDSR

New Delhi, Dated 13.10.2022

As per list attached

Sub: Adoption of CPWD Delhi Schedules of Rates- 2021 (DSR-Vol. I, DSR-Vol. II, DSR-Horticulture & Landscaping), Analysis of Rates for DSR (AOR-Vol. I, AOR-Vol. II) & CPWD Specification (Vol. I, Vol. II) and IRUSSOR-2021 on Indian Railways.

Ref: Railway Board letter No. 2020/CE-I/USSOR/W&M/1 dated 05.07.2022

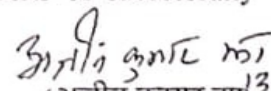
1. Railway Board vide above referred letter had issued IRUSSOR-2021.
2. Board (MI and MF) have now decided to adopt CPWD Delhi Schedules of Rates (DSR-2021) (DSR-Vol. I, DSR-Vol. II, DSR-Horticulture & Landscaping-2020), Analysis of Rates for DSR (AOR-Vol. I, AOR-Vol. II)-2021 & CPWD Specification (Vol. I, Vol. II) for execution of all civil engineering works related to Building work, Road works and Horticulture works etc. (except Formation works, Bridge works and P.Way works).
3. Board (MI and MF) have also decided to execute Bridges works, Formation works and P.Way works with 'Indian Railways Unified Standard Schedule of Rates (IRUSSOR-2021)'. Accordingly, Railway Board vide letter No. 2020/CE-I/USSOR/W&M/1, dated 05.07.2022 has issued IRUSSOR-2021. Indian Railway Unified Standard Specification-2021 (IRUSS-2021) has also been finalized and uploaded on CE-Directorate web page.
4. CPWD DSR is published from CPWD Headquarters at New Delhi and applicable all over India with suitable factor called 'Building Cost Index'. The 'Building Cost Index' is worked out as per Annexure-IV of 'PLINTH AREA RATES-2021 based on concurrent rates of the geographical area for various components. IREPS has the provision of Five Numbers of 'BCI' for each zone.
5. As per prevalent system of CPWD, 'Building Cost Index' is derived by all Zonal heads of CPWD (Chief Engineer or ADG) for different places under their jurisdiction.
6. The CPWD DSR- (Vol. I, Vol. II, Horticulture & Landscaping) has been uploaded on Civil Engineering Directorate webpage of Ministry of Railways and link is also available in IREPS system.
7. The head of Civil Engineering Department of the organization shall adopt the Building Cost Index of respective zone of CPWD or work out the same duly updating the rates in

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13.10.22

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Building Cost Index (Annexure- IV of 'PLINTH AREA RATES-2021'), with concurrence of Associate Finance.

8. The Department Admin of HQ of Civil Engineering Department in IREPS has been authorized to update 'Building Cost Index' as approved by head of Civil Engineering Department, on IREPS time to time.
9. The CPWD DSRs, AORs & Specifications are available on http://cpwd.gov.in/Documents/cpwd_publication.aspx. However any change or new guideline related to CPWD DSRs, AORs & Specifications shall be effective on Indian Railways **only when uploaded by Ministry of Railways on Civil Engineering Directorate webpage** of Ministry of Railways.
SORs, AORs & Specification has been uploaded on Railway Board's website. It may be accessed through the following path:
www.indianrailways.gov.in/railwayboard>>"About Indian Railways">>"Railway Board Directorates" >> "Civil Engineering" >> "4.Schedule of Rates, AOR and Specifications" >> Schedule of Rates, Analysis of Rates and Specifications-2021 >> IR & CPWD- SOR, AOR & Specification
10. Railways are advised to finalize '**Building Cost Index**' as per latest Board's instructions (*at least once every 6 months*) and adopt **CPWD DSR 2021 & CPWD Specifications** for execution of all civil engineering works related to Building work, Road works and Horticulture works etc. (except Formation works, Bridge works and P. Way works) and follow 'Indian Railways Unified Standard Schedule of Rates (IRUSSOR-2021)' for Bridges works, Formation works and P.Way works on Indian Railways.
11. Zonal Railways are required to adopt *CPWD DSR-2021 & IRUSSOR-2021* not later than **15.11.2022**. Board has also decided to discontinue the use of directions of IRUSSOR-2010, IRUSSOR-2019 or CPWD-2019 from **15.11.2022** onward. *Board has also decided that in future, any updation by CPWD in DSR, Analysis of Rates & Specification, will be automatically adopted by IR through IREPS without any further approval.* While finalizing the tender and preparation of DPR, LARs of successfully completed works may be considered.

