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SOUTH CENTRAL RAILWAY

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पी.के. श्रीवास्तव
P.K. SRIVASTAVA



भारत सरकार
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 congratulate the Vigilance Department in bringing out the 47th issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week being observed from 27th October, 2014 to 1st November, 2014.

I am sure that the case-studies brought out in this booklet will be found useful by the working managers and employees in avoiding common pitfalls. The Vigilance Department has also taken initiatives to publish "DOs & DON'Ts" to serve as a useful guideline for day-to-day working of senior supervisors and officers to avoid mistakes.

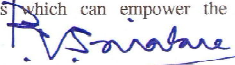
The theme for this year's Vigilance Awareness Week is "*Combating Corruption – Technology as an enabler*".

South Central Railway has been taking initiatives in the application of information technology to interact with its stakeholders and bring in transparency and accountability.

- E-procurement, e-auction and e-reverse auction have already been implemented in the Stores Department.
- Procurement of medicines through e-procurement has also been established which has resulted in receiving competitive offers and cost saving to the organization.
- The customer interface has greatly improved through use of social websites (facebook) and providing train running information to sub-urban passengers in Hyderabad area through an android based Mobile Phone application (HYLITES).
- The PRS systems have been upgraded by IRCTC for speedy e-ticketing.
- The complaint redressal mechanism has been greatly enhanced by making use of mobile technology. Our customers can SMS their complaints/suggestions on dedicated Mobile Number.
- The Railway operations, both freight and passenger traffic, are being monitored 24X7 on FOIS and COIS respectively.
- Live status of supplier/contractors' bills is available on the Railway Website.
- Approval status for granting way leave facilities / crossing of overhead lines and permission for erection of private structures has been introduced on the website.

This Railway shall continue in its efforts to be a progressive and transparent organization to adopt information and communication technology in more areas which can empower the stakeholders and set high ethical standards.

Secunderabad
Date: 21.10.2014


(P.K. SRIVASTAVA)
GENERAL MANAGER



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



MESSAGE

During the course of Vigilance Awareness Week 2014, and through the year that follows, the focal point of pursuit across all governmental organization is going to be ***"Combating Corruption . Technology as an enabler"***

I do hope that the yeoman effort put in by South Central Railway in publishing this special - edition journal bears fruit, and that its circulation results in enhancing sensibilities, attracting widespread participation in the awareness campaign and, ultimately, catalyzing the evolution of innovative ideas and implementation strategies aimed at furthering the role of technology as an enabler of IR's thrust at corruption mitigation.


(Kundan Sinha)
Adviser(Vigilance)
Railway Board.

सुनील कु. अग्रवाल मा.रे.या.सं., एनडीसी
अपर महाप्रबंधक

Sunil K. Agarwal IRTS, NDC
Additional General Manager



दक्षिण मध्य रेलवे
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MESSAGE

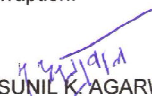
The theme for this year's observance of Vigilance Awareness Week is 'Combating Corruption – Technology as an enabler'.

Railways have been pioneers in using information technology in mass contact areas, in train operations, accounting practices, workshop management etc. for over five decades. There are still a lot of areas intra-departmental and inter-departmental where use of technology can bring about greater transparency, accountability, timely detection of common mistakes and awareness raising among the employees.

The Vigilance Department through its investigations has been bringing about the need for system improvement through the use of technology for achieving the larger objective of a corrupt and hassle free system for stakeholders. In the last 2 years, 23 system improvements have been implemented in diverse areas such as Finance, Medical, Engineering, Stores, Commercial, Electrical, Mechanical, S&T and Personnel Departments as a result.

I am sure that case-studies and DOs & DON'Ts presented in the 47th Vigilance Bulletin will be found useful by managers and senior supervisors at all levels.

Let us work together to make use of technology to fight corruption.


(SUNIL K. AGARWAL)
Additional General Manager

गजानन माल्या

GAJANAN MALLYA

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.

दिनांक Date



FOREWORD

In the current year the Vigilance Department has taken several initiatives for spreading awareness through conduct of Seminars at Headquarters level, Divisional level covering all 6 divisions, Workshop level covering 3 major workshops and 7 field level / individual department level Seminars. The participation included field supervisors, assistant & senior scale officers in charge of field units, branch officers, ADRMs & DRMs, and SAG officers at Headquarters. Level. Over 30 case studies have been presented by Vigilance Officers specialized in their respective fields to highlight common mistakes being made in the day to day work and how to avoid them.

With the initiative of the Vigilance Department 23 system improvements have been implemented covering all major departments.

Since January '14 and upto August '14, 1070 preventive checks have been conducted in which irregularities have been noticed in 679 cases i.e. 63% of the cases. 10 decoy checks have been conducted in which 6 cases were successful. Two CTE type Inspections have been conducted.

Keeping in line with the theme for the Vigilance Awareness week, this Railway has kept upto date data pertaining to Vigilance Cases in the IRVIN system. Weekly meetings for review of Complaints, Checks and DAR Cases are paperless.

The Vigilance Bulletin -47th Issue is an outcome of the work done during the current year. Some articles of general nature and some actual case studies have been included. I hope the case studies shall be found useful by the Managers and field level supervisors. The DOs and DON'Ts, compiled in a bilingual form in easy-to-read format are also included. These have been issued separately in A3/A4 formats and are well received by the field supervisors and officers. Efforts to issue DOs/DON'Ts in more work related areas shall continue.

I convey my appreciation to the entire team of Vigilance Department, South Central Railway for bringing out this Bulletin.

Secunderabad
Date: 21.10.2014

Gmallya
(GAJANAN MALLYA)
Sr. Deputy General Manager

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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

ARTICLES ON VIGILANCE MANAGEMENT

40 Ways of embezzlement

**- Gajanan Mallya
SDGM & CVO/SCR**

Chanakya had said in Arthashastra

“ Just as it is impossible to taste the honey or the poison that finds itself at the tip of the tongue, so it is impossible for a government servant not to eat up, at least, a bit of king's revenue. Just as fish moving under water cannot possibly be found out either as drinking or not drinking water, so government servants employed in the government work cannot be found out (while) taking money (for themselves).”

He had identified 40 ways in which government servants can fraudulently appropriate funds for their own use. These 40 ways are popularly known as '40 ways of embezzlement' and are found to be relevant even in today's context. Almost any case of corruption in Government would fit into these 40 headings. The headings have been classified into broad categories for ease of understanding in the present day context.

Realisation:

1. Realising afterwards what has accrued earlier.
2. Realising earlier what is to accrue later.

Works/Contract Execution:

3. Work / contract / projects that are to be carried out are not carried out.
4. Work / contract / projects that are not to be carried out are carried out.
5. Work / contract / projects that are carried out are made out as not carried out.
6. Work / contract / projects that are not carried out are made out as carried out.
7. What is carried out a little is made out as much.
8. What is carried out much is made out as little.
9. One thing is carried out while another is made out as carried out.
10. What is carried out from one source is made out as from another.

Payments:

11. What is to be paid is not paid.
12. What is not to be paid is paid.
13. Payment is not made in time.
14. Payment is made ahead of time.
15. A little paid out is made as much.
16. What is overpaid is made out as little.
17. One thing is given while another is made out as given.
18. What is paid to one is made out as paid to another.

Receipts:

19. What is delivered into treasury is made out as not delivered.
20. What is not delivered into treasury is made out as delivered.

