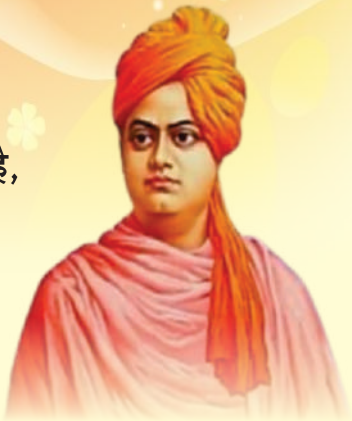
पश्चिम मध्य रेल

सतर्कता पत्रिका

भ्रष्टाचार का विरोध करें, राष्ट्र के प्रति समर्पित रहें

Say No to Corruption; Commit to the Nation

वर्ष : 2023 अंक संख्या : 28



समस्त प्रकृति आत्मा के लिए है,
आत्मा प्रकृति के लिए नहीं।

स्वामी विवेकानन्द

हो सकता है हम ठोकर खाकर
गिर पड़ें पर हम उठ सकते हैं,
लड़ाई से भागने से तो
इतना अच्छा ही है ।

महात्मा गांधी

घोषणा

यह पुस्तिका सांकेतिक है, न कि विवरणात्मक और न ही इसका उपयोग नियमों, प्रक्रियाओं तथा वर्तमान अनुदेशों / दिशा–निर्देशों के स्थान पर किया जा सकता है। यहाँ दिए गए प्रावधान किसी भी प्रकार से रेलवे कोड, मैनुअल और परिपत्रों का अतिक्रमण नहीं करते। मौजूदा मामलों के लिए इन्हें संबंधित नीतिगत प्रपत्रों के साथ अलग–अलग पढ़ा जाए।

इस पुस्तिका में दिये गये किसी भी प्रकरण आदि को अदालत में प्रस्तुत नहीं किया जा सकता। जहाँ कहीं भी आवश्यक हो, संबंधित विषयों पर मूल नियमों/ अनुदेशों को ही संदर्भित किया जाना चाहिए।

Integrity Pledge

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realize that every citizen should be vigilant and commit to highest standard of honesty and integrity at all times support the fight against corruption.

I, therefore, pledge:

- To follow probity and rule of law in all walks of life
- To neither take nor offer bribe:
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behavior;
- To report any incident of corruption to the appropriate agency.

सत्यनिष्ठा प्रतिज्ञा

मेरा विश्वास है कि हमारे देश की आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है। मेरा विश्वास है कि भ्रष्टाचार का उन्मूलन करने के लिए सभी संबंधित पक्षों जैसे सरकार, नागरिकों तथा निजी क्षेत्र को एक साथ मिल कर कार्य करने की आवश्यकता है। मेरा मानना है कि प्रत्येक नागरिक को सतर्क होना चाहिए तथा उसे सदैव ईमानदारी तथा सत्यनिष्ठा के उच्चतम मानकों के प्रति वचनबद्ध होना चाहिए तथा भ्रष्टाचार के विरुद्ध संघर्ष में साथ देना चाहिए। अत: मैं प्रतिज्ञा करता हूँ कि:-

- जीवन के सभी क्षेत्रों में ईमानदारी तथा कानून के नियमों का पालन करुँगा।
- ना तो रिश्वत लूँगा और ना ही रिश्वत दूँगा।
- सभी कार्य ईमानदारी तथा पारदर्शी रीति से करुँगा।
- जनहित में कार्य करुँगा।
- अपने निजी आचरण में ईमानदारी दिखाकर उदाहरण प्रस्तुत करुँगा।
- भ्रष्टाचार की किसी भी घटना की रिपोर्ट उचित एजेन्सी को दूँगा।

Shobhana Bandopadhyaya
Principal Executive
Director (Vigilance)
&
Chief Vigilance Officer

सत्यमेव जयते

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
रेल भवन, नई दिल्ली-110001

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001

MESSAGE

Vigilance Awareness Week is celebrated every year to highlight the importance of morality and uprightness in public life. This year Vigilance Awareness Week is being celebrated from 30th October to 05th November, 2023. The theme chosen by Central Vigilance Commission this year i.e "Say no to corruption; commit to the Nation" "भ्रष्टाचार का विरोध करें राष्ट्र के प्रति समर्पित रहें" appears to be true as corruption being a public evil is proving harmful to the health of the economic and technological richness of the nation.

I would also like to mention here that CVC has also emphasized and directed for taking certain preventive vigilance activities as a focus area and asked to initiate 03 month's campaign starting from 16th August 2023 to 15 November. 2023. Accordingly all the units must be doing needful to achieve the systematic objectives. I am of firm belief that besides taking various preventive measures along with creating awareness among Railway employees and citizens, it is possible to eliminate/reduce corruption in the organization.

I also feel that Indian Railways has a strong prospective of getting rid of corruption if everyone works in unanimity, pledges not to take or give bribe and also initiate some stern measures for tooth and nail eradication of this menace. I therefore extend my greetings to all those associated in this movement and convey my wishes for a successful Vigilance Awareness Week.

(Shobhana Bandopadhyaya)

पश्चिम मध्य रेल
जबलपुर

सुधीर कुमार गुप्ता

महाप्रबंधक

संदेश

यह मेरे लिए अत्यंत हर्ष का विषय है कि सतर्कता जागरुकता सप्ताह 2023 के अवसर पर पश्चिम मध्य रेलवे का सतर्कता विभाग रेल कर्मचारियों की जागरुकता एवं मार्गदर्शन हेतु सतर्कता बुलेटिन का 28 वां अंक प्रकाशित कर रहा है।

हमारा उद्देश्य यात्रियों एवं अन्य उपभोक्ताओं को कदाचार/भ्रष्टाचार से मुक्त तथा सत्यनिष्ठा के साथ संव्यावसायिक सेवा प्रदान करना है। अत: यह आवश्यक है कि हम अपने कार्यपालन के सभी क्षेत्रों में सत्यनिष्ठा को प्रोत्साहित करने एवं भ्रष्टाचार का प्रतिरोध करने के सतत् प्रयास करते रहें। यह हमारा सर्वोपरि कर्त्तव्य है कि हम जागरुक नागरिक बने तथा अपने समाज में किसी भी प्रकार के भ्रष्टाचार को पनपने न दें।

इस सतर्कता बुलेटिन में वर्क्स/स्टोर संविदा कार्मिक तथा वाणिज्यिक मामलों से संबंधित महत्वूपर्ण केस स्टडीज को सम्मिलित किया गया है। इस बुलेटिन में विगत वर्ष में सतर्कता विभाग द्वारा सुझाए गए महत्वपूर्ण प्रणालीगत सुधारात्मक उपायों, महत्वपूर्ण विषयों पर 'क्या करें एवं क्या न करें' संबंधी सुझाव, डीएआर मामलों पर रेलवे बोर्ड द्वारा जारी किये गए नवीनतम प्रपत्र एवं दिशा-निर्देशों का भी समावेश किया गया है।

मुझे विश्वास है कि यह बुलेटिन अधिकारियों एवं कर्मचारियों को अधिक जागरुक बनाने में तथा उन्हें अपने कर्त्तव्यों का सत्यनिष्ठा, कुशलता और निडरता से निर्वहन करने में सहायक सिद्ध होगी।

मैं सतर्कता संगठन को रेल कर्मियों में सत्यनिष्ठाा शुचिता तथा निष्कपटता के संदेश को प्रसारित करने तथा इस वर्ष की थीम 'भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें' का अनुपालन सुनिश्चित करने हेतु उद्देश्यपूर्ण प्रयासों के लिए अपनी शुभकामनाएं देता हूँ।

(सुधीर कुमार गुप्ता)

West Central Railway
Jabalpur

Sudhir Kumar Gupta
General Manager

MESSAGE

It gives me immense pleasure that on the occasion of Vigilance Awareness Week 2023, Vigilance Organization of the W.C. Railway is bringing out 28th issue of Vigilance Bulletin for awareness and guidance of Railwaymen.

Our objective is to provide professional service to passengers and other customers with integrity and free from any malpractice/corruption. It is, there fore, necessary that we must strive for promoting integrity & combating corruption in all spheres of our working. It is our foremost duty to be vigilant citizen and prevent corruption of any form in our society.

This Vigilance Bulletin contains interesting case studies on Works & Stores contract, Personnel & Commercial matters etc. It also contains important system improvement measures suggested by Vigilance department during the year, Do's & Don'ts on important issues, latest Railway Board circulars and instructions on D&AR matters.

I am sure that this Bulletin will be helpful in improving awareness amongst officers and staff and facilitate them in discharging their duties honestly, efficiently & fearlessly.

I wish to convey my good wishes to the Vigilance Organization for taking purposeful efforts for spreading the message of integrity, honesty & sincerity amongst Railwaymen to comply with this year's theme, **"Say no to corruption; to the Nation".**

(Sudhir Kumar Gupta)

पंकज शर्मा
वरिष्ठ उप महाप्रबंधक
एवं मुख्य सतर्कता अधिकारी

पश्चिम मध्य रेल
जबलपुर

संदेश

यह अत्यंत हर्ष का विषय है कि सतर्कता जागरुकता सप्ताह 2023 के अवसर पर सतर्कता बुलेटिन का 28 वां अंक प्रकाशित किया जा रहा है। सतर्कता जागरुकता सप्ताह का विषय है– **' भ्रष्टाचार का विरोध करें ! राष्ट्र के प्रति समर्पित रहें'**

भ्रष्टाचार एक ऐसा गंभीर रोग है जो कि देश की अर्थव्यवस्था को नष्ट करता है। यह निवेश, विकास उत्पादकता तथा कार्य के अवसरों पर प्रतिकूल प्रभाव डालता है। यह राष्ट्र के आर्थिक विकास की गति को धीमा कर देता है।

राष्ट्र के हर नागरिक को सजग एवं समाज से भ्रष्टाचार को समाप्त करने के लिए दृढ़ संकल्पित होना चाहिए, जिससे राष्ट्र प्रगति कर सके एवं आत्मनिर्भर बन सके।

भ्रष्टाचार रूपी इस दैत्य से निपटने के लिए एक बहुआयामी रणनीति की आवश्यकता है। समाज में जागरूकता फैलाना तथा नागरिकों को नैतिक मूल्यों के प्रति सजग करना हमारे जीवन से इस बुराई के उन्मूलन के महत्वपूर्ण उपाय हैं। लोगों में सत्यनिष्ठ एवं कार्य कुशल होने पर गर्व की अनुभूति होनी चाहिए। प्रणालीगत सुधार नियमों एवं विनियमों का सरलीकरण तथा कार्यपालन में पारदर्शिता भ्रष्टाचार से निपटने के महत्वपूर्ण साधन हैं।

मुझे विश्वास है कि अपने पूर्ववर्ती संस्करणों की भाँति, सतर्कता बुलेटिन का यह 28वां संस्करण भी अधिकारियों एवं कर्मचारियों में जागरूकता के प्रसार एवं उन्हें अपने कर्त्तव्यों का निर्वहन सत्यनिष्ठा एवं कुशलता से करने में सहायक सिद्ध होगा।

(पंकज शर्मा)

Pankaj Sharma
Senior Deputy General Manager And
Chief Vigilance Officer

West Central Railway
Jabalpur

FOREWORD

It is heartening to note that 28 th issue of Vigilance Bulletin is being brought out on the occasion of Vigilance Awareness Week, 2023. The theme of the Vigilance Awareness Week, 2023 is "Say no to corruption; commit to the Nation" '**भ्रष्टाचार का विरोध करें : राष्ट्र के प्रति समर्पित रहें**'

Corruption is a serious disease which destroys the economy of any country. It adversely affects investment, development, productivity &opportunities for work. It pulls down the economic growth of the country. Every citizen of the country must be vigilant and committed towards eradication of corruption from the society so that the nation develops and become self reliant.

A multi-pronged strategy is required to tackle this monster of corruption. Creating awareness among the people and instilling moral values among them are important measures towards rooting this menace out from our lives. People should feel pride in being honest and efficient. System improvements, simplifications of rules & regulations and transparency in working are important tools for combating corruption.

I hope, like previous issues, this 28th issue of Vigilance Bulletin will also be helpful in creating awareness amongst the officers and the staff and facilitate them in discharging their duties honestly, efficiently and fearlessly.

(Pankaj Sharma)

अनुक्रमणिका / Index

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Case Studies

1. Irregularity in Award of Quotations and Execution of De-Watering Work

Brief of the Case:- During investigation of a complaint, many irregularities were observed:-

- 02 quotations for the work of 'De watering of Stagnated /accumulated rain water during monsoon from LHS / RUB under the jurisdiction of ADEN/A & ADEN/B were awarded in the month of November 2021 and January 2022 after cessation of Monsoon .
- It was observed that these quotations were awarded to M/s X at high rates discarding rates quoted by M/s X in open tenders awarded to agencies other than X.
- Further from the rainfall record of section, it was clear that there was no/negligible rainfall & there was no seepage.
- It was also observed that even before the opening of quotations on 17.11.21 & 18.01.22 entries were made in pumping registers from early morning of 17.11.21 &18.01.22 respectively.
- For the same date, payment for different pumping durations were made
- It is observed that in contracts prior & after award of quotations, where works were awarded to agencies other than M/s X, from the date of issue of LOAs, letters were written by field units on daily basis and though agencies had shown earnestness to execute the work, had install pumps and started pumping but without verification of facts, 7 days/48 hours notices and termination notices were issued to agencies in hasty manner. In one case 7 day notice was issued on 6th day of award of contract.
- It is also observed that though in works of dewatering awarded to agencies other than M/s X, both ADEN/A and SSE(W)A were very prompt in writing letters to agencies/division from the date of issue of LOA but in quotations work awarded to M/s X though work was for jurisdiction of both ADEN/A & ADEN/B & no work of pumping was done by agency in ADEN/A section but not a single letter was written by ADEN/A & SSE(W)/A, which clear indicate their intention.
- Action taken:- Major penalty D & AR action has been initiated against concerned Gaz.& Non- Gaz officials.

