



दक्षिण मध्य रेलवे South Central Railway



सतर्कता बुलेटिन VIGILANCE BULLETIN
अंक No.46 2013



ए.के. मित्तल
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भारत सरकार Govt. of India
रेल मंत्रालय Ministry of Railways

महाप्रबंधक
दक्षिण मध्य रेलवे
रेल निलयम, सिकंदराबाद - 500 071

**General Manager
South Central Railway**

Rail Nilayam, Secunderabad - 500 071



MESSAGE

I am happy that Vigilance Department is bringing out Vigilance Bulletin No.46, on the occasion of Vigilance Awareness Week being conducted from 28th October,2013 to 2nd November,2013. Vigilance Awareness Week, 2013 is being observed with the focus on the positive contributions made by Vigilance. This year's Vigilance Bulletin brings out several case studies done by Vigilance Department, S.C.Railway, resulting in system corrections and system improvements advised by them during the last few years. These articles explaining the back ground for suggesting such system improvements and corrections, will enable the readers to understand the significance of such proposals made with an intention to avoid recurring lapses having Vigilance angle as well as to implement the same.

Vigilance Management has become part of the Administrative effort to make Railways as a forward looking organization. Positive contributions by Vigilance and the participative Vigilance Management by Executives will enable achieving this goal. In this regard, I sincerely hope that the efforts taken by Vigilance Department so far in emphasizing Leveraging of Technology for improving transparency in Administration, fructifies fully without any further delay.

I am sure that this Vigilance bulletin as well as the other programmes organized during Vigilance Awareness Week-2013, will be quite useful to all employees, in taking South Central Railway forward and make it a transparent organization with high ethical standards.

Secunderabad
Date: 18.10.2013.


(A.K.Mital)
General Manager

के. स्वामिनाथन

K. SWAMINATHAN

वरिष्ठ उप महाप्रबंधक व मुख्य सतर्कता अधिकारी
Senior Deputy General Manager
& Chief Vigilance Officer



दक्षिण मध्य रेलवे

SOUTH CENTRAL RAILWAY

महाप्रबंधक का कार्यालय
General Manager's Office
सिकंदराबाद - 500 071.
Secunderabad - 500 071.

FOREWORD

The theme for this year's Vigilance Awareness Week is 'Positive contributions by Vigilance'. In the past few years Vigilance Organisation in Railways has been pursuing the strategy of Proactive and Participative Vigilance. As a part of Proactive Vigilance, a number of System corrections/System improvements have been suggested to the executives by Vigilance for implementation in order to avoid recurrence of certain lapses which were investigated by Vigilance Department. 19 such System Improvements/Corrections were issued during 2012. During the current year, already 19 System Improvements/Corrections have been advised to the Executives. Executives have also shown their keenness in participative vigilance by implementing most of these System Improvements/System corrections. A few of these improvements have resulted in considerable reduction of Vigilance cases in the identified areas.

Vigilance Bulletin No.46, brought out for this year carries a brief narration of System Improvements/Corrections issued by Vigilance including the circumstances under which these were issued. This bulletin also contains a few articles on Vigilance Management in general, as well as 'Dos and Don'ts' which can be a guidance to Sr.Supervisors and Officers in their day-to-day working.

I request all the Heads of Departments/Divisions to circulate Vigilance Bulletin No.46 for the year 2013, to their offices as well as field units in order to have effective communication in understanding the Administrative priorities and achieve the desired results early.

I convey my appreciation to the Vigilance Team members of S.C.Railway for bringing out this bulletin.

Secunderabad
Date:22.10.2013

(K.Swaminathan)
Sr.Deputy General Manager

टिप्पणी

इस बुलेटिन का प्रयोजन पूर्ण रूप से दिशा-निर्देश देना है और यह केवल सरकारी उपयोग के लिए है तथा इसे किसी भी सरकारी संदर्भ में प्राधिकारी के रूप में उद्धृत न किया जाए और न ही किसी अदालत में प्रस्तुत किया जाए. जब कभी आवश्यक हो इस विषय पर मूल आदेशों को देखा जाए

NOTE

This Bulletin is purely for the purpose of providing guidelines and is intended for official use only and should not be quoted as authority in any official reference or produced in a court. A reference, whenever necessary, should always be made to the original orders on the subject.

CONTENTS

S. No.	Subject	Page No.
1.0	Articles on Vigilance Management	
1.1	यह संभव नहीं है	1
1.2	WHY VIGILANCE?	5
1.3	Corruption – Holistic Perspective and Systemic Dissection	10
1.4	Case studies on works contracts & stores depots of S&T and Electrical departments	14
1.5	Road Map to bring greater transparency in Works Contract Management using IT	19
1.6	E-Procurement of Drugs - S.C. Railway Experience	25
1.7	Freight Traffic – Irregularities & System Improvement/ Correction	29
1.8	Acquiring/disposal of movable/immovable property by Railway employees/Officers Guidelines	32
1.9	Leveraging Technology - use as a Vigilance Function	38
1.10	Positive contribution of Vigilance & need to empower Vigilance department	44
1.11	Good Governance and positive approach	49
1.12	Corruption – Transparency in Governance – Positive contribution of Vigilance	51
1.13	Preposition of Corruption	55
1.14	Good Governance	57
1.15	Some important key points for the preparation of Annual Medical Indent (AMI)	59
1.16	Role of Executive in Vigilance	62
1.17	Corruption and its eradication in India	64
1.18	Corruption	67
1.19	Yardsticks of integrity	69
1.20	Irregularity in Disposal of Scrap in PQRS Depot	72
1.21	Corruption – Some Musings	74
1.22	Prevention of Corruption Act - Cases of DA	77

CONTENTS

S. No.	Subject	Page No.
2.0	System Improvements suggested	
2.1	Accounts & Medical	85
2.2	Engineering	92
2.3	Personnel	95
2.4	Stores	111
3.0	DOs & DONTs in Working	
3.1	Accounts	119
3.2	Engineering	121
3.3	Signal & Telecom	123
3.4	Electrical	126
3.5	Mechanical	128
3.6	Stores	131
3.7	Personnel	139
3.8	Traffic	142

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ARTICLES ON VIGILANCE MANAGEMENT

1.1 " यह संभव नहीं है "

कौन सा अर्जन तुम्हारा
दे रहा संतोष तुमको ?
एक वह जो सतत श्रम से दूर है,
या वह,
कि जिसमें आ रही है गंध
जो बस उपजती है
कठिन श्रम से,
और नियमित, संयमित
नित नियत क्रम से !
सोच लो,
वह जो तुम्हें आकृष्ट करता
पात्र हो क्या तुम कि उसके ?
या कहीं तृष्णा तुम्हारी
खींचती उस ओर तुमको !
क्या तुम्हारा उच्च मस्तक,
स्वच्छ मन, साहस भरा
यह कह सकेगा ?
हों कि कितनी लालसाएं
और आकर्षण,
कि मन को भ्रमित करने में रहें
कितनी दिशाएं,
पर तुम्हारा एक सच्चा मन
कहे उस वर्जना के साथ
" यह संभव नहीं है "

- के. एल. पाण्डेय
अपर महाप्रबंधक

1.2 WHY VIGILANCE?

- **K. SWAMINATHAN,**
SDGM &CVO /SCR

For a substantial length of the early part of my career, Vigilance Department and its functioning were hardly known to any Officer, particularly those in the field units, except the senior officers and those who are in HQrs. Vigilance Department also ensured that their existence and operation was highly secretive by not interacting with others, unless one is booked in a case. The negativity associated with Vigilance functioning grew in this manner. My understanding of Vigilance Management for a long time earlier was restricted only to the rule that we must follow Vigilance advices while imposing penalties in Vigilance DAR cases.

Vigilance Management became prominent after CVC became powerful through the Parliamentary Act of 2003 and when Sri N. Vittal became the CVC, thanks to his two notable contributions, viz., observance of the annual 'Vigilance Awareness Week' and 'Leveraging of Technology to introduce transparency in Government Functioning'. During the last over a decade, Vigilance Organization is coming closer to all the Executives, including those who are not in the Vigilance net, by creating opportunities for formal & informal interactions.

This action of coming closer to the Executives is seen along with growing criticism on Vigilance Organization, simultaneously. Some famous criticisms on Vigilance Organization, are *'back seat drivers'* *'hurdle for development/speedy working/bold decisions'*, *'works according to their personal agenda'* *'witch hunting'* etc. While there can be rare instances leading to such criticism, we must introspect as to whether we can afford to work without Vigilance Organization. There is no denial that

Vigilance Management also needs to be responsible for the overall corporate priorities and show more focus on bigger issues. Such improvements are definitely taking place through structured working methods, large scale on line computerization of Vigilance Management and tracking the Investigations to make it time bound and purposeful.

If India is continuing to take the worst positions in the global corruption indices, there is a definite need for a stronger and more effective Vigilance Organization, which can deal with the section of public servants, who work with personal interests in mind rather than public interest and seek unintended benefits. Large population of right thinking people and honest public servants do look for and lean upon the right kind of policing organization including Vigilance which can track such malpractices and deal strongly with corruption. With a strong Disciplinary procedure and Judiciary available, it is necessary that Vigilance Organization adopts better and smarter investigating skills, combined with deep knowledge on several subjects and an attitude for learning. It is the real need of the hour for the country to have stronger and smarter Vigilance Organization in order to ensure that we pull ourselves up from this abysmal position on corruption indices, which we have been in for a long time.

Time has come in which functioning of Vigilance Organization is also being judged from their positive contributions, apart from their effective dealing of corrupt elements. Brazen acts of corruption prevailing in certain activities like mass contact areas as well as speed money being given for sanctions/Licenses, can be tackled by Vigilance Organization by appropriate, timely and bold moves, but these are quite routine in the methods adopted. But the corrupt acts which are performed by twisting the rules and using the loopholes in the system, is a bigger drain and also is a greater challenge for Vigilance

Organization. As a part of long and tricky investigations in such cases and fixing the responsibility, Vigilance Organization is expected to propose appropriate system improvements/ system corrections and follow up for implementation by Executives, so that loopholes identified are plugged to make recurrences as not possible.

It is also an important responsibility for Vigilance Organization to identify honest mistakes and take appropriate speedy action, so that such erring honest people are not unnecessarily harmed. Honest mistakes happen generally on account of –

- i. Not having the depth of knowledge of concerned rules,
- ii. enthusiasm to speed up the work, cutting short the time.
- iii. Not documenting the background reason for any deviation from Rules.

Rules made are meant to be modified as a part of the process of evolution of Management & Administration, whenever such rules are practiced during the execution for work. Hence, mere deviation from rules cannot be attributed to be having Vigilance angle without assessing the reasons for the same. In the first place, ignorance of rules, which is one of the causes for deviation, should be tackled effectively not only through formal trainings, but also by Vigilance Organization by doing frequent interactions with the field units, mainly with the officers at the cutting edge level. This can be a very big positive contribution by the Vigilance Branch, particularly when formal training for officers at Training Institutions on practical aspects of working has become a rarity. With the help of knowledge gained through a global vision on tracking malpractices & corruption, Vigilance Organization can impart very good knowledge on *‘working with honesty and still produce good results for development’*. Absence of

such interactions is a cause for the current criticisms on the functioning of Vigilance Organization.

In a governmental organisation, where post auditing of decision taken is a part of the working, it is necessary that the circumstances for any deviation from rules is adequately explained in writing by the concerned officers at appropriate occasions. Several Vigilance cases would have been avoided, had there been a speaking order kind of explanation by the officers, who take decisions. If officers realise that they are public servants and their actions are questionable whatever may be their level, they will not hesitate to maintain such transparency and explain their mind while taking decisions which deviate from Rules. Generally human beings have the tendency to dislike transparency on their own actions but like transparency in the actions of others concerning them. Having got the opportunity to serve public from the highest levels of Society, every bureaucrat should aim to shed this general tendency and infuse transparency in every action of his, which is in the interest of the larger section of the customer /society.

With the Internet enabled computerization coming in handy, display of the priority lists along with accountability, by Leveraging of Technology will take away substantially the scope for corruption in routine matters of sanctions. Implementation of the directives of CVC on Leveraging of Technology to display the priority lists along with the accountability by Executives duly monitored by Vigilance Organization, is the tested route to eliminate corruption in routine matters.

To conclude, these positive activities undertaken as part of the 'Preventive Vigilance' by Vigilance Organization, will help eradicating corruption at a much faster pace.

* * *



Yes, I take bribe because everyone thinks we are corrupt. If I am honest, still they will think I am corrupt, anyway. So I take it !

1.3 CORRUPTION – HOLISTIC PERSPECTIVE AND SYSTEMIC DISSECTION

Sri K.V.SUBBARAYUDU

Dy. Chief Vigilance Officer/ Stores

It is a common perception and perhaps a reality that corruption is all pervasive and prevalent. Prevalence of corruption as a behavioural aspect is a result of interplay of many factors which are economic, social, political, cultural and ethical in nature vis-à-vis law enforcement and adjudication. As such, corruption as a phenomenon requires a holistic perspective and a systemic dissection to attempt to understand and address any remedy. A holistic perspective calls for study of the environment and interaction of organisations/institutions among themselves and with the environment. A systemic dissection calls for the detailed understanding and analysis of processes of the institutions, keeping in view the human interface and interactions involved.

Environmental perspective on prevalence of corruption throws light on loss of faith in upholding honesty and integrity and a general degradation of ethics and values. Respect for law, order and civic sense are diminishing and sizeable law-breakers are able to manage to escape from the clutches of law enforcing agencies with their muscle and money power. Even few, who could be booked, hardly get convicted due to labyrinthine and long judicial process by showing the cause of technical and procedural errors leaving aside the substantial issues involved in such cases or due to failure to prove 'beyond doubt' the culpability of the charged person. Thus, a miniscule percentage of law breakers are being punished and that too after a very long time. Thus the efficiency and efficacy of law enforcement have become questionable and as a result, regard and

respect for law is diminishing. In such a scenario, a common man in the fast changing consumeristic world is susceptible for comparison of his life and comforts with those of others who have least regard for honesty and integrity and scant respect for law and amassed wealth by illegal means. Such dishonest people are able to manipulate law enforcement agencies including judicial process and go scot-free. Media also as a fourth estate has failed to play an effective role in curbing corruption and in fact involvement of media sources and media representatives in illegal and extortive actions is also heard sometimes. All these have to be addressed by understanding political, judicial, social and ethical issues for effective regulatory, executive, enforcement and adjudicatory frame work of governance for effective control on corruption.

A systemic dissection within an organisation requires a process approach. The processes having financial implications or dealing with delivery of goods and services to public have to be simple, transparent, accountable and responsive. The beneficiary should have all the means particularly communication through mobile for knowing the status of delivery, redressing grievance and for giving feedback. Empowering the seeker and ensuring transparency in the delivering process will go a long way in addressing the problems of systemic corruption in an organisation.

If we see the corruption as a whole in our country, there are two types of corruption which require to be addressed on priority. Corruption of large magnitude like 2G scam, Common Wealth Games scam, Adarsh scam and more recently Coal Gate scam. To address this type of corruption, the system has to be fair, equitable and more importantly transparent. Enough competition has to be

attracted and facilitated to ensure fair value for the customer/client. All the rules, procedures, evaluations and decisions on such policy and other big issues should be available in the public domain for public scrutiny. Public at large should be the guardians in a democracy and hence the availability of all the pertinent information, evaluations and decisions in the public domain is a '*sine qua non*' for effective check on corruption in these areas.

The other area of corruption is a 'small scale indulgence' but in large volume where delivery of general goods & services to citizen are involved. Corruption in such an area is best addressed by having a citizen charter for delivery and having an effective public grievance mechanism in place well publicized and easily accessible preferably through mobiles. Public grievance mechanism should address the complaints promptly and punish the officials found guilty in delivering goods and services in time bound manner. The recent legislation on citizen charter and public grievance mechanism should be implemented in all public offices with true spirit and effective feedback mechanism for further improving its effectiveness.

These two large and significant areas of corruption, if addressed, the perception of corruption will come down and perhaps India will improve its position also in the Corruption Perception Index (CPI) released by Transparency International every year. Now, India has slipped to the rank of 94 in the latest 2012 CPI released by Transparency International. Media is also partly responsible for increased perception levels on prevalence of corruption felt by the general populace and all other subjects who may become part of the perception surveys conducted by TI. Media has been projecting corruption substantially because of sensationalism in their 24x365 hours telecast.

Evidence suggests that an improvement by one point (on a ten point scale) in the CPI increases the capital flows by 0.5% of a country's GDP and average incomes by as much as 4%. In view of the current account deficient problems and a weakening of rupee Vs. other currencies, improvement in CPI by addressing corruption in a holistic and a systemic way at least in those two significant areas as mentioned above will diminish the current problems to a large extent and also provide a sustainable position for further development of the country.

* * *

1.4 CASE STUDIES ON WORKS CONTRACTS & STORES DEPOTS OF S&T and ELECTRICAL DEPARTMENTS

Sri O.V.SURESH KUMAR,
Dy. Chief Vigilance Officer/S&T

(i) Irregularities in initial charging of secondary cells:

During the scrutiny of S&T works in S.C.Railway, which involves initial charging of secondary cells, the following irregularities resulting in double payment were noticed:

In Agreement-A, scope of work involved initial charging of secondary cells wherein the contractor collected cells, carried out initial charging of these cells and returned the same. The agreement was supervised by SSE/HQ and charged cells received were distributed to various sections as per requirement.

In Agreement-B, scope of work involved installation of mini IPS at various stations and an item was provided for initial charging of secondary cells .For execution of this work the procedure for passing of the bill involved obtaining certificate from the section SSEs with regard to the work carried out in their respective sections and based on their certification SSE/HQ would record MB.