Procurement / Outsourcing:

21. Products / Services for which price is unpaid are delivered.
22. Products / Services for which price is paid are not delivered.

Stores:

23. Stocking of goods is made out as distribution of goods.
24. Distribution of goods is made out as Stocking of goods.
25. An object of high value is replaced with that of low value.
26. An object of low value is replaced with that of high value.
27. The price is raised (while delivery/buying inventory).
28. The price is reduced (while delivery/buying inventory).

Manipulating Time Period:

29. The year is made discrepant as to months (perhaps this is not so possible now as we now follow the Gregorian solar calendar whereas ancient Indians followed lunar calendar).
30. Month is made discrepant as to days (perhaps this is not so possible now as we now follow the Gregorian solar calendar whereas ancient Indians followed lunar calendar).

Discrepancies:

31. Discrepancy in source (of funds/ income).
32. Discrepancy in head (of funds / income).
33. Discrepancy in labour (salary / headcount of labour).
34. Discrepancy in performance.
35. Discrepancy in sum total.
36. Discrepancy in quality.
37. Discrepancy in price.
38. Discrepancy is weighing.
39. Discrepancy in measuring.
40. Discrepancy as to container vessels.

* * *

Use of Information and Communications Technology against Corruption

- B. Vishwanath Eerya
Dy Chief Vigilance Officer/Engineering

All over the world citizens are fighting back, using information and technology to shine a light on fraud and bribery, and to blow the whistle on corrupt practices. There is a broad consensus that Information and Communications Technology (ICT) have the potential to make a significant contribution to the fight against corruption. By facilitating the flow of information between government institutions, between government and citizens, as well as among citizens, new technologies can promote transparency, accountability and civic participation

There are numerous ways in which ICTs can trigger positive change by reducing the asymmetries of information between public officials and citizens; limiting the discretion of public officials; automatizing processes, cutting out intermediaries and reducing red tape and bureaucracy.

Lists of the possible areas in which ICTs can help combat corruption and improve transparency:

- **Automation**, which can reduce the opportunities for corruption in repetitive operations.
- **Transparency**, which can help reduce the room for discretion;
- **Detection in operations**, to identify anomalies, outliers and underperformance
- **Preventive detection** through monitoring of networks and individuals;
- **Awareness raising** to empower the public and inform it about its right to resist arbitrary treatment;
- **Reporting**, to create complaint channels that can lead to concrete action and help punish violations and close loopholes;

- **Deterrence**, by disseminating information about reported cases of corruption;
- **Promoting ethical attitudes** through public engagement and online discussions.

Challenges and limitations

In spite of its potential, the use of ICTs for anti- corruption is not a magic bullet. The realisation of its full Technological innovations to identify and reduce corruption potential depends on political, infrastructural, social and economic factors. Significant challenges in terms of internet access, confidentiality, and costs related to the implementation of ICT solutions remain to be addressed Political environment the prerequisite for the success of ICT solutions is an enabling political environment that promotes and protects free speech. This conflicts with the experience of many countries, in which governments have made efforts to control the development and use of ICTs.

Potential for misuse ICTs can be used and misused for social mobilisation. In a one of countries case study of the presidential election crisis illustrates how digital technologies can serve as catalyst for predatory behaviors such as ethnicity-based mob violence. There is also a risk of ICTs being misused by undemocratic governments for control.

Conclusion:

- Technological innovations to identify and reduce corruption, there are multiple ways in which ICTs can contribute to identify and reduce corruption and improve transparency;
- Technology innovations can be used by governments to improve the efficiency and transparency of public administration and to better communicate with and provide information to citizens;
- It can also be used by citizens and civil society to raise awareness about the issue of corruption, to report abuses, to collect data and to monitor government activities;

- The use of ICTs to fight corruption has increasingly served as an avenue to bring the tech community closer to activists and civil society.

In many countries, a broad range of initiatives have been successfully implemented in the last decade as reflected by the examples below:

- ICT for reporting- Reporting & mapping bribery and petty corruption, reporting electoral fraud.
- ICT for monitoring- Access to information, Budget monitoring, Monitoring of political life, social services, judiciary and illegal logging.
- ICTs for data collection.
- ICTs for campaigning, social mobilisation and citizen-to-Govt. interaction.

* * * * *



WAYS TO COMBAT CORRUPTION IN INDIAN RAILWAYS

**- O.V.Suresh Kumar,
Dy.Chief Vigilance Officer/S&T**

Corruption, broadly speaking, is deviation from morally, ethically, socially or legally prescribed behavior. In the context of a business organization, it is misuse of official position for private gain. There are several forms of corruption such as inducement, unlawful use of power, moral perversion, lack of integrity, among others. There are officials who work for self aggrandizement or image building, force customers / contractors to meet their travel bills generated out of unbridled wanderlust, pursue hobbies at great cost to the organization and seek undue and larger than life visibility through actions that are, not surprisingly, appealing and populist, but detrimental to the overall interest of the organization. These behaviors are also examples of corruption.

Prevalence of corruption reduces productivity, increases costs and hits the reputation of the organization hard. In organizations where the corrupt thrive the honest lot will be compelled to lead an apologetic life and get de-motivated.

Today two forms of corruption – petty and systemic, bog down Indian Railways. There is corruption in buying, selling and in all most all the other activities of Indian Railways.

Indian Railways are a unique organization with staffs positioned at widely spread out locations including remote areas and under difficult working conditions. On account of unwieldy spans of control the effectiveness of supervision in Indian Railways is very limited. This increases scope for corruption.

Temptation of individual functionaries and permissiveness in work culture breeds corruption in an organization. Being alert and watchful of the activities of various functionaries of the organization, encouraging healthy activities and curbing

corrupt practices, therefore, become a vital role of the management.

Providing quality service to our customers in a transparent and efficient manner will go a long way in enhancing public faith in Railway Administration. Our endeavour for rooting-out corruption from our organization will succeed only with the active cooperation of all Railway Personnel.

Corrupt practices adversely affect the image of the Railways in the eyes of the rail-users and general public. Leakage of revenue damages the economy and slows down the development process. We, in the Railways are, therefore, unwaveringly committed to the war against corruption.

It is the responsibility of each and every Railway Officer and staff to ensure that the laid down rules and guidelines are strictly observed in their day-today working.

Each organization should think of curbing the scope for corruption by addressing at strategic and tactical level by proper policies, rules, regulations and guidelines. At the operational level, internal Vigilance along with executive should monitor and give feedback for strategic and tactical corrections for preventive action.

The vigilance action can be broadly categorized into the Preventive, Corrective and Punitive modes.

Preventive Vigilance is by conducting Awareness Seminars & Training Programmes to the Officers & staff. Information articles have also been written & circulated, to avoid committing mistakes in the official working. Corrective action is by suggesting System Improvements and DOs and DONTs on various aspects of the functioning will also help everyone in day to day working. Further, leveraging of technology should be utilized

at global level for effective monitoring and transparency. Information Technology should also be utilized for combating corruption. Punitive vigilance is by conducting checks, fixing responsibilities and giving punishments to the culprits.

We should aim for changing organizational features that allow the corrupt to survive and corruption to eat in to the vitals of the organization. Indian Railways should immediately launch a drive to overhaul its image that it provides jobs with other income. The buying and selling functions of Indian Railways should be redesigned immediately to eliminate scope for corruption. The scope for delays in administrative procedures should be rooted out.

By tackling the areas listed earlier, it is believed that the corruption can be contained, if not eliminated and the Indian Railways can be freed of the scourage of corruption to a large extent.