2. Terminal Management System (TMS) में पार्टी का e-demand के साथ स्टैकिंग आवेदन और अनुमति का प्रावधान लागू करने के सम्बन्ध में कार्य प्रणाली सुधार

- जाँच का संक्षिप्त विवरण:- पश्चिम मध्य रेल के एक मण्डल के स्टेशन मालगोदाम की सतर्कता निवारक जाँच के दौरान यह पाया गया कि TMS में स्टैकिंग की फीडिंग का प्रावधान होने के बावजूद मुख्य माल पर्यवेक्षक के द्वारा मंडल से प्राप्त स्टैकिंग की स्वीकृत समय अवधि को TMS में प्रविष्टि नहीं किया गया जिससे पार्टी के द्वारा इंडेंट ऑनलाइन रद्द करने के बाद वेगन रजिस्ट्रेशन फीस (WRF) का प्रावधानों के विपरीत रिफंड हो गया एवं रेलवे बोर्ड द्वारा जारी प्रावधानों के अनुसार प्रेषक (consigner) से स्टैकिंग चार्ज भी नहीं लिया गया।
- **कार्यवाही:**- सतर्कता जाँच के उपरांत प्रेषक से वेगन रजिस्ट्रेशन फीस (WRF) ₹ 2,00,000/- (कुल दो लाख रुपया) और स्टैकिंग चार्ज ₹ 3,99,263/- (कुल तीन लाख निन्यानबे हजार दो सौ तिरसठ रुपया) वसूल किये गए।
- संबंधित मुख्य माल पर्यवेक्षक को दीर्घ शास्ति जारी की गई एवं उपरोक्त प्रकार की पुनरावृत्ति रोकने हेतु TMS में स्टैकिंग की मांग प्रेषक द्वारा इंडेट करते समय ही करने हेतु PCCM/WCR को निम्न प्रणाली सुधार की अनुशंसा की गई -

प्रणाली सुधार

- TMS में E-Demand module में ही इंडेड लगाते समय ही स्टेकिंग की मांग के विवरण भरने हेतु कालम हो जिससे इंडेंट लगाते समय ही प्रेषक स्टैकिंग डिमांड के सम्बन्ध में Yes / No और यदि डिमांड लमे हो तो उसके बाद उसमें स्टेकिंग (मांगे गए घंटे आदि) का पूर्ण विवरण दर्ज कर सके।
- स्टैकिंग अनुमति भी TMS के माध्यम से ही ऑनलाईन सूचित की जाये और प्रेषक एवं प्रस्थान स्टेशन को सूचना मिल सके।
- इसके साथ साथ ऐसे मामलों के सम्बन्ध में जिनमें स्टैकिंग मांग पर यदि कोई कार्यवाही नहीं की गई हो, TMS द्वारा एक exception रिपोर्ट जारी किये जाने का प्रावधान हो
- नियमानुसार प्रेषक द्वारा देय स्थान शुल्क की गणना भी TMS के माध्यम से हो सके और उसे WRF आदि रिफंड करने में पूर्व ही TMS के माध्यम से ही सुनिश्चित की जा सके।

3. Irregularity in Financial Up-gradation to Nursing Staff

- **Brief of the Case:-** During Vigilance checks conducted regarding financial up-gradation under 3rd MACP in Level-11/GP-6600 to Nursing staff working in Railway Hospitals in divisions ,It was observed that 9 Nursing staffs were working in pay Level-11/GP-6600 (under 3rd MACP) irregularly.
- It is observed that 1" MACP/ 1St promotion had been granted in pay scale Rs. 5500-9000 (i.e. GP-4800/Level-8 in 6th 17th PC) before 31.08.2008, therefore they would have been entitled to 2nd MACP in GP-5400 PB-2(Level9) and 3rd MACP in GP-5400/PB-3 (Level-l0)" as per Para (b) of RBE 87/2018 dated 14.06.2018 which states that *Those staff Nurse/Nursing Sister/Chief Matron who have been granted 1st ACP in the pre-revised pay scale of RS 5500-9000 upto 31.08.2008 may be placed in the replacement Grade Pay of Rs 4800/PB-2. They will be entitled for 2nd & 3rd financial up-gradation under MACP scheme in the Grade Pay of Rs 5400/PB-2 & Rs 5400/PB-3 only.*
- There is no provision to grant financial up-gradation in GP-6600-PB-3/Level-1 1 in 6th /7th PC to Nursing staff who comes under provision of Para(b) of RBE87/2018.
- Further a clarification was issued by Railway Board vide their letter dated 09-11-2022 to WR.
- Action taken:- In view of the above, financial up-gradation granted in GP-6600/Level-1 1 to 9 Nursing staff are in violation of governing Railway Board circular & it was recommended to cancel the up-gradation granted to these staffs in Grade Pay 6600 & recover **over payment** of **approx. 25 lacs** made there of.

System Improvement

In these cases during Vigilance check, it was observed that MACP proposals for different cadres of Medical department, governed by different policy circulars, had been processed in the same screening sheet, without linking the relevant governing policy circulars. In order to avoid recurrence of such procedural lapses and consequent financial loss to Railways, following system improvement measures are recommended.

1. HQs Personnel department may issue a suitable checklist for MACP proposals. This checklist should include all points to be checked by the concerned dealing officials and ensure proper linking of the relevant governing policy circulars/guidelines/manual or codal provisions. This checklist should be signed by the concerned dealing official and should accompany each and every screening sheet for the MACP proposals.
2. As there is possibility of availability of different governing policy circulars / guidelines/manual or codal provisions for different cadres / posts of any department, processing of MACP proposals for different cadres or posts of any department may be processed in separate screening sheets, accompanied by distinct and separate checklists. This will avoid improper linking or misinterpretation of governing policy circulars/guidelines/manual or codal provisions.

4. Irregularity in Pay Fixation of Official Transfer to Other Zonal Railways

- Brief of the Case:-During a PC in HQr office, it was observed that a particular SSE was sent to ZRTI Bhusawal form April, 2012 to Dec,2019 to work as instructor.
- Before his relieving from his lien division, his pay was Rs.15620/- + Grade Pay Rs. 4600/- i.e. Rs. 20220/-. However. while working at ZRTI / Bhusawal, his pay was irregularly fixed as Rs.20220/- +GP 4600 i.e. Rs. 24820/-.
- This irregular pay continued even after his repatriation to his Lien Division and thereafter during the further posting at HQr office, resulting in overpayment of approx. Rs 18 lacs.
- Action taken:- After advice of Vigilance the basic pay of employee has been reduced as per rule duly vetted by associate finance.
- Minor Penalty D&AR action has been recommended for responsible official of WCR.
- C.Rly has been advised to pin point responsible official of Personnel and Accounts department of ZRTI/Bhusawal for this irregularity.
- In order to avoid recurrence of such lapse and consequent financial loss to Railways, following **system improvement** was also recommended.

System Improvement

- As per RBE No. 56/2008 dated 20.10.2008 , "Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include in other type of pay like special pay etc", thus different components of pay should have been separately mentioned in SR/LPC, so that such ambiguity may be avoided in interpretation of pay.

  PCPO/WCR was suggested to issue instruction to all concerned that pay should be clearly mentioned with different components during transfer of employee from one place to another, & vice-versa within Division/Railway or otherwise.

5. Irregular and Overpayment in Work of Road Over Bridge

- Brief of the Case:- During a preventive check in a case of construction of ROB work , it was observed that:-
- On supply of structural steel for fabrication of girder, 100 % payment against item which includes supply of steel, fabrication and erection of girder was released to agency though as per condition of item, only 40% payment was to be made to agency on supply of structural steel.
- It is also observed that only after casting of RE wall panel payment was made to the contractor though item was for casting and erection of RE wall panel.
- Action taken:- Case has been sent to RB for obtaining 1st stage advise of CVC with recommendation of Major penalty action against concerned officials.
- More than Rs. 65 Lacs has been recovered from agency

> "Eternal vigilance is the price of eternal development."
>
> — Gordon B. Hinckley

6. Irregularity in Road Over Bridge Work

Brief of the Case:- During investigation of a complaint regarding ROB work, serious irregularities were observed :-

- Payment made to agency for the work which was not at all required as per approved launching scheme resulting in loss to Railways of approx Rs 30 lacs.
- Violation of Railway Board's instructions regarding recording of detailed measurements in every 4th On Account bill in case of lump sum payments.
- Payment against few Schedule items much beyond the Schedule quantities without taking sanction of competent authority for variation beyond Schedule quantities.
- Violation of special conditions of contract which mentions that for M-40 & above concrete, 53 grade OPC shall be used But use of OPC 43 in place of OPC 53 was allowed for M40 concrete & undue favor has been extended to the contractor and quality of work has been compromised.
- In 1st on A/c bill in item NS-I, the payment of 140 MT was proposed by SSE/W/C and entry of 140 MT with ink was changed to 160 MT with pencil and payment was released for 160MT. Also in 4th on A/c bill, though measurements recorded by SSE/W/C were not accepted by XEN/C. But without cancellation of earlier recorded measurements, revised measurements were recorded and payment was released which is gross violation of Para 1324 of Engg code.

7. विद्युत केबल के लेखा जोखा में अनियमितता

जाँच का संक्षिप्त विवरण:- पश्चिम मध्य रेल के एक मण्डल के एक डिपो में स्रोत सूचना के आधार पर विद्युत केबल के लेखा-जोखा के संबंध में सतर्कता निवारक जॉच की गई।

- इस जांच के अंतर्गत भंडार में उपलब्ध मदों का Physical balance चेक किया गया जिसमें पाया गया कि एक तरह की केबिल की प्रविष्टि जूनियर क्लर्क द्वारा लेजर में करने के बाद उसे एसएसई के मौखिक आदेश के बाद काट दिया गया क्योंकि केबिल भौतिक रूप से डिपो में उपलब्ध नहीं थी।
- अन्वेषण के दौरान यह तथ्य सामने आये कि फर्म से एसएसई द्वारा केबिल लिया गया एवं

फर्म के पत्र पर प्राप्ति स्वरूप एसएसई ने हस्ताक्षर किये किन्तु इस केबिल की डिपो में अनुरक्षित DMTR-Inward में कोई प्रविष्टि नहीं पाई गई।

- संबंधित एसएसई द्वारा बताया गया कि यह केबिल उसने विभागीय कर्मचारियों की मदद से लगाया किन्तु कार्य वितरण रजिस्टर में इस कार्य का कहीं कोई उल्लेख नहीं मिला और न ही DMTR-Outward में कोई प्रविष्टि दर्ज पाई गई जिससे यह स्पष्ट हो सके कि केबिल डिपो से बाहर गई है।
- जांच के दौरान यह भी पाया गया कि एक फर्म द्वारा ठेके के तहत सप्लाई की गई सामग्रियों का कोई लेजर इस डिपो में नहीं बनाया गया था एवं लेजर में प्रविष्टि किये बिना ही दो एसएसई द्वारा मेजरमेंट रिकार्ड कर लिया गया था। ठेके के कार्य के तहत सप्लाई की गई सामग्री का एक वर्क्स लेजर बनाया जाता है जिसमें फर्म के द्वारा सप्लाई की गई सामग्रियों का विवरण दर्ज रहता है एवं फर्म के द्वारा मांग करने पर इस लेजर में से मांगी गई सामग्री ईश्यू कर प्रविष्टि कर दी जाती है।
- कार्यवाही :– इस प्रकरण में एक कर्मचारी को दीर्घ शास्ति एवं तीन अन्य कर्मचारियों को लघु शास्ति के आरोप पत्र जारी किये जाने हेतु अनुशंसा की गई।

8. Irregularity in Inspection and Acceptance of Material

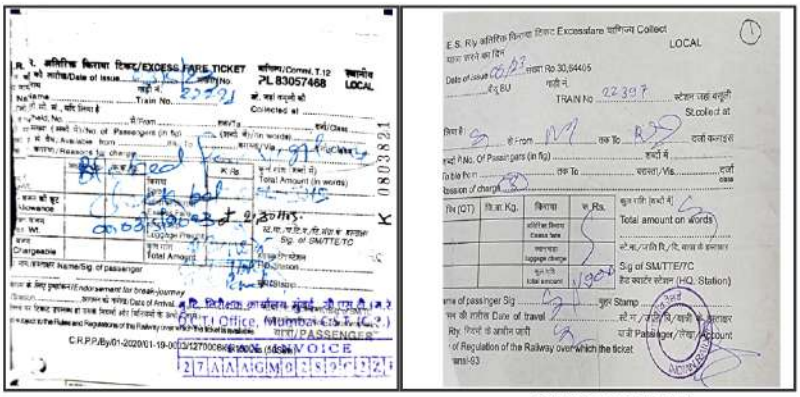
Brief of the Case:- In a preventive check conducted at depot regarding Inspection of accepted material , it was observed that:

- In Purchase Order, the Make of the material was mentioned. But when material was examined, the make was not engraved/ embossed/ marked on it.
- The WC/GC was not checked as per PO while inspecting the material.
- The concerned inspecting official has not mentioned anything regarding Make/ Brand or WC/GC on progress sheet.
- Later on, during investigation, the inspecting official produced the letter from the firm certifying the Make/Brand and also WC/GC in it. These documents were not available in file during the vigilance check.
- Action taken:- Minor penalty was issued to the concerned official.