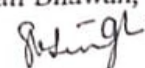

 (अजीत कुमार झा)
 कार्यपालक निदेशक/सिविल इंजी.(जी)/रेलवे बोर्ड
 [Phone: 030-44803; Rly: 011-23383379:MTNL]
 e-mail address : edceg2022@gmail.com

No. 2022/CE-I/CT/8/CPWDDSR

New Delhi, Dated 13.10.2022

Copy forwarded for information to:

1. The PFAs, All Indian Railways.
2. Dy. Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi


 For Member Finance



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



No. 2022/RS(G)/779/7(3390005)

Dated: 17.10.2022

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

Sub: Handling of Warranty Rejections

Ref: Railway Board's letter No.2000/RS(G)/379/2 dated 07.08.2015 and 18.01.2018.

Background

Consolidated instructions on handling of warranty rejections were issued vide Railway Board's letter no.2000/RS(G)/379/2 dated 07.08.2015 and 18-01-2018. These instructions primarily stipulate linking of warranty rejections to the concerned supplying stores depot and relevant purchase orders by the user and arrange for warranty replacements duly conducting joint inspections with pre-inspection agency and the firm.

Review of Warranty Management system indicated practical difficulties in efficient handling of several of warranty issues, centralized database, monitoring of warranty settlement, resultant deterrent actions and system improvements. The system of handling warranty rejections is largely manual and whatever computerization is there, it is on separate systems which are not fully equipped to handle warranty rejections end-to-end, and are not integrated. Also, the policy did not cater for many scenarios which are encountered while dealing with the warranty rejections e.g. warranty rejections of components of Rolling Stocks supplied by Private/Govt/Railway units, cases where PO/stores depot/User depot is not linked, epidemic failures, inefficient marking on the items for linking of items to vendor/purchase orders, warranty claims by users, communication of warranty period to end user ertc

Under this background, the consolidated policy instructions on warranty rejection handling including an Online Integrated Warranty Management System over IR, covering entire warranty management landscape to include all types of warranty failures, including epidemic failures, keeping in view practical field conditions for implementation are being issued in this circular. This circular supersedes earlier circulars on the subject.

1. **Digitisation of Warranty Management System**

- i. The entire Warranty Management System shall be digitized and made paperless.
- ii. The existing maintenance Applications viz CMM, FMM, WISE, SLAM, PUs local system, etc. shall be integrated with UDM/ IMMS/IREPS for seamless transfer of required data. A provision shall be made on these platforms to facilitate end uses to register warranty complaints. Duplicate feeding on UDM is to be avoided. All systems dealing with warranty rejection of vendor and their response should have provision of uploading/attaching documents.
- iii. Provision shall be made on IREPS for the vendors to input dispatch details such as batch number, serial number, major sub component of the item, date of manufacturing (in MM/YYYY), expiry date (wherever applicable), manufacturer's marking, make/Brand, etc. against the Purchase Orders for each consignee. These details would be passed to iMMS/UDM and reflected in DRR/R-Note/CRN generated on iMMS/UDM and for indicating the same while issuing the materials through Issue Notes. Inspecting Agencies shall also indicate these details explicitly in the Inspection Certificate. End Consignee receiving the material from the vendor will verify these details at the time of receipt of material and explicitly indicate the same in iMMS/UDM.
- iv. Warranty period shall be captured in digital form as stated in Para 4 of this letter.
- v. Centralized Recovery Register shall be digitized & maintained in IPAS and linked with iMMS/UDM for seamless both-ways data flow between these applications for recovery.
- vi. The Warranty Rejections of vendors and their responses shall be linked with Unified Vendor Approval Module (UVAM). Cognizance of these warranty rejections of vendors shall be taken for reviewing the Approval of vendors by vendor approving authorities.
- vii. Cognizance of these warranty rejections of vendors shall be taken by the procuring authorities in deciding the tender cases.