Divisional Stores on receipt of 56 charged cells against agreement-A issued the cells for installation in a section to the concerned SSE. These cells were used for work under agreement-B. The section SSE has issue the certificate indicating that contractor of agreement-B has carried out initial charging of secondary cells and installed the cells against the work without stating that charged cells have

been received by him directly from Divisional Stores. Irregularities were also noted in accountal of materials. Consequently, SSE/HQ without verifying that payments have already been done for these cells for which he has recorded measurement Book , has recorded measurement again for charging of the cells resulting in double payment.

Further SSE/HQ had inflated the total figure of initial charging of secondary cells in excess of the certifications received in this regard from various section SSEs by 45 Nos resulting in excess payment. As a result of the above, double payment was made for 56 cells while an excess payment for 45 cells was also made without charging being done. Consequent on vigilance check, charge sheets were issued to both the SSE/HQ and the concerned SSE. Recoveries of unwarranted payments made were effected from the agency involved.

(ii) Irregularities in Electrical (TRD) contractual works:

CTE type of Inspection was carried out on “Modification of Tramway OHE to conventional OHE” works. In the agreement, one of the items was Cutting / retrieval of the masts which includes transportation of the masts to the nominated Depot. 300 Nos of the released masts were not brought to the stores and not accounted in DMTR, but an amount of Rs.15 lakhs was paid to the contractor towards 9th on-account bill for this item, which is a major irregularity.

Anchor foundation, Portal alignment, Fittings and Painting works were not executed as per the standards. And 20% Test check was done by the Asst Scale officer, wherein it was not mentioned as to which items were test checked by him in the recorded measurements. Same was brought to

the notice of PHOD. Recoveries from the contractor and DAR action are under progress.

(iii) Irregularities in stores depot :

i) In a check on stores depot of one of the Electrical units, it was noticed that DMTR has not been maintained for a period of 18 months. The Ledgers were also not updated. As a consequence of the vigilance check , stock verification was carried out & it was noticed that a shortage of Rs.13 lakhs worth of materials (for 346 Items) were noticed & major penalty was issued to the concerned SSE duly initiating recovery.

In addition to the above lapses, Periodical Test checks were also not carried out by depot officers for the last three years & also divisional officers failed to monitor the stores transactions in this depot.

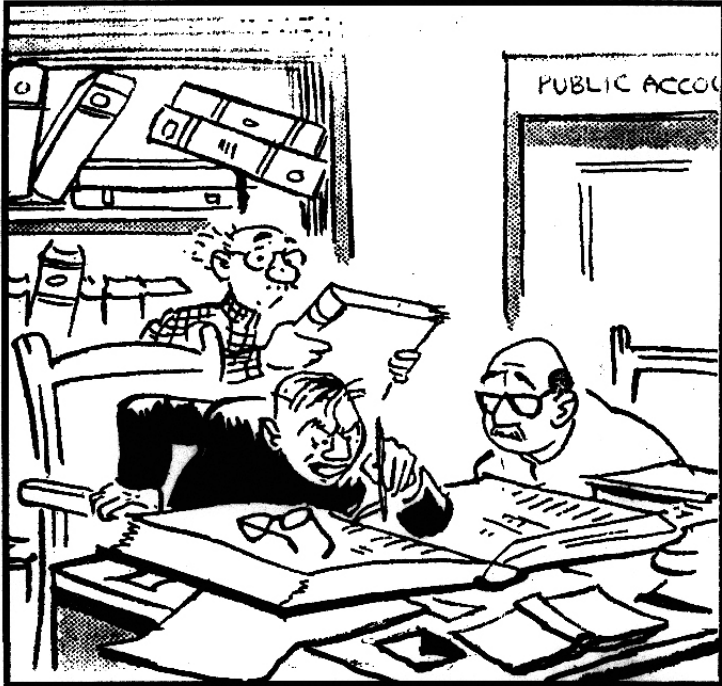
As per the ACTM Para, 10824 each stock holder to verify his stocks once in every 6 months. At officer level, Test verification of stock with stock holder under them should be carried out once in six months at ADEE/DEE level & once in a year at Branch Officer Level. This is in addition to stock verification made by Accounts stock verifier. A system improvement in this regard is also being suggested.

ii) In one of the S&T depots, Invoice was not submitted for the consignee inspected materials but material was accepted by the stores in charge & taken the material into DMTR. As per the CSTE guidelines, for RDSO / RITES inspected materials Invoice is not mandatory, whereas for consignee inspected materials, company invoice is mandatory to avoid recycling of the materials. Without invoice certificate, inspection certificate shall not be signed by the ASTEs / DSTEs.

Copy of the DMTR was not being sent to the divisional office for the last 6 months. Inspectors are personally responsible for all the stores in their custody and satisfy themselves that the daily material transaction register and the ledgers are being correctly posted. As per Para-6.15.7 of SEM Part-I, they should initial the Daily Material Transaction Register at least once in a week in token of having verified the entries thereof and statements should be sent to the Divisional Office once in a month to avoid any malpractices.

* * *

PROJECT VISION ??



**How was this project able to function all these years ?
Amount sanctioned ₹ 17 Lakhs, misappropriation ₹ 17 Lakhs !
Later ₹ 28 Lakhs sanctioned misappropriation ₹ 28 Lakhs !
and then ₹ 35 Lakhs sanctioned ... !**

1.5 Road Map to bring greater transparency in Works Contract Management using IT

Sri MUNNA KUMAR

Dy. Chief Vigilance Officer (Engg.)

Public Procurement of works, Goods and services are integral function of most of the Government departments. The annual value of Public Procurement in India is about 30% of GDP of our country. The efficiency of various departments is largely dependent on efficiency of procurement process. Logically an efficient procurement process should be simple with minimum number of intermediate steps involved. It also should take minimum processing time at each level and should allow immediate / automatic flow of document / information from one level to another level.

Although efficiency is one of the most important factor in procurement process, transparency is equally important when dealing with public money. Transparency in Public Procurement not only has to be built into the process but has to be demonstrated by various positive actions, particularly by sharing information with various stakeholders and even with public at large. To achieve this objective we may have to incorporate many steps in the procurement process which may appear to be against the spirit of efficiency. These additional burdensome works which does not add any value to procurement itself, faces resistance during implementation of procurement process.

The twin objective of efficiency and transparency often seem to be contradictory but it is the strength of these twin pillars which gives soundness to procurement process. Hence, a fine balance between the two is essential to achieve optimum performance from the process. With the

advent of technology today it is possible to incorporate large number of layers in the procurement process which enhances transparency of the system without compromising on efficiency.

Public Procurement is also perceived as highly infected with corruption. Elimination of human interface is one of the most effective ways to check corruption. It has also eliminated human intervention in the process wherever machine enabled clear logical steps can be designed. Consequently, IT tools are being globally used today to bring transparency, efficiency and reduce corruption in Public Procurement process.

IT enabled steps taken so far in Railways Works Contract – Large number of steps has already been taken for managing Works Contract and is in use internally by department and externally by various agencies. Some of them are:-

- (i) Availability of Tender Notices and Tender Schedule on website.
- (ii) Complete tender document on website available for download and being accepted as bid document.
- (iii) Information regarding award of tender on website (LOA containing name of agency awarded rate etc.)
- (iv) Status of bill in executive as well as finance office available on website for public view.
- (v) Online monitoring of agreements, its currency etc. by executive for internal use.

Above steps has made life of executives and agencies much easier and brought effectiveness in Contract Management. However, these changes have touched only the periphery of the process. The care of Contract Management process remains the same and we need a paradigm shift in design of these processes.

Future Road Map: The future design of Contract Management process has to be fully centered around use of IT. The building blocks of the process are:-

(i) **E-Tendering of works contract:** E – tenders of works contract in Railway is immediate need of the hour. Although the departments like CPWD, AP State Govt. etc. have already adopted E – tendering process, no concrete steps have been taken so far for implementing E – tendering process. There are readymade platforms available for implementing it and some progress has been made in S.C.Rly. However, there is urgent need to have a policy directive in this regard so that zonal railway can adopt suitable platform out of various channels available for it. NIC platform is one of the alternatives available which comes almost free! However it has not been tried so far in real terms by Railways. E- tendering is going to eliminate the burden of collecting the tender document physically and also collecting the information manually at the time of bid opening. It will also take away the scope of manipulation of tender document even after bid opening.

(ii) **On line Register for record keeping at worksite:** Today no manual registers are being maintained for track maintenance. All the registers have been replaced with online record keeping in Track Management System software popularly known as TMS. In the same way each agreement can have online registers attached to it where

supervisors will be able to make entries on line which will be date stamped. These registers will be available for scrutiny to the concerned officials from any place and will be helpful in passing the bills / variations etc. Some of registers / records which are to be kept in online form are:-

1. Measurement Book
2. Level Book
3. Technical Register
4. Material Passing Register
5. Material Consumption Register
6. Labour Register

Automatic refund of EMD/PG – As the finalization of tender progresses depending on stage of finalization, the EMD can be released and similarly depending on contract status, PG can be released by automatic triggers.

On line bill processing: Processing of bills on line will become very easy once the registers/records of Contract Management becomes on line. With on line MB/Level books, bills can automatically be prepared, variations / vitiations can be checked and most importantly it will eliminate multiple manual check of the bill at different stages. We all know that these multiple manual check points in processing the bills are cause of delay and potential source of corruption. The online bill processing will address both issues, delay as well as corruption in the system.

Online contractor – Correspondence interaction module: Today suppliers and contractors are making numerous rounds of the executive / finance offices to give application for time extension, release of EMD, SD, PG for filing claim etc. They also have to chase at each level and

meet various people to make genuine request to the department.

Each agreement must include an online correspondence module which will take care of all written interaction between Contractor and Executive department. Some of the examples are:-

- (i) Issue of LOA
- (ii) Issue of 07 days / 48 hours / termination /slow progress notices.
- (iii) Any other instructions to Contractor
- (iv) Issue of Drawing etc.
- (v) Request by Contractor for time extension, release of EMD, PG, SD
- (vi) Filing of claim by contractor

This online correspondence will eliminate many contractual disputes as records will not be amenable for manipulation and there will be hardly any chance for missing of records. The monitoring of contractors request will become easy and transparent.

Implementation Strategy:- The online Contract Management System envisaged here will require computer hardware, an optic fibre network, server and development of software. Fortunately, computer hardware has been provided today upto all the supervisors office. The readily available Railnet network which caters to many sensitive applications like PRS, FOIS, TMS etc. can be used without any further modification. The only missing link is

application software which can be built in modules and implemented over a period of time with starting of pilot project in one or two divisions. The entire scheme is very simple to build and implement. In fact there are many units which have taken small steps to develop some of the features of the above scheme locally. What it needs is a policy guideline and a green signal from the top for its adoption. The day is not far away when railways online contract management system will become a leading example that brings transparency, efficiency and eliminates corruption with the help of IT.

* * *

1.6 E-Procurement of Drugs - S.C. Railway Experience

Sri K. BALA SUBRAHMANYAM

Dy. Chief Vigilance Officer/A

In one of the vigilance investigations done by S.C. Rly., in 2011-12, it was observed that the New Drug Procurement Policy of 2008 was not being implemented by Medical Department in S.C. Railway. The maintenance of records was not complete and drug wise list is not readily available. As a part of the investigation, Vigilance Department suggested to implement drug procurement policy 2008. On 01.05.2013, while giving his views on the vigilance case, GM/SCR directed CMD to implement 2008 Drug Procurement policy within 3 months.

Within 3 months, Medical department, not only implemented 2008 Drug Procurement policy fully from May '13, but also has gone a step ahead in implementing e-procurement for the procurement of drugs for Medical Department. There are around 700 items which are procured by the CMD office every year. Apart from this around 300 low value purchases are done by the Divisions/Central Hospital. 80 companies were made to fall in line and register with Indian railway e-procurement site-IREPS for supply of drugs to S.C. Rly. by end of June, 2013, despite facing tough initial resistance from the major players.

The e-Procurement application is integrated with latest digital security features to demonstrate and ensure highest level of security, confidentiality and trust between the buyer and the seller. It permits vendors to search, view and download tenders directly from the Railways' secured website and also participate and submit online offers in e-

Tenders directly from the website in a fair, secured and transparent manner.

E-Procurement led to reduced procurement cycle time of materials, savings on tender advertisement cost, saving on overall procurement cost, improved transparency and competition through anywhere/anytime participation, improved reporting and monitoring of procurement, elimination of irregularity and malpractices.

Out of 1050 drugs (stocked) to be procured, from May, 2013 to Sept.'13, POs have been issued for 850 drugs. There is a reported saving of nearly Rs.2.5 Cr. so far with only 50% of budget spent. It is found for most of the drugs MNCs have become lowest and orders were placed against them.

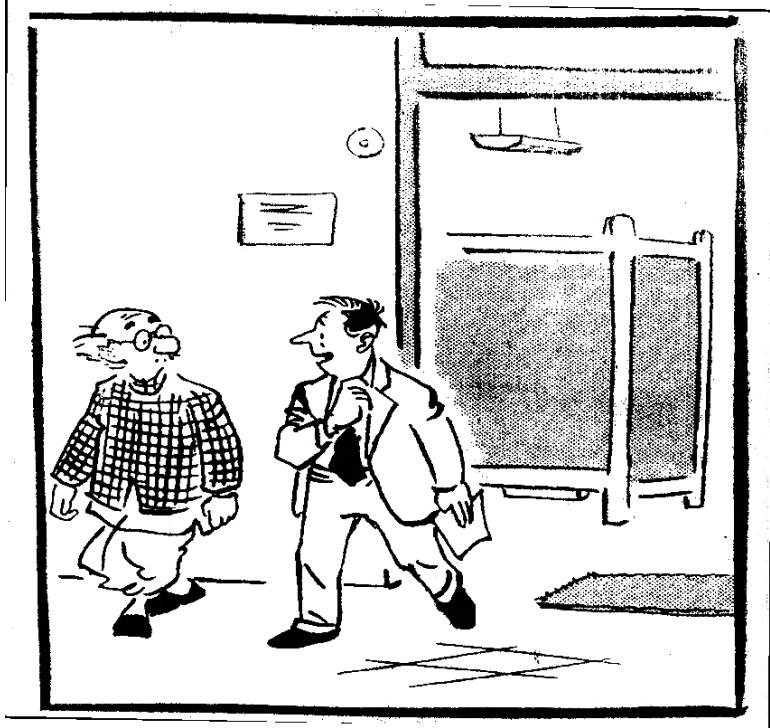
Apart from financial earnings, this e-procurement process has resulted in the following advantages also:-

- Process has got streamlined even with the limited staff and the process is easier.
- Record keeping has become excellent
- Made the procedure faster, reliable, smoother and verifiable
- The list of registered suppliers is readily available.
- Sending requisition to firms for a particular drug is very easier.
- Earlier due to manual working the policy 2008 envisages for limited tender duly covering all the suppliers in two to three cycles. Now all the suppliers can be covered in one go due to automation in working.

- More competition in ensuring lower rates
- As the procedure has become transparent and reliable, companies are looking forward to do business with the Railways

S.C. Rly., which has taken the pioneering effort and taking steps towards transferring the experience to other zones also. The basic objective of transparency is achieved with no room for personal intervention in this sensitive area. By introducing the E- procurement in the field of drug procurement, Medical department of SCR became role model in Indian Railways.

* * *



**Corruption at the higher level is less,
I must say ! He took only two rupees !**

1.7 Freight Traffic (Irregularities & System Improvement/Correction)

Sri D. NARASINGA RAO

Dy. Chief Vigilance Officer/Traffic

One of the major source of corruption arises due to lack of transparency. Keeping this in view, Railway administration in particular Traffic Department has been consistently striving to be more transparent especially in the Mass contact areas, Freight terminals, Parcel offices etc. As a part of Leveraging of Technology, to start with certain areas have been kept in public domain for information of public/ customers. This will be an effective tool to minimize corruption, only when the subjects chosen for display are updated timely. Efforts should be made to ensure that the data is updated, so that complaints on many issues can also be resolved.

Earnings from Freight traffic contributes a Lions share in Railways earning. As such Railways endeavour should be such a way that the rules / instructions regarding freight related matters shall be more transparent. A leading step in this way is implementation of FOIS (Terminal Management System - TMS) and making all rules / instructions in public domain, which has greatly helped the Freight customers in knowing the things by click of a mouse. However, many modules in the TMS which are directly connected with the customers viz, data on Loading/Unloading, Wharfage/Demurrage charges at Goods sheds etc., through Terminal Management system of FOIS are required to be implemented.

A few Irregularities: -

During the course of Vigilance Preventive checks conducted at Freight terminals, it is seen that a few basic irregularities are still being committed by the staff resulting in levy of undercharges as detailed below.

- Wrong placement / release timings

In a private siding, the placement timing is reckoned from the time of commencement of loading instead of actual time of placement of rake for loading. This has resulted in huge undercharges and the correct system has been implemented after vigilance check.

- Permitting stacking of material without proper procedure

During checks in a few Freight terminals, it is observed that stacking of material has been permitted without observance of rules pertaining to stacking. This has led to levy of undercharges and taking up of staff under DAR. Consequent to these checks, the staff/officials are now aware about the correct procedure to be followed while granting stacking permission.

- Non observance of rules relating to free time

It is seen that still the rules are not correctly followed in reckoning the free time, when the rake is placed in more than one spur for loading /unloading resulting in payment of undercharges by the customers. However, during the checks, staff are also being educated by vigilance Inspectors / Officers concerned in implementing the correct rules / instructions, to avoid recurrence.