9. अनारक्षित कोच और स्लीपर कोच में नकली EFT के साथ यात्रा करने के सम्बन्ध

जाँच का संक्षिप्त विवरण:- फर्जी टिकिट पर यात्रा करने के संबंध में सूचना प्राप्त होने परएक मण्डल के मुख्य टिकिट निरीक्षकों को सूचित करके ट्रेन क्र. 22537 के अनारक्षित कोच और स्लीपर कोच S-4 में मण्डल के फ्लाइंग स्क्वाड के द्वारा जाँच करवाई गई। उक्त ट्रेन के अनारक्षित कोच और स्लीपर S-4 कोच में टिकिट चैकिंग स्टाफ नामित नहीं था। जांच के दौरान यह पाया गया कि ट्रेन क्र. 22537 के अनारक्षित कोच और स्लीपर कोच में कुल 04 फर्जी EFT पर कुल 09 यात्रियों के द्वारा यात्रा की जा रही थी।

कार्यवाही:- सम्बंधित रेलवे उत्तर पूर्व रेलवे और उत्तर मध्य रेलवे को आवश्यक कार्यवाही हेतु सूचित किया गया। प.म.रे. के वाणिज्य विभाग को विशेष टिकिट चैकिंग अभियान चलाने के लिए सुझाव दिया गया।



ORIGINAL DUPLICATE

10. यात्री आरक्षण केंद्र में तत्काल टिकट आरक्षण में अनियमितता की सतर्कता जाँच

जाँच का संक्षिप्त विवरण:- दिनांक 01.06.2023 को एक मंडल के एक स्टेशन पर स्थित आरक्षण कार्यालय में तत्काल आरक्षण के समय लगभग 10:05 बजे सतर्कता निवारक जाँच के दौरान आरक्षण क्लर्क के पास विंडो पर तीन 3rd AC के MMCT से कोटा के तत्काल आरक्षण टिकट जारी किया जाना पाया गया। इन टिकटों पर अंकित राशि को आरक्षण क्लर्क द्वारा रेल राजस्व में जमा नहीं किया गया था। जब इन तीन टिकटों का आरक्षण फार्म देने वाले व्यक्ति को, जो कि आरक्षण विंडो पर खड़ा हुआ था, को जब आरक्षण कार्यालय में अन्दर

बुलाकर पहचान पत्र माँगा गया तो वह पहचान पत्र दिखाने में असफल रहा एवं पहचान पत्र लाने के बहाने से स्टेशन परिसर छोड़कर चला गया। प्रकरण में जाँच समय तक 14175 रु की राशि सरकारी धन में कम पाई गयी थी। इसके अतिरिक्त कार्यरत आरक्षण क्लर्क के पास निजीधन में 885 रु अधिक पाये गये ।
कार्यवाही:- जिम्मेदार आरक्षण क्लर्क को दीर्घ शास्ति जारी की गई।

11. टिकिट चैकिंग स्टाफ द्वारा PAYTM के माध्यम से ऑनलाइन रकम की प्राप्ति और रसीद जारी नहीं करना।

जाँच का संक्षिप्त विवरण:- एक मंडल में दिनांक 07.10.22 को गाड़ी संख्या 12156 में सतर्कता निवारक जाँच के दौरान B-1 कोच में दो यात्री NT बर्थ संख्या 20 पर बिना टिकट यात्रा करते पाये गये। जांच के दौरान यह पाया गया कि संबंधित टी.टी.ई. द्वारा कोई ई.एफ.टी. जारी नहीं की गई थी और टी.टी.ई. द्वारा अपने पर्सनल एकाउंट में पे-टीएम के माध्यम से 3000/- रुपये प्राप्त किये गये। जाँच के दौरान पाया गया कि कोच में RAC लगी हुई थी। जाँच के दौरान TTE की EFT ब्लॉक करके 3120 रु की रिकवरी करवाई गयी।

कार्यवाही:- जिम्मेदार ट्रेन टिकट परीक्षक को दीर्घ शास्ति जारी की गई।

12. लाइम स्टोन कमोडिटी के 42 BCN के रैक में वहन क्षमता से ज्यादा वजन

जाँच का संक्षिप्त विवरण:- दिनांक 13.10.22 को एक लाइम स्टोन कमोडिटी के 42 BCN के रैक का पुन: वजन एक मण्डल के इन मोशन वे ब्रिज पर सक्षम अधिकारी के अनुमोदन से करवाया गया। इस रैक का लदान एवं वजन के उपरांत लोड एडजेस्टमेंट एक दूसरे मण्डल के मालगोदाम में किया गया था। पुन: वजन के दौरान 18 वैगन में वहन क्षमता से ज्यादा वजन पाए जाने के कारण इनका पुन: लोड एडजेस्टमेंट किया गया एवं कुल 25,91,921 रु का जुर्माना (पुनिटिव चार्ज, शंटिंग चार्ज) सम्बन्धित पार्टी से वसूल किया गया, चूंकि इसका प्रथम लोड एडजेस्टमेंट उपरोक्त दूसरे मण्डल के मालगोदाम पर हो चुका था।

कार्यवाही:- कुल 25,91,921 रु का जुर्माना (पुनिटिव चार्ज, शंटिंग चार्ज) सम्बन्धित पार्टी से वसूल किया गया। प्रथम लोड एडजेस्टमेंट कार्य को सुपरवाईज करने वाले मुख्य माल बाबू को लघुशास्ति जारी की गई है।

13. दिव्यांग यूनिक पहचान पत्र बनाये जाने में अनियमितता

जाँच का संक्षिप्त विवरण:- दिनांक 01.02.23 को एक मण्डल के वाणिज्य विभाग कार्यालय में दिव्यांग यूनिक पहचान पत्र बनाये जाने में अनियमितता के सम्बन्ध में सतर्कता निवारक जाँच की गयी। सम्बन्धित कार्यालय अधीक्षक द्वारा द्वारा जो रजिस्टर इस सम्बन्ध में प्राप्त आवेदनों की प्रविष्टि के लिए बनाया गया है, उसमे कॉलम आवश्यकतानुसार नहीं बनाये गये है एवं जो कॉलम बनाये गये है, उन्हें भरा भी नहीं जा रहा है। मई-2022 से दिसम्बर-2022 तक के दस्तावेजों का अवलोकन करने पर पाया गया कि प्रतिमाह लगभग 70 से 80 आवेदन प्राप्त होते है, जिनमें से कुछ प्रकरणों में दिव्यांग यूनिक पहचान पत्र 9,10 दिन या कभी-कभी 3 दिन में भी बनाकर दे दिया जाता है जबकि ज्यादातर प्रकरणों में यह समय 3 माह, 4 माह, एवं कभी-कभी 7 माह है जो असाधारण है । अपने बयानों में दिव्यांग यूनिक पहचान पत्र देरी से बनाये जाने का कारण कार्यालय अधीक्षक द्वारा कार्य की अधिकता बताया गया है जो स्वीकार योग्य नहीं है क्योंकि प्रतिमाह लगभग 70 से 80 आवेदन ही इस सम्बन्ध में प्राप्त होते है । प्रकरण में कार्यालय अधीक्षक द्वारा की कार्य के प्रति गंभीर लापरवाही परिलक्षित हो रही है ।

कार्यवाही:- प्रकरण में सम्बन्धित कार्यालय अधीक्षक को SF-5 जारी की जा चुकी है। साथ ही उसके अन्यत्र स्थानान्तरण की अनुशंसा की गयी है ।

14. पार्सल कार्यालय में आवक खिड़की पर निजीधन एवं सरकारी धन की सतर्कता निवारक जाँच

जाँच का संक्षिप्त विवरण:- दिनांक 23.05.23 को पश्चिम मध्य रेल पर एक पार्सल कार्यालय में आवक खिड़की पर लगभग 17 बजे सतर्कता निवारक जांच के दौरान इनवर्ड विंडो पर 09 से 17 बजे की शिफ्ट में कार्यरत दो पार्सल क्लर्क के पास रिकार्ड के अनुसार निजीधन एवं सरकारी धन के अलावा एक पार्सल क्लर्क के पास 1310 रु एवं दूसरे पार्सल क्लर्क के पास 3820 रु अघोषित धनराशि बिना लेखा-जोखा के पाई गयी।

कार्यवाही:- प्रकरण में दोनों आरोपी कर्मचारियों को SF-5 जारी की जा चुकी है साथ ही अन्यत्र स्थानान्तरण की अनुशंसा की गयी है ।

Important System Improvements

1. अस्थाई विद्युत कनेक्शन संबंधित प्रक्रियागत सुधार

पश्चिम मध्य रेल के एक स्टेशन पर अस्थाई विद्युत कनेक्शन संबंधित सतर्कता निवारक जाँच में निम्नलिखित अनियमिततां पाई गयीं :-

- रेलवे बोर्ड के पत्र संख्या दिनांक 03.06.2020 के स्पष्ट निर्देशों के बावजूद अस्थाई विद्युत कनेक्शनों के लिए " Pre-paid meter" का प्रावधान किये जाने का कोई प्रयास नहीं किया गया ।
- अस्थाई विद्युत कनेक्शन के लिए लगाए विद्युत मीटरों की मीटर रीडिंग का रिकार्ड उचित ढ़ग से अनुरक्षित (maintain) नहीं किया जा रहा है। मीटर रीडिंग रिकार्ड में प्रविष्टियाँ लापरवाही पूर्ण तरीके से की जा रही हैं। उनमें ओवर राईटिंग/कटिंग/ मॉडिफिकेशन किये जा रहे हैं तथा मीटर रीडिंग स्टाफ एवं संबंधित पर्यवेक्षक इंचार्ज के द्वारा इनको प्रतिहस्ताक्षरित करके प्रमाणित (authenticate) नहीं किया जा रहा है।
- मीटर रीडिंग रिकार्ड की संबंधित वरिष्ठ खण्ड अभियंता के द्वारा न तो निगरानी (monitor) की जा रही है और न ही इस रिकार्ड को उनके द्वारा प्रतिहस्ताक्षरित किया जा रहा हैं । अधिकारी स्तर पर भी इस विषय (matter) पर कोई निगरानी नही की जा रही है।
- अस्थाई विद्युत कनेक्शन के संबंध में विद्युत मीटर के जल जाने की स्थिति में ऐसी घटना की कोई जाँच नहीं की जा रही है तथा रूटिन रूप से मीटर को बदला जा रहा है।

उपरोक्त अनियमितताओं के परिपेक्ष्य में अस्थायी विद्युत कनेक्शनों एवं उनकी मीटर रीडिंग के संबंध में PCEE/WCR को निम्नलिखित **प्रक्रियागत सुधार (System improvement)** संस्तुतित किये गये :

- रेलवे बोर्ड के पत्र संख्या 2009/Elect(G)/150/7/Pt. दिनांक 03.06.2020 के द्वारा यह निर्देशित किया गया है कि "all installations (Railway staff quarters, Vendors, Private Contractor's offices, restaurants, Union Office etc.) from which Railway has to collect charges for consuming electricity should be provided with prepaid meters" उपरोक्त रेलवे बोर्ड के पत्र के अनुपालन में एक सुनिश्चित कार्य योजना (Action plan) के अंतर्गत एक निश्चित समय सीमा में पश्चिम मध्य रेल के तीनों मंडलों पर अन्य स्थापना (Installation) के साथ-साथ अस्थाई विद्युत कनेक्शनों के लिए भी " Pre-paid meter" लगाए जाने का प्रावधान किया जाए।

- जब तक अस्थाई विद्युत मीटर सहित विभिन्न संस्थापनाओं (Installations) के लिए Pre-paid meters का प्रावधान नहीं होता है, तब तक वर्तमान Post -paid meter रीडिंग की व्यवस्था को streamline किया जाए।
- मीटर रीडिंग हेतु संबंधित मीटर रीडिंग कर्मचारियों के उत्तरदायित्व का निर्धारण करते हुए एक प्रक्रिया आदेश (procedure order) पश्चिम मध्य रेल के तीनों मण्डलों पर जारी किया जाए। हर मीटर रीडिंग स्टाफ के पास एक नंबर्ड पाकेट रीडिंग पुस्तिका उपलब्ध होनी चाहिए जिसमें संबंधित मीटर रीडिंग स्टाफ एक निर्धारित प्रारूप में रीडिंग संबंधित विवरण मीटर रीडिंग की तिथि के साथ नोट करें एवं हस्ताक्षरित करें। यह विवरण पर्यवेक्षक स्तर पर प्रतिहस्ताक्षरित होना चाहिए।

उपरोक्त मीटर रीडिंग पुस्तिका के आधार पर डिपो में अनुरक्षित हो रहे मीटर रीडिंग रजिस्टर में संबंधित पार्टी की रीडिंग उपरोक्त मीटर रीडिंग का संदर्भ देते हुए नोट की जाए। मीटर रीडिंग स्टाफ पुस्तिका तथा डिपो रजिस्टर में प्रविष्टि करते समय यह सावधानी बरती जाए कि ओवर राईटिंग/कटिंग न हो। यदि प्रविष्टियों में किसी बदलाव/सुधार की आवश्यकता पड़ती है तो संबंधित स्टाफ एवं पर्यवेक्षक ऐसी प्रविष्टि को स्पष्ट रूप से काट कर उनमें बदलाव/सुधार करें तथा उन्हे प्रतिहस्ताक्षरित करें।

मंडल की विभिन्न संस्थापनाओं (Installations) पर लगे मीटरों की मीटर रीडिंग की समय-समय पर अधिकारी स्तर पर जाँच एवं रिव्यू होना चाहिए।

मीटर जलने की स्थिति में मीटर जलने के कारणों की विस्तृत जाँच की जाए एवं संबंधित जाँच रिपोर्ट संबंधित पर्यवेक्षक के कार्यालय में उपलब्ध रहे। हर डिपो पर्यवेक्षक द्वारा मीटर जलने की विस्तृत मासिक रिपोर्ट मंडल कार्यालय को भेजी जाए।

2. System Improvement Regarding Testing of Cut Spoil before Declaring Unusable

A preventive check had been conducted on aspect of quality of earth used in formation in a work of construction project which also involved handling of cutting. A note to USSOR item 013110/013111 i.e. earthwork in cutting....., provides that *"All usable earth arising from cut spoil shall be led into bank formation and unusable spoils shall dumped/stacked".*

During investigation, it was observed that in this work cut spoil had not been tested to know whether it is usable or not. Field officials had decided that cut spoil is not usable just on the base of visual inspection.