2. Materials are rejected under warranty in the following situations:

- (A) Material rejected was issued to the user (shop/shed etc) from its attached Stores Depot or attached User Depot (both Stock & Non-stock).
- (B) Material rejected was received from a PU or a Stores Depot or a User Depot which is not the attached depot of the end user including that received directly through centralized procurement (both Stock & Non-stock).
- (C) Material was rejected in the field and was fitted at some other Workshop/Shed/Depot. Material either received or fitted through Supply Contract, Works Contract or Service Contract or any other type of contracts (both Stock & Non-stock).
- (D) Failure of components of Rolling Stocks received from Railway PUs/ PSUs/ Workshops/ Private Manufacturers

The Methodology of handling these rejections are dealt with below:

(A) For Warranty rejection In Shop/Shed etc where rejected material was issued from its attached Stores Depot or attached User Depot (both Stock and Non-stock items)-

- i. In case the material was accounted for in Stores Depot in iMMS after receipt from vendor, end-user shall register the warranty complaints with reasons and other details, as required, on the

systems like CMM/FMM/WISE/SLAM/MU etc. available with them & electronically transfer such data to UDM through integrated system or shall register the warranty complaints directly in UDM (as convenient and practical for the end- user) and issue "Advice Note" of returned stores on UDM with the approval of competent authority (Gazetted Officer) to return the rejected material to attached Stores Depot for issuing "Warranty Rejection Advice" (i.e. warranty claims lodging) by attached Stores Depot.

However, in case the material was accounted for in User Depot in UDM after receipt from the vendor, there is no need for issuing "Advice Note" & to return the rejected material to attached Stores Depot.

"Warranty Rejection Advice" (i.e. warranty claims lodging) shall be issued to the firm with the approval of gazetted officer of the end consignee of attached Stores Depot/ User Depot (depending upon where rejected material was accounted for after receipt from vendor) on iMMS/UDM after getting the warranty rejected material from end-user.

Before, issuing the "Warranty Rejection Advice", the concerned user of iMMS/UDM & gazetted officer shall satisfy himself about the availability of the rejected material, correctness of PO (Purchase Order) and applicability of warranty period and ensure that other details including reason(s) for warranty rejection are genuine as per specification, drawing and terms and conditions of the Contract. This should be decided within 15 days.

- ii. Rejected material shall be taken out from the ledger of Stock-Holder in iMMS/UDM (as the case may be). The "Warranty Rejection Advice" shall be issued on iMMS/UDM by attached Stores Depot/ User Depot to all concerned i.e. firm, purchaser, pre-inspecting agency, vendor approving agency, paying authority etc. as per the contract- without fail.
- iii. In the Warranty Rejection Advice, the vendor shall be called upon for replacement of rejected stores or for deposition of equivalent amount of rejected material, within a period of 60 days from the date of Warranty Rejection Advice. Date of issue of Warranty Rejection Advice by gazetted officer to be taken as date of Warranty Rejection Advice.
- iv. It shall be ensured that initiation of warranty complaint by user and issue of Warranty Rejection Advice in UDM/iMMS is not delayed by concerned officials/officers and warranty rejection advice should be issued within 15 days of detection of warranty complaint. However, if the warranty complaint is detected within warranty period, the "Warranty Rejection Advice" must be issued within warranty period.

On issue of "Warranty Rejection Advice", the "Warranty Rejection Register" should automatically get updated.

- v. On getting the "Warranty Rejection Advice", the inspecting agency shall take suitable action against the inspecting officials and ensure necessary corrective actions; duly informing the Officer who has approved the "Warranty Rejection Advice". Recovery of inspection charges from the concerned inspecting agency for the rejected item(s) shall be made by any Bill Paying Authority across IR on pro-rata basis for the quantity and as per the rate of inspection charges for the inspection agency. Claim for recovery of inspection charges against the concerned 3rd party inspecting agency (like RITES etc.) shall automatically get noted into "Centralized Recovery Register" maintained in IPAS on the basis of "Warranty Rejection Advice"; which shall specifically mention the name of inspecting agency. After recovery of inspection charges by any Bill Paying

Authority, "Centralized Recovery Register" w.r.t. recovery of inspection charges to be automatically updated in IPAS to that extent so as to avoid multiple recoveries of inspection charges by different Railways and communicate the recovered amount to iMMS/ UDM.