- Granting wrong rebate in freight on BCCW wagons

As per Railway Board instructions, 15% rebate on the freight rates applicable at the time of commissioning of this type of wagons procured under LWIS, is required to be given till the completion of the period of the contract, irrespective of increase of freight charges during the period of the contract. This aspect has to be checked by the staff concerned whenever there is increase in freight charges during the period of contract, otherwise Railways will end up in giving higher % of rebate. Since the system (TMS) is not designed to take care of such exigencies and till such time the module is modified in TMS, it will be the personal responsibility of the staff working at such Freight terminals to ensure correct % of rebate is passed onto the customer. If the vigilance had not checked in time, the undercharges on account of this would have gone undetected. Since the rebate amount is fixed for the contractual period, CRIS may modify the programme to avoid manual intervention and recurrence of such instances.

System Improvement/Correction suggested

- In order to avoid recurrence of irregular grant of stacking permission at Goods sheds, a System correction was suggested to reiterate the instructions in this area by advising the field staff / officials dealing with the subject to strictly follow the rules/instructions issued from time to time.

- Use of Computer modules for data on Loading/Unloading and Wharfage / Demurrage charges at Goods sheds through Terminal Management System of FOIS.

* * *

**1.8 Acquiring/disposal of movable/immovable property
by Railway employees/Officers
Guidelines**

Sri J.C. NAGARAJA RAO,
Sr. Vigilance Officer/Genl.

I. ON FIRST APPOINTMENT

1.	On first appointment, every employee should submit a statement showing details of his assets and liabilities in the prescribed form.
2.	Here assets means - Immovable property inherited by him Immovable property owned by him Immovable property acquired by him Immovable property held either on lease or mortgage in his name/in the name of any member of his family/in the name of any person. The shares, debentures, cash, bank deposits inherited by him, owned by him, acquired by him or held by him. Movable property owned by him. Movable property inherited by him. Movable property owned by him, acquired by him or held by him. The debts and liabilities incurred by him directly or indirectly.
3.	If the value of the property is less than Rs 10,000/-, it should not be shown. However, if the value of all such properties put together is more than Rs 10,000/- they should be shown in the property statement. Articles of daily use such as clothing, utensils, crockery, books etc need not be shown.
4.	Every Group-A and Group-B Officer should submit annual return in the prescribed form by giving full particulars of- Immovable property inherited by him, Immovable property owned by him, Immovable property acquired by him Immovable property held on lease or mortgage either in his name, in the name of any family member or in the name of any other person.

II. WHILE IN SERVICE (IMMOVABLE PROPERTY)

1.	If the employee wants to acquire any immovable property either in his name or in the name of his family members or in the name of any other person, by lease/mortgage/purchase/sale/gift or otherwise, he can do so with the previous knowledge of the Government.
2.	If the employee wants to dispose any immovable property either in his name or in the name of his family members or in the name of any other person, by lease/mortgage/purchase/sale/gift or otherwise, he can do so with the previous knowledge of the Government.
3.	For this purpose, he should intimate the proposed transaction well in advance to the Railway Administration in prescribed form (Annexure III A) and obtain acknowledgement.
4.	After acquiring or disposing the immovable property, he should furnish the details to the Administration in prescribed form (Annexure III B) along with all relevant documents within a month to note the transaction in records and he should ensure reply from Administration.
5	If the above said transaction is with a person having official dealing with him, the Railway employee should take prior sanction from Railway Administration. Without obtaining prior sanction from Railway Administration, he should not go for acquiring or disposing the property.

III. WHILE IN SERVICE (MOVABLE PROPERTY)

1.	If the employee wants to acquire any movable property either in his name or in the name of his family members by lease/mortgage/purchase/sale/gift or otherwise, he can do so with the previous knowledge of the Government in prescribed form (Annexure IV-A)
2.	If the employee wants to dispose any movable property either in his name or in the name of his family members by lease/mortgage/purchase/sale/gift or otherwise, he can do so with the previous knowledge of the Government in prescribed form (Annexure IV-A)
3.	He should report the same to the Administration within one month from the date of such transaction in prescribed form (Annexure IV-A) and ensure reply from Administration.
4.	Previous sanction of Competent Authority should be obtained, if the above transaction is with a person having official dealings with him in prescribed form (Annexure IV-B)
5.	The above procedure should be followed, if the value of such movable property exceeds 2 months' basic pay.
6.	Here movable property includes jewellery, insurance policies, shares, securities, debentures, loans taken/given, Motor Car, Motor Cycle, any other means of conveyance, refrigerators, Television etc.
7.	Giving and receiving money between father and son comes under transaction of movable property.
8.	Employee should not buy property from a firm or sell property to a firm with whom he has official dealings. However, he can do so with the previous permission from Administration.
9.	Permission from Administration is not required for taking Life Insurance policy and making fixed deposits in Banks out of his own known sources of income.
10.	Permission is required from Administration to join Chit Fund.
11.	Intimation to the Administration or taking permission from the Administration is not required, if spouse or member of employee's family, acquire property in their own name and with their own funds.

12.	All Supervisory Officials in GP Rs 4600/- and above should submit annual property returns in prescribed form to the Railway Administration.
13.	Staff of Commercial Department viz Reservation Clerks, Parcel Clerks, Booking Clerks, Ticket Checking staff should submit their property details at the time of every promotion and also at the time of submitting documents for settlement dues on superannuation.
14.	Day to day saving bank transactions and current account transactions need not be intimated to the Administration. All such transactions should be from his known source of income only.
15.	Deposits in private companies are not permitted without the previous sanction from Administration.

IV. PROCEDURE FOR BUILDING A HOUSE

1.	Before starting construction of the house, he should report the proposed construction to the Administration.
2.	In this process if the employee happens to have transaction with a person having official dealings with him, he should take prior permission from Administration.
3.	Details in prescribed pro forma should be furnished wherever it is possible to do so.
4.	Wherever it is not possible to furnish the details of movable properties purchases/acquired for construction of house, it is sufficient to mention the covered area on which the building is proposed to be erected and the estimated cost of the building.
5.	After completion of the construction of the house, he should report the same to the Administration.
6.	If the employee incurred any expenditure exceeding Rs 10,000/- for repairs or minor construction work in respect of any immovable property belonging to him, sanction from Administration should be obtained.
7.	Building plan showing the plinth area/covered area of the building should be submitted to Administration along with the intimation/request for permission.

V. OTHER RELEVANT INSTRUCTIONS

1.	Employee should furnish the details of movable and immovable property held/acquired by him on his behalf or on behalf of his family members including the details of source to acquire such property, as and when required by Administration by general or special order.
2.	Railway employees should not participate in bid at auctions arranged by Railway Administration.
3.	<p>Bonafide transaction means-</p> <ul style="list-style-type: none">(a) The transaction proposed to be entered into is for bonafide purpose(b) The acquisition/sale of property in question is at fair prevailing market prices and does not involve any element of profiteering or speculation(c) There is no reasonable ground to hold that the transaction in question is the result of the exercise of any undue official influence by the employee e.g in return of any official favours conferred or likely to be conferred upon the prospective seller/buyer of the property and(d) There is nothing otherwise objectionable in return to the proposed transaction.



**No bribe – taking ! No wire – pulling !
No favours ! No fixing things ! A bunch of
crooks seem to have taken over the place !**

1.9 Leveraging Technology - use as a Vigilance Function

- **Sri V.HANUMANTHA RAO, AVO/G &
Sri G. SREENIVASA BABU, CVI/Computers**

Vigilance is not something external and is also not a stand-alone activity. It should be accepted as an essential part of management. Vigilance connotes watchfulness. It is not the purpose of vigilance to wait for lapses to be committed and then try to conduct post mortem. What is more important than punitive vigilance is preventive vigilance. In short, management should be interested in preventive vigilance measures. If adequate attention is paid to preventive vigilance side, many vigilance cases will not arise. Leveraging information technology is one such tool for the objective of vigilance.

A number of organizations both in public and private sector including Railways are re-engineering their processes by leveraging information technology. It will be in the organizational interest that organizations like railways should identify the likely risks such as fraud, corruption, other malpractices and build in the required risk management tools in the new processes.

There is need to integrate vigilance activity as a part of overall risk management strategy which in turn has to be integrated in the main stream operations of organizations.

The Vigilance branch of South central railway, under the directives of CVC, has been wrestling with the idea of identifying areas where generic solutions to the problems of vigilance administration can be applied across wide spectrum of Railway organization. A number of areas have been identified where use of information technology can bring efficiency as well as transparency thus curbing corruption.

Some of the ideas are :-

➤ **E-Procurement:**

A large number of organizations worldwide both in public and private sectors have been experiencing that e-procurement can bring in economy and efficiency in the procurement of goods, works and services. Apart from these benefits, the process also brings in greater transparency, thus reducing opportunities for corruption. Some of the State Governments like Andhra Pradesh, Karnataka as well as some Public Sector Undertakings like SAIL are already making use of e-procurement systems. South central Railway has started implementation w.e.f 01.04.2009 and operating successfully.

The Central Vigilance Commission has issued a directive that all Govt. organizations over which the Commission has jurisdiction should publish their tenders and complete bid documents along with the application forms on the website. This is the first step towards e-procurement and would help in curbing mal-practices prevailing in various Govt. organizations where competition is sought to be restricted.

➤ **E-Payment**

The main idea of introduction of e-payment, as per the CVC directive, as a part of leveraging technology is the intention to bring economy and efficiency, while at the same time, reducing corruption. In the last one decade, the banking industry has made rapid technological advances in India and CVC's directive is to leverage these technological advances in banking sector for the benefit of rest of the governmental set up. This system will help in significantly reducing transaction costs involved in making payments by way of cheques and sending the payment

through couriers. It will also curb corruption which accompanies handing over cheques to contractors, suppliers and others like persons receiving refunds from income tax and other departments.

➤ **E-Auction :**

On Indian Railways, E- auction has been hosted in the e-procurement site <http://www.ireps.gov.in> and is maintained by the CRIS. The new system provides user name and password for the registered purchasers who can log on to the site and make their bidding. It also provides for e-payment gateway for online payment of Earnest Money Deposit.

The new system will ensure better competition and reduce scope for cartelisation, say workshop authorities. It would fetch more revenue for the railways as the competition would be wide open and simplify work for the officials. For the purchasers, the system would ensure transparency as the bidder can view the amount quoted by his competitor.

The transparency in transactions is expected to lead to better price realisation for the Railways, and cost saving for the end users due to the elimination of middlemen.

In S.C. Railway, E-auction started from June 2012, in phases. Now, scrap sales are through 100% e-auction except for low value misc. items. Response for Fe lots is improving. For payment of BSV, RTGS was introduced in May'12. Compared to last year's 60%, Payment through RTGS has increased to 81% till Aug'13 this year.

Apart from the above there are many other areas where technology can be leveraged simultaneously for efficiency, economy and corruption control. For example, there are

frequent cases of frauds in availing various employee benefits like medical expenses, LTC, TA/DA etc. The accounting softwares can be built in such a manner that the computer system generates '**exception report**' and gives **alerts** wherever there are significant deviations from certain benchmarks and norms. Similarly, the same accounting software system can make inter unit/inter location comparisons of expenditure on these items. Similarly, softwares can be developed with regard to procurement with in-built features for making inter unit/inter office comparisons of rates and consumption patterns.

➤ **Use of website**

Extensive use of website can be made both as a tool for communication as well as for curbing corruption. Right to information and transparency are the biggest tools for fighting corruption and a website can be used as a tool for such communication.

For example, Contractors and suppliers can know where their bills are held up, applicants for passport can know where their passport application is held up or whether police is taking abnormally long time in issuing NOC, Municipal corporations and other civic agencies can get feedback from public whether repairs to roads or drainage pipes is actually being carried out or only fake bills are being prepared without actually undertaking the works.

Some Govt. organizations have already taken initiatives in this direction. The billing & passing authorities of S.C.Railway have already started displaying the status of bills passed/to be passed, on website. But the complete potential of website/portal as a tool for fighting corruption is yet to be made.

Leveraging Technology Is More Powerful Than Innovating:

A clear example is economy of Israel Vs Singapore. A recent study by Google examined the impact of Israel's renowned technology industry on the country's overall economy. The results – shocking to many. Over the past couple of decades Israel has emerged as a major player in the technology sector, producing many firms that have enhanced productivity around the globe. Despite its disproportional success in producing new technologies that seemingly should enhance efficiency, Israel ranks **only** 24th among the 34 members of the OECD (Organisation for Economic Co-operation and Development) in terms of productivity. The answer is a lesson from which we all can learn: *Effectiveness in leveraging technology is a much greater determiner of economic success than technological innovation.*

Israel's private firms create amazing technologies, but its government has not implemented sufficiently comprehensive plans to boost national productivity by maximally leveraging information and communication technology. While Israelis participating in the so-called “start up nation” economy produce wealth and create productivity-enhancing inventions, they still encounter unnecessary inefficiencies, and many of their compatriots remain technologically challenged. The benefit of Israeli innovation, and of the Internet era in general, remain under-realized on a nationwide level.

Contrast Israel with Singapore. Thirty years ago, the two nations reported similar productivity per capita. But, while Israeli companies were creating new technologies, Singapore was establishing and implementing national technology plans in an effort to boost national efficiency. The result: While Israeli innovation has created wealth,

Singapore has created far more – with Singapore's per capita GDP today reaching levels approximately double those of Israel's.

In addition to generic issues pointed out above, there can be a large number of organisation specific solutions where risk management tools can be integrated in the business processes. The aim is to gradually integrate preventive vigilance in the business processes and reduce our dependence on a complaint driven vigilance administration which is the present scenario.

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1.10 POSITIVE CONTRIBUTION OF VIGILANCE & NEED TO EMPOWER VIGILANCE DEPARTMENT

Sri K. VENKATESWARLU,
Chief Vigilance Inspector/RPF

Vigilance department has two major challenges in its regular functions, one is that it is always felt, in general, that the Vigilance department is an obstruction in fast decision making, promoting new areas of business and to the growth of the Organization overall. But the truth is that the presence of a 'watchful Vigilance Department' in any Organization would definitely lead to its growth by its watchfulness or alertness against deviant or unacceptable conduct or practice of employees, thereby it would help the organization in identifying/unearthing possible ways of leakage of revenue and corruption and prevent consequential losses to the organization. A watchful vigilance will not only prevent employees from falling a prey to corrupt elements but also provide means to pluck the gaps to rectify the system, as a whole. The purpose of vigilance is not to create a fear psychosis in an organization, de-motivate its officials or stifle decision making. The performance of vigilance functions would, in fact, become dysfunctional if it has this effect. On the other hand, if Vigilance functions are performed with sensitivity, they will have the opposite effect of promoting probity and enhancing managerial efficiency and effectiveness at all levels. Vigilance mechanisms would act as deterrent to misconduct and help officials to achieve results within the framework of their rules, regulations and norms and this is only possible, if vigilance is considered as one of the integral parts of the management.

Activities like gross or willful negligence; recklessness in decision making; blatant violations of systems and procedures; exercise of discretion in excess, where no ostensible public interest is evident; failure to keep the controlling authority/superiors informed in time would be part of irregularities and such activities would attract vigilance angle. Activities like demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his influence with any other official; Obtaining valuable thing, without consideration or with inadequate consideration from a person with whom he has or likely to have official dealings or his subordinates have official dealings or where he can exert influence; Obtaining for himself or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his position as a public servant; Possession of assets disproportionate to his known sources of income; Cases of misappropriation, forgery or cheating or other similar criminal offences would be considered highly irregular and would be investigated deeply by Vigilance department.

It is not always correct to say that the Vigilance Department is not practical in its approach while dealing with cases. On the other hand it always recognizes that every loss caused to the organization, either in pecuniary or non pecuniary terms need not necessarily become the subject matter of vigilance enquiry. In order to determine the bona fides in any case, Vigilance would see into the issues duly applying the criterion whether a person of common prudence, working within the ambit of the prescribed rules, regulations and instructions, would have taken the decision in the prevailing circumstances in the commercial/operational interests of the organization.

The other challenge is that the obstructions vigilance department faces while conducting investigations and to overcome them, vigilance department needs to be empowered. In these most advanced days more numbers of sophisticated and technical gadgets/methods, for example mobile/net communications and bank accounts for transactions are used while committing irregularities/corrupt activities. In order to investigate such cases analyzing mobile calls and bank accounts are the basic requirements. At present Vigilance department cannot directly call for such details, due to lack of such provisions in vigilance manuals and such guide lines to the responding organizations (from which details are called for) from CVC.

In a case where the delinquent Railway Employee made calls on mobile phone demanding for bribe money to provide jobs, the call details carry the most important evidential value. Even in case of a decoy, where there is a demand from an employee for any pecuniary gain, the mobile phones would occupy the place of most commuting agency and these details are most required for planning a decoy and also to prove the case. In one case it was observed that the delinquent employee, who demanded and accepted bribe money with a false promise of providing jobs, was receiving so many messages/calls on his mobile phone from various private persons, from whom he demanded and accepted bribe money.

Similarly, where the bribe money is directly credited to the accounts of delinquents, statements of such accounts are required for the purpose of evidence but “The Bankers Book Evidence Act, 1891” come in the way. In a case the delinquent was found receiving money, amounting to lakhs of rupees, directly into his bank accounts from unauthorized railway ticket agents. In such cases the

vigilance is finding it difficult to get the required details from such external organizations. To avoid these difficulties and to enable the Vigilance to use the various evidences available to prove a case, there is an emergency requirement to call for a review by CVC and to amend Vigilance manuals or to issue some guide lines in general to such organizations where evidence/information is stored in any format to share such evidence/information with a Vigilance Department.