A system improvement was suggested to CAO/C/WCR that cut spoil may be tested from the NABL approved laboratory for its usability for formation earth work etc. before declaring it unusable to ensure optimal utilization of cut spoil and avoid wastage of precious Railway resources.

3. Gem सप्लाई बिलों को ऑन लाइन वापस किये जाने से बिल भुगतान में देरी को रोकने हेतु प्रणाली सुधार

- एक सतर्कता जांच में यह पाया गया है कि Accounts Department द्वारा Gem बिल को ऑन लाइन वापस किये जाने पर बिल, Gem के return bill के pool में चले जाते हैं जिसमे Consignee को सभी Consignee से संबंधित रिटर्न बिल दिखाई देते है, ना कि सिर्फ स्वयं से संबंधित बिल। इस स्थिति में Consignee / Purchaser के लिए पेंडिंग बिल की जानकारी प्राप्त करना अति मुश्किल कार्य हो जाता है।
- अत: Gem बिलों के भुगतान में विलम्ब को रोकने हेतु PFA / WCR को CRIS द्वारा IPAS में निम्नलिखित सुविधा प्रदान कराने हेतु निम्न प्रणालीगत सुधार भेजा गया।
- Account विभाग द्वारा बिल रिटर्न किये जाने पर Consignee को सिर्फ उसके ID से सम्बंधित रिटर्न बिल ही उसकी ID में दिखने चाहिए ताकि उचित कार्यवाही कर पुन: बिल को लेखा विभाग को शीघ्र भेजा जा सके और अनावश्यक विलंब को रोका जा सके।

4. चिकित्सालय में भर्ती मरीजों को प्रदत्ता भोजन में प्रयुक्त कच्ची सामग्री को खरीदने के लिए कान्ट्रेक्ट हेतु प्रणाली सुधार

एक रेल्वे चिकित्सालय में भर्ती मरीजों को प्रदत्ता भोजन में प्रयुक्त कच्ची सामग्री को खरीदने के लिए कान्ट्रेक्ट के संबंध में सतर्कता निवारक जांच के दौरान पाया गया कि अनाज, सब्जी, फल, दूध एवं अन्य सामग्री की खरीदी में इंडियन रेलवे मेडिकल मैनुअल **IRMM-2000** के पैरा 405 के प्रावधानों का अनुपालन नहीं हो रहा है।

PCMD/WCR को **Procurement of Hospital Diet Articles** के संबंध में **IRMM**- 2000 के पैरा 405 में उल्लेखित प्रावधानों के प.म.रे के समस्त चिकित्सालयों में अनुपालन हेतु निम्न प्रणालीगत सुधार भेजा गया।

(1) At places where departmental catering exists, efforts should be made to arrange the supplies of various raw materials through the catering department which should be requested to raise the necessary debits against the hospital for the supplies taken from the stock of the catering department.

(2) At other places, where the catering department is not able to arrange supplies, the purchase of provisions and various articles of diet may be through the agency of contractors, which should be on an open tender basis. In such cases, however, it is necessary that the Railways scrutinize the tenders properly and keep a proper watch on the execution of such contracts especially bearing in mind the following points:-

- The reasonableness of the rate of each individual item should be considered carefully before Acceptance
- The assessment of quantities should be as realistic as possible
- In the case of items with accepted prices very high, the bill passing officer should be specially cautioned so that abnormal increases over estimated quantities are watched and investigated and wide deviation in the actual monthly payments allowed from time to time against the originally estimated value of such items of the contracts are checked and action considered necessary taken.

5. System Improvement Regarding Local Purchase of Medicine and their Accountal

- During a Preventive Check in Railway Hospital, it was observed that the performance register in terms of Railway Board's letter dated 31/10/2018 was not being maintained.
- It was also observed that prescribed procedure as mentioned in railway board's letter that *order for supply against a particular item, should be placed on the vendor as per rotation and periodicity fixed by MD/CMS/CMO* was also not being followed.
- It was also observed that the accountal and monitoring of remaining medicines, not delivered to patients concerned, on account of any reason, was also not being done properly.
- In view of above irregularities following system improvement was suggested to PCMD/WCR:-
- Reiterate the provisions of the Railway Board policy letter 2017/H/4/1/local purchase dated 31/10/2018
- Streamline the Procedure for proper accountal and monitoring of remaining medicines by the concerned store pharmacist
- It was also suggested that contact details of the concerned patients may be recorded in the relevant record of the pharmacist so that they may be informed on receipt of their medicines.

6. System Improvement Regarding Hiring of AC Ambulance for Railway Hospital

During preventive check conducted in a Railway Hospital, regarding the working of the AC ambulance whose contract was awarded from 25/05/2020 to 24/05/2023, following irregularities were noticed :

- Unauthorized modifications and over writings have been found in entries of the logbook
- Movement details of the patients were not properly mentioned in the log book.

- Counter Signatures of shift supervisory official were also not found in the log book.
- A.C. was not functional.
- Though as per contractual provisions, the ambulance should be fitted with the basic life support apparatus such as oxygen cylinder, flow meters with tubing and masks, etc. However, the flow meters and associated tubing were not available with the oxygen cylinder, making it non-functional.
- During investigation, it was found that in the past also, several serious violations of contractual provisions had been reported by the hospital staff, like un-cleanliness in the ambulance, non-compliance of instructions of transfer of patients to/from referral hospitals, providing smaller capacity ambulance and misbehavior with the hospital staff, etc. However, no punitive action has been taken against the contractor firm as per contractual provisions.
- It has also been observed that during the period from 24.02.2023 to 13.03.2023, the concerned firm had provided an ambulance of much smaller capacity. A show cause notice for this serious deficiency had been issued by the concerned Medical officer on 13.03.2023, but no punitive action as per contractual provisions has so far been taken.

In view of irregularities in the execution of the contract, the concerned official responsible for the execution was counseled and PCMD/WCR was advised that suitable punitive action against the concerned contractor firm may he taken as per contractual provision for all instances of violations of contractual provisions, as available on record, during the entire contract period.

A system improvement was suggested to avoid recurrence of such irregularities :-

- Specific officials may be nominated for control and supervision of ambulance in every shift.
- Performa of vehicle log book should be standardized, Logbook entries should be made in neat and legible handwriting, without any overwriting or correction. Any overwriting and correction should be countersigned. All entries should becountersigned by shift supervisory officials.
- All service deficiencies should be recorded in log book, in every shift, on daily basis. Necessary punitive action as per contractual provision

should be ensured for all such service deficiencies and these must get reflected in monthly bill particulars.

- A Model tender document for hiring of ambulances may be prepared by Medical HQs for guidance of Central Hospital/ and divisional hospitals. The Model tender document may clearly define the service standards and penalties/fines to be imposed for any non-compliance of service standards. Proper accountal of such penalties/fines imposed should be maintained against each such contract.
- Periodical testing / mock drills may be conducted at officer levels for ensuring proper functioning of life support equipment etc provided in the ambulance.

7. स्वीकृत अग्रदाय से किये गए अनियमित व्यय को रोकने हेतु प्रणाली सुधार

पश्चिम मध्य रेल के एक वरिष्ठ अनुभाग अभियंता कार्यालय में की गयी सतर्कता निवारक जांच में यह पाया गया कि डिपो को स्वीकृत अग्रदाय रु. 5000/– था जबकि अग्रदाय खाते में हमेशा रु 10000/– से अधिक की धनराशि उपलब्ध थी।

- जाँच के दौरान यह पाया गया कि पूर्व में इम्प्रैस्ट आकाउन्ट में न्यूनतम राशि रू. 10000/– से कम होने पर खाते से बैंक द्वारा न्यूनतम बैलेन्स न होने पर पैनल्टी लगाने के कारण वरिष्ठ अनुभाग अभियंता द्वारा स्वयं की राशि से खरीदी की जा रही थी एवं सम्बंधित बिलों को समय पर रिकूपमेंट हेतु लेखा कार्यालय भेजा गया।
- इसके अतिरिक्त ऐसी सामग्री एवं रिपेयर कार्य में अग्रदाय धन से खर्च दिखाया गया जिनकी अनुमति नहीं थी. सामान की खरीदी से सम्बंधित कुछ बिलों पर बिल नंबर का अंकित न होना एवं वाहनों की मरम्मत इत्यादि पर अग्रदाय धन से खर्च किये जाने की लापरवाही प्रदर्शित हुई है।

अत: स्वीकृत अग्रदाय से अनियमित व्यय को रोकने हेतु निम्न प्रणाली सुधार PFA/WCR को संस्तुतित किये गये।

1. सभी अग्रदाय खाता धारको को यह स्पष्ट रूप से बताया जाय कि इम्प्रेस्ट होल्डर के खाते में न्यूनतम बैलेंस की अनिवार्यता नहीं है। इसके अतिरिक्त नए स्वीकृत अग्रदाय के मामले भी अग्रदाय खाता धारक को न्यूनतम बैलेंस रखने की अनिवार्यता नहीं होने के तथ्य को स्वीकृत पत्र में स्पष्ट उल्लेख किया जाये।
2. यदि किसी इम्प्रेस्ट होल्डर के खाते से न्यूनतम बैलेंस न रखे जाने के कारण किसी बैंक द्वारा

राशि की कटौती की जाती है तो इम्प्रेस्ट होल्डर इसकी सूचना अपने अधिकारी एवं सम्बंधित लेखा अधिकारी को दे जिससे कि काटी गयी राशि की वापसी लेखा विभाग द्वारा सुनिश्चित की जा सके। ऐसे मामलों की मोनीटरिंग हेतु एक सिस्टम मुख्यालय/ मंडल / कारखाना स्तर पर विकसित किया जाय।

3. अग्रदाय धनराशि का उपयोग अनुमत मदों के अलावा अन्य किसी मद में न किया जाए।
4. खाता धारक के खाते में स्वीकृत अग्रदाय से अधिक धनराशि उपलब्ध न हो. यह भी सुनिश्चित किया जाये।

8. System Improvement to Avoid Loss of Railway Revenue Due to Mis-declaration of Commodity

- During investigation of a complaint, it was observed that the consignor has Mis-declared the commodity as Alum (less freight tariff) instead of Marble Powder (higher freight tariff) resulting in huge loss of Railway Revenue.
- As the commodity transported was not available at the time of investigation, to verify the facts of Mis-declaration, E-Way bills were collected from the various destination goods sheds, as E-way bills were given by the consignor at destination.
- Mismatch was found in forwarding notes/e-demand given at originating station and e-way bills given at destination. Case is also under investigation by CBI.

In order to avoid recurrence of such incidences in future, following system improvement was suggested:-

- To issue detailed inspection checklist for guidance for officers and supervisors/inspectors of commercial department at HQ and divisional level covering various aspects with especial focus on detecting Mis-declaration of commodity.
- Regular special drives and monitoring systems at HQ and divisional level to detect Mis-declaration.
- Upkeep of register/record in goods sheds for the checks conducted on the aspect of Mis-declaration of goods.
- Issuing suitable Instructions to check Mis-declaration on the basis of E-Way bills, submitted by the consignor at originating/destination station on a sample basis regularly.

DOs AND DON'Ts
PERSONNEL

SELECTIONS

Dos

- Ensure correct assessment of vacancies and obtain approval of competent authority before issuing notification.
- Ensure timely filling up of vacancies and maintenance of calendar for selection /suitability/trade test by chalking out suitable action plan.
- Ensure constitution of Selection Committee properly following Railway Board's guidelines issued from time to time.
- It should be ensured by Personnel Department that the guidelines/ instructions issued by Railway Board are communicated to the Officers nominated for setting question paper and evaluation of answer sheets. And also ensure to obtain a specific acknowledgement from the selection committee members that they have gone through these instructions and followed the same in the said selection.
- In the event of any change in the eligibility condition after issue of notification, it should be ensured that opportunity is given to all candidates who may have become eligible according to the revised eligibility condition.
- Candidates should be advised that there should not be any cutting / overwriting / erasing in the answers to the objective type questions.
- Answer sheets should be endorsed by Personnel Branch officer and handed over to the nominated evaluating officer immediately after the written examination.
- Ensure absolute secrecy in the printing and distribution of question paper.
- The Selection Proceedings as well as the Tabulation Sheet showing the marks obtained by the candidates under different headings should be signed by all the selection committee members with date and designation.