* * *

A philosophical approach to corruption free life

**- K. Bala Subrahmanyam,
Dy. Chief Vigilance Officer (Accounts)/SCR**

If any human being is able to derive enjoyment/satisfaction with what he gets lawfully probably there should not be any scope for corruption. By nurturing good qualities of humane by way of teaching in schools, brought up by parents and inculcating by the humans themselves, a positive framework of mind can be developed which will lead to happiness with the available resources.

In the early ages itself Goutham Buddha told “Desires are root cause for all the ruins”. This point is aptly addressed towards Bureaucrats / Government servants, if taken in right spirit. As it goes by Abraham Maslow’s theory of hierarchy of needs, every person first wants food and shelter. Once achieving these, they will be thinking of recognition i.e., in one form position in the society. After getting the position say an officer he would like to be recognized by the society by way of living or quantum of wealth he possesses. This stage of need will be first step towards ruining of the person if not carefully acted upon.

One should remember that there are 120 crores of population in India. Everybody is living somehow or the other. Instead of comparing ourselves with a person who is financially above us, if we compare ourselves with a person who is deprived of the benefits what we have; it will lead to lot of satisfaction and ability to live within the available lawful resources.

There is a fine gap between need and greed. Every greed appears to be a need if free flow of money is available or with particular need is available free of cost or by sponsoring through an outsider. For example, when you go outside for a tour, everybody expects to have a four-wheeler. On the face of it, it may appear it is a dire need but if critically and carefully observed, there are so many other possible solutions with lesser cost like bus, share auto etc. If one is happy with his available resources, he can be comfortable even with shared auto or bus for any transport. If there is a possibility of somebody sponsoring this

dire need, mind will always expect a comfort i.e., a four wheeler or a car. On the spur of the moment, if it is sponsored by an outsider say a contractor or supplier, it appears to be right at that point and this becomes a need and should have to be fulfilled. Next time again when a tour is planned, 4-wheeler will be a need and one may tend to see the avenues of it. In case it is not possible within the lawful means he will be tempted to recourse to some other means like corruption. Subsequently, it will become a basic need. If this type of greed is controlled at the beginning stage itself, there will be no point of the greed becoming a basic need at a subsequent stage.

One more danger in any human life is comparison. Preferably one would tend to compare himself with a better-off than a deprived. There will be many times temptations towards rich habits. An officer in a sensitive post will be lured by many people who are having work with him. The possibility of getting tempted is much more than controlling. Further, if one starts comparing himself with a richer person than him, every greed appears a basic need and he will be tempted towards corruption. To start with it appears to be an enjoyment or an effortless way of earning money.

Like being told in olden days if the money comes effortless one will try to spend it like water. He will be tempted towards costlier things and if they are unfulfilled even with the available unlawful resources, he will be tempted to go for extortion / forcible demand. This will be the heights of his ruining. Once this type of people are caught up by the anti-corruption agencies like Vigilance or CBI, they come to reality. By that time, the damage will be done already. By virtue of their attitude towards others, preferably nobody would come forward to help them. Then they will strive for minimum love and affection which they will not get at all. The same love and affection what they expect can be achieved by a dignified and descent way of living with available lawful resources what keeps a person happy, unquestionable and authority to spend without any fear. They can face any consequences in their way of working with a confidence and fearlessness, which was given by the integrity levels they maintain.

Corrupt man appears to be very happy as the money comes effortless. Persons who take money routinely will take that day also at the time of a raid by CBI or Vigilance. Within no time the position will be toppled. Nobody respects him. Once this tainted image comes on him, the effect will be long lasting sometimes may be generations to go. It is preferable to have a simple life with dignity instead of a richer and luxurious life without self respect. Lawful resources give always peace, confidence from heart to heart.

Our great philosophical Bhagavadgita brought out these aspects of living and personality of the people. The verses 62 to 64 of Chapter - 2 are reproduced below:

ध्यायतो विषयान् पुंसः संगस्तेषूपजायते ।
संगात्सञ्जायते कामः कामात्क्रोधोऽभिजायते ॥ ६२ ॥

The meaning is – While contemplating the objects of the senses, a person develops attachment for them, and from such attachment lust develops. Once lust is developed, anger arises once the lust is disturbed or the desire could not be fulfilled. When we go further,

क्रोधाद् भवति सम्मोहः सम्मोहात्स्मृतिविभ्रमः ।
स्मृतिभ्रंशाद् बुद्धिनाशो बुद्धिनाशात्प्रणश्यति ॥ ६३ ॥

The meaning is – Once anger comes, delusion arises, and from delusion bewilderment of memory (loss of rationality and consciousness). When memory is bewildered, intelligence (Sense) is lost, and when intelligence (Sense) is lost, one does not know what he is doing, then falls down (by committing wrong steps) and perish (ruin). The way out is not to have attachments. The same is told as under:

रागद्वेषविमुक्तैस्तु विषयानिन्द्रियैश्चरन् ।
आत्मवश्यैर्विधेयात्मा प्रसादमधिगच्छति ॥ ६४ ।

The meaning is – One who can control his senses by practicing the regulated principles of freedom can obtain the complete mercy of the Lord (i.e. happy state of mind) and thus become free from all attachment and aversion.

Thus, by practicing simple way of living any government servant can lead a happy life and can eradicate corruption from within.

* * * *

INTERNAL CORRUPTION

- D. Narasinga Rao
Dy.Chief Vigilance Officer/Traffic/SCR

Corruption is the abuse of entrusted power for private gain. It hurts everyone who depends on the integrity of people in a position of authority.

Basically Corruption can be broadly classified in to two categories viz., Internal & External. The Internal Corruption is in between the Employees, whereas the External Corruption is between the Employee and an Outsider. Of these two, Internal corruption is considered to be more serious in nature as this will cause unrest among the employees and loss of faith in the organisation.

Of late cases of Internal corruption is in increasing trend, which is not good to the Organisation. To quote a few instances of Internal corruption:

- (i) Two employees working in Personnel branch of a Division and in a Field unit respectively have informed one of the employee working in the field unit that, he is having only a few days of LAP & LHAP to his credit as the employee will be superannuating in another two months. Hearing this news, the employee immediately went to Personnel branch and enquired with the dealing clerk who maintains the leave account. It was informed by the employee that he was having sufficient leave to his credit for encashment purpose at the time of superannuation but the 'P'branch clerk has informed that he is having only a few days leave to his credit for encashment purpose. After some time it was informed to the employee that leave in his credit will be enhanced to the leave required for the purpose of full leave encashment provided he pays a huge sum to both the personnel branch clerks. Despite repeated requests with

both the 'P' branch clerks for updating the leave account, they have not updated the leave account. Since no action is being taken by the 'P' branch clerk for updating the leave account without payment of the demanded amount, the employee approached Vigilance branch for redressal of his grievance. A decoy check was planned and the employees were caught while demanding and accepting the demanded money for the said purpose.

- (ii) In one of the Health unit, the staff demanded a lumpsum amount for handing over the Medical examination certificate to the employee. Based on the complaint received from the employee, a decoy check was planned and the staff was caught while demanding and accepting the amount from the decoy. Such checks were made in other Health units also, wherein staff were in the habit of demanding amount for handing over the medical certificate. The checks were planned and staff were caught while demanding lumpsum amount for issuing the medical certificate to the concerned employees.
- (iii) In a Field unit, the employee approached the Personnel clerk to issue No Objection Certificate for releasing the property documents. The clerk has agreed to issue the NOC provided the employee gives him a lumpsum amount. The employee repeatedly requested the clerk to issue the NOC without paying any amount, but this was not acceptable to the clerk. It was clearly informed to the employee by the clerk that unless the demanded amount is paid, no action will be taken to issue NOC. Aggrieved with the action of the clerk, he approached Vigilance branch for necessary action. Accordingly a decoy check was planned and the clerk was caught while demanding and accepting the demanded amount.