* * *



**He won't do. He is involved in a 20 lakh scam.
This one 12 – lakh – bribery case. Appoint this fellow,
seems honest, only 1.5 lakh corruption charge !**

1.11 GOOD GOVERNANCE AND POSITIVE APPROACH

Sri CH. V. S. SATYA SAI
Chief Vigilance Inspector/Tfc.

The concept of "governance" is not new. It is as old as human civilization. Simply put "governance" means: **the process of decision-making and the process by which decisions are implemented (or not implemented).** Governance can be used in several contexts such as corporate governance, international governance, national governance and local governance.

Since governance is the process of decision-making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and implementing the decisions made and the formal and informal structures that have been set in place to arrive at and implement the decision.

Good governance has 8 major characteristics. It is participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and follows the rule of law. It assures that corruption is minimized.

Transparency means that decisions taken and their enforcement are done in a manner that follows rules and regulations. It also means that information is freely available and directly accessible to those who will be affected by such decisions and their enforcement. It also means that enough information is provided and that it is provided in easily understandable forms and media.

Responsiveness

Good governance requires that institutions and processes try to serve all stakeholders within a reasonable timeframe. Good governance means that processes and institutions produce results that meet the needs of society while

making the best use of resources at their disposal. The concept of efficiency in the context of good governance also covers the sustainable use of natural resources and the protection of the environment.

Accountability

Accountability is a key requirement of good governance. Not only governmental institutions but also the private sector and civil society organizations must be accountable to the public and to their institutional stakeholders. Who is accountable to whom varies depending on whether decisions or actions taken are internal or external to an organization or institution. In general an organization or an institution is accountable to those who will be affected by its decisions or actions. Accountability cannot be enforced without transparency and the rule of law.

From the above discussion it should be clear that good governance is an ideal which is difficult to achieve in its totality. Very few countries and societies have come close to achieving good governance in its totality. However, to ensure sustainable human developments, actions must be taken to work towards this ideal with the aim of making it a reality.

As we all know that Indian Railways is one of the largest railway in the world and largest public transport carrier in our country also known as “Life line of India”, it is very essential to have a transparency in our working and also to adopt all the aforesaid 8 characteristics in this mammoth organisation for implementing fool proof working.

Introduction of several IT tools in Railways has helped in reduction of graft complaints by upto 20%. e-Procurement is the proven tool for enhancing transparency as well as for saving cost of procurement. Information technology helps in better governance & fixing accountability.

1.12 CORRUPTION - TRANSPARANCY IN GOVERNANCE - POSITIVE CONTRIBUTION OF VIGILANCE

Sri S. NAGARAMANA SARMA,
Chief Vigilance Inspector/Traffic

Indian Railways is not only the life line of the country, as far as large scale transportation is concerned, but also the image of the nation, within the country and abroad. The dynamics of corruption while we can reflect on the positive developments that have taken place, it will be necessary also to reflect on the reason why corruption is endemic to our system. After all, the level of corruption depends on three factors.

- a. The individual sense of values.
- b. The values cherished by a society or a profession or an organization.
- c. The system in which the Government functions.

Lack of values in education system so far as the individual sense of values are concerned, as pointed out by the former president Dr .Abdul Kalam, it is the primary school teachers, parents and peers in the young age who can share this. Unfortunately, by adopting the secular approach of the Government, damage has been caused in our educational system by which the moral values are not emphasized especially in the Government funded schools. Whatever values are inculcated in education or by organizations like the Society of Jesus or the DAV (Dayanand Anglo Vedic School) or the Ramakrishna Mission, which have a spiritual dimension and as a part of their noble effort of education are also imparting values. It is high time that conscious efforts are made to impart values right from the beginning of education.

Compromise in code of conduct:

Many professional bodies have codes of conduct but in practice, but sadly in practice there is a lot of compromise. For example, in the case of builders, Chartered Accountants, Lawyers, Doctors or other professionals, the very fact that black money has grown to an enormous proportion in our economy is an indirect proof that many of the professional bodies have not been able to curb malpractices among their members. It is a sad fact that people who enjoy respectable positions in society like lawyers, doctors, Chartered Accountants and corporate executives also have black money. This is an index of how corruption has become gentrified and respectable in our society.

Indicators of integrity

As mentioned earlier, the level of integrity in a nation depends on three factors:

1. The individuals sense of values
2. Social values and values adopted by professional bodies.
3. The system of governance.

Out of this, we have no control over individual values. Professional and social values only reflect the accepted modes of transaction. We have therefore, to focus our engineers on the third factor which is the system.

System promoting corruption:

A look at our system shows that we designed our system of governance to promote corruption. The following are the factors which encourage and embed corruption in our

system. The most important is the lack of accountability to system. The lack of accountability is the reason why nobody feels that they should ensure that the public money is used in a responsible/justified manner and objectives of organizations must be achieved. This lack of accountability is promoted in Government because of the Parkinson's Law where fixing responsibility becomes difficult.

Bringing in Transparency

As such, bringing in transparency in our working is of paramount importance. The vigilance Department places a very important role in our organization by striving to support the organizational cause in purging unethical practices. Vigilance is not a separate entity but it is a part and parcel of the entire system. The vigilance branch has not only to act as the "POLICE" in booking the offenders but also as a "friend" in continually spreading awareness and giving recommendations for system improvements required to prevent corruption.

The fight against corruption poses a major challenge to the managers in all sectors. Having realized the short comings of enforcement of anti corruption laws, CVC has rightly laid great emphasis on prevention through education and generating awareness among all levels of employees. Some of the efforts initiated in this direction are:

- a. There is a need for constant effort from vigilance and executives to make the web content more and more focused and relevant to ensure the spirit of the CVC directives.
- b. Periodical vigilance e-bulletin and vigilance website shall continue to strive to bring vigilance related knowledge to

different user groups. This shall continue to be our thrust area to disseminate knowledge among the executives.

There is a need for good governance through transparency. Vigilance branch focused on this as per the guidelines by taking steps such as checking, counseling and evolving a better transparent system, a huge need for transforming the mind set and its impact in nation building.

* * *

1.13 Proposition of Corruption

Sri Ch. Shiva Kiran Kumar

Chief Vigilance Inspector/*Mech*

The basic question is-can the corruption be eradicated? "Nothing is impossible" can be said by an enthusiastic social leader but eradication of corruption is next to impossible thing in the present spectrum of affairs. When whole of the body politic is affected by the virus of corruption then to eradicate it in toto is a Herculean task. Corruption is a multifaceted, hydra headed colossus problem required to be dealt with several measures simultaneously.

(1) Full transparency in official dealings be adopted.

(2) Discretion be minimized at the barest possible level. Whenever discretion is used, should be based on reasoning and reasons must be on record. Unreasonable use of discretion could be reversed back and such provisions should be included in the system.

(3) Judiciary system to try the cases of corruption must be accelerated and it should be time bound. Whatever expenses needed to establish separate courts for the trial of the cases of corruption, must be incurred and given top most priority in future planning. The loss incurred by the nation due to corruption is much more than the expenses required in establishing such courts. Appeal in such cases should be discouraged if allowed in some cases then the appeal must also be given utmost top priority for disposal. The penalty imposed under IPC must be suitably enhanced, in order to check the corruption in social life.

The bodies like CVC, CEI, Lok Ayukta, etc. must be headed by the persons of high integrity and must be made autonomous truly with execution powers. The budgetary

allocation to these bodies should be liberal and no hindrance of any kind be allowed in their functioning.

Elections Expenses must not be allowed to cross the limits. The loopholes like making expenses by other persons that are not included in party expenses must be plugged. The political parties have to be sincere and honest to fight the cancer of corruption. The chief hurdle is the unwillingness and lack of determination and will of politicians to eradicate the corruption. All the policies, rules and regulations are framed by the leaders, they do not wish to chain themselves by making laws so inert and fool proof so that they themselves are entangled. So the eradication of corruption does not seem to be possible.

The people and the society can play very important role in fighting the gigantic wild animal of corruption. The general awakening can make the politicians and bureaucrats to use their discretion fairly. The common men must cast their votes not on the basis of caste or creed or party, but on the basis of values and character of the candidates. In a democracy the actual power lies with the voters but once a leader is elected, the people are made a puppet to play by them. There is a need to make a law to call back the corrupt leader if decided by the voters even before 5 years' term. The politicians use their caste affiliations and religion, to woo the innocent voters in their favour. The common man must use the vote wisely in favour of the honest and educated candidate. To eradicate the corruption from the society all have to fight it, it is the most powerful and the most dangerous monstrous evil which rises to manifold itself with the passage of time.

* * *

1.14 Good Governance

Sri R.V.SRINIVAS RAO

Chief Vigilance Inspector/Tfc.

Good governance is an extension of the principle of the rule of law. Any society is well-governed when there is a rule of law, not a rule of men or woman. A modern state is governed extensively by rules, regulations and laws, complex guidelines, instructions and penal procedures which are restrictive and prohibitive. Good governance becomes a myth for people when the public representatives, bureaucrats and judiciary put aside rules and regulations blatantly and start ruling by using their official position for their personal gains. It has often been seen in history that an elected government is not always democratic but autocratic in practice imposing dictatorship on gullible public by the head of the government. This can happen even in the parliamentary form of governments.

The broad concept of good governance is the process of governing with maximum participation of the people. Good Governance refers to the broad set of actions that a government undertakes policies to ensure people centric socio-politico-economic mechanisms to function effectively. Good governance arises from actions of a government.

The antithesis to corruption is good governance. The term governance alone refers to the way government carries out its work through decision-making and implementation. Good governance accomplishes the functions of governance without abuse and corruption, and due regard for the rule of law. When there is no evidence of good governance through such qualities as accountability, responsiveness, transparency efficiency then policies are not effectively

implemented, public services are ineffective or unavailable which lead to corruption. Put simply, one could conclude that corruption occurs where good governance is lacking. The question remains, if good governance benefits the population and corruption causes suffering, why would people participate in corrupt behavior?

In order to obtain an unfair advantage, governments and government officials may apply any number of methods to abuse their power over the citizens. Many officials are motivated to participate in corrupt behavior because of the inherent selfish desire to have an unfair advantage over their peers. Through bribery, extortion, embezzlement, nepotism and other means, corruption can help dishonest people get ahead while the public pay the price. A corrupted politician may seek to sway a person's opinions, actions, or decisions, reduce fees collected, speed up government grants.

Corruption prevails in cases where there is;

- lack of transparency and accountability
- lack of internal systems to monitor accountability in the design and execution of public policies.
- lack of social control mechanisms aimed at preventing grand corruption schemes
- presence of vested interests in implementation of state's policies.
- lack of employee participation and knowledge sharing by the public institutions in decision-making.

In the last, it can be said that the cleverness in electing/selecting the people/leaders as executives/legislatives will only lead to Good Governance, thus eradicating the corruption.

1.15 Some Important keys for the preparation of Annual Medical Indent (AMI)

Sri A. SRINIVASULU,
Chief Vigilance Inspector/Medical

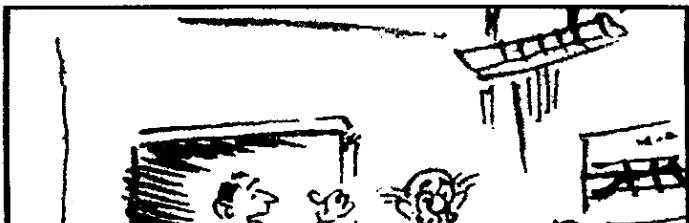
The following are the vital rudiments, which play an important role in the preparation of an Annual Medical Indent:

- The trend of prescription to be observed.
- Calculation should be based on disease profile at Hospital / Health unit level.
- Keep a close watch on new generation of drugs and update the knowledge.
- Perfect exercise should be done for getting realistic expenditure during the past one year in health unit level which is the primary scrutiny, where leakage of excess quantity of indent can be arrested.
- As a secondary scrutiny, perfect exercise to be done for getting realistic expenditure for the past one year in division/RH levels.
- Ground balance should be taken perfectly at the time of generating the indent.
- Next 3 months future expenditure to be laboriously calculated based on the past one year expenditure track to arrive at an ideal quantity and that quantity should be debited from the ground balance which is available at the time of generation of the indent.
- A perfect required quantity match should be drawn between final indenter (i.e Divisional store keeper/Central Hospital store keeper) and indenter from

the periphery (i.e., Health unit Pharmacist). It gives a clear idea to arrive the quantity required per annum.

- Basing on the quantity required per annum, an average monthly required quantity to be calculated;
- After arriving the average monthly required quantity, the corrected average monthly consumption (CAMC) should be decided;
- The CAMC x 15 months to be done to arrive the quantity required for the next 15 months;
- After arriving the quantity required for the next 15 months, the future expected supplies if any, may be deducted from the quantity required for next 15 months to arrive final required quantity to be indented.

A logical conclusion and attention should be drawn on the Average Monthly Consumption (CAMC) as proletarian. The entire process of preparation of Annual Medical Indent (AMI) is based on the CAMC and it is only the deciding and crucial factor for outcome of the truthful AMI. It can avoid redundant quantities thereby helps in promoting good economy in the process of indent. This will also help to avoid irregularities and to promote good economy for railways to design yourself as a justified managerial person.



**You should n't have warned the staff that
bribe – takers will be sacked. Sir ! Now, they
say if that is so, they want higher pay and
more Perks .**

1.16 Role of Executive in Vigilance

Sri S. NAGARAJA RAO,
Chief Vigilance Inspector/P

As said by Kautilya, the ancient architect of administrative functioning and Vigilance over the organs of administration, the staff of Government tend to act as an authority over their fields of functioning and finally take the path of corruption, remaining blind to established norms and procedures, misusing of Government funds and finally destabilising the administration and leading to collapse of the system.

It is also a continuous process to contain the aforesaid activities with zeal and dedication by such vigilance Organizations from time to time. On Indian Railways from the very inception of Vigilance Organization at apex level and further sub-ordinate offices at each zone and production units, numerous irregularities and corrupt practices have been noticed, the guilt were punished. However, unscrupulous activities are unabated and the best efforts of Vigilance Organizations are not fruitful and things unchanged due to apathy of executives with the sole opinion that 'Vigilance' is not their subject.

In the hierarchy of Railway Administration, small and big officials are assigned with quasi-judicial powers to take Disciplinary Action against erring staff in all the aspects discussed above. In spite of repeated and recurring Vigilance Checks and apprehending the employees involved in such nefarious activities , viz.,,

- i. Unauthorised occupation and misuse of Railway Accommodation is unprecedented.

- ii. Irregularities and favouritism is evidenced in departmental selections and promotions.
- iii. Irregular and over payments to staff through salaries.
- iv. Commercial frauds at Mass contact areas.

Though Vigilance department officials are regularly conducting checks in field units, it is not possible to identify irregularities at all places. Therefore, the officials of Executive departments should also conduct such checks in their respective fields so that the corrupt activities of certain staff can be brought down.

1.17 CORRUPTION AND ITS ERADICATION IN INDIA

Sri P. SRINIVAS
Vigilance Inspector/P

Corruption, in its widest meaning, encompasses any action, which is evil or dishonest. But in no country of the world, the word corruption is used with its widest meaning. In its generally accepted sense, any misuse of public office for private gain is corruption.

Firstly, people have to ensure that only candidates having a clean image get elected to the Lok Sabha, State Assemblies and other public body. Naturally functioning of the Government or any other public body constituted by such good people can't be contaminated by corruption. Every lawful step should be taken by the people to persuade/compel the parliament to amend the relevant election law, to enable the voters to cast their votes rejecting all the candidates, in case all of them, in their judgment are unsuitable. Further, election law needs also to be amended to authorize and enable Election Commission to bear legitimate election expenses of all candidates, of course, under certain realistically determined conditions, to free the election process from the evil influence of money power and thus to provide a level playing ground to all candidates, rich or poor. Another requirement to ensure victory of the true representatives of the people of any election is to amend the election law so that no one is declared elected unless he/she secures minimum fifty per cent votes cast in the relevant constituency. It is also necessary to modify the election law to ensure that no one having any criminal record can contest in any election.

One of the common causes which enable corruption prone Public Servants to demand and obtain illegal gratification, which is commonly termed as speed money, is the non-enforcement of any fixed time limit for delivery of different public services. To remove this lacuna in the administrative procedure, Madhya Pradesh Govt. got a law passed by the State Assembly in 2010 which is known as the 'Public Services Guarantee Act laying down reasonable time limits for delivery of different Govt. services to the people. In the year 2011, Bihar Legislative Assembly also passed a similar Act named as "Right to Services Act". All other State Governments should also arrange to get similar Acts passed for their respective States so that no Govt. servant gets the scope to extract speed money from people for delivery of various services within a reasonable time.

All the rules, regulations, executive orders etc governing the functioning of the Government machinery, particularly about awards of contracts and purchase of articles, should be thoroughly reviewed and any loop hole or vagueness should be removed to prevent corrupt employees and also persons having financial transactions with Government departments, from taking advantage of any such shortcoming.

Close watch should be maintained on the life styles of all public servants and information should be gathered confidentially from time to time, about their general reputation and movable and immovable assets, to form an idea about whether they are indulging in corruption, to be able to take appropriate preventive and punitive action as warranted.

Arrangements should be made to ensure security of the 'Whistle-blowers' and 'need to know' principle should be

strictly followed as regards their identities and the information furnished by them.

Last but not the least, there should be a sustained campaign to motivate the people to refrain from corruption, whatever may be the sacrifice and inconvenience involved and also to socially boycott those people whom they know to be corrupt. Further, parents, guardians and the teachers should, more through their personal example, make every effort to enhance the moral values of the younger generation so that since their young age, they become ardent practitioners of simple living and high thinking and zero tolerance of corruption.