- vi. Any Bill Paying Authority across IR shall withhold the payment of equivalent amount of rejected material through "Centralized Recovery Register" from firm's Bill(s) at the earliest, till the full amount is withheld and the same shall be released only after disposal/closure/settlement of the warranty claim or deposition of equivalent amount of rejected material or after recovery, whichever is earlier. After withholding of amount by any Bill Paying Authority, "Centralized Recovery Register" to be automatically updated in IPAS to that extent so as to avoid multiple withholdings by different Railways and communicate the withheld amount to iMMS/ UDM.
- vii. Firm shall be allowed to collect the rejected materials only after deposition of payments already made by Railway (if any) to them or after recovery of equivalent amount by Accounts or against replacement quantity. Rejected material should be suitably defaced before handing-over to the firm to avoid re-use and necessary provision about digital capturing in respective modules may be done.
- viii. Warranty Quantity Replacement-
 - a. Replacement of rejected quantity shall be made to the end consignee at the Stores Depot/User Depot which received the original supply from the firm.
 - b. The warranty quantity replacement will be supplied and accounted for in iMMS through R/Note & RO if "Warranty Rejection Advice" has been issued through iMMS. However, where "Warranty Rejection Advice" has been issued through UDM, the warranty quantity replacement will be supplied and accounted for in UDM through CRN. R-Note/CRN should be clearly marked as "Warranty Replacement CRN/R-Note, Not for Payment".
- ix. Replaced/rectified material shall have warranty for the replaced/rectified goods till the original warranty period plus the time from the warranty rejection advice to material replacement/rectification.
- x. Vendor would be permitted to lift the rejected material (subject to clause 2(A)(vii) above) "free of cost" within the period mentioned in Para 2(A)(iii) above. After this time, ground rent shall be applicable.

In cases where firm fails to lift the rejected material within the time period mentioned in para 3203 of IRS Condition of Contract, at the expiry of the period, no claim whatsoever shall lie against the Purchaser in respect of the said goods, which may be disposed of by the Purchaser in such manner as he thinks fit. Without prejudice to the generality of the foregoing, all the provisions in the Indian Railways Standard Conditions of Contract relating to the 'rejection of goods' and 'failure' and 'termination' add and Clause 3100-02 shall apply.

- xi. In case disposal/closure/settlement of the Warranty Rejection Advice is not done by firm within the period of 60 days, Recovery Advice of equivalent amount of rejected material for which Warranty Claim has not been disposed/closed/settled shall be automatically sent from iMMS/UDM (depending upon from where Warranty Rejection Advice has been issued) to IPAS and the "Centralized Recovery Register" of IPAS shall be automatically updated for recovery. If any amount is already withheld against the "Warranty Rejection Advice", the same shall be treated as recovered amount and adjusted accordingly. For balance amount, any Bill Paying Authority across IR shall recover the amount mentioned in "Centralized Recovery Register" from firm's

Bill(s), if any. Paying Authorities should not delay the recovery and ensure recovery expeditiously. Even if the payable amount against a Bill and withheld amount are not enough for the full recovery against a Warranty Claim, the Paying Authority should proceed with partial recovery to the extent of payable amount against that Bill and balance recovery amount will remain in the "Centralized Recovery Register" for further recoveries from other Bill(s).

After recovery, the "Centralized Recovery Register" should be automatically updated immediately to avoid multiple recoveries by different Railways and communicate the recovered amount to IMMS/ UDM.