(iv) This is a case where a clerk in a Field unit demanded a lumpsum amount for processing the Travelling Allowance bills & reimbursement of Tution fees of an employee. The dealer has refused to process the bills without receiving the demanded amount. The employee has sought the help of Vigilance branch in solving his problem. A decoy check was planned and the clerk was caught while demanding and accepting the demanded money for the said purpose.

Reducing corruption is not easy, especially in the large Organisation like Indian Railways. However, implementing effectively a few practices mentioned below will help the Organisation reduce risk and also create competitive advantages that perpetually benefit both business and society.

Anti-corruption - strong part of Organisation Culture:

If ethics and anti-corruption is not incorporated into the Organisation culture then the Organisation will have a limited chance of successfully combating corruption and bribery. The top management should take responsibility for the implementation of ethical policies in the Organisation, involvement at every level, with visible and sincere actions and messages from top management, is critical to deterring corruption.

Training:

Training of employees by communicating Organisation policies helps reduce corruption. It is important that employees understand the Rules & regulations and the harsh consequences – dismissal – related to violations. The classroom anti-corruption training gives in depth practical advice on how to act in different situations, with examples from the real life. These experiences not only motivate training but also can become important examples in the training itself so that mistakes are not repeated.

Update and Inform:

Update Rules & Regulations especially related to the working and in general about the Organisation and inform employees in order to keep corruption issues top-of-mind. The changes in the Rules and Regulations are required to be communicated to the employees in a proper procedure for effective functioning. Any changes shall be known to the employees in time under clear acknowledgement to ensure proper implementation and accountability.

Transparency:

This will help to reduce corruption and bribery. The policy of Transparency in making information relevant to the working and in general about Organisation to be available in Organisation's website. Though some of the relevant information is available for the benefit of employees, it is not known to all the employees, as all are not accessible to the information published in website resulting in some staff falling prey to the unscrupulous elements. The Organisation should concentrate more on internal transparency and educate employees on Rules & regulations in general about Organisation through internal discussions and frequent seminars.

Awareness:

Raising awareness on proper implementation of Rules & Regulations and Irregularities being committed helps reduce corruption. If the Organisation doesn't ensure proper dissemination of information to the employees relevant to their working, the allowances /benefits and in general about the Organisation and make aware of the happenings, the Organisation is at a higher risk of internal corruption and bribery.

A proper system has to be developed for raising awareness internally in order to confront corruption and bribery. This can be achieved to some extent provided awareness among the staff is raised through meetings , publications etc. Sharing stories of success can also be a potential competitive advantage.

Efforts are being made by Vigilance branch, especially in the areas of Training & Create awareness among the staff by delivering Lectures on Vigilance matters on a regular measure in Training institutes and conducting Seminars with case studies in a systematic way in the Divisions and also at major units where large number of field staff of different departments are available at one place. Apart from this, common Irregularities being committed by staff have been analysed and leaf lets of DOs & DON'Ts were made aspect wise. Already a few attractive leaf lets showing DOs & DON'Ts of some departments have been distributed to field staff and divisions for their guidance and useful in their day to day working. This is well appreciated by the staff as it is helpful in preventing the irregularities being committed by them.

Apart from the efforts being taken by Vigilance branch in preventing corruption, the Executives who are also Vigilance officials by themselves shall put some more efforts in enlightening the staff about the consequences to be faced in the event of committing irregularities. This will certainly help the employees in preventing the irregularities. Lastly it should be the endeavour of every individual working in Railways to see that every effort is made in reaching the goal of reducing Internal corruption by taking appropriate steps to ensure that the updated information reaches the staff in time so as to benefit both employee and the Organisation.

Corruption and its impact on Nation - An overview

- By S. Naveen Kumar
Chief Vigilance Inspector/Accounts

Corruption can be defined as dishonest and fraudulent conduct by those in power, typically involving bribery for personal gain. In other words, it can be reiterated as a spiritual or moral impurity of deviation from an ideal. Corruption may include many activities including bribery, embezzlement, etc. In Government or political scenarios corruption occurs when an office holder or other Government employee acts as unbecoming of public servant in an official capacity receives bribe for personal gain.

Corruption is found to be one of the direst consequences of the poor governance system. It is characterized by lack of both transparency and accountability. Corruption diminishes infrastructural and financial investment entailing hindrance to economic growth coupled with human development. It also limits access to basic social services as well as increase the cost of its delivery. It is one of the most prominent factors responsible for poverty and unequal distribution of wealth in the society. Corruption negatively subverts the financial system and undermines the legitimacy of the state. Thus corruption is anti-poor, anti-development, anti-growth, anti-investment and inequitable. Nation has to pay a high price for its development, if corruption is not controlled though not eradicated. Adverse effects of the corruption on growth have been statistically corroborated from cross country data. Based on corruption rankings data assembled from the business and international communities, in seventy countries, finds a significant negative association between the corruption index and the rate of investments and economic growth.

The catastrophic effects of corruption on our public life are clearly evident to all of us. We all wish to live in a corruption free society, which is evidently becoming delusional. While there are adequate laws to punish the corrupt and agencies to investigate and prosecute the culprits, what is lacking is the

WILL to come forward and fight corruption at all levels. Corruption is becoming an accepted part of life today. However it is one of the main factors standing in the way of higher standard of life for the common man. The problem therefore is who will bell the cat? While the investigative agencies can act on complaints given by common man, there is an urgent need in the fight against corruption. Ultimately corruption can be eradicated only if the civil society **WILLS** it so.

Role of Vigilance and common man in combating Corruption

In India, there are various Vigilant organizations such as Central Bureau of Investigation (CBI), Anti-Corruption Bureau (ACB), Central Vigilance Commission (CVC), Vigilance departments in all Central and State Ministries, etc. to stringently check and curtail corrupt practices by displaying specific telephone and mobile numbers, at their respective websites and at every Government offices, situated National/State/Headquarters/Divisional/Unit level, for receiving complaints from the common man. For internet savvy users, these details are retrievable at Google website's search engine within seconds. Vigilant organizations on behalf Central Government are expected to play important role in arresting corrupt practices and embezzlements through their routine checks as prescribed by Central Government. The intention of the Government is to bridge the gap between common man and Government without involving middlemen, and to act as redressal machinery in solving the public grievances.

Despite of many vigilant organizations in place, the common man is also expected to play his vital part of role in arresting such corrupt practices. To combat corruption, all it takes for a common man, (1) to be more vigilant with general awareness of rules, regulations, laws etc,(2) feel more ethically responsible as citizen of the nation and (3) to raise voice against such social evil by lodging a complaint in writing or a phone call, or by texting SMS informing Vigilant organizations about the evil practices in vogue. Without support and co-operation of a common man, even vigilant organizations single handedly cannot

arrest evil corrupt practices and embezzlements. Infact common man is more powerful and capable than Government, in bringing the dynamic changes in the society by resolving social, economic and political impediments.