1.18 Corruption

Sri P. SREENATH,
Chief Vigilance Inspector/P

The very word 'corruption' is the chanting mantra to everybody to get their things done in no time. The impact of the corruption on society/country is severe and its roots and tentacles spread in a twisted manner. The root cause of corruption lies with centralization of power, non-transparency in all Government functions and lack of accountability.

Since the corruption is a burning issue and one among the social evils in India, it has become a moot point in the media, students, job aspirants etc., In real scenario, prevention of corruption practically depends on various reforms, with no implementation, but in theoretical way there were many voluminous books suggested by our Pundits. As far as their academic purpose and presentation at the apex level examinations and interviews concerned it will definitely impress upon the evaluators/selection committee and as a result they will be holding the office of all India services they prefer to only services of influence/ power and revenue generated sectors and forget all the measures suggested in the examination and interviews. In present days corruption is spreading in every area.

Our founders of Constitution and Laws had given some exceptions with good intention to make use them by the innocent persons. Now the scenario is such that all accused as well as innocent persons are taking shelter of these rules. Even if a person caught red handed while taking any illegal gratification, he is given a chance to

defend his case as per the principles of natural justice. This clause is misused for the benefit of absolute guilty and need to be thought off.

To eradicate social evils, a change in the minds of people is very much warranted by creating fear or anything. Everybody should adopt self discipline in their life. In some circumstances, God fear also changes a man to do right things. The officers/staff in all revenue departments either central or state should be a tenure basis only viz., Income Tax, Central and Excise etc.,. No officer/staff should be recruited directly in this Ministries/department. The selection of officers/staff in these departments will be done on the basis good credentials and background in their respective departments whatever so. Every department has its own vigilance wing under the supervision of CVC. The staff deputed to these wings should perform their duties with dedication and devotion to duty. They should not be influenced in any manner. They should also be protected by their respective department in all respects to see a corruption free society.

People should utilize their vote properly without surrendering for something in trivial nature of needs in selecting right person in right place.

Judicial system is worshiped by our society. This sanctity should not be lost at any time. **Dharma** should win always over **adharma**.

1.19 YARDSTICKS OF INTEGRITY

Sri N. MURALIDHARA RAO, *Chief
Vigilance Inspector/ Stores*

The Literal meaning of “Integrity” is the quality of being honest and having strong moral principles. Before going to the details of topic titled “Integrity and its yardsticks” I must say the basic difference between corruption and integrity. The definition of corruption is abuse of entrusted power, whereas integrity is correct use of power for officially authorised and publicly justified purposes. Therefore, integrity is a tool in curbing corruption and also we can say these two are nothing but two sides of a coin. As regards corruption, Gandhiji has rightly pointed out that the corruption is rampant and leading India towards anarchy and ruination.

In this article I would like to correlate “Integrity with Material Management Principles”.

For running any industry or business or Government five resources popularly known as “**5-Ms**” are very much required and are very important. Those are: **Men, Machines, Materials, Money and Management**. These five **Ms** are the main streams of corruption, if not used in effective way. But, unfortunately in India these are badly/broadly misused by most.

In purchase activity the objectives are fulfilled only when the principle of “**5-Rs**” is fulfilled i.e. procurement of goods in : **Right Quality in Right Quantity at Right time from Right source at Right Price**. The integrity of Govt/institutions/individual is proved only when the principles of five **R s** are fulfilled i.e. **Responsibility** (Having a duty to do something or having control over or care for

someone/something), **R**ighteousness (Morally right), **R**espectability (Regarded by society as being proper, correct and good), **R**ationality(able to think sensibly and logically) and **R**esponsiveness.

The methods available to measure efficiency in Inventory management are two. One is the Service level and the other one is Inventory Turnover Ratio. Service level can be measured by the percentage (%) of compliance of demands. In integrity point of view this service level can be measured by the percentage (%) of service done to the society/nation against the responsibilities entrusted (fulfillment of jobs entrusted) by an individual/ institution/government organization without expecting any private gains. The other one is Inventory Turnover Ratio (IToR), in material management this is measured by the formula:

$$\mathbf{IToR} = \frac{\text{Average Value of Stock of all materials held in stock (CB)}}{\text{The value of issues made during the year (CI)}}$$

In Railways stores balances are reflecting in various capital suspense heads i.e. Purchase Suspense , Sales Suspense and Stock suspense.

The ideal percentage in Indian Railways for **IToR** is 10 to 12.

In the same way Integrity and Corruption can be measured by Individual (Persons/ Institutions/Organisations both public and private) Transparency Rate (ITR). This can be measured by the following formulae:

$$\mathbf{ITR} = \frac{\begin{array}{c} \text{The status of Individual in the society in terms of respect,} \\ \text{Sincerity, Service including cases pending in the courts against} \\ \text{the Individual/Institution/Organisation.} \end{array}}{\text{The services already done to the Society /Nation}}$$

For this **ITR** also like in **IToR**, some ideal figure should be fixed annually and this has to be maintained at optimum level.

For achieving the above yardsticks some review schedules i.e. performance reviews of Individuals/ Institutions/ Organizations both public and private should be fixed at intervals of Monthly/Quarterly/Annually.

To achieve the above there is a need to create an atmosphere where honest, sincere, public officials, intellectuals come forward to serve the country with zeal and pride. Give up the feeling that everybody is corrupted, as Nehru said the feeling that we are living in the atmosphere of corruption would make us corrupted. Streamline the administrative process to curb the corruption. Judiciary and all anti corruption organisations (CVC, CBI)/ departments should be made independent. Curriculum of schools should be reviewed with due weightage to inculcate honesty, sincerity, truthfulness and all positive qualities in students. The campaign against corruption should be taken up with true spirit. As said by Tagore “We must hold our heads high”-, this is possible only when our motherland is free from corruption.

“Better to light a candle than curse the Darkness”

1.20 Irregularity in Disposal of Scrap in PQRS Depot

Sri P. Srinivasulu Reddy

Chief Vigilance Inspector/ Engg

For disposal of released materials in PQRS depot, the survey sheet for loose fittings were made for a qty of 116.571MTs for two lots. Lot one is for Modified loose jaws 1,41,780 Nos with declared weight of 39.698 MTs and another lot of ER Clips 1,05,595 Nos of 76.873 MTs. The survey sheet was prepared based on adopted weight for modified loose jaws as 0.28 Kg as against standard weight of 0.35 Kg and for ERCs as 0.728 kg against standard weight of 0.91 kg. Adopted weight is taken by deducting 20% of the standard weight of the material.

The survey sheet has been prepared & certified by concerned SSE/Pway along with ASV. Further the survey sheet was test checked and certified by concerned ADEN. The same was approved by HQRS for disposal as scrap.

On observation at site the released modified loose jaws and ER clips were found in several stacks without lot forming & without any numbering/markings. Further, the sample weightment of representative samples was done at site by vigilance and it was found that sample weight of ERC was 0.93 Kg and modified loose jaws was 0.466 kg each. This indicated 21.7% of underweight of ERC and 40% of underweight of modified loose jaws.

These lots were also inspected by CDMS and joint lot inspection report was prepared. He allotted only one lot number for both the material lots for the entire qty of 116.571 MTs in spite of both are different types of MS scrap.

The delivery of the material was witnessed by vigilance and delivery was completed with 82760 nos of ERCs and 89350 nos of ML Jaws. Savings of ER clips of 22835 nos and ML jaws of 52430 nos as per quantity were declared in

survey sheet by custodian. After delivery 6500 nos of ERCs and 50040 nos of ML jaws were found balance at site.

The major irregularities noticed were:

1. The survey sheet for released material was not prepared based on representative sample weighment by SSE/Pway & ASV resulting in understatement of weight of ERCs by 21.259 MTs equalling to 27% and MLJs by 23.121 MTs equalling to 58% which is against JPO 1/2006 & para 12.9 of Stock Verification Manual.
2. The numbers of lot declared in survey sheet by SSE/Pway & ASV, did not tally with the material stacks available at ground. Further, the Quantity of material declared in survey sheet did not match with the material available at ground. There was shortage of 16335 nos of ERCs and 2390 nos of ML jaws at site in declared quantities in survey sheet. Hence there is a violation of 12.14(b) of SV manual.
3. CDMS did not act on the wrong declaration available in survey sheet even when it was in his knowledge. Further, joint check by CDMS was not conducted along with custodian which is a violation of para 12.14(b) of SV manual.
4. The survey sheet has been test checked by ADEN without ensuring representative sample weighment and allowed the survey sheet being prepared based on adopted weighment. Hence there is a violation in the provision of para 4.2.2 of JPO.1/2006 regarding test check.

1.21 Corruption – Some Musings

Mrs. SAVITRI RAJARAM IYER

Chief Typist/TMS Section, O/o DRM/W/O/GTL

2013 – Fodder scam

2012 – Indian Coal mining controversy

2010 – 2G spectrum scam

2003 – UP food grain scam

And the list goes on and on...As I was brooding on what to write, I questioned myself “are 500 words enough to write on topic like this?” Well obviously not. Then, should I keep mum? Of course not, so what should I do?

In my composition I would like to address concerns, for which the solution lies with us. So, even before I plunge onto what the concerns are or what best we can do to avoid them let me put forth a quick question to all of you. How many of us have said to our kids” if you get good marks I would buy you a nice bicycle”. Almost all of us right; believe me this is the start of the evil called as corruption. Even as an young individual their minds are trained for the give and take policy which later on takes its form a the dangerous term “ Bribery”, the root cause for corruption.

So the next time you are about to say this sentence stop and think for a minute, if making your kid get good marks is your motto why not just say” My dear child I will be the happiest person to see your bright future.” More than the bicycle your kid loves your happiness.

Next line how many of you have said “My dear son/daughter, I would like to see you growing up as a great leader and serve our country” to your child, hardly any one of us. This question reminds me of an interesting conversation which our great scientist once had with school kids. Dr. Abdul Kalam once visited a school and

being a Chief Guest had an active conversation with the students. There he raised a topic of ambition and asked the students about their aim. As expected, many aspired to be an Engineer, Doctor, Actor etc. but none responded for political leadership. Utterly disappointed with the response Kalam said;

“If a country is to be corruption free and become a nation of beautiful minds, I strongly feel there are three key societal members who can make a difference. They are the father, the mother and the teacher.”

So let's not just refrain our kids to Engineers/Doctors/Lawyers, let us make them leaders with vision mission and passion.

Having addressed the most important aspect as to what we can do as a parent to lead our child in the right direction and in turn doing our bit in reducing corruption. I would also like to draw your attention to few aspects which most of us think is insignificant. As government employees lets pledge to work diligently and not the corrupt way. Instead of bribing the traffic constable let's pay the fine amount, it may sound weird but remember it will go a long way eroding corruption. All these may look trivial but we are all aware that “Small drops of water makes an ocean”

Action speaks more than words, so let's put our words into practice and help our nation in becoming a corrupt free NATION.

JAI HIND



**Go slow on that promise that you will
wipe out corruption, Sir.
The staff is overhearing what you are saying
and there will be trouble, Sir.**

1.22 PREVENTION OF CORRUPTION ACT – CASES OF DISPROPORTIONATE ASSETS

Sri K. VENKATESWARLU
Chief Vigilance Inspector/RPF

During the regime of World War-II the lava of corruption broke into the world and it continued to erupt even now everywhere in public services in the entire world, creating hurdles to build a developed Nation. In India it got a further momentum and impetus in the post war and post independence period on account of the country introducing development plans on a large scale. The regulations and controls to be adhered to, requirements to obtain licences and permits from the Government provided large opportunities to the unscrupulous elements in public services to capitalize. Since the independence corruption not only increased, but became a way of life in the civil and public services with the common man simply accepting it as inevitable and adjusting to live with it.

Prior to Anti Corruption Laws came into existence 'The Indian Penal Code, 1860' was the legislation in dealing all types of crimes, including corruption and the 'procedure' to be followed was as per the Code of Criminal Procedure. But corruption, as such, is not mentioned or described as a specific offence in the Indian Penal Code. Later Anti Corruption Laws came into existence but still there were several hurdles in their implementation and they provided a little support to curb the corruption. It was in such scenario, in order to combat the increasing corruption in public services at all levels the Government of India appointed a committee widely known as the Santhanam Committee in June 1962. The committee recommended strong Anti-Corruption Laws, formation of CVC, revamping

of Vigilance Organizations in Railways and other Ministries and review of Conduct Rules of public servants.

In order to tackle the menace of corruption in public services Special Act called Prevention of Corruption Act was passed and it also experienced amendments in the course of time. In 1988, the present Prevention of Corruption Act came into existence and this brought the anti-corruption laws within one statute, and provided for increased penalties.

The following are the offences under the PC Act along with their punishments:-

- Taking gratification other than legal remuneration in respect of an official act, and if the public servant is found guilty shall be punishable with imprisonment which shall be not less than 6 months but which may extend to 5 years and shall also be liable to fine.
- Taking gratification in order to influence public servant, by corrupt or illegal means, shall be punishable with imprisonment for a term which shall be not less than six months but which may extend to five years and shall also be liable to fine.
- Taking gratification, for exercise of personal influence with public servant shall be punishable with imprisonment for a term which shall be not less than six months but which may extend to five years and shall also be liable to fine.
- Any public servant, who commits criminal misconduct shall be punishable with imprisonment for a term which shall be not less than one year but which may extend to 7 years and shall also be liable to fine.
- Possession of assets, beyond known sources of income. Prior to amendment of PC act in 1988, possession of Disproportionate asset was not a substantive offence.

The possession of disproportionate assets became a substantive offence under section 13(1)(e) of PC Act;

A public servant is said to be in possession of Disproportionate Assets -

- if he or any person on his behalf, is in possession or has, at any time during the period of his office, been in possession for which the public servant cannot satisfactorily account; of pecuniary resources or property disproportionate to his known sources of income

The PC Act is extremely broad in scope. It covers any payment/ gift/ other benefit. Mere offer of payment/ gift/ other benefit for a favour would also constitute an offence in PC Act and further it is not necessary that a favor should be complete, if a payment/ gift/ other benefit is given or even offered for any favour, and such favour is not eventually granted, an offence may still be constituted. Grant of any valuable thing to a public servant with whom one has official dealings also qualifies as an offence. Until the PC act was amended and the offence of DA was introduced the cases under PC Act were to be registered on the detection of various individual acts of corruption committed by a public servant, which is virtually impossible. In the event of the provision of DA case the corrupt public servant is caught in due course when his corrupt earnings burst in the form of disproportionate assets.

Investigating a DA case:

For the purpose of calculating assets of an employee in a DA case a particular period in the service of employee will be considered for calculation and this period is called

check period. There is no bar on the selection of the Check period in a case of disproportionate assets it should be taken as per the acquisitive activities of the Public servant in a particular period or whole period of his service, as the case may be.

While calculating the DA the income from known sources and expenditure during this check period and assets before and after check period are considered. Known sources of income means income received from any lawful source and such receipt has been intimated to the administration in accordance with the provisions of any law, rules or orders for the time being applicable to a public servant. Income which is declared and mentioned in the income tax returns by the public servant as per the rules in vogue is only considered during investigation.

In several cases it is seen that the public servant tries to take the plea on the ground of income to spouse but fails to produce her sources of income or her income tax returns. He would try to take plea on the ground of agricultural income, but fails to file in his annual property returns and to intimate the administration about he being in possession of agricultural lands by virtue of inheritance or self purchase and also declaration of such agricultural income either to administration or in his tax returns. Investment in the name of benami, purchase of property in the name of his wife and taking the plea that his parents/in-laws purchased property in her name, without showing their sources of income are not allowed. Sometimes the public servant tries to take the plea on the investments in real estate. The document shows the registration price, which is normally less, but when payments to the seller are calculated with the help of receipts or vouchers/ agreements the purchase price/investment would be very high. Similarly where

properties like flats/ independent houses are declared with less value, the same are got evaluated through experts and the actual market price would be arrived and that price would be considered for the asset.

For the purpose of calculating DA, Statements A, B, C & D are prepared. The assets before check period are identified and taken into Statement A and the assets, moveable or immoveable, like bank deposits, insurance policies, cars, plots, buildings etc which were found to be in possession of accused by the end of check period would be taken into Statement B. Further incomes allowed during the check period are taken into Statement C and the expenditures during the check period are investigated and taken into table D. And DA is calculated with the formulae -

$DA = (B-A) - (C-D)$ and the DA percentage is calculated;

$DA \% = \text{Disproportionate} / \text{Income} \times 100$:

For example Statement A- 5,00,000-00, Statement B- 80,00,000-00, Statement C – 20,00,000-00 and Statement D- 17,00,000-00, Income 20,00,000

Income disproportionate:

DA:

$$(B-A) = 80,00,000 - 5,00,000 = 75,00,000-00$$

$$(C-D) = 20,00,000 - 17,00,000 = 3,00,000-00$$

$$DA = 75,00,000 - 3,00,000 = 72,00,000$$

$$DA\% = (DA / \text{Income}) \times 100 = (72,00,000 / 20,00,000) \times 100 = 360\%$$

If the assets at the end of check period are in harmony with the income and expenditure during the check period, there is no case of DA. If the assets are far in excess of the difference between income and expenditure, it is clear indication of secret invisible inflow of income, which in the case of a public servant, would be bribes taken by him. This is what a case or possession of disproportionate assets is all about.

SYSTEM IMPROVEMENTS / CORRECTIONS

2.1 ACCOUNTS & MEDICAL

1) System improvement on referral hospitals

Consequent to a Vigilance investigation, based on recommendations of Fact Finding Committee appointed by CMD/SCR, it was advised vide this office letter dated 20.09.2011 to review all the referral hospital bills from 2005 onwards in order to affect recoveries on any possible excess payment. It was also suggested to issue a specific letter by CMD to Railway Hospitals with respect to eligibility criteria regarding accommodation facilities applicable for various categories of staff as per OM of CGHS dated 17/08/10, which has given certain eligibility criteria.