- Ensure that question paper of written examination is of 100% objective type with multiple choices only.
- Model answer sheet should be given by the question setter after conclusion of the examination. There should not be delay in handing over the model answer sheet by the question setter.
- Ensure proper monitoring of the promotions process which is essential to ensure timely promotion.
- Ensure that the employees promoted are relieved without any undue delay so that the employees may join the new place of posting on promotion in time and do not suffer any monetary loss on this account. The Instructions of Railway Board in this regard should be scrupulously followed.
- Ensure mandatory Aptitude Test for medically decategorised staffs who are offered alternative employment in Station Master category.
- Ensure availability of a large question bank from which the question can be selected randomly for conducting promotional examination/ computer-based test.
- Ensure relaxation of 05 years in upper age to SC/ST serving employees for filling up the 40%Induction quota in workshop.
- Ensure that staff of Accounts department is allowed to appear in GDCE of other departments.
- Ensure staffs of other department are allowed to appear in GDCE of accounts department for the post of Accounts Clerk and Junior Accounts Assistant subject to fulfillment of fulfillment of conditions stipulated in Railway Boards guidelines.
- Treat post graduate diploma in Human resource management as equivalent to qualification of Post graduate diploma in personnel management provided that its curriculum includes relevant papers in personnel management,

Don'ts

- An Officer whose name is borne on the Agreed List/Secret List should not be nominated in the Selection Board/Committee.
- Members of the Selection Board/Committee should not be subordinate to one another.

- Once nominated, the Selection Board/Committee should not be changed except when unavoidable.
- Do not change the number of vacancies once Notification is issued.
- Lead pencil should not be used for evaluation of answer sheets.
- Marks once awarded against objective type questions should not be altered by correcting or overwriting or erasing.
- Marks once awarded against descriptive type questions should not be altered, if required genuinely, fresh marks to be awarded by clearly cutting the earlier awarded marks duly initialed.
- Answer to the objective type questions with cutting/ overwriting/ erasing etc. should not be evaluated.
- Evaluating Officers should not re-evaluate his own evaluation.
- Evaluation of answer sheets should not be done by any other person than the officer nominated for the purpose.

COMPASSIONATE GROUND APPOINTMENTS

Dos

- Register the cases immediately on occurrence of the event priority-wise.
- To verify the genuineness of various School Boards in connection with appointment in Railways, Competent authority of concerned State Governments may be approached on whose authority the Board claims to be genuine.
- Ensure submission of S&WI's report as early as possible.
- If there's any anticipated delay in submission of documents like death certificate etc. by the family, complete all other formalities so that the case is processed immediately on receipt of documents.
- Render the family all possible assistance in getting the formalities fulfilled for consideration of appointment.
- Save the family from falling prey in the hands of unscrupulous elements.

- Thoroughly check the credentials of the candidate being presented for appointment by verifying various declarations submitted by the employee while in service.
- Check the documents submitted in proof of age, educational qualification etc. thoroughly, by making necessary enquiries with the educational institutions and Boards as per guidelines issued from time to time
- Follow the time limits prescribed for various priorities by holding the screening tests, regularly on the nominated day every month.
- Ensure competent authority's approval for relaxation of age limits where required.
- Follow the Board's instructions issued from time to time in determining the eligible family member for appointment.
- Ensure approval of prescribed competent authority i.e. DRM/CWM/ PHOD/GM/Railway Board for the appointment depending on the circumstances of the case.
- Ensure that the suitability test i.e. Written Test and Viva-voice is completed on a single day.
- Ensure obtaining declaration from the CG appointee that he/she will maintain the family dependent on the employee at the time of death.
- Ensure that all the relevant document like application, certificates, S&WI's report etc. are kept in the service Register of the appointee.
- A child born to the second wife can be considered for Compassionate appointment only after ascertaining that there is no objection to these from the first wife or her children. Where the 1st (legally wedded) wife opts for such compassionate either for herself or one of her own children such claim will have priority over any competing claim made by the second wife for any of her children.
- Ensure to grant the benefits of Compassionate appointment after lapse of at least 02 years from the date from which Railway employee is missing, provided that a FIR has been lodged and a missing person

- Ensure safe custody of SRs and leave accounts and watch the movement in case of transit to other sections/units.
- Take immediate action in reconstructing the lost Service Registers and missing leave Accounts.
- Organize permanent drives to obtain nominations from staff by utilizing services of S&WIs.
- Make nomination entries in the Service Register and paste the same in it.
- Advise the employees to promptly report the additions/ alterations of family.
- Advise the employees to declare date of birth and age of each family member including married children, irrespective of their ineligibility for availing Pass/PTO
- Ensure periodical checks by Senior Subordinates to ensure that SRs/ Leave accounts are in update condition.
- Ensure verification of Service Register and Leave Accounts by Accounts Department before six months in case of NRs and as quickly as possible in case of ONRs.
- Reckon 'Qualifying Service' but not 'length of Service' for grant of pension benefits.
- Advise the retiring employee/family to opt only a Nationalized Bank for drawl of Pension/Family pension.
- Ensure supply of 'Calculation Sheet' to employees along with settlement papers.
- Ensure mentioning all eligible family members in the PPO with their dates of birth.
- Ensure sanction of provisional pension, in case departmental/judicial proceedings are pending on the date superannuation of the employee.
- Insist for succession certificate only when there is no family member who is eligible to receive a particular settlement due.
- Ensure release of withheld DCRG in cases of commercial/Stores debits within time limits prescribed to avoid payment of interests.

is not traceable and the concerned missing employee had not less than 02 years service left to retire on the date from which he has been missing and competent authority feels the case is genuine and police report should be taken.

Don'ts

- Don't offer the post that is not within the competence of a particular authority.
- Don't consider the request of the candidate for change of category after acceptance of offer and attending the medical examination save with the approval of next higher authority.
- Don't offer appointments to regular pay band of Level-1 to those wards who are not in possession of minimum educational qualification of SSC/ITI.
- Appointment on compassionate ground is not to be considered if a partially de-categorized employee has less than 5 years to superannuate.
- Appointment on compassionate ground is not to be considered in case where the missing employee has less than 2 years to superannuate from the date of lodging FIR to police
- Educational qualification acquired by a ward subsequent to the date of application is not to be considered for determining the Group/ Post.
- Don't fix the pay of the CG appointee at a higher stage than admissible without prior and personal finance concurrence of FA&CAO and the approval of GM.

SETTELEMENTS

Dos

- Organize Special drive to ensure the availability of Bank Accounts in favour of the family members/ of Railway Employee.
- Publish retirement list of employees retiring within the next two years and notify the same to all concerned.
- Ensure regular and continuous updating of Service Register & Leave accounts to avoid delays in settlements.

- Ensure fulfillment of income and other eligibility criteria by widowed/ divorced daughters before sanctioning family pension.
- Ensure receipt of Foreign Service contributions from the respective organization in favor of employees on deputation with them.
- Ensure receipt of 'No due Certificate' from all the Railways/ Organizations where the employee has worked before his retirement.
- Obtain legal opinion in all cases of disputes and dual/rival claims before releasing of settlement dues.

Don'ts

- Don't recover government dues from any settlement benefit except DCRG & DR payable on pension.
- Don't authorize Guardian to receive family pension in favor of a minor child, but ensure PPO on the name of the minor child, indicating Guardian's name.
- Don't release DCRG if the employee does not vacate the Railway accommodation on the day of superannuation.
- Don't insist for medical examination if the retired employee applies for commutation within a year.

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WORKS AND SERVICE CONTRACTS

ESTIMATE

Dos

- Do prepare realistic estimates taking into account various factors viz. site condition, geographical location, law and order situation etc.
- Do try to include items with standard specifications only.
- Do prepare the estimates based on available LARs and if proper LARs are not available, prepare estimates based on realistic market rates.
- Do include all commercial clauses including taxes, duties of all types and other statutory charges.
- Do take approval of estimates from Competent Authority, before calling for tender.

Don'ts

- Don't make vague estimates without rate analysis and adequate details, which may lead to huge quantity variations and creation of extra and substituted items.
- Don't mention conflicting conditions.
- Don't include such items or scope of work not directly related to the work.
- Don't revise the estimates to justify the received L-1 rates after opening of the price bids.

NIT & TENDER/BID DOCUMENT

Dos

- Do advertise in Local and National newspaper for wide circulation and also publish the same on website of organization with all relevant information viz. tender cost, EMD, nature of work etc.
- Do provide sufficient time to the bidder for preparation and submission of the bid.

- Do check the dates of submission of bids with respect to working days and timing of closure and opening of bids
- Issue necessary corrigendum/addendum as and when required, not on flimsy grounds.
- Do update tender documents to suit the present contract requirements.
- Do incorporate in the bid documents detailed generic technical specifications.
- Do specify the conditions for tender responsiveness.
- Do specify in unequivocal terms in the bidding documents, the performance parameters and the technical evaluation criterion, if any.
- Do specify proper drawings with reference numbers, relevant specifications while preparing tender document.
- Do follow Railway Board Guidelines in splitting of works in true spirit.

Don'ts

- Never incorporate eligibility criteria to suit a particular firm
- Don't forget to mention important clauses pertaining to completion schedule, testing of equipments, performance bank guarantee, payment terms, penalty clauses, comprehensive insurance cover, contractor's liability, safety arrangements, statutory requirements for labour welfare, arbitration clause etc. in a proper and explicit manner.
- Don't split a bigger work into smaller works without approval of Competent Authority.
- Don't provide unrealistic period of completion of work as unworkable period leads to frequent grant of extension of time and litigation.

EVALUATION OF TENDER

Dos

- Do evaluate tender as per the notified criteria.
- Do evaluate all pre-requisite criteria met by bidder before qualifying technical bid.

- Do finalize the acceptability of the bidding firms in respect of the qualifying criteria before or during holding technical negotiations with them.
- Do complete the exercise of short listing of qualifying firms before opening of price bid/calling price bids.
- Do open price bids (in two bid system)/call price bids of only whose bidders whose design and other technical proposals are as per tender requirements.
- Do finalize tenders within validity period.
- Do negotiate with only valid lowest eligible tenderer.
- Do ensure that L-1 is not ignored of flimsy grounds.
- Do establish the reasonableness of rates on the basis of estimated rates and the prevailing market rates before accepting offer.
- Do identify the abnormally high rate and abnormally low rate items and the officials/agencies responsible for execution of work should be intimated to exercise appropriate control on such identified items to avoid vitiation.
- Uniform/consistent approach to be adopted while awarding the work.

Don'ts

- Don't relax tender conditions as it will create a discriminatory treatment to others.
- Don't evaluate bids on the basis of information not furnished by bidder /tenderer.
- Don't entertain any new information/document after tender is opened and evaluated unless the same is called for.
- Don't disclose details of evaluation of tender till it is officially accepted/rejected.
- Don't deny any bidder pre-qualification/post qualification for reasons unrelated to its capability and resources to successfully perform the contract.

- Don't prepare rate analysis after opening of tender to justify the high rates received, though valid LARs is available.
- Don't conduct post tender negotiations, unless unavoidable, without recording valid reasons and approval of competent authority.
- Don't assume unreasonably high rates towards transportation cost, labour cost, local taxes, inflation etc.

AWARD OF WORK AND SIGNING OF CONTRACT AGREEMENT

Dos

- Do ensure that once the offer is found techno -commercially acceptable, the work is awarded without any loss of time.
- Do issue letter of intent after approval of tender and take acceptance of tenderer before signing of agreement.
- Do keep the entire necessary documents ready before hand and a formal contract agreement containing all the requisite documents forming part of the agreement should be signed within a reasonable time.
- Do ensure that the contract document is precise, definite and complete.
- Do make the important papers, such as any amendments subsequent to the issue of tender documents, a part of contract agreement.
- Do ensure that the detail of awarded contract is sent for posting on the web site.
- Do make the contractor sign the detailed agreement within the time frame to avoid any complication in the contract at later date.
- Do ensure that the agreement is well bound, page numbered, signed by both the parties and well secured.

EXECUTION OF CONTRACT

Dos

- Maintain the requisite contract related site registers viz. Field registers, Site Order register, Hindrance registers etc. On completion of the work the registers should be submitted back to divisional office.
- Take proper inventory of material to be released and obtain contractor's signature.
- Ensure that contractor's representative is nominated in writing.
- Departmental tools & plant to be given to the contractor as per agreement conditions.
- Beware of Vitiation due to non-operation of unworkable items or Excess operation of high value items.
- Get test certificates of material wherever prescribed.
- Do not use departmental labour along with contractor's labour.
- Ensure that released materials is brought back to the required point and neatly stacked by the contractor.
- Ensure proper gate passes & correct leads with regard to transportation of materials
- Painting works-Check quantity of paint used by the contractor and ensure state-wise thickness.
- Do stipulate milestones in the contract for the specific schedule of completion of contract in an unambiguous manner.
- Do monitor progress in accordance with such schedule.
- Do specify the LD clause in case of delay in completion of intermediate milestone activities and overall project/contract.
- Do take care that specialized work is executed through specialized agency.
- Do reconcile materials issued by department at various stages of work.
- Do ensure that the proper technical staff is employed by the contractor and work is executed qualitatively and timely.

- Do ensure that the project is not delayed due to contractor's fault such as non deployment of adequate plant and machinery, technical staff, material, labor etc.
- Do ensure that officer in charge of work has to specify the items/ location for which he has conducted the 20% test check.

Don'ts

- Don't forget to take built drawings on completion of any contract.
- Don't' forget to adjust all advances before completion of project and release of final payment. Don't forget to record delays on the part of contractor and recover LD as per provision of contract.
- Don't forget to take Bank Guarantees for long term guarantee for specialized items, if specified in contract.
- Don't release retention money before due date.
- Don't go for unreasonable variations in terms of quantities and items unless and otherwise required.
- Counter signing is not allowed in MB, only test checks of specific & location to be mentioned.
- Don't execute the item which is not having detailed technical specification/drawings in the agreement.