Vigilant organizations conduct various preventive and decoy checks, untiringly striving to arrest corruption, scams, embezzlements. Although vigilant organizations cannot completely eradicate these social evils from the grass root level but by acting as punitive Vigilance, certainly can curtail the same to some extent by the punishing the culprits involved in such heinous activities. The effect of these stringent punishments on culprits invariably has the psychological impact and cascading effect on society, as it inculcates fear in the minds of other culprits for a longer period. In this context, it will be not out of place to mention that even person giving/encouraging the bribe is also a culprit on par with person who is receiving it. So it is imperative for a common man to be more inclined and discourage giving bribe at the first instance itself.

Government, on the other hand, is continuously striving to eradicate the corruption at all levels through various stringent policies, enacting scrupulous anti-corruption laws. Government endeavor to adapt leveraging of technology, which is the needs of the hour, to promulgate **e-governance** to plug loopholes and arrest bottlenecks in thrust areas where corruption is likely to be sustained. All that Government expects from the common citizen to be part of its system and abide by the laws enacted against raise a voice against social and economic evils.

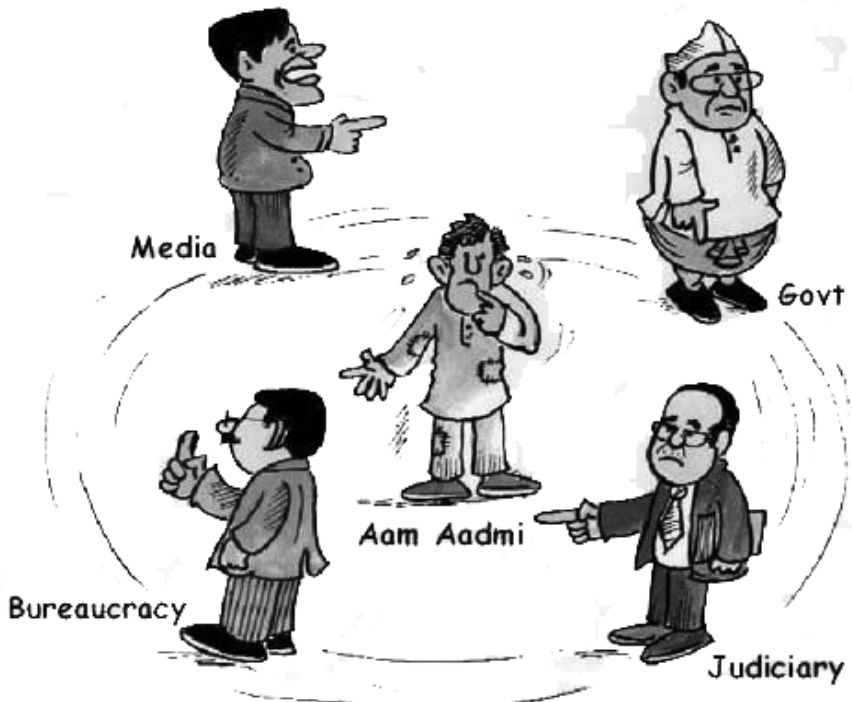
Government through Central Vigilance commission observes vigilance awareness week in October/November on the eve of birth centenary celebrations of the iron man of India, Sri Sardar Valla Bhai Patel. Motto of this week is to spread vigilance awareness, by conducting seminars, skits, essay writing competitions, printing brouchers of Do's and Don'ts at work front, placing banners in the offices with slogans, inspiring quotes on anti-corruption and ethical values at the work place, releasing vigilance bullein etc.

Endeavour of Vigilance organization is to impart awareness among employees to adopt best suitable practices, suggest system improvements for better accountability and transparency and use of leverage of technology in the work culture. On Railways, Vigilance organization conducts preventive and decoy checks impartially advice disciplinary action on the culprits based on facts and documentary evidence collected during the course of the investigation. All complaints are registered and closed after thorough examination. Thorough investigations are also conducted based on circumstantial evidence or verifiable facts available in the complaint. Progress of the Preventive checks conducted and status of registered complaints are updated in Indian Railway Integrated Vigilance Information Systems (IRVINS) web enabled RDBMS portal, which monitored centrally at Railway Board.

Let us unitedly join hands with Government to combat corruption, strive to build a corruption free society and contribute our eloquent wisdom and vibrant energy towards overall socio-economic and political growth of the nation.

* * * *

Who is Corrupt ?



Be the Change You want

SOME POINTS FOR ACTION PLAN IN YOUR UNIT TO CONTROL CORRUPTION

— Ch. Shiva Kiran Kumar
Chief Vigilance Inspector/Mechanical

As an executive officer there are many things one can do on his own initiative without requiring further delegation and control corruption in his office. The following small steps will contribute a lot in creating an atmosphere in which an honest person will like to work.

- Clarify the role of all subordinate and display it for the benefits of customers
(both internal and external).
- Give more importance to competency and hard work than any other things like being taken care of when you visit the unit.
- Increase perks to the extent you can and recommend out of turn promotion of the honest and hardworking employee best there output in relation to the targets assigned to them.(how many of us assign target to our sub ordinate in due consultation with them).how do we expect positive work culture to flourish in a system of performance evaluation, which is non transparent. The note available at the end of ACR form clearly prescribes it but we choose to ignore it and go on evaluating the staff in around about manner. Due to this, the difference between hardworking staff and staff surviving on other consideration gets blurred. Once this happens many of them are tempted to adopt corrupt means.
- Give reasonable independence to the anticorruption machinery after ensuring there proper staffing and accountability.
- Install a system which has inbuilt provision for rewarding the honest within your competency. There is tendency to distribute awards to everybody at the end of the year. It should only be merit based.

- Ensure total transparency in the office and give targets for activities where delays breed corruption. Also take up staff where they fail to achieve the target without proper justification.
- Adopt a participative style of leadership to know your people and things happening around you closely rather becoming a dreaded prisoner of your chamber.
- Be generous in pardoning those who commit bonafide mistakes occasionally but be harsh to those who do so deliberately or repeatedly. “chalta hai culture” is very dangerous.
- Conduct regular reviews and simplify all outdated procedure which may cause delay and hence corruption after following the procedure prescribed for the same. However same requires patience on your parts such things do take time.
- Utilise all your skill of DAR to get rid of the hard-core corrupt persons even if requires taking help of vigilance / CBI but do it quickly before they overpower you as thus you have to master this kill.
- Discourage extravagance and avoid such gatherings which show money power.
- Try to cut short all delays to avoid people trying to get benefit out of turn by corrupt means.
- Promote high level of commitment with the organisation in your employees by rewarding those who demonstrate it and by first counselling and punishing those ignore it repeatedly.
- Be a role model yourself.
- You cannot expect the things from others, which you cannot do yourself.
- Ensure dissemination of reliable and correct information to the users / customers to create trust.

- Ensure prompt response to the customers from your employees by close monitoring of the grievance/ complaints and counselling and then taking up the employees who default in this or give wrong or causal reply. If the grievances are taken care of, the corruption will decrease.
- Train your staff in job related competencies to avoid avoidable mistakes by the staff and resultant harassment of the customers and also quick finalisation of cases by them thus cutting the delays .you have to conduct continuous Training Need Analysis (TNA). This will keep vigilance away.
- Ensure full accountability of your staff towards customers (internal/externals) and do not tolerate any laps on this account.
- Promote courteous behaviour by your staff by counselling the staff and punishing those who have decided to ignore your advice.
- You must understand your customers need and plan for your services accordingly so that there is no corruption on this account. It is well known fact that shortage of goods/ services is prime cause of corruption. Therefore while framing future expenditure plan keep this in view.
- Try to promote healthy interpersonal relation amongst the staff to control corruption as it is very important to understand that normally employees do not take money in a group environment.
- Sprit of accommodation discourages corrupt behaviour therefore please develop it in your staff.
- Lack of timely communication breeds corruption and as such communication should be improved.
- As already indicated above, planned settlement of grievances reduces scope of corruption be tough with staff keeping applications etc. With them without due acknowledgement

to the employees concerned and without proper registration the office staff normally wishes to create an atmosphere of total non transparency in the office to enhance their own value and make money. Do not permit it.