Further to the above, it was suggested that a suitable system for tracking of the treatment being given to Railway Patients sent to referral hospitals on a day-to-day basis in order to ensure quality treatment is provided to Railway patients and prevent in time the treatments of avoidable nature, needs to be introduced in all Hospitals operating referral agreements. This only can avoid excess charging & subsequent deductions being made in referral bills later at the bill scrutiny stages. A suggested system in this regard is as under-

(i) A clause can be incorporated in the MoU to ensure that treatment being given to the Railway In-patients should be sent by e-mail every day to a nominated Doctor of RH which referred the patient to the private hospital. The nominated Railway Doctor should see these mails every day and intervene for further action warranted besides monitoring of the course of treatment, either by himself or by anyother concerned Doctor.

(ii) Copies of these e-mails should be taken and provided in the bills to form the basis for the later technical verification of referral bills by the Railway Doctors.

CMD has given instructions to all divisions & hospitals to follow CGHS tariff for patients. Regarding the e-mail, it is under consideration.

2) Implementation of New Drug Procurement Policy - 2008

While giving PHOD's remarks in a vigilance case on drug procurement, it was agreed by CMD that New Drug policy – 2008 will be implemented at the earliest.

While giving DA's provisional views in this vigilance case, **GM** has instructed "that the New Drug policy – 2008 should be implemented without fail and (new) system should be issued within 3 months. The next drug procurement should conform to this policy".

Instructions of GM in this regard were acted upon immediately and Medical department has gone one step ahead in procuring all the medicines of 2013 through e-procurement also.

3) Monitoring of temporary transfers of posts & allowing of PG to Medical officers for possessing Post Graduate Degree/Diploma qualification.

In one of the Vigilance investigation, it was noticed that there is no proper maintenance of records regarding temporary transfer of posts. While offering PHOD's technical comments in this case, It was agreed by CPO that a procedure order will be evolved to monitor the temporary transfer of posts in various departments by an appropriate mechanism in Personnel Branch, in consultation with other PHODs. Subsequently, CPO has issued instructions to all units to maintain the records for temporary transfers.

With regard to allowing of PG allowance to Medical officers for possessing PG degree/diploma qualification upto non-functional SG level, CPO and FA&CAO have informed in Vigilance file that corrective action has already been initiated.

4) System improvement on evaluation of tender for labour intensive service contracts.

In an Investigation Report dealing with cleanliness contract, the following system improvement was suggested –

‘A system improvement as suggested by SDGM to avoid ambiguity in finalizing the labour intensive service contracts. In this the suggestions given are –

(i) Successful contractor be asked to do bank remittance of salaries for all his employees working in Railways compulsorily and produce documents to that effect to Railways while claiming their bills.

(ii) When the offer of tenderers who have quoted rates below par value are accepted, Railway can demand higher security deposit of 20% instead of 10%, in order to protect against any eventuality arising during the execution of such contract.

The settling of tenders on such service contracts, which are labour intensive, will have a strong bearing on compliance to Minimum Wages Act. Since this is an issue of dispute among executive & finance departments, it was thought that FA&CAO may bring the system improvement suggested to logical conclusion at the earliest. FA&CAO has given their remarks and it is under correspondence.

5) System improvement regarding incorporation of a clause in MoUs of local purchases.

During preventive vigilance checks conducted in various medical stores, it was detected that the drugs belonging to

unpopular companies are being procured through local purchase based on prescription of doctors on 'generic name' of the medicine. In such a case, the medicines supplied by the local suppliers are accepted without insisting for a particular registered firm leaving a chance to supply of low quality/spurious drugs to Railways.

In order to curb this, it is suggested that a clause should be incorporated in the MOUs clearly mentioning that in cases where the doctor prescribes a generic name, the medicines should be supplied only from list of registered firms/manufacturers available with CMD's office and it should also be ensured that a copy of this list is enclosed with the MOU.

6) The duties of Sr.DAs/WAs with respect to the checking of bills

One of the cases, it is observed that there are some discrepancies in the bills passed by Accounts section. It is pertaining to non-submission of graduate certificate along with the bills by the contractor which is mandatory as per the agreement condition. When bills are thoroughly scrutinized, it is found that Ch.OS of the Executive who processed the bill with detailed verification and SSO(A) & AA of bills section who passed the bill were made responsible and action has been taken. Though Sr.DA's signature is also available on the bill, as they are signing stating "checked as per Para E 1355(II) A to B which is reproduced below:

- (a) that there are no delays in making measurements or in preparing bills after the measurements have been taken;
- (b) that rates higher than those provided in the agreement or work order are not allowed without the specific sanction of the competent authority.

Hence, Sr.DA/WA could not be made responsible.

Since the bill is being verified thoroughly in accounts office, it is not prudent to say Sr.DA should also verify all these aspects. The Ch.OS of the Executive any how should verify the bills thoroughly. Hence, the role of Sr.DA is not very clear with respect to the checking of bills.

Therefore, it was requested to FA&CAO to clearly define the duties of Sr.DA/WA with respect to checking of bills and circulate to all Divisions and bill passing Units, so that in future, cases can be dealt without any ambiguity. This is under consideration.

7) Fixing of time-limit of PME's and monitoring of the pending Medical Examination status at various stages

In one of the vigilance investigations, it was suggested to CMD that time-limits may be prescribed for entire process of medical examination of candidates. It is further suggested that the list of candidates for all medical examinations for whom medical examination is yet to be completed / at various stages, should be uploaded in official website. Further, a weekly reporting system to report to CMD should be introduced so that the same can be monitored at PHOD's level. This will induce accountability and transparency.

CMD had given instructions already for medical examination. Regarding reporting of medical examination cases, CMD stated that a separate letter will be issued to highlight the same in MCDOs.

8) System correction/improvements on Cleanliness contracts in Railway Colonies.

During the investigation of a complaint, certain deficiencies were noticed in the agreements pertaining to Cleaning Contracts of Railway Colonies and their execution. To

arrest recurrence of such lapses in future, the following system correction is suggested for implementation: -

1) The Schedule of works should contain complete details on garbage collection / disposal by the contractor like garbage lorry capacity, frequency of operation and lead (from/to) etc.

2) With respect to disposal of biodegradable waste, the contract should provide for –

(i) A specific composting area in Railway land, so that execution of work can be made susceptible for test check.

(ii) Proper composting procedure should be laid down in such a manner giving no scope for complaints from colony residents

3) The work done by the contractor should necessarily be recorded in detail by the concerned H&MI/HI in Measurement book. This has to be accepted by the Contract agency and should be subjected to test check by the concerned Officer to form the basis for payment.

4) Necessary guidelines need to be issued to all H & MIs/HIs to maintain a separate field book/dairy to record cleaning activity attended to by the contract agency on daily basis. Further, daily checks conducted in the field should also be recorded thereon duly obtaining the signature of the contractor/representative.

This suggestion is being considered.



No need to look in there, Sir. We searched the room thoroughly. There are no hidden Cameras or taperecorders. You can invite your friends safely.

2.2 Engineering

1) Computerisation of Works Contract management and adoption of e-tendering

PCE&CAO/C have been asked to take forward computerization of the entire process of works contract right from estimation upto passing of bills including e-tendering, in order to minimize human errors, increased transparency and facilitate better Contract Management thereby reducing executive workload, delay as well as corruption. A time-bound process to go for e-tendering in works contracts has been initiated by CAO/C. Further, PCE has taken action for Computerisation of Works Contract Management.

2) Rationalization of Item for painting of Rail

During preventive check conducted in various divisions over the agreements of track works, it was noticed that schedule of painting of in-service Rails included many items involving duplication of activities, leading to multiple payment for the same activity of surface preparation & painting. A system improvement has been suggested to issue appropriate instructions by Engineering Branch with regarding painting of rails and operating only the relevant items. This has been accepted and complied vide CTE's ltr. dated 30.11.12.

3) Lodging of FIR against the person/agencies submitting fake document

During investigation of a complaint, it was noticed that one of the agencies had submitted fraudulent bank instruments against 3 tenders. Investigation revealed that

suitable action of banning of business was taken against the agency as per the guidelines issued by PCE/SCR. However, FIR against the agency was not lodged due to difference in opinion in the Executive Dept. regarding responsibility of filing FIR. In this regard, a system correction has been suggested to issue necessary instructions indicating the railway officials in Open Line / Construction Orgn. responsible for filing FIR against such agencies, in addition to their banning business with Railways. This has been accepted to and complied vide PCE's ltr dated 30.11.12.

4) Prompt release of EMD & SD

A system improvement to PCE & CAO/CN to avoid recurring complaints due to delay in releasing of the EMD, SD & PG has been issued.

Salient features are as under –

- (i) LOA can be signed by the officer only after a proof of release of EMD is put-up on file.
- (ii) Release of SD or PG should either be made or communication on the reason for non release and date of likely release should be sent within 15 days from the date of receipt of application in the office of Sr.DEN / Dy.CE and SD & PG payments due for contractor can be an item of display in the website of contracting Department, CN Unit or Division-wise, as a part of Leveraging of Technology.

This has been accepted and complied vide Engineering Standing Orders dated 04.07.13 and 03.09.13

5) Issue of machine numbered level book in the same way as Measurement Book

During various preventive checks conducted in construction and open line units, it was observed that initial and final levels of Earthwork are being recorded in level books procured from outside. These level books were not machine numbered. However, in terms of para 1317-A of Engg. Code (added vide advance correction slip no.44), Field / Level Books used for recording levels should be machine numbered and these books should be maintained, accounted and kept in safe custody in the same way as Measurement Books are maintained, accounted and kept. Hence, it was advised to supply to the field units, machine numbered level books prepared on the same line as measurement books, for their use.

2.3 PERSONNEL

1. Question Paper Setting and Evaluation of Answers Scripts:

If Question paper consists of both objective and descriptive type questions, they should be given in two separate parts. In main as well as supplementary examinations, candidate should be asked to exercise uniform choice in answering number of questions separately in objective and descriptive parts.

On each page bottom, total marks scored on that page should be shown so that totalling in mistakes can be avoided. Over writing, erasing, corrections of marks should be avoided. Whenever, it becomes unavoidable, same should be done as per extant instructions for such corrections. If, the examinee answers more than required questions, the last one(s) should not be evaluated with a remark that 'not evaluated being extra' to be written in left side margin of each answer.

2. Employees Information System - Leveraging of Technology.

Employees working in Stations & various other Units like Sheds/ Depots/ Workshops are required to attend their respective HQ/Divisional Administrative offices to pursue their service matters such as pay & allowances, advances, cadre issues as well as benefits under various welfare schemes. Because of the inherent difficulties involved in getting information on these issues, they invariably spend more time and effort to get information from concerned sections in Personnel Branch. On the other hand, dealing staff and Officers of Personnel Branch in Divisional/HQ Offices also get disturbed by such frequent visits of

employees to the office. Non-availability/delay in getting required information give room for strong grievances among employees and some time results in a corruption prone situation also.

Leveraging of Technology in an appropriate manner is the ideal solution for such problems. To enable most of such employees working at outstations to have the required personal information, concerning important service matters, some other Railways have made special efforts so that administration gives the required information through digital communication means to outside units by providing 'Touch Screen Terminals', connected from HQ Office with important outstations through a suitable net work. An effort made by Solapur Division of Central Railway in this regard, being used successfully for the past few years, is an example. If such a system is not yet contemplated in S.C.Rly., it is requested that you may kindly consider introducing the same, connecting all offices of ADENs with the respective divisional HQ, which can provide a far better access at all important stations and nearby locations. ADEN being the unit level in-charge officer for many major staff strength outstation units, will be able to associate himself actively in this effort and monitor its functioning.

It is also suggested that provision of such systems in required numbers connected through Rail net from Divisional/HQ Offices, can be got executed through funds available, if any, under contingencies in various projects.

3. Computerization of Service Record of employees.

During preventive checks conducted in the office of Sr.DPO/GTL, a case has come to light that 'Particulars of Service' of an employee was tampered with. It was found

that 2nd page of an old unconnected Service Register of UBL Division has been replaced in the employee's Service Register. Investigation revealed that some staff have connived to alter the particulars of Service retaining the signature of the officer & LTI, with a view to continue the employee in service beyond the age of superannuation. Further, in some other checks done earlier also, it was observed that the Date of Birth recorded in the Service Register was found altered through a malpractice particularly in the Engineering units.

Computerization of Service Record is an appropriate solution, meant to solve many problems including the problem stated above. It is reported that this work has made substantial progress in some Railways like CR & WR.

4. Enforcement of the practice of nominations for PF, CGEGIS & DCRG.

Preventive vigilance checks done on maintenance of Service Registers/Records and perusal of settlement case files in Personnel & Accounts Branches of various units, have brought out several cases with deficiencies as under:

- (i) Nomination Forms for PF, Gratuity & GIS submitted by railway employees are not being countersigned by their Head of Office/Accounts Officer,
- (ii) Failing to preserve Nomination Forms in safe custody either by attaching to Service Register or keeping in separate record,
- (iii) No noting in the Service Register/Record is available regarding nominations executed by railway employees, and
- (iv) No acknowledgement is being issued by the Accounts Officer/Head of Office to the Railway Servant concerned confirming that nominations made by them

are received and placed on record, as envisaged in Para-7(b) of Rule-74 of Railway Services (Pension) Rules, 1993.

It is seen that due to non-availability of Nomination Forms in the event of death of employee, considerable delay in arranging settlement benefits to the legitimate wards takes place, which becomes another breeding ground for corruption.

It is requested that suitable actions may please be taken to review the system in this regard and take appropriate corrective actions; taking into consideration following suggestions:

(i) There is no acknowledgement slip attached to the 'Combined Nomination Form for Provident Fund, CGEGIS & DCRG' provided for this purpose. It is suggested that acknowledgement slip may be attached to the combined form, which will enable the Head of Office to issue acknowledgement on receipt of the Nomination Form, to the employee executing nomination.

(ii) Also, some Railways adopt the practice of reminding employees, who have not executed nominations every month through their Pay Slip, which will be a good review/reminder exercise for the employees as well as office.

5. Computerization of leave accounts.

The following types of irregularities have been noticed during Preventive Checks in maintenance of Leave Accounts:-

(i) Leave Account not being updated promptly.

- (ii) While crediting/debiting leave and carrying forward leave balances from one page to another, the balances are shown erroneous.
- (iii) While affording credit of LAP/LHAP for the next half year, reduction of leave on account of EOL, periods of absence / suspension which are treated as 'dies non' in the previous half year period, is not made.
- (iv) Certification of checks by competent authority is not evidenced. Also Test Checks of leave records are not effectively conducted by Accounts Inspection Teams periodically.

Instructions exist that Officers as well as Supervisors/Inspectors of Personnel & Accounts Branches should conduct periodical checks to ensure that the leave record maintenance does not carry inaccuracies and is prompt without delay.

While operationalizing PRIME, Railway Board have envisaged that,

- (i) computerization of leave records and its reflection in salary bills, should be done,
- (ii) computerized transaction of data between leave record dealer and Bills clerk, takes place, and
- (iii) system checks should be applied in the computerized systems where salary and leave are automatically linked up,

Despite above instructions, it is observed that Recorded leave accounts are still maintained manually in all Units and required checks from Personnel & Accounts sides are

not being done. Due to this, even though there is a provision in PRIME for computerized Leave Accounts to be shown in Pay Slips, same is not being done. This is resulting in continuance of costly errors in manual maintenance practices of leave accounts.

In view of the above, it is requested to review the accountal as well as computerization of leave accounts through PRIME at the earliest. Parallely, systemic checks/Test Checks also shall be organized on this aspect.

6. System improvement for introducing transparency and avoiding malpractices in CG appointments

As on date, there are 9 vigilance cases being dealt involving Inspectors & other staff who indulged in malpractice/corruption while handling appointments on compassionate ground, apart from a recent vigilance Decoy case on non-Gazetted official and CBI trap case on a Gazetted officer. Occurrence of several serious vigilance cases on processing of CG appointments is a matter of concern, warranting a systemic review.

Vigilance has been emphasizing repeatedly for implementation of 'Leveraging of Technology' by displaying details of all appointments under process through various quotas including CG appointments, in the website. In spite of repeated follow up of this issue, there is no compliance on this, which came up for adverse criticism from Railway Board in the recently held CVOs' Conference. You are, therefore, requested to intervene for implementing the directions on this without any further delay, along with reiteration of instructions that cases which are delayed beyond a nominal period, say 2 months, are reviewed at a higher level, since delay in this regard will give room for malpractices and corruption.

In addition to the above, following are also suggested for implementation in this regard:

(i) Staff & Welfare Inspectors in GP 4600 and GP 4800 shall be brought under sensitive category, so that they do not deal with the same area of activity beyond a maximum of 4 years and they can be considered for job rotation within the division or outside division, as applicable.

(ii) Presently, candidates coming up for any appointment through specific quotas, will have to be screened by a committee of officers by application certain norms/rules. Board have recently issued instructions to the effect that engagement of substitutes under GM's power also should be done by a screening committee of officers. Only in the case of CG appointment, basic eligibility of a candidate for appointment is being judged only by an Inspector and a Personnel Officer. In line with other appointments, screening of basic eligibility of candidates for CG appointments can be done by a committee of APO and an Assistant Officer of the concerned department wherein the deceased employee was working. Such committee can take into account facts and circumstances as made available by the department/working station of the deceased employee also, before giving their recommendations.

7. Scrutiny of Immovable Property Returns for 2011 – System Improvement suggestions.

Complete IPR folders of Gazetted Officers with the latest IPR filed in January, 2011 were reviewed by Vigilance Officers for irregularities, including any case of Disproportionate Assets held by any Gazetted Officer. During the review, following common irregularities were noticed in many IPRs submitted by officers.