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Your Goodness is impediment in your Way, So Let your Eyes be Red with Anger, and Try to Fight the Injustice with a Firm Hand.

- Sardar Vallabhbhai Patel

SIGNALLING & TELECOM

Dos

- Ensure correct nature of soil with regard to cable laying works before specifying conditions in tender document.
- Ensure classification and definition of soil i.e soft & rocky soil be incorporated in tender document where the scope of work includes trenching in rocky soil
- Ensure proper depths to be mentioned in the MB for cable laying work.
- No measurements should be copied from any papers other than field book/daily progress register.
- Record MB (Measurement Book) has to be prepared on the basis of the measurements in field book/daily progress register
- Bill MB has to be prepared on the basis of records in the Record MB.
- Supply portion in schedule by contractor should be taken into DMTR account with proper invoice bills and test reports.
- Issue of material to contractor's representative for execution, should be done duly after receipt of firm's requisition and after submission of INDEMNITY bond.
- Insist on warranty certificate as per terms of rate contract while passing bills for RC items.
- DMTR transactions must be closed everyday and initial the DMTR once in a week and send the statement to the Divisional Headquarters every month.
- Ensure relay frames and termination racks are of proper dimensions.
- Ensure proper termination of cables and soldering and bunching of wires.
- Ensure earthing and location boxes as per drawings.
- Ensure updated drawings of location boxes, signal posts etc are provided with contract agreement to field units.

- Ensure technical specification should incorporate conditions, parameters as per manuals or standing guidelines prevailing at that time.
- In Telecom works, ensure proper parameters of Quad and OFC before release of final payments.
- Ensure proper Insulation Resistance through meggaring of cables and it's recording of readings.
- Cable marker and emergency communication posts should be provided with proper concreting and as per approved drawing.
- Maintain separate account of uncharged and charged cells.
- Verify the serial nos. of equipments, whether it is matching with RITES/RDSO inspection certificates or not.
- Verify the Holograms/Specimen symbols on equipments with the RITES/RDSO Inspection certificate.
- Ensure proper specified cables while installing S&T equipments like IPS, Data loggers, Electronic inter-locking etc.
- Check the items in the pre-commissioned check list thoroughly in field before signing in the Joint Report.
- Ensure proper installation of LC gates as per drawings.
- If inspection clause is modified to consignee inspection with competent authority's approval necessary deduction from contractor's bill may be done if inspection charges are to be paid by contractor.
- Always insist the authority letter from the Service Engineers who are attending AMC's of all Electronic Interlocking system.
- Field supervisors insist for latest drawings, specifications and amendments referred in contract agreement.

Don'ts

- Don't operate labour portion without ensuring site requirements.
- Don't change RDSO/RITES inspection certificate to consignee inspection without approval of accepting authority. Similarly, strict compliance of instructions from HQ with regard to consignee inspection.

- Don't install charged batteries without test for retention of charge.
- GI and similar pipes must be tested before accepting by its specified weight/thickness only, but not based on paint mark.
- Don't accept the materials after the delivery period of purchase order.
- Don't accept the material without original bills and invoices.
- Without checking the cables insulation and its loop resistance don't account in ledger.
- Don't issue credentials before completion of the work.

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"The price of freedom is eternal vigilance. Let the eye of vigilance never be closed."

— Thomas Jefferson

"Beware of rashness, but with energy, and sleepless vigilance, go forward and give us victories."

— Abraham Lincoln

ELECTRICAL

Dos

- Ensure proper electrical earthing of all installations during work execution.
- Ensure provision of proper rating MCB/MCCB and other safety devices
- Reconcile the Quantity of OHE conductor at regular interval and take the scrap in custody from contractor.
- Ensure that the installation register for electrical fittings provided in Quarters/Service buildings are maintained upto date.
- Ensure proper size of equipment/wiring/cables according to the sanctioned load.
- While executing works, follow the standard drawings & specifications.
- Electrical installations and wiring should be done as per Indian Electricity rules.
- For major installations power calculations should be done for selection of MCBs.
- Ensure that defective energy meters are replaced on priority.
- Electrical contractor's license validity to be ensured during execution of the work.
- In Service Contract, ensure PF and ESI subscription payments before passing CC bills.
- Accept the LTUG cables along with Test Certificates as per specification given.
- All new Contract Materials must be entered into DMTR/Ledger. DMTR numbers must be quoted for released and supply materials in Measurement Book
- Refer drawings, specifications/Third Party inspections as per Agreement conditions.

- Timely process EIG proposals for commissioning of HT/EHT substations and equipments therein and obtain EIG sanction before energizing the same.

Don'ts

- Do not modify the LT/HT overhead lines without competent authority's approval/sanction.
- Do not accept the material of other make, which are not included in the work order/contractor.
- Do not miss to note the proper chainage/kilometers in MB for cable laying work.
- Do not mention such 'Makes' of electrical items in works contracts, which are not equivalent cost wise or quality wise.
- Do not include in works contracts, normally those electrical items, which are available on DGS&D rate contract, without competent authority's approval.
- Do not include procurement of cables in work contracts unless it is of urgent in nature and that too with competent authority's approval and ensure that the rates should competitive with store procurement.
- Do not extend the temporary power supply to outsiders/contractors without proper authority.
- Do not prepare the estimate for releasing electric connection to contractor/private parties without actual survey at site.
- Do not indent electric items, which do not confirm to IS specification or don't bear ISI marks.
- Don't interchange the LT services of wayside stations which are different categories.
- Don't deviate the location without approval of sanctioning authority of the work.

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STORES

GENERAL

Dos

- Ensure the call attention of all the approved sources through IREPS. Ensure that such items procured from the approved sources only duly following the inspection clause, as per the extent provisions.
- Ensure that approval of competent authority has been taken for quantity and for mode of tender.
- Ensure that tender notice has been given wide publicity and put on website.
- Finalize the tender within the period of validity of offers to guard against the possibility of increase in prices and consequently incurrence of extra expenditure by the Govt.
- Do proper assessment and evaluate bids particularly special conditions offered by the tenderer.
- In all cases, where the lowest or lower tenders are rejected, full reasons for the rejection should be recorded so that the reason for such rejection would be available on files.
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and approval from competent authority has been obtained.
- In case where the performance of lowest/lower offer is not satisfactory and next offer is considered for full/part quantity order, performance of the same firm should also be assessed and placed on record.
- Even when the level of the Tender Committee is decided based on the lowest acceptable offer as per technical note, it would be incumbent on the tender committee to examine individually all the offers lower than the lowest technically acceptable offer and make appropriate recommendation in each case for consideration of the accepting authority.

- Ensure that in case, descriptions or specifications undergo significant changes after invitation of tenders, equal opportunity is given to all the suppliers by re-tender.
- Ensure that security deposit and earnest money deposits are collected from registered/unregistered suppliers as per extant rules and when exempted, proper reasons are recorded and competent authority's sanction taken for the same.
- In case of purchase from RDSO approved sources, ensure to check the current status of RDSO approved list at the time of TC meeting and current list should be available on record.

- Ensure as Tender Accepting Authority that detailed reasons are recorded if there is disagreement with tender committee.
- Ensure that the tender committee minutes contain the relevant information as the date, venue of the meeting and dated signatures of the members.
- Maintain complete records in the file and ensure secrecy of the tender.
- Ensure procurement through proper mode viz. GeM, OT etc. as notified from time to time. For General first priority must be on GeM.
- Ensure adherence to the instructions issued from zonal HQ regarding the tendering process.
- Ensure that delivery is made in the permitted hours of working and on working days.

Don'ts

- Do not reject the tender of new bidder(s) on flimsy or unrealistic grounds in order to favor the bidder(s) who are previous suppliers.
- Do not split quantities or place frequent demands.
- Do not hide any favorable/unfavorable information in TC discussions.
- Do not change the tender committee members once constituted without prior approval of competent authority.
- Do not allow anomalies in evaluation of special conditions to affect

the acceptance of the offer recommended.

- Do not opt for re-tending on flimsy grounds with intent to favoring firm.
- Do not entertain modification of tenders subsequent to the opening of tenders.
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and approval from competent authority has been obtained.
- Do not award contract for quantity more than the quantity more than the eligibility of the tenderer.
- Do not allow the sold material to get out of the depot except under proper issue notes and gate passes.

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"अगर किसी देश को भ्रष्टाचार-मुक्त
और सुन्दर-मन वाले लोगों का देश बनाना है
तो मेरा दृढ़ता पूर्वक मानना है कि
समाज के तीन प्रमुख सदस्य ये कर सकते हैं;
पिता,माता और गुरु।"

अब्दुल कलाम

"स्वतंत्रता की कीमत
श्रम के साथ ही सतर्कता है।"

— कार्ल स्कोवेल

MEDICAL

Dos

- Maintain the list of data for Sick-Fit, IME, PME, SPME and complete Medical De-Categorization of each and every candidate and Railway employees in separate Registers as per IRMM by all Railway Hospitals as well as PCMD office
- Signature with Full name & Seal of Competent Authority should be mentioned on documents such as Sick-Fit, IME, PME, SPME and also on documents for complete Medical De-Categorization in all respect.
- At the time of issuing sick certificate, specify period of sickness in terms of number of days. During sick period, attendance of the concerned patient must be taken in general cases as stipulated in IRMM. If patient doesn't turn up for attendance especially in case of OPD sick, his/her name may be struck off from sick list and information relayed to his controlling officer.
- Medical stores should be checked on a periodical basis and take timely action in respect of near expiry-date medicines for prompt disposal.
- Ensure strict adherence to provisions relating to collection and testing of food/water samples to avoid poor quality and adulteration thereof. Ensure sample test for drugs to prevent procurement of sub standard/ spurious drugs.
- Keep proper accountal of all medicines irrespective of the cost involved.
- Exercise extra care and ensure compliance of extant instructions before declaring any employee medically de-categorised/totally unfit.
- Follow the procedure rigidly regarding issue of sick/fit certificates and in case of foreign-sick, give specific reasons.
- Get declarations regarding relationship in case of employee's dependent/relative being treated in Railway Hospital.
- Keep proper accountal of all consumable store items.

- Multiple approved suppliers should be maintained preferably item-wise for local supply of medicines. Try to include items with standard specifications only.
- If demand for an item is received repeatedly, possibility of "stocking" of the item should be explored.
- Exercise extra care and ensure that the staffs wear uniform while "ON DUTY" for staffs eligible and drawing uniform allowance.
- Finalize the claimed bills of reimbursement of Railway Patients for referral and non-referral case within stipulated time frame.

Don'ts

- Do not issue back dated sick-fit certificates. Avoid delays in sending the certificates pertaining to the railway employees to their concerned Department.
- Avoid issue of certificate of fitness in initial and periodical medical examinations (PME) for categories other than that specifically asked for by the department.
- Avoid putting employees on sick beyond the permissible period and do not forget to make reference to the higher authority if any case requires retention on sick list beyond the prescribed time limit.
- Avoid giving free hand to staffs maintaining Sick/ certificate books, records as well as Medical Stores.
- Avoid leaving blank entries in the Medical Attendance Register.
- Avoid frequent and indiscriminate local purchases.
- Avoid issue of medicines to the patients without any authorized prescriptions.
- Avoid simultaneous use of two sick/fit certificate books.
- Procurement of Medicines from un-approved supplier/manufacturers should be avoided except in special cases.
- Avoid issue of sick/fit certificate books randomly it should be in Chronological order

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ACCOUNTS

Dos:

- During the vetting of estimates, it should be ensured that the quantities mentioned therein should be realistic and as per the actual requirement.
- The quantities mentioned in the Estimate should match with the quantities mentioned in the Tender document.
- While vetting the agreement, it should be ensured that all the clauses stipulated in the tender document w.r.t. execution of work are incorporated and all the blanks are filled in properly.
- The concerned Agreement/LOA/PO should be thoroughly examined with emphasis on its special conditions, penalty clauses, if any, before passing of Bills.
- While passing the bills of contractor/supplier, ensure that all the recoveries have been made properly.
- All the required recoveries have to be made from the on hand bill itself.
- At the time of passing of Price Variation Bills, the rates published by the authorities concerned should be compared with that of rates claimed in the PVC bill.
- After passing the Price Variation Bill based on the provisional index of RBI, a remark to this effect should be noted in the concerned ledger account. After publication of final index by RBI, if any differences are noticed, they should be settled immediately in the on-hand bill.

"Be vigilant;
guard your mind against
negative thoughts."
— Gautama Buddha

- Currency of the paper securities should be watched carefully and necessary action should be taken for extension of currency, if required, in advance.
- The reconciliation of Cheques & Bills and remittance into Bank should be made in time and corrective action should be taken immediately.
- All indents for the same item should be consolidated and combined order should be placed for getting economical price.
- The cheques other than the electronic payments should be dispatched promptly.
- There should not be any ambiguity in the penalty clauses.

Don'ts

- Don't misinterpret the penalty clauses mentioned in the concerned agreement to benefit the contractor.
- Don't forget to recover the penalties/LD/other charges, if any, from the respective bill itself.
- Don't rely upon the documents enclosed with the Price Variation Bill by the contractor to support his claim.
- The total demand of particular item should not be split deliberately into indent wise for bringing it within the self check ambit of a particular sanctioning authority.
- Don't keep pending the cheques prepared for payments without dispatching to the concerned party (Bank/Institution/Govt. Undertaking etc.)