- Create a feeling of fear of punishment in the corrupt employees by ensuring prompt and exemplary punishment to those found to be indulging in corrupt activities and caught by vigilance / CBI etc.
- Lack of in depth inspections by the officers lead to failure in detecting fraudulent / irregular activities in failed units , which is due course turn into rackets to stop therefore conduct in depth inspections of your office as well as the failed units regularly and with due surprise occasionally.
- You must know the sensitive areas of your unit and also the probable modus operandi of corruption and should have watch over various activities.
- Develop a system to get intelligence about use of discretionary powers and also keep watch over officers / staff found deviating from rules and regulations frequently without proper reasons.
- Ensure rotational transfers to contain linkages and also to avoid complete dependability on some staff in administrative matter. Nobody should be allowed to become indispensable to the organization.
- Encourage ethical behaviour by the staff by setting your own example.
- Keep effective watch over asset built up with approving proposals for according permissions to acquire new assets by officers.
- Ensure prompt finalisation of DAR cases by following the ex-party procedure in case of non-co operation by COs as delay breeds corruption ensure that no procedural mistake is committed in DAR process.

- Maintain adequate liaison with vigilance department so that help can be taken when needed. You must realise that constructive understanding and frequent interaction with vigilance will enable you to put your view points before them more effectively.
- Tell your staff to have respect for rules and competencies / delegation and get sanctioned for the competent officer. Do not take short cuts and be in trouble. However in emergent situation post facto sanctioned should be taken fully justifying the circumstances under which an official took a decision for which he was not competent to take as per current delegation.
- Deviation to rule require speaking reasons on file and anybody reviewing the decision should be able to know that deviation has been done is administrative interest. An officer is not expected to remember the reason for this decision after long gap of time.

* * *

HUMAN TRAITS AND VIGILANCE

Various human traits are listed below under 'positive traits' and 'negative traits'. If these traits are taken note and acted appropriately, there should be little scope for vigilance cases to arise.

Positive Traits	Negative Traits
Attentive	Biased
Authentic	Callous
Balanced	Careless
Careful	Conceited
Conscientious	Conniving
Farsighted	Deceitful
Frugal	Dishonest
Honest	Greedy
Logical	Ignorant
Methodical	Immature
Practical	Indecisive
Professional	Irresponsible
Punctual	Lazy
Realistic	Materialistic
Responsible	Narrow-minded
Selfless	Selfish
Sincere	Thoughtless
Thoughtful	Unscrupulous



"Don't worry! I take bribes like all the other government servants! Otherwise, the Government will suspend me for conduct unbecoming of a government servant!"

CASE STUDIES

CASE STUDIES (Traffic)

1. Non levy of Haulage Charges on Empty BLC / BLL Container Flat wagons when moved for TXR Examination

As per extant rules Haulage charges are leviable on BLC / BLL rakes owned by PCOs as under:

- * When Loaded / Empty Containers are moved.
- * When BLC / BLL flat wagons are moved with or without containers.

As there was ambiguity in levying the haulage charges on movement of empty BLC / BLL container flat wagons when moved to base depot for TXR examination, Railway Board has clarified that the haulage charges shall be levied on such movements and it was clarified that it will be the responsibility of the Container operator to ensure that the flat wagons are moved to base depot before expiry of the BPC.

During a preventive check in one of the Container Terminals, it was noticed that even after receipt of clarification from Railway Board, staff working at the terminals have not collected haulage charges on Empty flat BLC / BLL wagons when moved to base depot for TXR examination. After vigilance check these charges are being collected by the staff.

Similar checks were conducted at other container terminals and found that haulage charges were not collected at those terminals also. Undercharges of ` 2 crores approx. were raised and advised Divisions to realise the same at the earliest.

2. Reckoning of Wrong Placement Time at Coal Siding

As per extant rules when ever empty BOXN rake is placed on the loading line the following procedure is adopted.

- * In case of availability of Indent, the placement time is reckoned from the time of arrival of the rake on the loading line.

- * In case of non availability of Indent, the placement time is reckoned from the time of Indent registered.

During the Preventive check conducted at one of the coal sidings, it was noticed that details of operating placement and commercial placement for the rakes loaded from the particular siding are not available. On perusal of the records, it was noticed that the loading commencement time is treated as Commercial placement time, despite the fact that placement of rake as well as time of indent are much earlier to the loading commencement time. This practice is followed in the siding for quite a long time and has been stopped only after the subject vigilance check. Based on the variations in the timings noticed between the time of Indent / arrival of the rake on to the loading line and commercial placement time recorded, demurrage charges and shunting charges have been re-worked out for a period of one month which has resulted in to undercharges of ` 9 lacs approx.

In order to assess the total undercharges to be levied on account of reckoning the rake placement timings wrongly, Division concerned was advised to undertake a review of the past records and re-work out the demurrage and shunting charges and advise the realisation details to Vigilance at the earliest.

CASE STUDIES (Stores)

1. Surprise Check on Scrap Delivery

Surprise check was conducted on scrap delivery in one of the Stores Depots. The lorry in which scrap was loaded was intercepted outside the gate of the Depot and got all the material unloaded and checked.

As per the delivery order, delivery of 1400 kgs. aluminium boring was to be given, but in the lorry total 1726 kg. material was found. It consists of the following items:-

1. Aluminium boring - 1536 kgs.
2. Aluminium Plates and Fan blades - 79 kgs.
3. PVC copper cable – 90 kgs.
4. Brass items - 21 kgs.

When the witnessing officials were asked about the contents, they stated that electronic weighing scale was giving problem and aluminium plates and fan blades were added to arrive at delivery order quantity of 1400 kgs. But, when Vigilance Team re-checked with same weighing machine and other weighing scale, it is found that there was no problem with the electronic weighing scale as claimed by the witnessing officials. For the availability of copper and brass items in the lorry, the witnessing official stated that the purchaser/labour hoodwinked them since they were attending two deliveries simultaneously and without their knowledge, PVC cables and brass items were loaded. The witnessing officials were taken up under Major Penalty action under DAR.

2. Scrap Check on delivery of scrap Tie-Bars

Delivery of Scrap Tie – Bars was in progress in one of the P-way Units when Vigilance carried out surprise check. Four lorries were loaded and fifth one was in progress. A sample of 45 Nos. was drawn and the average weight worked out to 8.55 kg. per tie bar whereas adopted weight in survey sheet of the tie-bars being delivered was 6.55 kgs. Hence, further each

20 tie bars was taken from each lorry and average weight was found to be as under:-

Lorry No.	Average Wt.
AP29TA 2847	7.75
AP03 U 9441	7.00
AP 03 X 4984	8.50
KA 34 A 0552	5.75

Further, it was found that description of the material was mentioned as Tie bars 90 R (MG). Actually, they are tie-bars converted from BG to MG which is clear from the thickness of the tie-bars and cotter holes on the tie-bars. During the investigation, it was found that only one tie bar was taken from each stack and the average weight was worked out whereas JPO No.1/2006 calls for weightment of 10 tie bars for each lot in the survey sheet. Thus, certification given in the survey sheet by SSE and the concerned Executive (XEN) that weight has been arrived through representative sample is not substantiated and sampling was not properly done to represent the lot. It is also certified in the survey sheet that test check is done but during investigation, concerned officer could not evidence the details of test check.