- (a) Non-submission of IPR in the past,
- (b) Certain sanction details not indicated, and
- (c) Sanctions for immovable property sought but not yet given even after several months.

Number of IPRs scrutinized and irregularities noticed department-wise as under:

Department	No. Scrutinized	No. in which irregularities noticed
Accounts & Medical	206	03
Engineering	225	13
Mechanical	80	20
Electrical	89	00
S&T	89	36
Stores & Security	79	11
Traffic (Comml.& Optg.)	78	56
Personnel, Colleges, Schools	120	01
Total	966	140

It can be seen from the above that irregularities were noticed in the case of many officers of certain departments, which is a cause for concern. In order to correct this situation, self-contained instructions were requested to be issued with regard to sanction/intimation for movable/immovable property vide this Office Lr.No.G.265/Instructions /SDGM/2001 dt. 12.01.2012. Same may kindly be expedited. Apart from this exercise, in the circumstances explained above, following system

improvement suggestions also can be examined for necessary action at the earliest:

(i) Officers concerned can be directed to set right the irregularities occurred upto January'2010 within 3 months i.e. by November'2012 by contacting CPO's Office in this regard. GM(Conf.) Section has already advised all such Officers individually. The list can be provided by GM(Conf.) Section to Personnel Branch also for the purpose.

(ii) Whenever fresh sanction/intimation on property is sought by an Officer, previous sanction/intimation details for any other property possessed by him also can be asked to be submitted by the Officer and kept in the same file being processed for current sanction in order to link and assess the past transactions during scrutiny for current sanction.

(iii) Whenever application for sanction/intimation is received from an Officer, the same can be registered and acknowledgement given to the Officer from Personnel Branch. After completion of communicating sanction of competent authority, the relevant pilot files can be merged in the concerned Officer's personal file/folder.

8. Recruitment against Sports Quota - System Correction/Improvements Warranted.

Board on the investigation on complaints received on conduct of Selections for recruitment of sports persons against sports quota in divisions and Head Quarters, following System Correction/Improvements are suggested.

(i) As per extant instructions of Railway Board communicated vide letter No.2012/E (Sports)/4(1)/1 policy dt. 31.12.2010 (RBE No.189-1/2009) (SC.9/2011), Personnel Department should receive all applications for recruitment from the candidates or from Railway

Board/RSPB. A separate register shall be maintained by Personnel Department for this purpose mentioning the details of candidates, as well as selection as per extant policy. It is observed that above instructions are not being followed. Concerned Sports Officers and coaches are directly receiving the applications from the candidates and further process is being done by themselves, which is not in conformity with Railway Board's instructions. It is, therefore, suggested to ensure entire process of recruitment is done by Personnel Department as is being done for other recruitments.

(ii) It is also observed that as per said Board's letter the Trial committee shall consist of 4 members i.e., 1. JAG Officer, 2. Coach of respective game, 3. Senior National/International Player of the respective game 4. Asst.Sports Officer/Sports Officer of the game. Normally in every selection committee, an officer from Personnel Department should be associated to ensure implementation of all norms prescribed for recruitment of candidates. But in recently held recruitment in Head Quarters, no officer from Personnel Department was nominated. Therefore, it is suggested that henceforth for sports Quota recruitment an officer from Personnel Department may be nominated to be in the selection committee.

(iii) It also suggested that henceforth while conducting trials to sports persons for their recruitment in Railways against sports quota (both talent and open advertisement), the entire performance of candidates shall be Videographed as being done by Railway Recruitment Cell while conducting Physical Efficiency Test (PET) during recruitment, in order to have transparency on the conduct of trials and verify complaints, if any, on committee's recommendations.

9. Conduct of written examination and evaluation of answer books in C.G.Appointment cases and in Training Centers – System Improvement.

Of late, it is observed that, officers nominated to set Question papers and evaluation of answer papers in C.G. Appointment cases are committing mistakes/irregularities, inviting attention of Vigilance department. Their plea is that all the instructions issued on setting of Question paper and evaluation of answer books by 'P' Branch are applicable only to departmental selections and not to C.G. appointment cases. Similar, position was also taken by the officers and Supervisors in Training Institutions in regard to examinations conducted by them at the end of initial Training, Promotional courses and refresher courses.

On a review, it is found that the instructions so far given for Question paper setting and answer book evaluation for Departmental Selection can be made applicable to the other such selection also.

Therefore, it is requested to examine the same and issue suitable instructions to all concerned, making the existing instructions issued for departmental selections on setting Question Paper and Evaluation of Answer books are equally applicable to C.G.Appointment cases and exams conducted in Training Centers in S.C.Railway, to avoid irregularities and malpractices.

10. Processing of application acquiring/disposal of movable/immovable properties of Gazetted Officers.

As per extant instructions of Railway Services (Conduct) Rules, 1966, Railway officials should give prior intimation

to the Railway Administration before purchasing/disposing of immovable property and selectively for movable property also. After acquiring/disposal of the movable/immovable property, they should intimate the details of property acquired to the Railway administration for noting the same with the approval of Competent Authority. For this purpose, such applications are processed as individual cases in pilot files, to be put up to the Competent Authority after Vigilance scrutiny.

The present system of putting of the pilot file containing only the current case, may not give the details of other properties acquired earlier by the concerned officer during his service so far, in order to ensure a proper Vigilance Scrutiny. Perusal of the Annual Property Return submitted by the concerned officers by itself, may not give the full details as to how the properties were committed to have been acquired in the past.

Hence, you may please arrange to review the existing system and modify the same to send the complete Personal folder of the officer concerned containing sanction/approval papers of all the past property purchases, while putting up the current case to seek approval/sanction of the Competent Authority. Maintaining of such personal files for each individual will also ensure tracking of communication of sanction of competent authority to the official concerned, which was in backlog as noticed recently.

11. Trackmen of Civil Engineering department - extending the benefit under LARSGES Scheme

As per extant instructions of Railway Board, Trackmen working in Civil Engineering department are eligible to seek retirement under Safety Related Retirement Scheme

(renamed as LARSGES) and on request from them, their wards can be considered for appointment in service. This facility has been provided to Trackmen in Civil Engineering department for the following reasons:

“This category is responsible for the proper maintenance of tracks. Their duties involve heavy manual labour in the laying of tracks, repair of tracks, patrolling etc, unlike workshops/Loco sheds, all this labour is performed in the open environment, they are subjected to the agonies of extreme weather conditions, non-availability of forklifts, EOT cranes, wheel barrow etc. As a result, the infirmities associated with the aging processes and spinal and back problems catch up quite early in life”.

But, it is observed that many Permanent Way offices and Divisional/Head-Quarters Offices, services of some Trackmen are being utilized as Clerk/watchmen Peon. Such Staff do not have the difficulties of Trackmen work, as being faced by those during Trackmen duties. Therefore, extending the benefit under Safety related retirement Scheme i.e, LARSGESS, appears to be not in order and it is against the spirit of the Scheme. Complaints have been received when the benefit is extended to Trackmen deployed or lighter jobs.

It is, therefore, advised to review the position in order to ensure that the said benefit meant for Trackmen is not extended to those who are not performing the duties attached to the post.

12. Utilisation of services of Trackmen and other Technical category employees for office work

Preventive checks conducted by Vigilance in the offices of field Units of Permanent Way/Works depots as well as

administrative offices in Divisions and Headquarters have brought out that some of the Trackmen and other Technical category employees are doing clerical works in these offices. While discharging clerical duties, they are committing some crucial mistakes/irregularities warranting major corrective & DAR actions. Such employees as well as their superiors are coming up with the explanation that they are not the clerical staff intended to do such duties, are not aware of the rules/instructions about the subjects which they are dealing and hence should not be penalized. Fixing responsibility in such cases gets delayed due to this.

Assigning such important works to the staff who are not trained or well-versed with the subject is not correct and leads to costlier repercussions and hence is a supervisory/Managerial lapses.

It is, therefore, advised to issue instructions to all concerned officials that either they discontinue the system of utilising other than the designated staff for such works in the offices and if use of non designated staff for office work is inevitable due to unavoidable reasons, such staff are properly trained to handle the work so that they can be assigned with responsibility for any failure in those duties. It is also pointed out that such staff should not be extended any service benefits as applicable to their colleagues doing designated work in the field.

13. Misuse of vacant Railway Quarters – Quarters remaining vacant for a long time.

Further to the reference indicated above, during the recent Conference of CVOs held on 23rd & 24th Sept.2013 at Chennai, Adviser (Vigilance) was emphasizing that Railway quarters should not be allowed to remain vacant for a long

time in Railway Colonies, in order to avoid unlawful activities in such vacant quarters. He also insisted for a suitable monitoring system to be set up for this purpose.

With the demand for quarters is generally going down, it is possible that certain quarters remain vacant for a good length of time, thereby becoming unfit for occupation, resulting in further continued vacancy.

In order to curb this trend, it is necessary that the position of (i) quarters remaining vacant without allotment for more than a month, and (ii) quarters remaining vacant in spite of allotment for more than 3 months, should be reviewed periodically, say once in a month, by an officer superior to each Pool-holder. Such reviews based on the reasons for such vacancies will enable the vacant quarters to be allotted to willing Railway employees by either transfer of the same to other pools which are having demand or going down in the list to ineligible categories also, duly taking the approval of the competent authority.

It shall be reiterated that each Quarter Pool-holder should aim not to allow to Railway quarters in his pool to remain vacant for more than a month, in order to avoid loss of revenue as well as giving room for unlawful activities in railway colonies.



**He expects raid on his house.
He is clearing all his assets which he feels
are disproportionate to his known income !**

STORES

1) Considering MRP while indenting and procuring materials-

In a Preventive Check in one of the Electrical Units, it was found that an electrical item was received & accepted and bills are passed for payment, though MRP on the packing was clearly visible for the electrical item and purchase price was more than the MRP. In one of the PCs in a Engg. Unit of another Division also, it was found that items were purchased at higher price than the MRP available in the packing. In view of the above, a System Improvement was advised to COS/SC to communicate all PHODs & Unit Heads to give instructions suitably to officers under their control to take note of MRP, if any by Sr. Subordinates while indenting and receiving materials. COS/SC had issued System Improvement duly advising all PHODs, DRMs, CWMs and Stores officers to ensure MRP of the product while indenting itself wherever applicable and Purchase Officer should verify the MRP before placing the PO, so that prices allowed do not exceed MRP of the product.

2) Ensuring conducting of Departmental Stock Verification

In Preventive Checks conducted in Units of Engg. and Electrical Departments, a substantial shortage of materials were noticed and it was found that no Departmental Stock Verification was being carried out. In Engg. Code, Departmental Stock Verification was clearly laid down in para No.E-1428 & E-1450. In view of the detection of shortage of materials in Preventive Checks conducted in various Units, all PHODs of major consuming Departments i.e. PCE, CAO/C, CME, CEE, CSTE, CCM including

FA&CAO were advised about the various codal/manual provisions on Departmental Stock Verification (S-1855, S-1339 to 1343, E-1428, E-1450, M-407(7), ACTM-10824) for implementation. Other Department PHODs were also requested to lay down a scheme of Departmental stock verification even if no codal/manual provision exists at present, duly keeping the nature of items dealt, risk of pilferage and quantum of transactions in mind. A register was also suggested for keeping a record of details of Departmental stock verification conducted by supervising/inspecting officials and results thereof. Accounts Stock Verifier and vigilance during their verification/check will see the register for details of Departmental Stock Verification carried out and comment in their reports.

3) Avoiding Ambiguity/options in main terms and conditions of contract

Complaints at local level and to CVC have been received on the quality of bed roll items stating that the material do not conform to the relevant specification as per the Purchase Orders. In the detailed investigation of procurement and receipt and inspection of the material, it was found that the Purchase Order was released with the inspection clause as RITES/DQA as quoted by the firm. There was an internal instructions within RITES to carry out the inspection of bed roll items more stringently. It appears that firm is aware of such internal instructions for stringent inspection of quality of bed roll items. The firm had offered material to alternative Inspecting Authority DQA, the inspection arm of DGS&D and got the material passed. As a part of re-inspection carried out by the consignee based on the vigilance advice, the samples were sent to Textile Committee, Mumbai for inspection and the samples failed to conform to the specification in respect of

few important parameters. Based on this investigation on the case, COS/SC was advised to give instructions to specify only one Inspecting Agency and any deviations to the tender conditions to be appropriately dealt with the approval of Competent Authority. COS has issued OPO No.11/2013 in this regard duly advising all the Purchase Officers to follow the same.

4) Mentioning of Stock on Hand of the item in draft survey sheet of Scrap depots.

S. C. Rly. Vigilance team has conducted Audit on Vigilance working of SWR in the month of June 2013. In the audit, it is observed that SWR has issued System Improvement that stock on hand of scrap item in scrap Depots should also be indicated in the draft survey sheet put up to survey committee for carrying out the survey of items for further disposal. The system improvement found to be of much use to avoid peace-meal survey and also brings to the knowledge of higher officials including Depot Officer about the quantity being offered and the quantity left over in the ledger duly giving an opportunity for review of the status of disposal of balance quantity. In view of the above, COS/SC is also advised to implement the system improvement and accordingly, instructions are issued to the field units.

5) Stipulating Trade Group and other eligibility criteria in B.T

In Preventive Checks of purchase cases, it is observed that a Trade Group is not identified for an item before floating Bulletin Tender for procurement. Bulletin Tender is a sort of Limited Tender to the firms registered for the relevant trade group(s) to be identified for the item being procured before floating tender. While evaluating the offers, some of

the offers are passed over, declaring them as unsolicited. Based on Vigilance advice, the system was reviewed by COS/SC and it was observed that the evaluation criteria clause is not incorporated properly for Bulletin Tenders and firms not registered for items/trade groups are submitting their quotations. In order to improve transparency and to ensure proper tendering, it was decided to incorporate the Evaluation Criteria Clause in the Bulletin tender as under through Office Order No.01/2003:-

“Firms registered with SCR should quote only for items/trade groups for which they are registered. Offers submitted by unregistered firms as well as firms not registered for the items/trade groups will be treated unsolicited offers and are liable to be rejected/passed over/ignored summarily without assigning any reason. Firm desirous of quoting for other grade group items should apply well in advance for inclusion of additional groups in their registration”.

SECURITY

1) Diary Entry of Parental details of Arrested persons-

In a Preventive Check, it was detected that number of persons shown as arrested in a case and number of persons prosecuted for the offence were differing. On investigation, it was detected that a person was left out without prosecution. At one stage of the investigation, the suspected official in his clarifications stated that the number of persons indicated in the diary is based on the instructions of Controlling official to meet the target. Later on, another person was arrested and shown against the case to tally the number. Hence, a System improvement was suggested to mention parental details of accused/arrested persons in daily diary who are booked under Railway Act cases to avoid impersonation. CSC/SC has issued instructions also in this regard to all the Units.

2) Scrap Delivery – Recording the details of agency and driver in field book

A system improvement was suggested regarding recording the names of lorry drivers and the details of the agency providing the lorry in the field book of RPF witnessing officials attending scrap deliveries. The details will be useful for any further verification. The system improvement is advised by CSC/SC to all Units for implementation.

DOs and DON'Ts in Working

3.1 ACCOUNTS

DOs:

- During the verification 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 of 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.
- While vetting the Brief Note, it may be ensured to comment on penalty clause and other clauses whether they are in accordance with the rules or not.
- It should also be commented while vetting the Brief Note on the similar nature of work whether it is approved by the competent authority or not.
- The concerned Agreement/WO/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 and after publication of final index by RBI, if any differences noticed, they should be settled immediately in the on-hand bill.

- 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 to ensure that the balances are in efficient manner.
- 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.

DONT's

- There should not be any ambiguity in the penalty clauses.
- Don't misinterpret the penalty clauses mentioned in the concerned agreement to benefit the contractor.
- Don't forget to recover the penalties/L.D/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 deliberately split into indent wise for bringing it within the 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.).

3.2 ENGINEERING

DO's

- RE9B (Challana) should accompany with ballast rake duly reflecting the loaded quantity. The consignee should fill the unloaded quantity in relevant column and return the copy to the consigner. This is in order to ensure matching of entries of ballast loading register to that of rake movement/off-loading.
- Proper Sieve analysis procedures in regard to ballast stacks shall strictly to be followed as per guidelines. Ensure submission of requisite ballast samples for testing. Results of the tests are to be scrutinized before recording the measurements of the stacks.
- In ballast depots Ballast shall be directly loaded into the wagon for full capacity of wagon duly leveling at top. Leading of ballast from measured/disturbed stacks to other place even for loading is also not permitted.
- The short supply of ballast shall be calculated as per date of measurement recorded in MB, not as per the date of ballast was collected at depot. Accordingly penalty for short supply of ballast will be calculated based on date of measurement.
- Prepare the survey sheet of scrap based on representative samples not based an assumption of weight, follow the procedure referred in Revised Engg, stores & accounts joint circular 1/2013.
- Materials issued and released for the works are to be accounted on physical measurements, not based on sets. Further the material statement to be prepared in

detail item wise classification wise clearly and submitted along with each bill.

- Extension of currency to be done duly mentioning the clause, under which it is being given penalty if any, revised schedule of supply & PVC clause applicability.
- The lead/distance in transportation of material along the track should be arrived based on Railway web site, Rates branch system (RBS) for shortest path.
- Ensure prior administrative approval of competent authority before executing additional quantities and items for each item so that the contractors are not vitiated and also to avoid arbitration.