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"The price of liberty is labour as well as vigilance."

— Carl Scovel

TRAFFIC

Dos

- Declare private cash in figure and words before resuming duty
- Ticket checking staff should check Travelling Authority & original ID along with Journey ticket.
- Details on the EFT foils should be written legibly.
- Ticket checking staff should remit Railway Cash at the end of beat/ destination.
- EFT return should be submitted on due time.
- Separate form for Tatkal reservation shall be used.
- UTS/PRS ticket rolls to be accounted in Ticket stock register only after physical counting of rolls.
- Cancelled & Non-issued tickets should be sent on following day to Traffic Accounts office.
- UTS tickets produced for cancellation should be cancelled immediately in the system.
- Ensure proper H/O and T/O of cash in DTC register.
- Ensure correct weighment, rating, routing and scale while booking the consignment.
- Ensure loading as per carrying capacity of SLRs, AGCs, & Parcel Vans.
- Ensure entry in delivery books and obtain signature of consignee without fail.
- Ensure recording of Loading/Unloading timings.
- Ensure collection of original RR/PWB/Indemnity Bond while granting delivery.
- Ensure proper recording of stacking/removal time of goods.

Don'ts

- Ticket checking staff should not issue EFT on platform by collecting difference of fare & penalty and permit them to travel in reserved coaches.
- Ticket checking staff not to desert the nominated coaches.
- Do not permit issue of more than 2 EFT books at a time.
- Do not collect filled-in Tatkal forms in advance from passengers in Queue for issue of Tatkal tickets.
- Do not issue tickets without Reservation form or incomplete form.
- Do not alter or write manually on the system generated ticket while issuing to passengers.
- Do not reissue the tickets offered for cancellation.
- Do not issue mismatched tickets.
- Do not affect the delivery of the consignment before collection of all due charges, including under charges, if any.

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GENERAL

Dos

- Be conversant with the current rules and regulations before taking any decision.
- Use your discretion properly to avoid any miscarriage of justice.
- Be dispassionate while taking decision so that no undue favor accrues to anyone.
- Pay full and prompt attention to the petty grievances and complaints. If these are not dealt with sympathy and concern, these petty complaints may take the form of serious complaints as the complainant would then buttress his grievances with extraneous material to capture attention.
- Keep a good image before the public/staff by being honest, impartial and just.
- Make sure while using a saloon that it is within the policy guidelines laid down and avoid use of saloon on transfer duty.
- While occupying rest houses, ensure filling up the register and also indication on duty/leave.
- While using staff cars, ensure personally that journey if performed for private purposes, is indicated so in the 'remarks' column of the register and ensure prompt payment
- Be conversant with the relevant clauses of the conduct rules and ensure that these rules are not infringed.

Don'ts

- Do not delay disposal off files/papers put up to you.
- Do not misuse duty passes for journey performed which are not for official work or for persons not entitled to such travel
- Do not misuse staff cars/vehicles
- Do not misuse railway labour.
- Do not misuse railway material or catering

- Do not misuse the out-house of the railway bungalow occupied by you
- Do not sit on the selection board before which any relative of yours is appearing for selection.
- Do not take part in the Tender Committee meetings of any of your relatives is one of the tenderers.
- Do not forget to put a date under your signature. Absence of date may give rise to doubt your motives in certain situations.
- Avoid sanctioning a privilege to yourself even if it is within your own competency. Let such sanction be approved by your superior.

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"भ्रष्टाचार सरकारी विकास के मार्ग में सरकारी खजाना, प्रशासनिक अक्षमता और बाधा का दुरुपयोग का कारण बनता है।"

— कौटिल्य

"भ्रष्टाचार का नमूना करना बहुत कठिन काम है, लेकिन मैं इतना गंभीरता से कहता हूं कि अगर हम इस समस्या से गंभीरता से और दृढ़ संकल्प से निपट नहीं पाते हैं तो हम अपने कर्तव्य में असफल रहेंगे।"

— लाल बहादुर शास्त्री

भ्रष्टाचार का विरोध करें, राष्ट्र के प्रति समर्पित रहें

संजीव तिवारी
मु.सं. एवं दूर. इंजीनियर/
योजना एवं डिजाइन
प.म.रे./ जबलपुर

भ्रष्ट आचरण जहाँ हो, वहाँ पनपे भ्रष्टाचार,
सोच जब दूषित हो, अच्छे होते नहीं विचार।
भ्रष्टाचार जुड़ा नहीं केवल ईमानदारी के अभाव से,
यह जुड़ा भी है चरित्र एवं कर्मठता के अभाव से
इंसान भोजन करने का समय तो निर्धारित रखे,
लेकिन मक्कारी से अपने काम कल पर छोडे।
वो नहीं सोचे कि आज काम की है आवश्यकता,
कल का काम व परसों पर करने की सोच रखे।
मेहनत करके सार्थक इंसान धन संचय करे,
भविष्य में खुद एवं परिवार की रचना गढ़े।
भष्टाचार में लिप्त इंसान को पैसा ऐसा लगे,
जैसे परिवार का पूरा सुख पैसे से ही तुले।
परमात्मा की कृपा वहाँ पर आती,
जहाँ स्वच्छता सभी को है भाती
लेकिन दूषित विचार मन में लाता उथल-पुथल,
जिससे व्यथित हो मन रहे उदास हर पल।
इंसान स्वस्थ शरीर को ताक पर रखकर,
भविष्य की रचना भ्रष्टाचार से गढ़े।
ऐसा इंसान अपने चरित्र के साथ भी छल करे,
उसे पराए इंसान में सपनों की जिंदगी दिखे।।
सच कहा है आचार्य श्री ने 'तेरी दो आँखे,
तेरी ओर हजार, सतर्क हो जा'
साफ विचार रखकर, स्वस्थ रहें,
जिससे राष्ट्र के प्रति समर्पित रहें।

बसंत कुमार शर्मा
उप मुख्य परिचालन प्रबंधक/कोचिंग
दक्षिण पूर्व मध्य रेल

मने सतर्कता पर्व

प्रियवर अपने कार्य में, करो न टालमटोल।
इसमें भ्रष्टाचार की, छुपी हुई है पोल।।

सबसे पहले हम स्वयं, रोकें भ्रष्टाचार।
होगा तब तो और पर, जम कर कड़ा प्रहार।।

भूल गए कर्तव्य हम, याद रखे अधिकार।
इसी सोच ने कर दिया, सबका बंटाढार।।

ले-दे कर जो कर रहे, उलटे-पुलटे काम।
निश्चित होगा एक दिन, उनका काम-तमाम।।

राष्ट्र भक्ति की भावना, दिल में रखिए आप।
मन को भृष्टाचार का, छू न सकेगा ताप।।

धन की लोलुपता करे, पोषित भ्रष्टाचार।
एक-मात्र संतोष ही, इसका है उपचार।।

रिश्वतखोरी की जहाँ, खुली एक दिन पोल।
हो जाएगी जिन्दगी, उनकी डाँवाडोल।।

धन से जो मिलती खुशी, वह होती है अल्प।
जो देता संतोष सुख, उसका नहीं विकल्प।।

फहरे ध्वज ईमान का, करें सभी हम गर्व।
रोज हमारे देश में, मने सतर्कता पर्व।।

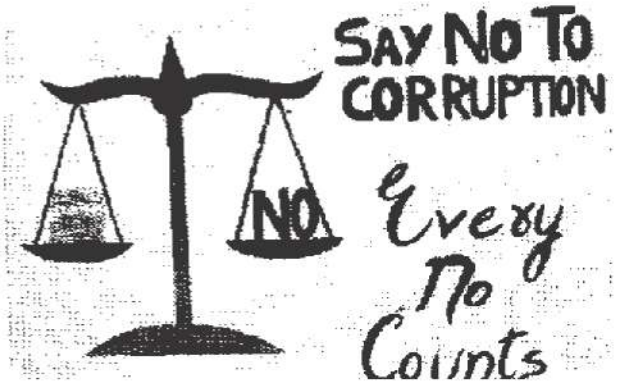
Say no to Corruption ,Commit to the Nation

Manoj Kumar Mahawar
Dy.CMM/E/HQ

"Say no to corruption, let our voices resound,
In unity, let our commitment be found,
For the nation's future, let us stand strong,
Fighting the corrupt, right the wrongs.

Honesty and integrity, our guiding light,
Together we'll strive to make things right.
In service to the nation, we shall devote,
A corruption-free land, our shared hope.

Let us pledge to uphold the values we adore,
In our hearts, the love for our nation we'll store.
Say no to corruption, let's firmly declare,
A brighter tomorrow, for all to share."



भ्रष्टाचार का विरोध करें-राष्ट्र के प्रति समर्पित रहें

नीरज दुबे
उप मुख्य इंजीनियर/निर्माण/
योजना/मुख्यालय

स्वतंत्रता प्राप्ति के उपरांत, भारत निरंतर प्रगति के पथ पर अग्रसर है, परन्तु उसके विकास के मार्ग में भ्रष्टाचार एक बहुत बड़ी बाधा है।भ्रष्टाचार के कारण शासकीय धन का एक बड़ा भाग व्यर्थ चला जाता है एवं उसका उपयोग राष्ट्र हित के कार्यों में नहीं हो पाता। इस प्रकार भ्रष्टाचार एक राष्ट्र विरोधी गतिविधि है, जिसके उन्मूलन के लिए अनवरत प्रयासों की आवश्यकता है। भारत सरकार ने भ्रष्टाचार पर नियंत्रण के लिए अनेक संस्थान स्थापित किये है एवं नियम-कानून भी बनाये हैं, परन्तु आज भी हमारे देश में भ्रष्टाचार विद्यमान है। इसका प्रमुख कारण जनमानस की दूषित मनोवृत्ति है।आज के भौतिक वादी युग में हर व्यक्ति न्यूनतम प्रयास कर के अधिकतम लाभ अर्जित करना चाहता है, इसीलिये नियम-कानून की अवहेलना करते हुए, अपनी सुविधानुसार कार्य करना चाहता है और इस उद्देश्य की पूर्ति के लिये संबंधित शासकीय सेवक को प्रलोभन देता है एवं दोनों की सहमति से अनुचित कार्य किया जाता हैं। सुविधा जनक उपाय होने के कारण, यह कदाचरण बहुत व्यापक एवं लोकप्रिय हो गया है, इसी कारण भ्रष्टाचार का उन्मूलन एक कठिन कार्य बन गया है।

ऐसी परिस्थतियों में जब सरकार के अनेक प्रयत्नों के बावजूद, भ्रष्टाचार का उन्मूलन संभव नहीं हो पा रहा है, प्रत्येक भारतीय नागरिक का कर्त्ताव्य है कि वह अपने स्तर पर भ्रष्टाचार के विरोध का हर संभव प्रयास करे।प्रत्येक व्यक्ति के पास जीवन मे अर्जित की गई नैतिक शिक्षा, व्यवहारिक ज्ञान, व्यक्तिगत अनुभव और बुद्धि के अनुसार भ्रष्टाचार का विरोध करने के लिये नये-नये उपाय एवं विचार उत्पन्न हो सकते हैं, इनका प्रभावी ढंग से उपयोग करने पर भ्रष्टाचार उन्मूलन के लिए सार्थक प्रयास किये जा सकते है।जब हम सब मिलकर भ्रष्टाचार को दूर कर ने के लिए सामूहिक प्रयास करेंगे, तो पूरे देश में भ्रष्टाचार विरोधी वातावरण का निर्माण होगा, जिससे भारत सरकार को विशेष सहायता प्राप्त होगी। ऐसा करने के लिये हमारी शिक्षा व्यवस्था, सामाजिक वातावरण और धार्मिक संस्थानों मे नैतिक आचरण

पर विशेष बल देने की आवश्यकता है, ताकिजन सामान्य के मन में भ्रष्टाचार की विभीषिका के संबंध में स्पष्ट विचार आसकें एवं उसका प्रत्येक स्तर पर विरोध करने की भावना उत्पन्न हो सके।

भ्रष्टाचार नियंत्रण के लिए केन्द्र सरकार द्वारा सतर्कता आयोग का गठन किया गया है, जो अपने नियमित कार्यों के अतिरिक्त प्रति वर्ष सतर्कता जागरूकता के लिये देश व्यापी कार्यक्रम आयोजित करता है, जिसका उद्देश्य भारतीय नागरिकों में भ्रष्टाचार के विरोध में मानसिकता तैयार करना होता है।इस दौरान भ्रष्टाचार से होने वाले दुष्परिणामों के विषय में विशद जानकारी का प्रचार जन सामान्य के बीच किया जाना चाहिए, जिससे देश में भ्रष्टाचार विरोधी विचारों को अधिक बल मिल सके।

किसी भी राष्ट्र की सुदृढ़ता एवं सर्वांगीण विकास के लिए आवश्यक है कि उसके नागरिक राष्ट्र के प्रति निष्ठावान एवं समर्पित रहें।अत: नागरिकों कर्त्तव्य है कि वे राष्ट्र विरोधी गतिविधियों का पूर्ण रूप से विरोध करें।भ्रष्टाचार ऐसी गतिविधि है जिसे हम सब अपने व्यक्तिगत और सामूहिक प्रयासों से दूर कर सकते है।भ्रष्टाचार का विरोध हमारे राष्ट्र के प्रति समर्पण का परिचायक है।