- xii. Generally, no rejected quantity replacement/rectification should be allowed once recovery has been made by Accounts or the recovery amount has been deposited by vendor. While receiving fresh replacement supplies/allowing Re-inspection/Rectification/Amount deposition by vendor against Warranty Rejection Advice after the period of 60 days, user in IMMS/UDM must ensure that these activities are allowed only to the extent the Claim amount has not been recovered by Railways. Once recovery of the warranty claim amount is made in IPAS/deposition by the firm, user will not be allowed to initiate process of receipt of fresh replacement supplies / Re-inspection / Rectification to the extent recovery of the Warranty Claim amount has been completed in IPAS/deposited by firm against Warranty Rejection Advice.

However, there may be some cases against a Warranty Rejection Advice like:

- a. Fresh replacement supplies have been received before recovery but material taken into Ledger by user after recovery
- b. Re-inspection or Rectification allowed before recovery but material taken into Ledger by user after recovery
- c. Amount deposited by vendor before recovery but details of such deposition entered by user after recovery
- d. Warranty Rejection Advice withdrawn altogether after recovery
- e. Any other incidence like Court /Arbitration Judgement/Order etc. after recovery

In such cases, in all fairness; equivalent amount recovered has to be refunded to the vendor. In case of (a) to (e) above, recovered inspection charges shall also be refunded to the inspection agency.

For such cases, the officer approving the Warranty Rejection Advice, with the approval of his officer next in hierarchy (minimum JA grade officer), can issue "Recovery Refund Letter" on iMMS/UDM on advice of the Stock Holder which shall be visible to all stake-holders including IPAS as well as vendor. Vendor may submit his Supplementary Bill on the basis of "Recovery Refund Letter" to the concerned Paying Authority which has deducted the refundable amount on-line or off-line; depending upon the case whether the Bill against which recovery has been made was submitted on-line or off-line. IPAS will pass-on information of all such refunds against a "Warranty Rejection Advice" to iMMS/UDM so that this information can be made available to all stake-holders. Necessary checks & balances should be provided in IPAS to ensure that vendor is not refunded the recovered amount more than the actual recovered amount or the amount mentioned in "Recovery Refund Letter".

- i. In such cases it may not be convenient for the end user to either return the material or communicate to the Stores Depot/User Depot (where the account of supply received from vendor was originally made) or to the concerned Workshop where items were fitted.
- ii. Such case shall also be dealt as per Para 2(B) above.

(D) Warranty rejections of Rolling Stocks received from Railway PUs/PSUs/Workshops/Private Manufacturers and their components -

- i. Rolling Stocks are manufactured by following agencies:

| SN | Type of Rolling Stocks | Manufactured by |
|----|------------------------|--|
| 1 | Wagons | Private Manufacturers, Railway PSU, Railway Workshop |
| 2 | Coaches | Railway PUs/PSUs/Private Manufacturers |
| 3 | Locomotives | |
| 4 | Train-Sets | |
| 5 | MEMU, DEMU, EMU etc. | |

- ii. Manufacturing Units of Rolling Stocks should provide the following details of all components/sub-assemblies used/fitted in that rolling stock to inspecting agency as well as consignee railway/end user. Inspecting agency, during inspection of Rolling Stock shall ensure digital capture/entry of this data into the respective digital platform.
 - a. Rolling Stock Number
 - b. Name of the Rolling Stock supplier
 - c. Contract number & Date against which Rolling stock supplied to Railway
 - d. Contact details of Rolling Stock Supplier
 - e. Name and address of component manufacturer and/or supplier.
 - f. Date of manufacture of component (MM/YYYY).
 - g. Inspecting agency for the component.
 - h. Inspection details of component
 - i. Warranty of component in months.
 - j. Vendor Approving agency of the component.
 - k. Batch/Product Marking, serial number etc of component.
 - l. Any further details to facilitate complete identification of the supplier of component by end user
- iii. For individual components, all Rolling Stock Manufacturers/Suppliers shall be responsible to honour the warranty claims on the basis of warranty period of individual components instead of the entire rolling stock.
- iv. The warranty settlement will be processed as per procedure as under
 - a. **Rolling stock is supplied by a private manufacturer or Railway/other PSUs-**

Warranty claim shall be lodged against Rolling Stock supplier.

This shall be same case as 2(B) above except that in case of items appearing in the approved vendor list of vendor approving agencies, information about such cases shall also be shared with vendor approving agencies.