DON'Ts

- Don't violate instructions contained in the Engg code, relevant manuals, and quality assurance circular issued by HQRs issued time to time.
- Don't allow the contractor to first execute only those items considered more profitable at his discretion so that contractor remains interested in completing whole work.
- Do not endorse test check certificates without putting dated initials against individual identifiable items of work.
- Do not allow recoveries on accounts of use of departmental machinery/materials by contractors to be accumulated up to the final bill.
- Don't include eligibility criteria in tenders costing less than Rs.50 lacks without specific approval of competent authority.

3.3 SIGNALLING & TELECOM

DO'S :

- While recording Measurement Book follow the Engineering Codes 1315 and 1322. No measurements should be copied from any papers other than M-book.
- Maintain field Book consisting of details of daily progress recording particulars with reference to works in progress location wise.
- Maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor.
- Ensure before accepting the materials as per Approved List and as per specification.
- Actual measurement should be recorded in the M.Book. Random check / sample checks should not be done.
- Supply portion in schedule by contractor should be taken into DMTR account with proper invoice bills and test reports.
- Issues of materials to contractor representative for execution should be done duly after receipt of requisition on firm's requisition and after submission of INDEMNITY bond.
- Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M-book certification to enable recovery.
- For laying of cables in cable trench proper care to be taken regarding depth, provision of bricks, sand cushion etc.

- DMTR transactions must be closed on every day and initial the DMTR once in a week and send the statement to the Divisional Headquarters every month.
- Insist for warranty certificate as per terms of rate contract while passing bills for RC items.
- Verify inspection certificate as per contract requirements.
- Ensure proper accountal and disposal of released material.
- Verify the DMTR before passing inspection certificate.
- Ensure relay/frames are of proper dimensions.
- Ensure proper termination of cables and soldering & bunching of wires.
- Ensure earthing is done as per drawings.
- Ensure meggering of cables and recording readings.
- Foundations are cast as per specified drawings.
- Cable markers should be provided with proper concreting.
- Maintain separate account of uncharged and charged cells.
- In the event of change of supervisor, ensure proper transfer of work at site.
- On completion of work site order book and field book should be handed over to office.

DONT'S:

- Don't Record measurements without carrying out the work.
- Don't accept materials supply without proper inspection.
- Don't operate labour portion without ensuring site requirements.

- Don't change RDSO/RITES inspection certificate to consignee inspection without approval of Accepting Authority.
- Don't accept the material without original bills and invoices.
- Don't Install charged batteries without retentivity test.
- Don't deviate the location without approval of sanctioning authority of the work.
- GI pipes and similar pipes must be tested before accepting by its specified thickness or specified weight / meter only, but not based on paint mark.

3.4 ELECTRICAL

DO's:

- Joint inventory is to be carried out for the material to be released, before commencement of the work.
- Ensure all released materials are taken into account before work completion.
- While recording measurements, details of Railway accountal for the material in case of supply portion and location of the work executed in case of provision must be mentioned in M-book.
- While execution of works, follow the standard drawings & specification like RDSO/IS.
- Insist for qualified technical supervisor for execution of works as per contract conditions
- Refer the specifications & drawings thoroughly along with latest amendments as mentioned in the agreement.
- Perform the departmental stock verification without fail as per para 10824 of ACTM.
- Ensure that defective energy meters are replaced on priority
- Ensure to maintain installation register for all fitting/equipment over the jurisdiction and effect the changes in timeline

DON'Ts:

- Do not record the measurements for such works, which are incomplete / defective.

- Do not extend the temporary power supply to outsiders / contractors without proper authority.
- Do not accept the materials more than the scheduled quantity without obtaining approval from competent authority.
- Do not prepare the estimate for releasing electric connection to contractor/private parties without actual survey at site.
- Do not change the supervisors frequently for particular work of large magnitude.
- Do not record the measurement towards dismantling/releasing work without ensuring proper accountal of released materials as per contract conditions.
- Do not indent electric items, which do not confirm to IS specification or bear ISI marks.

3.5 MECHANICAL

DOs:

- Allow adequate and reasonable minimum time for opening all the Tenders to encourage proper response for cleaning contracts of Mechanical Dept.
- In coach cleaning contracts ensure man power as per yard stick.
- Engage qualified supervisor for each shift in checking for cleaning contracts.
- All the Depot In-charges should ensure that Attendance register is maintained for contract workmen/women.
- All the Depot In-charges should ensure that valid ID card is issued to contract staff to carry out the work.
- Arrange training to the staff in mechanized cleaning before commencement of work.
- Depot In-charges should ensure that all the cleaning compounds, consumables, deodorants etc., are of specified brands as per the contract agreement.
- For all the cleaning contracts, Depot In-charges concerned should ensure that contractor is keeping the stock as per the contract agreement.
- Depot In-charges should ensure DMTR is updated regularly.

DON'Ts:

- In cleaning contract works don't allow accumulation of waste in working area.
- Dont allow coaches in open condition after maintenance to avoid misuse/damage.

- In OBHS contract don't use insufficient cleaning compounds & deodorants.
- Bed Roll staff should not be taken on duty without valid Travel Authority.
- Dont delay in maintaining ART/MRV machinery as per AMC schedule.
- Dont allow unauthorised persons in to Railway premises in the maintenance area.
- Dont allow to pass the bills without Test Check.
- Dont allow RTT's for decanting after 18hrs into the RCD's without prior permission of the concerned in emergencies.
- Don't issue material without proper issue ticket duly signed by the supervisor.
- Dont allow contract welders without shoes, Helmet & safety equipments at the working area as per the contract agreement.



**Ah, I see, the hike in salary and
perks has not changed your work
style, Sir !**

3.6 STORES

Returning of Scrap to stores

DOs

- Competent authority's approval should be obtained to condemn and sending the material to scrap depots.
- Ensure proper assessment of quantity to avoid abnormal shortages or savings at the time delivery.
- Avoid alterations/over writings/scorings on DS-8s
- Insist on early acceptance of DS-8s by Depot officers.
- Check for the quantities despatched and acknowledged by Depot officers.
- Ensure that scrap is returned to Stores in segregated condition.

Accountal of receipts of scrap

DOs

- Ensure all DS-8s are entered promptly in DS-8 register and RO No.s are assigned within reasonable time.
- Check the material for quality & quantity received along with DS-8s.
- Try to indicate the location of dumping of received material in the receipt register.
- Ensure that purchaser does not carry fresh receipts while taking delivery.

- Ensure proper inventory is taken for the lines, structures and other assets whenever proposed for disposal on as is where is basis.
- In case accounting unit in the depot is different from the one mentioned on the DS-8 while certifying quantity it should be ensured that both the units are to be mentioned.

DON'Ts

- Do not allow fresh arisings to get mixed-up with lots already surveyed and ready for sale
- Do not allow the scrap merchants or other unauthorized persons to enter the scrap yard except strictly on business and under proper authorization.

Inspection of Lots before inclusion in auction

DOs

- Ensure that lots of distinct nature are made as separate lots to avoid picking and choosing at the time of delivery.
- Ensure survey of lots wherever required before inclusion in auction catalogue.
- Avoid forming too big or too small lots, which hampers competition.
- Ensure that Lot inspection is properly done and lot No. is painted on the lot before inclusion in the auction.
- Ensure filling up of all the columns in lot inspection certificate without leaving any blanks.

- Ensure that lots are maintained in such a way that they cannot be changed by unauthorized persons before the delivery is completed.

Reserve Price and selling prices by auction conducting officer

DOs

- Ensure that reserve price is correctly fixed for each lot without fail before auction.
- Ensure that reserve price is well guarded.
- Ensure that Reserve Price is fixed correctly based on past rates and also based on the condition of the material being sold and prevailing market rates etc.
- Ensure that the bids are competitive before giving acceptance.

Delivery of Scrap

DOs

- Adequate care has to be taken while effecting installment deliveries to ensure that the purchaser pays all dues before taking delivery.
- Installment deliveries of mixed/Non-uniform scrap is to be cautiously examined while granting approval and at the time of delivery.
- Ensure that the delivery is made from one side of the bin where different items are mixed in the bin.

- Estimate of the quantity has to be as accurate as possible so that little material is left over in the bin after delivery.

INDENTING OF STORES

DOs

- Description and specification should be clear, and complete.
- Double check the rates indicated as the estimated rate or last purchase rate before signing the indent. Furnish basis of this rate i.e. last purchase order No. & date, quantity and source.
- Indicate the estimated or last purchase rate in figures as well as words.
- While approving quantity on indents, ensure that the quantity is fully justified in relation to the asset(s) for which the procurement is to be made.
- Indicate quantity, both in figures and words on indents.
- Avoid over indenting of items.
- Approving officials/indentors should mention name and designation clearly on the requisitions.
- To plan procurement of stores in advance considering lead-time of procurement & supply.
- Genuine likely suppliers should be certified by the indenting officer.

- Past successful supplier should invariably be mentioned.
- Ensure availability of funds certification on the indent.
- Ensure Indent vetting wherever required before submission to stores department.

DON'Ts

- Do not fail to attest corrections in quantity, last purchase rates, estimated rates, description of an indent.
- Do not issue a proprietary article certificate for any item, unless you are fully and personally satisfied about it. Please note that the issue of a proprietary article certificate attracts personal responsibility.
- Do not submit more than one indent for the same item in short intervals.
- Do not submit non-stock indents for stock item except under special circumstances recording the reasons for the same.
- Do not generate artificial inflated demands.
- Do not split quantities and place frequent demands.
- Do not furnish names of fictitious/non-existent vendors.

LOCAL PURCHASES

DOs

- Critically examine the reasonableness of rates and record the reasons for accepting a rate. The lowest rate may not be a reasonable rate.
- Local purchase register of sources to be maintained
- Do account free material if received under various schemes for sales promotion etc.
- Do maintain close liaison with indentors and appraise the progress of supply against Local purchase at various stages.
- Do maintain the record to show that the tender have been dispatched by Post or delivered by hand.
- Do furnish last purchase particulars (purchase order number, date, firm and rate) or the market survey rate (name, address, date of market survey and rate and if possible standard price list details) with the requisition.
- Ensure that the Genuine OEM authorization certificates are enclosed with the offer wherever applicable.

DON'Ts

- Do not issue a tender enquiry unless the existence of the firm has been checked.
- Do not turn-down the proposals for Local purchase without giving clear reasons.
- Do not procure prohibited items
- Do not split quantities or place frequent demands.

RECEIPT OF MATERIAL

DOs

- Check the delivery challan immediately on receipt of material & compare with purchase order for correctness of the material in quality/quantity.
- Any shortage/discrepancy if found intimate the firm and purchase officer immediately.
- Check the packing condition before taking delivery whether requiring any open delivery.
- If it is door delivery ensure that material being delivered pertains to you or not.
- When the supplies are rejectable, ensure that the rejection memo reaches the supplier within the stipulated time of (45 days for DGS&D contract and 90 days for Railway orders). If inspection is delayed, then it may not be possible to achieve this target.
- Maintain DMTR daily.
- Post the entries first in DMTR and then to the concerned ledgers and not vice-versa.
- Check accountal of stores periodically & maintain all accounting properly.
- Write correct description of the material including its history in the ledgers.
- Identify the correct material and present the same during inspections
- Clarify the discrepancy if any found during the check itself.
- Ensure prompt & proper accounting of material after conducting quantity checks.

- Shelf life items should be monitored regularly to ensure serviceability.
- Do check the MRP of the product on the pack with the PO rate.
- Ensure updation of ledgers/Bin card when ever any transaction takes place.

DONTs

- Do not accept any material without proper inspection.
- Do not accept a supply pre-inspected by agencies like RITES, DGS&D, RDSO etc. without checking the seal and the supporting inspection certificates.
- Do not mix-up contractor material with the department material.
- Do not delay in the accountal of material without any proper reason.

3.7 PERSONNEL

DOs:

- Conduct surprise checks in your jurisdiction to detect unauthorized/misuse of Railway Quarters.
- Keep watch on employees unauthorizedly absenting and take appropriate disciplinary action them to maintain discipline and reduce workload on other employees.
- Keep watch on employees who have taken Vehicle, Computer Advances and recover entire advance amount with interest in one installment, if they fail submit required documents within a period of one month.
- Get qualification certificates verified before offering appointment to the candidates.
- Display updated position of CG appointment applications regularly duly indicating the stage at which the case is pending on Railway Website for the benefit of applicants and avoid their exploitation by unscrupulous people.
- Keep watch on tour programmes of employees working under your control and take appropriate action to minimize expenditure on TA/DA.
- Follow all the instructions and clarifications given while considering applications for Children Education Allowance.

- Obtain nomination forms for payment of PF, CGEGIS, Gratuity etc. from all employees and preserve them safely to avoid delay in settlement dues.
- Ensure periodical transfer of staff working in sensitive posts.
- Take prior permission from competent authority before acquiring immovable property.

DON'Ts

- Do not sign penalty order without signing the relevant entry in SR.
- Do not issue privilege passes and PTOs without verifying family composition details given by the employee.
- Do not pay Transport Allowance to the employees remaining on leave/sick/absent continuously for more than 30 days.
- Do not operate un-sanctioned posts (both revenue and work-charged).
- Do not keep DAR cases pending for long time and finalize them within prescribed time limits for the benefit of the employee so that he can be relieved of tension and get his promotions etc. without any delay.
- Do not set objective type questions having multiple answers in Departmental Selections.

- Do not allow any employee to continue in service beyond the age of superannuation. Prepare retiring employees' list well in advance and circulate them to all concerned.
- Do not process settlement cases without verifying nomination form given by the employee.
- Do not forget to intimate Railway Administration about acquiring movable property within one month of acquisition.

3.8 TRAFFIC

DO's- MASS CONTACT AREA:

- Keep the Money Value Books under lock and Key.
- Keep the imprest cash in small denominations of coins and notes.
- Make sure of using double sided carbon for issue of BPTs,EFTs,Parcel Way Bills.
- Keep sufficient stock of Printed Tickets /Ticket Rolls/Money Value Books on Hand.
- Avoid overwriting and alterations.
- Ensure proper Documentation.
- Declare Private cash in figures and words in Prescribed Register/Rough Journal and also in UTS/PRS terminals etc.,before start of your duty as per rules.
- Keep the standing order book updated and acknowledged by all the staff.
- Deposit cash at the end of the shift with Station Master/ Commercial Supervisor under clear acknowledgement.
- Ensure proper entries in all the relevant registers under the approval of competent authority.
- Ensure immediate proper endorsement on wrongly dated/non-issued tickets in booking / reservation office.

- Check of special cancellation register by supervisor daily even if there is no cancellation in booking/reservation.
- Continuity statement is to be checked minutely by supervisor.
- Ensure self attested copy of ID while accepting requisitions for booking in Tatkal.
- Ensure Proper H/O and T/O of cash in DTC register.
- Ensure entry of Non-Issued, Cancelled tickets and Special cancellation in the appropriate registers.
- Always keep the Bans and Restriction Register up to date in goods shed.
- Ensure proper forwarding note correctly filled in at the time of booking of consignment.
- Ensure correct weighment, rating, routing and scale while booking the consignment.
- Alert of offensive/banned commodities with incorrect declaration of contents.
- Ensure booking of consignment not before / after official business hours to particular parties without valid reasons.
- Observe priority of consignment
- Ensure loading as per carrying capacity of SLRs, AGCs & Parcel Vans.

- Examine the consignment and issue parcel way bill/Goods invoice with no delay
- Be observant to become aware of mis-declaration by the consignor.
- Ensure weighment of a goods rake before at in-motion weigh bridge to realize railway dues for all loose/non standard bags and at least 5% in case of standard uniform bags
- Ensure entry in delivery books and obtain signature of consignee without fail.
- Verify the inward RR produced for delivery for its genuineness and dues if any.
- Ensure recording of Loading / Unloading timings.
- Be prompt to write the movements in time in the rough journal (ticket Checking)
- Ascertain that all dues from passengers as per existing rules in force and issue of EFT immediately duly obtaining the signature of the party (ticket Checking)
- Do prepare EDR in three copies and submit accordingly (ticket Checking).
- Ensure ID of Tatkal, E- Ticket and for all reserved passengers

DON'Ts – MASS CONTACT AREA:

- Do not use single sided carbon to prepare BPT's, EFT's, Parcel Way Bills, Goods invoices etc,
- Do not mix up private cash along with Railway cash.
- Do not fail to keep Tariffs and circulars up to date.
- Do not keep cancelled journey tickets on hand without proper cancellation.
- Do not adjust excess in booking towards the payment of shortage of booking.
- Do not issue mismatched tickets.
- Do not make any special cancellation without the knowledge of supervisor
- Do not book any consignment against Bans and Restrictions unless authorized by competent authority.
- Do not deliver the consignment without checking the declared contents, re-weighment & re-measurement etc.
- Do not fail to make entry in the unloading tally book/delivery book to enable fictitious claims.
- Do not fail to maintain priority register.
- Do not deviate the priority for allotting rakes/wagons.
- Do not delay in issue of RR after completion of loading, weighment wherever required of rakes and collection of due freight.

- Do not manipulate in recording timings of Goods Rake Placement and Release etc.,
- Do not affect the delivery of the consignment before collection of all due charges, including under charges, if any.
- Do not fail to obtain signatures of the consignee in the Delivery Book.
- Do not desert nominated coaches and occupy seat in other coaches.(Ticket Checking)
- Do not fail to check the travelling authority whenever required, especially in case of NRF tickets, Tatkal tickets and E-tickets.
- Do not fail to mark N/J for the berths not joined by the passengers and allot them to the RAC passengers as per priority.



Go ahead. Take it, sir ! There's nothing wrong.
Even in foreign countries they take bribes !





**The war
against corruption
is the mother of all wars**



Responsibility educates



Action is eloquence



Honesty is the richest legacy



Integrity has no need of rules



Conscience is the oracle of God



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