Further, it is observed that standard weight of the item was not mentioned in the survey sheet in the prescribed column. The concerned officials during investigation stated that since they were converted tie bars, the standard weight is not applicable and hence was not mentioned. They further claimed that by oversight they mentioned description as MG tie bars instead of describing as converted tie bars from BG to MG. After the vigilance check, there was saving of 30.22 MT valuing ` 8.89 lakhs from the delivery of similar lots in the same place.

All the concerned officials responsible were taken up under DAR.

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CASE STUDIES (ENGINEERING)

1. Irregularities in execution of safety related track agreements

During vigilance check conducted in one of the division over the works of “proposed safety related track works it was observed that the work was awarded to the agency with a completion period of 12 months. The scope of the work consists of maintenance of track work in entire ADEN sub-division involving two SSE.PW sections. It was observed that both SSEs have recorded measurements for the work done in their respective jurisdictions and concerned ADEN was found to have conducted test checks. After the technical check by the concerned SSE/ Drawings, bill was passed and payments were made to the contractual agency.

However on scrutiny of the concerned file ,MBs & records it was noticed that one of the SSE has recorded a qty of 12182 nos and another for a qty of 706 nos vide “ fixing of fish plates “ item for CC-2 bill. Similarly, another schedule item “clearing of rail head ballast” was recorded for a qty of 34000TRM and 23000 TRM respectively. Further the item of “ closing of ballast in tamping zone” was recorded by both the SSE/PWAYS equal to the qty of clearing of rail head ballast item i.e. 57000TRM.

The item of “picking up of slacks” was recorded for a Qty of 24600 TRM for CC-1 and for a qty of 14300TRM for CC-2 by one of the SSE/P.way. For the same item, another SSE/ p.way recorded for a qty of 21229TRM in CC-1 totalling to a Quantity of 60129TRM. Further, this total quantity of 60129TRM recorded by both the SSEs were multiplied as they have attended 2nd round of packing in the same location and qty recorded as 1,20,258TRM.

The other item of “Fixing of Rubber Pads“ was recorded for an amount ` 2,22,502/- duly accepting the material supplied from the agency. The record measurements recorded by one of the SSE/P.way was cancelled by himself after test check by ADEN.

In this contest vigilance has investigated all the concerned files / documents and clarifications were obtained from the concerned ADEN, SSE/P.WAYS & SSE/Drawings and concluded that the following major irregularities were committed by the above officials:

Irregularities:

It was observed that the measurements were recorded for the “fixing of fish plates” by SSE/p.ways for a Qty. of 12182 nos & 706 nos and payment was arranged to the contractor based on ‘nos’. i.e. “each fish plate as a number” instead of “each joint as a number” (as per SSR (p.way) 18060300 correction slip no.2 dt 08.3.2007) resulted into payment for an inflated quantity of 6444 joints which were not eligible.

The measurements were recorded for both items of “clearing of rail head ballast” and “closing of ballast” as they were operated for same quantity” i.e. 57000TRM at same locations. However, the item of “closing of ballast” is required at all machine tamped locations whereas “clearing of rail head ballast” is not required for all the machine tamped locations due to the same reason in the agreement that quantity was kept as 195000TRM/ 75000TRM for the Items of closing of ballast and removal of rail head ballast respectively. Hence the quantity recorded for payment for the item of “removal of rail head ballast is “AMBIGUOUS”.

Measurements recorded for item of “PICKING UP SLACKS by both the SSE/p.ways were ranging from 100 to 800 mts , per each kilometre in total 60129TRM. Further, at the bottom of the summary they have endorsed that “all locations were packed 2nd time also **on the next day of 1st round of picking up of slacks**” and the quantity was multiplied with “2” and recorded as 1,20,258TRM, and payment made.

The item picking up of slacks “no manual/circular provision is available for attending 2nd round packing of picking up slacks on the “next day “ of the “1st round picking up of slacks” . Hence the quantity of 60129TRM was recorded by SSEs resulted into an INFLATED Qty.

The measurements recorded for the item of “supply and fixing of rubber pads” by SSE/pway without confirming to suitability and specification of IS 1891 (part-I 1994) and submission of test certificates by agency was pointed out by vigilance.

The record measurements recorded by one of the SSE/pway was cancelled by himself, after test checking by concerned ADEN, without proper reasons and remarks is a violation of rules under engg.code para 1324.

FAILURES OF OFFICIALS:

SSE/PWAYS are responsible for recording INFLATED measurements.

Concerned ADEN is responsible for test checking the inflated measurements.

SSE/ drawings in division failed to notice the inflated measurements and responsible for violation of rules and ensuring test certificates.

At the instance of Vigilance check, an excess amount of ` 14,99,555/ towards inflated measurements has been paid to the contract agency and the same was advised for recovery from the agency.

2. Irregularities in execution of murum blanketing work

During a vigilance investigation conducted in one of the divisions of the SC Railway, it was observed that an earthwork agreement was awarded to the agency for a value of ` 29, 35, 402.70 with a completion period of 03 months. The schedule of agt. consists of two NS items in sub-schedule-B2 i.e. 1) NS-1- Earth work in formation with contractor's own earth = 10,000 cum; Rate awarded = ` 105.11/cum (base rate of ` 73.50/ Cum + 43%). And 2) NS-2- Providing blanketing on formation with suitable materials like moorum up to a depth of 1000mm = 4000 cum; Rate awarded = ` 280.28/cum (base rate of ` 196.00/ Cum + 43%). A variation was processed duly surrendering exg. NS-1 item for earth work with COE and it was

proposed to execute the entire formation/embankment with blanketing material under item no. NS-2. This variation was approved by competent authority

It was found that the initial levels of the work were recorded by SSE/Works in a note book and not test checked by concerned ADEN. SSE/Works recorded measurements for the CC-I bill on 22-07-2010 for NS2 item of earth work in embankment with blanketing material and for a quantity of 7912 Cum (lump sum) and ADEN initialed in MB as test checked on 06-10-2010. The technical check over the measurements was carried out by SSE/Drg and bill was passed on 11-10-2010 for an amount of ` 22, 17, 575/-.

During the course of investigation it was observed that SSE/Works submitted one soil sample to SML/SC for testing the suitability of the same as blanketing material; vide a letter dated 31-05-2010. Further it was noticed that sample test report was not available with SSE/Works office. Hence as noticed from the relevant dates, it is established that the work was commenced without receiving the result, subsequently result was found to be negative i.e the soil was found to be unsuitable as blanketing material with 28% of clay and silt contents as against acceptable limit of 5% for plastic fines, and measurements were recorded and payment for moorum blanketing work was made to the contractor under CCI bill recorded in MB. The said test report/certificate of experiment of SML/SC which was found unsuitable for blanketing material was collected on 20-10-2010). During the vigilance check, three soil samples were collected in the presence of SSE/Works. Out of the three samples collected, two samples were found unsuitable for blanketing work, when tested at SML/SC with 57% and 48% of fines content respectively as against acceptable limit of 5% for plastic fines) Remaining one soil sample was tested by dividing it in to four samples and tested in the presence of ADEN, SSE/Works and VI/Engg/SC during 18-04-2011 to 20-04-2011. The results of these samples were also found unsuitable for blanketing work with percentage of fines as 38%, 35%, 35% and 34% respectively against maximum limit of 5%)

Further it was also found during the check that SSE/Works has not ensured availability of compaction testing equipment at site and stated that he has not conducted any field compaction tests the equipment was not available with him.