Rolling Stock Supplier shall be the interface between Railway and component supplier. He has to organize the complete warranty settlement. Any action by the component supplier shall be at the specific direction and authority of Rolling Stock supplier.

b. Rolling stock supplied by Railway PUs, Workshop-

In all such cases, the warranty rejected material shall be kept in safe custody of the end user. End User shall register the warranty rejections with reasons of rejection and other details, as required, on the system like CMM/FMM/WISE/SLAM/MU etc. available with them & transfer such data to UDM or shall register the warranty rejections directly in UDM (as convenient and practical for the end- user).

The concerned Railway PU or Workshop shall replace the rejected component within 60 days from warranty rejection registration date at the end of concerned end User registering the warranty rejection either as a fresh supply by Railway PU/workshop or get it replaced/rectified through the component manufacturer/supplier whose supplies have been rejected.

Simultaneously, the Railway PU/Workshop shall raise the warranty claim by issuing "Warranty Rejection Advice" on UDM on concerned component manufacturer/supplier separately from their end as per the process detailed in Para 2(B) above.

3. Rectification of the rejected stores-

- i. In case the vendor requests for rectification/repair of rejected stores in terms of Para 2, rectification/repair to be permitted in exceptional circumstances and only if the item can be effectively rectified/repared at the user end and with specific prior approval of the officer next in hierarchy (minimum JA grade officer) to the gazetted officer issuing Warranty Rejection Advice. At the option of the Depot Officer/ officer of end-user (depending upon who has issued the "Warranty Rejection Advice"), rectification/repair of rejected stores by the firm shall be permitted within railway premises only.
- ii. If firm requests to rectify/repair the rejected stores at its own premises, same shall be allowed only if the item has unique traceability to ensure that the rejected item cannot be supplied to any other consignee/user and if supplied, it can be traced. For taking out the rejected quantity for rectification/repair, equivalent value of rejected item shall be deposited by the firm.
- iii. However, the rectification activity shall have to be completed within timelines given in sub-Para iii of case 2(A) from the date of issue of "Warranty Rejection Advice." After this, process for recovery shall be initiated.

4. Linking the rejected stores with PO, R/note, warranty period etc –

- i. Marking of stores has been mandated as per Clauses 1103, 1302, and 2704 of IRS Condition of Contract, which must be ensured.

- ii. Specification/drawing of the item should include conditions for marking of the item for establishing unique traceability of the item, accountability and performance monitoring of the item/supplier. Marking should be with manufacturer's name, lot/batch number, serial number, month and year of manufacture (in MM/YY format). If possible, Railways' purchase order number and date, consignee code, suppliers' IREPS vendor code and warranty period in number of months may also be included to have complete traceability. Drawing/specification must specifically indicate the types of acceptable marking mechanism/method. Marking method selection should be based on factors like item function, item geometry, type of surface, item size, operating environment, age/ life, criticality, cost, etc. Marking method prescribed in the drawing/specification should be good enough to ensure that unique traceability is possible for the lifecycle of the product and if not possible, at least up to the warranty period of the item.
- iii. Direct Part Marking (DPM) for items shall be done based upon the criticality/cost/feasibility to have DPM of the item. The criticality/cost/feasibility shall be decided by the concerned Railway Board Directorates depending upon the nature of the item or/and its end use. This scheme will help in pin-pointing the responsibility, shall improve traceability, accountability and performance monitoring of the item and that of the supplier. Part Marking should be part of specification and should at least indicate manufacturer's name, lot/batch/item No., month, and year of manufacture in MM/YY format. If possible, Purchase Order number and date, consignee code, IREPS vendor code and warranty period in number of months may also be included. It shall be responsibility of the firm to develop a unique coding scheme/mechanism for ensuring traceability of its product. The firm shall intimate the same to the purchaser at the time of supply. In case it is not possible to have these details as part marking on the item, alternate marking scheme and its implementation may be decided by the concerned Directorates.
- iv. Onus of marking and traceability as per purchase order shall be on vendor
- v. The record of fitment of item shall be captured digitally on UDM and/or other applications / Maintenance Modules like CMM/FMM/SLAM/WISE/MU etc.
- vi. Capturing Warranty Period digitally in unambiguous terms:
 - a. In terms of RB letter No. 78/RS(G)/777/1 dated 07/05/2004:
 - (i) Warranty Clause specified in the tenders should normally be same as that in IRS conditions of contract.
 - (ii) Wherever it is considered necessary to have Warranty Clause in technical specifications at variance with Warranty Clause in IRS conditions of contract, then technical department, while submitting the indents, and while providing the specifications, will advise clearly about applicable Warranty Clause for procurement to avoid problems at post contract stage.
 - (iii) While procuring the material, it should be ensured that the applicable Warranty Clause is specified in tender documents clearly and in unambiguous terms.
 - b. Warranty clause if at variance with IRS conditions of contract shall be a specific clause in the tender/PO and shall supersede warranty clause of IRS conditions of contract.