वसुधैव कुटुम्बकम : भारतीय संस्कृति की प्राणआत्मा

कौशिक सेनगुप्ता
कार्यालय अधीक्षक
सतर्कता शाखा
महाप्रबंधक कार्या., पमरे/जबलपुर

चार वेदों का एक लाईन में सार है- उदारचरितानां तु वसुधैव कुटुम्बकम यानि उदार चरित्र वाले लोगों के लिए यह संपूर्ण वसुंधरा ही परिवार है। विश्व के सबसे बड़े लोकतांत्रिक एवं युवा भारत की संसद के प्रवेश कक्ष में अंकित वसुधैव कुटुम्बकम वाक्यांश तीन संस्कृत शब्दों, वसुधा (यानि पृथ्वी), इव (यानि जैसा) और कुटुम्बकम (यानि बड़ा/विस्तारित परिवार) से बना है। इस श्लोक का उल्लेख महा उपनिषद में मिलता है और इसका उल्लेख हितोपदेश और भारत की अन्य साहित्यिक कृतियों में भी किया गया है।

किसी भी देश की संस्कृति उस देश, उस जाति और उस समुदाय की आत्मा के समान होती है। संस्कृति से ही उस देश, जाति या समुदाय के उन समस्त संस्कारों का पता चलता है जिनके आधार पर वह अपने आदर्शों, जीवन मूल्यों आदि का निर्धारण करता है। अत: संस्कृति का साधारण अर्थ हुआ संस्कार, सुधार, परिवार, शुद्धि आदि।

प्राणआत्मा वह शक्ति है जो जीव-जंतुओ, पेड़-पौधों आदि में रहकर उन्हें जीवित रखती है और अपनी सभी क्रियाएं चलाने में समर्थ करती है।

अत: भारतीय संस्कृति वसुधैव कुटुम्बकम अर्थात् सारा विश्व ही एक परिवार है, की अवधारणा के साथ हमारा विकासशील देश से एक विकसित देश की ओर अग्रसर है।

किसी भी एक कुटुम्ब में बहुत सारे परिवारों का समावेश हो सकता है। हमारे पूर्वजों ने त्याग, सम्मान और एकजुटता के मूल्यों के आधार पर सर्वोत्ताम पारिवारिक मॉडल विकसित किया और युगों-युगों तक इसका अभ्यास किया। भारतीय परिवार प्रणाली व्यक्तिवाद को हतोत्साहित करती है और सामूहिकता को प्रोत्साहित करती है। भारत देश के वर्तमान स्वरूप ने भी अपनी संयुक्त परिवार प्रणाली के मजबूत और सहायक ढांचे के तहत विकसित होकर वर्तमान कद प्राप्त किया है। मजबूत परिवार प्रणाली कई गंभीर सामाजिक बुराईयों को दूर करने का सर्वोत्ताम संभव समाधान हो सकती है। यह प्रणाली बाल्यकाल से ही बच्चों में जिम्मेदारी की भावना, समायोजन की प्रवृत्ति और अनुशासन के

प्रति निष्ठा विकसित करता है। पिछली पीढ़ी का सम्मान करना एवं महत्तवपूर्ण निर्णय लेते समय पुरानी पीढ़ी से बुद्धिमत्तापूर्ण सलाह लेना भी इसमें शामिल है।

यद्यपि शहरीकरण, आधुनिकीकरण, पाश्चात्य सभ्यता, उपभेक्तावादी संस्कृति आदि के आगमन के साथ, भारत में भी संयुक्त परिवारों का विखंडन हो रहा है। लोग गांव से शहर की ओर जीविका की तलाश में पलायन कर रहे है जिससे उभरते सामाजिक-आर्थिक परिदृश्य में नई प्रणालियां उभर रही है।

भारत का इतिहास और संस्कृति प्रवाहशील है और यह मानव सभ्यता की शुरूआत तक जाता है। भारत के इतिहास में भारत के आसपास की बहुत संस्कृतियों का नियमित आना-जाना रहा है। 9000 बीसी नियोलिथिक युग से लेकर 3000 से 1500 बीसी तक सिंधु घाटी की सभ्यता, 1500 से 1000 पूर्व वैदिक युग से लेकर 1526 में बाबर द्वारा मुगल साम्राज्य की स्थापना हो या फिर 1857 का स्वतंत्रता संग्राम का विद्रोह से लेकर ब्रिटिश शासन के आधिपत्य से 1947 में स्वाधीनता प्राप्त करने तक भारत ने विविध संस्कृतियों के साथ-साथ धर्म, भाषा, सामाजिक रीति-रिवाज, वेशभूषा, भोजन, साहित्य, दर्शन, कला आदि को समाहित करते हुए भारतीय संस्कृति को और अधिक समृद्धशाली बनाकर सार्वभौमिकता की एक मिसाल विश्व को दी है, साथ ही आध्यात्मिकता, अनेकता में एकता, सहनशीलता, ग्रहणशीलता जैसे उदार गुणों में वृद्धि की है।

अंत में भारतीय रेल के आईने से वसुधैव कुटुम्बकम को देखते है। वसुधैव कुटुम्बकम की विश्वकल्याणकारी भारतीय परंपरा ने जो पुरातन काल से ही मानवता की सेवा में तत्पर है, उसी ढांचे पर रेलवे ने कस्टमर केयर को सर्वोपरि मानते हुए यात्रियों को अपनी सेवाएं देना जारी रखा है। भारतीय रेल की विकास यात्रा के इस रोमांचकारी सफर ने 16 अप्रैल 1853 के स्टीम इंजिन के छोटे से सफर से लेकर आज़ादी के अमृत महोत्सव वर्ष में रेल मंत्रालय के -

(1) पूर्ण विद्युतीकरण के लक्ष्य
(2) सुरक्षित एल.एच.बी. कोचों का प्रतिस्थापन
(3) अधिकाधिक वंदे भारत ट्रेनों का उत्पादन एवं परिचालन
(4) बुलेट ट्रेन की परियोजना को मूर्तरूप देना
(5) कवच प्रौद्योगिकी द्वारा दुर्घटना रहित रेल संचालन
(6) विश्वस्तरीय स्टेशनों का विकास
(7) बायो-टॉयलेट के प्रयोग से स्वच्छता को बढ़ावा देना जैसी भविष्यदृष्टि तक अपनी

मंगलमय यात्रा जारी रखी है।

राष्ट्र की जीवन रेखा, भारतीय रेल ने न्यूनतम कीमत पर हर भौगोलिक परिस्थिति में देश के प्रत्येक नागरिक को, प्रत्येक क्षेत्र में अपनी सेवाएं दी है। किसी भी रेल का डिब्बा लघुभारत की छवि को दर्शाता है जो वसुधैव कुटुम्बकम के एक सूक्ष्म भाग का परिचायक है।

समूचे देश में रक्त वाहिकाओं की तरह फैले रेल-संजाल यानि रेल नेटवर्क में भारतीय रेलें प्राणवायु की तरह दौड़ रही है और आवश्यक्ता के प्रत्येक क्षेत्र में, प्रत्येक लक्ष्य की पूर्ति में, प्रत्येक विचार को मूर्त रूप प्रदान करने के लिए देशवासियों को बहुमूल्य अवसर प्रदान कर रही है।

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

Honesty gives honour,
Corruption gives dishonour.

GUIDELINES FOR LODGING PIDPI COMPLAINT

(Public Interest Disclosure and Protection of Informer)

1. The PIDPI complaint should be in a closed/secured envelope and should be addressed to Secretary, Central Vigilance Commission. The envelope should clearly be inscribed with " Complaint under the Public Interest Disclosure" or "PIDPI"
2. The PIDPI complainant should give his/her name and address in the beginning or end of complaint or in an attached letter. The name and address should NOT be mentioned on the envelope.
3. Only complaints pertaining to employees of the Central Government or of any corporation established by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government fall under the jurisdiction of the Commission. **Personnel employed by the State Governments and activities of the Government s or its Corporations etc. will not come under the purview of the Commission.**
4. Complaints should be sent via post only. Complaints received through emails. Complaint Management Portal or any other electronic medium will not be entertained.
5. In order to protect identity of the person, the Commission will not issue any acknowledgement and the whistle-blowers are advised not to enter into any further correspondence with the Commission in their own interest. The Commission assures that, subject to the facts of the case being verifiable, it will take the necessary action, as provided under the Government of India Resolution mentioned above.
6. The complaints should have vigilance angle and should not be for grievance redressal.
7. PIDPI complaints should not include details that identify the complainant. If the inclusion of such details is an avoidable then a normal complaint may be lodged in the CVC portal
8. Previous circulars and letters on PIDPI are available on the website of the Commission and may be referred to for further details.

सतर्कता जागरुकता सप्ताह 2022
मुख्यालय में पत्रिका विमोजन दिनांक 03/11/22

मुख्यालय जबलपुर में आयोजित संगोष्ठी दिनांक 03/11/22

सतर्कता विभाग में आयोजित शपथ ग्रहण समारोह दिनांक 31/10/22

सतर्कता जागरुकता सप्ताह 2022
कोटा मण्डल में आयोजित संगोष्ठी दिनांक 04/11/22

सतर्कता जागरुकता सप्ताह 2022
भोपाल मण्डल में आयोजित संगोष्ठी दिनांक 06/11/22

सतर्कता जागरुकता सप्ताह 2022
भोपाल मण्डल में आयोजित संगोष्ठी दिनांक 06/11/22

सतर्कता जागरुकता सप्ताह 2022
जबलपुर मण्डल में आयोजित संगोष्ठी दिनांक 01/11/22

सतर्कता जागरुकता शिविर
विद्युत लोको शेड, न.क.ज. दिनांक 11/08/23

सतर्कता जागरुकता सप्ताह 2022, वरिष्ठ उप महाप्रबंधक एवं मुख्य सतर्कता अधिकारी द्वारा पुरुस्कार वितरण दिनांक 06/11/22

सतर्कता जागरुकता शिविर
जबलपुर मण्डल के सतना स्टेशन पर दिनांक 11/07/23

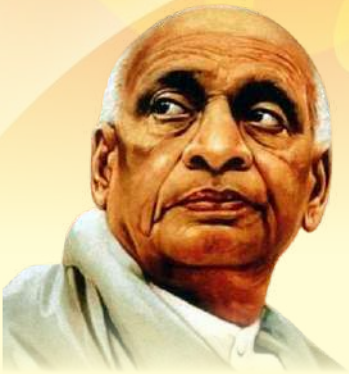
सतर्कता जागरुकता शिविर
भोपाल मण्डल के गंज बसौदा स्टेशन पर दिनांक 15/09/23

सतर्कता जागरुकता शिविर
कोटा मण्डल के गंगापुर सिटी स्टेशन पर दिनांक 19/05/23

सतर्कता जागरुकता शिविर
कोटा मण्डल के भरतपुर स्टेशन पर दिनांक 18/08/23

सतर्कता जागरुकता शिविर
भोपाल मण्डल के नर्मदापुरम स्टेशन पर दिनांक 28/06/23

सतर्कता जागरुकता शिविर
भोपाल मण्डल के हरदा स्टेशन पर दिनांक 21/03/23

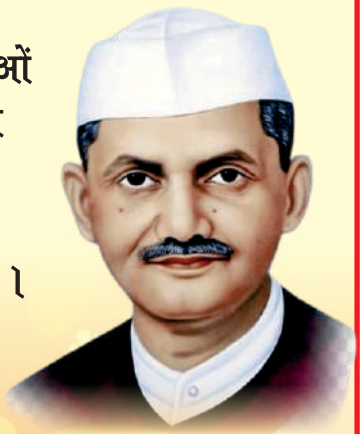


कर्तव्यनिष्ठ पुरुष कभी
निराश नहीं होता ।
अतः जब तक जीवित रहें
और कर्तव्य करते रहें
तो इनमें पूरा आनंद मिलेगा

सरदार वल्लभभाई पटेल

देश के प्रति निष्ठा सभी निष्ठाओं
से पहले आती है और एकदम
पूर्ण निष्ठा है, क्योंकि इसमें
कोई प्रतीक्षा नहीं करती कि
इसके बदले उसे क्या मिलता है ।

लाल बहादुर शास्त्री



HOW TO LODGE COMPLAINT

Complaint can be lodged to Vigilance branch, West Central Railway, Jabalpur on the matter relating to corruption in West Central Railway by way of the following ways:

1. By post, addressing the letter directly to following address-

   Sr. Dy. General Manager & Chief Vigilance Officer, Office of the General Manager,

   West Central Railway, Jabalpur (M.P.)-482001
   Fax No.:0761-2677077, 0761-2677716

2. By giving complaint personally in Dispatch & Receipt Section of Vigilance Branch

3- By dropping Complaint in **'Complaint Drop Box'** in Vigilance Branch.

Complaint should give specific facts of the matter relating to corruption. Please write your name, mobile/telephone no. if any, postal address and affix your signature to get your complaint considered.

4. Through email* on the following email address-

   sdgm@wcr.railnet.gov.in

Note- Complaints sent on above mentioned e-mail ID will be entertained or taken cognizance only, if a signed complaint containing verifiable allegations, involving prima facie vigilance angle, is conveyed via enclosures of e-mail. On the other hand, if allegations are plainly exchanged in the main body of an e-mail without any signed enclosures, such complaints shall not be given cognizance and will be simply filed.)

5. **PIDPI**

For keeping your identity secret, please file complaint only to Central Vigilance Commission under Public interest Disclosure and Protection of Informer (PIDPI) in a secured/closed envelope, duly superscribed "Complaint under the Public Interest Disclosure" on the address:-
Satarkta Bhawan, GPO Complex, Block-A, INA,
New Delhi- 110023

Printed at : Up to Date, Jabalpur-7470587143