

1. Verification of SC/ST Certificates:

All PHODs, DRMs and CWMs have been suggested to reconcile and re-verify the records of SC/ST certificates of Railway officials so that ineligible employees are not able to take undue benefits like promotion against SC/ST quota without having SC/ST certificates.

2. System of Recovery of dues from suppliers through MMIS

During various vigilance checks, it was observed that cases of different type of recoveries against defaulting firms/suppliers arise, which often take long time for recovery. The matter was followed up by vigilance with Stores & Accounts deptts. and now to overcome the problem of outstanding recoveries, a system of such recoveries from defaulting firms/Suppliers has been developed by upgrading the existing MMIS jointly by both the Stores & Accounts departments. A recovery master containing details of recoveries to be made with provision for incorporation of new entries has been created. By implementing this upgraded system, it will now be feasible to do this job through MMIS besides ensuring reliability, transparency and error proof system, in addition to reducing the time taken for bill passing.

3. System in regard to accountal and disposal of stores

In a PWI unit of this railway, shortage and excess of large quantities of P. way materials were detected during the stock verification resulting into a stock sheet amounting to more than a crore of Rupees against the stock holder (the concerned SSE/P.Way). The matter had been investigated by vigilance also. Therefore, to avoid such recurrence in future, following system improvements are suggested-

(i) Availability of huge quantities of scrap and unutilised stock of material is a source of irregularity in stores of a stock holder. Therefore, scrap and unutilised stock of material available with the stock holders should be monitored by concerned officers. Such materials should be disposed of by the stock holders by offering the same to other units for their use in case of material is second hand\excess and to stores department for auction at the earliest in case the material is scrap to prevent accumulations.

(ii) Where such serious deficiencies (shortage or excess involving large quantity of stores) are noticed in stock verification, the matter should be brought to the notice of the concerned Branch Officer and Sr.DFM by the stock verifier. In turn, concerned Branch Officer and Sr.DFM should immediately order re-verification of stock.

(iii) After re-verification and reconciliation by the stock holder and the stock verifier, the stock sheet should be prepared. Outcome of Stock sheet should be monitored by the concerned Branch Officer and Sr.DFM.

(iv) Recoveries, if any, should be affected immediately for shortages as per extant rules.

(v) Necessary DAR action should be taken against the delinquent employee where warranted.

(vi) Procedure as laid down in JPO issued vide WCR/S-HQ/1402 dated 30.11.2007 for disposal of P. Way Scarp and Bridge Scrap on divisions should be followed strictly.

4. Procurement of high value items like Point Machines through Stores instead of Works tenders :

During scrutiny of a works contract of CSTE office, it was observed that electric point machines were procured through works contract at much higher rate than that purchased through Stores deptt. In order to avoid such irregularities, a system improvement was suggested that in such a situation it would be justified to club the high value items such as point machines required for works with ongoing stores procurement during that time to get the price advantage.

5. Placing NS indents/requisitions for procurement on Stores deptt. along with relevant photocopies of sanction/approval

During a vigilance check, it was observed that indent for an item was sent to Stores deptt. for procurement without taking the sanction/approval of the competent authority.

Thus system improvement has been issued by which the NS indents/requisitions are invariably to be signed/stamped by the competent Authority and it is the duty of the signing Authority to ensure that appropriate sanction/approval is available/has been obtained for procurement of the indented items. Therefore, all the purchase officers have been advised to make sure that the indents/requisitions are accompanied by the appropriate sanction/approval for procurement of items along with finance concurrence (wherever applicable) before undertaking the procurements.

6. System of sending materials for testing/practical fitment in Store depots

During a vigilance check in the receipt section of Stores depot of Diesel Loco Shed **on the aspects of proper accountal of the materials, it was observed that materials** was being sent for practical fitment/testing from Shed, without obtaining prior approval of depot officer and acknowledgement of technical staff, regarding received quantity of materials for testing. Hence it has been suggested that no materials should be sent for practical fitment/testing without the approval of the depot officer and in such cases, written record should be maintained with acknowledgement of technical staff, regarding received quantity of materials for testing.

5. During a vigilance check, it was detected that in some non-stock requisitions, complete addresses of suggested sources were not given and therefore dispatch of tender enquiries to them was delayed. In order to avoid such irregularities, a system improvement has been suggested that while preparing non stock requisitions, all indentors must give full postal address and fax/email of likely sources of supply in order to ensure proper dispatch of tender enquiries to them.

6. During a vigilance check, it was detected that a requisition for procurement of material was prepared on the basis of manufacturer's price list which was later found with inflated rates. This had resulted in procurement of item at higher rates and could have caused revenue loss to Railway, in case it would have not been detected timely by

the officials concerned. In order to avoid such irregularities, a system improvement has been suggested that in such cases, the genuineness of the price list/ budgetary offer must invariably be verified from the firms at least over telephone to avoid wrong assessment of rates & purchase at higher rates.

7. During preventive checks on various works related to Engineering Construction, it was observed that M-25 concrete has been accepted based on 28 days cube strength of 265.19, 266.20, 269.45, 265.87 and 257.94 Kg/cm², whereas these are not complying with the acceptance criteria laid down by IS 456:2000, clause 16.1, although these concrete cubes' strengths are more than the characteristic strength of the concrete. The mistake occurred due to lack of knowledge of relevant codes on the subject on the part of concerned supervisors as well as other field officers.

Therefore, in order to ensure better quality control in the field; as a system improvement, PCE has been advised to conduct suitable workshop/training and refresher courses for field staff in order to acquaint themselves with latest IS codes and RDSO guidelines on concrete, RCC, PSC, earthwork etc.

8. During a preventive check conducted on the aspect of irregularity in assessment and delivery of scrap, it was observed that during delivery, there was a shortage in quantity by 16.402 MT and refund of ' 4,01,052/- was made to the purchaser.

After investigation it was detected that during survey, inaccurate theoretical assessment was made in the erect position of telegraph line, whereas, actual delivery was made in weight after dismantling.

As a system improvement, COS has been advised to issue comprehensive guidelines regarding disposal of scrap in such cases to avoid shortages during delivery.

9. A system improvement has been suggested regarding works contracts where certain items have to be purchased mandatorily from RDSO approved sources and regarding the inspection agencies of various supply items in the schedule, viz:

- (i) The items which are to be procured from RDSO approved sources should be unambiguously marked (item wise) in the contract schedule of supply portion.
- (ii) Only one inspection agency should be shown against each item in contract schedule to avoid confusion to the field officials.

10. A system improvement regarding purchase of hydraulic jacks required for bridge works, has been suggested, viz. (i) All the special hydraulic jacks required for bridge work should be purchased only from OEMs or their authorized dealers, being safety related items.