Else it should be mentioned in tender conditions that warranty as per IRS conditions of contract is applicable. Both should never be included in the tender.

- c. A field of Warranty period for the item under procurement may also be indicated on IREPS while floating tender for the same
 - d. Data of warranty period should be captured in digital form in terms of number of months and should get reflected in tender, contract, Inspection Certificate and R/Note in digital form and should be known to the end-user.
 - e. During inspection/receipt of the item, inspecting Agency and material accepting authority shall ensure marking as per purchase order.
- vii. While issuing the stores, "Issue Note" should be linked with warranty period in months, RO number, PO number/date and Depot Code as well, so that supply details and exact warranty period is known to consignee/end user.
 - viii. IMMS and UDM systems should be able to provide the complete supply details i.e. PO No./ Date, Vendor Name, Challan No./Date, warranty period etc. for the consignment to be rejected.
 - ix. Online provision shall be made for entering the complete details of item as per Para 1 (iii) above by the vendor at the time of dispatch and that should be captured on iMMS/UDM while accepting the material.
5. All efforts should be made to link the warranty rejected item with P.O. However, if it is not possible to link the PO, warranty period mentioned in drawing/specification shall be taken into consideration or if not mentioned therein, it shall be as per IRS conditions of Contract. In such cases the warranty period shall be applicable from the end of month next to manufacturing month mentioned on material (assuming that stores are supplied after inspection after 30/45 days from the actual date of manufacture).

5.1 The Warranty settlement in such cases shall be as per para 2(B) above, except following-

- a. As PO details shall not be available, details of PO, R Note, CRN etc may not be included in Warranty Rejection Advice and other communications.
 - b. The value of rejected materials shall be decided on the basis of rate of component as per latest PO available.
 - c. If Inspecting Agency of the rejected store is not known, warranty rejection advice shall not be sent to inspecting agency and para 2(A)(v) shall not be applicable.
 - d. If Inspecting Agency of the rejected store is not known, the inspecting agency for the replacement supplies shall generally be as per the inspection policy followed for normal procurement or as per Para 2 (A-xiii) above.
6. **Authority to adjudicate the disputed warranty cases and authority to decide appeal-**
- i. For all warranty rejection cases, the controlling officer of minimum JAG level of the office issuing "Warranty Rejection Advice" shall be adjudicating the disputed cases. His decision shall be binding on all the parties.

- ii. All the disputes, legal matters, etc. arising out of warranty claim shall be handled directly by the office issuing the "Warranty Rejection Advice".

7. Handling Epidemic Failures-

Any recurring/large scale rejections from a particular lot will lead to epidemic failure.

- i. Whenever the quantity rejected anytime during the warranty period exceeds 5% of the total supplied lot against a particular contract, it will be considered as Epidemic Failure. However, in case of failures related to items which are extremely critical from safety consideration (like critical components or sub-parts of air brake system, wheel discs, axles, propulsion system etc.), RDSO/PU may pre-define a lower percentage for considering the occurrence of epidemic failure. This condition should be declared in the tender document for procurement of such items.
 - ii. Same steps as mentioned at para 2, as applicable, to be followed. However, instead of rejecting only defected quantity, entire lot should be rejected. Even if some quantity of such lot has been used/fitted, the same may also be identified and called back from service, to the extent possible, by the concerned technical department for issuing warranty rejection.
 - iii. Joint Inspection shall be conducted as per extant provisions.
 - iv. In case warranty rejection is established in joint inspection, the vendor shall replace entire lot (as available, refer point ii above) duly inspected by inspecting agency as per contract on his own expenses.
 - v. Replacement supply should be inspected by the same agency which has previously inspected the supplies.
 - vi. Epidemic failure is essentially considered as very poor quality performance and should be reflected on the performance of vendor/Inspecting agency accordingly.
 - vii. Concerned Inspection /Quality monitoring/Vendor approving agencies should conduct root cause/failure analysis of the failure and QAP of vendor shall have to be re-validated. They should also suggest improvement in inspection methodology/Quality Assurance Plan to avoid failures.
8. In case the vendor disputes the Warranty Rejection as per Warranty Rejection Advice, representation from vendor should be sent through IREPS system to the officer issuing Warranty Rejection Advice within 7 days from the issue of Warranty Rejection Advice. In such case a joint inspection shall be organised by the officer issuing Warranty Rejection Advice for the grounds of warranty rejections mentioned in the Warranty Rejection Advice.
9. In all cases of warranty rejections where items are appearing in the approved vendor list of vendor approving agencies, information about such cases shall also be shared with vendor approving agency as per Para 1 (vi) above for performance monitoring and capability/capacity assessment/delisting/down gradation of the vendor and review of the design/specifications/STR if required. If required, based on merit of the case, Vendor approving agencies may take appropriate decision on suspension of inspection

10. Data of the warranty rejections shall be analysed item-wise and vendor-wise by the Quality monitoring/vendor approving agency to identify the areas for improvements in systems, processes and design/specification.
11. The recovered amount from the vendor should be credited in the same allocation of the end use in which the item was originally procured.
12. Since complete process is being considered for digitisation, procurements (including Railway Board procurements) which are not being done through iMMS, should also be done through iMMS and Contracts issued through iMMS.

NOTE:

For ease of understanding, a sample flow chart for case 2(A) is enclosed. Other cases (Case 2(B) to 2(D)) involve only minor modifications of the same. In case of any difference between this circular paras and flow chart, the circular para shall prevail.

CHANDAN KUMAR
2022.10.17 17:17:51 +05'30'
(Chandan Kumar)
Director Railway Stores/IC
Railway Board

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जिस थाली में खाना खाते, यह छेद उसी में करते हैं
लात गरीब के पेट पर मार, घर अपना ये भरते हैं
इस देश की है बीमारी, ये धनवान भिखारी
ले हाथ कटोरा घर घर जाते मोसम जो चुनावों का आता
अल्लाह के नाम पर दे दे वोट, गाना बस इनको एक ही आता
इस देश की है बीमारी, ये मूल्यों के व्यापारी
नीलाम देश को कर दे ये, जो इनका बस चल जाये
भारत माँ को कर शर्मिंदा, ये उसकी कोख लजाये
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खून चूसकर जनता का, ये अपना राज चलाये
जो खाली रह गया इनका पेट, नरभक्षी भी बन जाये
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गाय का चारा खाते ये, कोयले की कालिख लगते ये
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इस देश की है बीमारी, ये भूखे भ्रष्टाचारी

Arif
19.10.22

सड़या बचना बाइमान भ्रष्टाचारी से

भ्रष्टाचार का रुपया नहीं लाना
ये सबको बताना
काम करना ईमानदारी से
सड़या बचना बाइमान भ्रष्टाचारी से
जब भी लाना कानों की बाली
मेरे लिए ओठ लाली
हट के रहना उस बीमारी से
सड़या बचना बाइमान भ्रष्टाचारी से
विकसित भारत, भ्रष्टाचार मुक्त भारत
लक्ष्य को पाना है
विवेकानंद आनंद युक्त भारत
दुनिया को बताना है
कहेंगे सबसे, संभालेंगे अब से
ज्ञान हुआ है जब से
कार्यालय से जब भी तुम आना
सच हमको बताना
झूठ ना कहना अपनी प्यारी से
सड़या बचना बाइमान भ्रष्टाचारी से

लेखक
विवेकानंद व्यास
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