During the same check, the drain work executed under the same officials supervision was subjected to check and it was found that SSE/works recorded CC1:3:6 concrete item in foundations for a thickness of 0.14m and for a length of 237.57m. However no foundation concrete was available below the UCRS masonry walls of the drain when checked at five locations.

The officials concerned by recording initial levels in ordinary note book and not ensuring test check of levels, before commencement of work is found to have violated stipulations of ESO no.51/2008. By accepting un-compacted and unsuitable blanketing material for earth work in embankment th the officials have violated RDSO guidelines-GE-1. And by recording of non-existent work of concrete the concerned officials are responsible for causing loss to railways by favouring contractor with an undue financial benefit.

Thus as result of vigilance check the concerned officials i.e. ADEN, SSE/Works & SSE/Drgs were made responsible for the irregularities noticed and further recoveries for an amount of ` 13,85,984/- lahks, duly classifying the unsuitable blanketing material as contractor's own earth (COE)&an amount of ` 78,842/ towards inflated measurements of concrete were advised.

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CASE STUDIES (S&T)

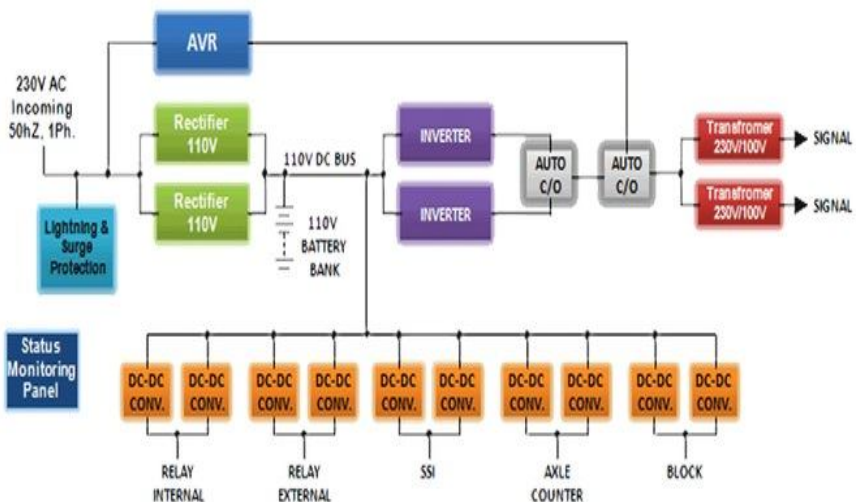
CASE STUDIES ON WORKS CONTRACTS & STORES DEPOTS OF S&T AND ELECTRICAL DEPTs – ITS CORRECTIONS

- Sri O.V.Suresh Kumar, Dy.CVO/S&T

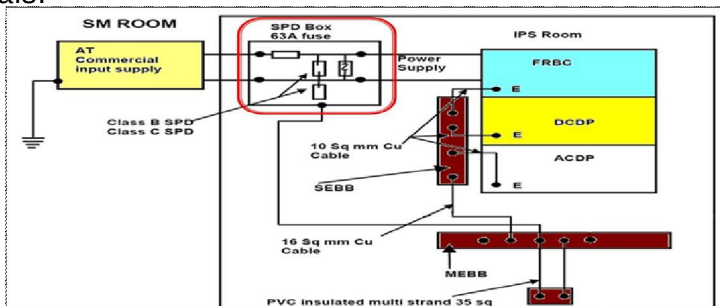
- I) In Indian Railways, for Works Contracts close monitoring is required to achieve the quality of the works. Supervisor has to carry out regular inspections and Officer has to do the proper test checks. Otherwise, there are chances of irregularities during execution of works. Following irregularities were noticed during Preventive Checks on Elec and S&T Departments:

1) Irregularities in Surge Protection Equipments:

In one of the divisions, 6 IPS were commissioned along with panel stations. Here surge protection arrangement is a part of IPS commissioning. 2.5 lakhs value of Surge Equipments & cables are to be supplied & commissioned along with IPS.



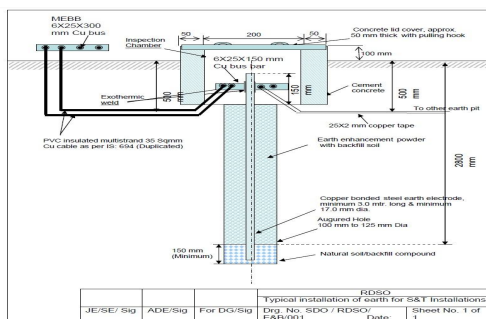
During panel commissioning, all 6 IPS were installed & commissioned. But LP/SPD was installed at one station, but not wired. At remaining 5 stations, SPDs were not supplied / installed. But payments were made to contractor. After Vigilance check, Surge equipments were installed & commissioned at all 6 stations. DAR action was initiated against the responsible officials.



2) Irregularities in Maintenance Free Earthing Works:

Maintenance free earth consists of earth enhancing compounds, earthing rods, dual connecting cables at Locations and copper strips at Relay Room ring earths. In one of the Divisions 125 Nos. of MFEs were installed during 2014. During Vigilance check, it was noticed that at 21 locations, RITES holograms are not there on the compound bags and for these installations Earth resistance value is more than 1 Ohm. At 7 stations, earth chambers not provided as per the RDSO Drawing and earthing rods are corroded at 12 locations.

For these lapses, 3 lakhs charges were recovered from the contractor for faulty installation and DAR action was initiated against responsible officials.



3) Irregularities in Electrical Contract Works:

Elec/Con. unit awarded a work of 25 KV traction substation for a value of ` 6.73 Cr. M/s.EMCO supplied 3 Nos.of 21.6/30.24 MVA traction transformers and got the payments. But in the PO, there is a condition that as per RDSO spec., supplier has to supply 10% of spare insulating oil along with transformers.

During Vigilance check, it was noticed that 4950 litres of spare insulating oil (10%) was not supplied by manufacturer, which was costing to ` 2.72 lakhs. The amount was recovered from the contractor and DAR action was initiated against the concerned staff.

4) Irregularities in Comprehensive Maintenance & POH of AC coaches:

A value of ` 6.7 Cr. Contract was awarded in SCR for Maintenance of Roof Mounted Package Unit (RMPU) of 363 AC coaches & POH of 756 AC coaches at 11 primary units & 2 workshops for a period of 3 yrs. For under warranty AC coaches, Equipment shall be arranged by railways through OEM and Contractor will replace all defective parts including compressors. And for out of warrantee AC coaches all defective parts shall be replaced by the contractor except compressor (cost of supply & replacement of one defective compressor with new one is ` 19,836/- warrantee is for 24 Months).

During preventive checks at Depots of SSE/AC/KCG, CWM/LGD & CRS/TPTY, the following irregularities were noticed:

- a. Contractor not deployed supervisors for the past 8 Months. But Railway officials not imposed any penalty.
- b. No registers were maintained for new Equipments.
- c. Identification markings like painting, tagging etc. are not being followed while installing new Equipments.
- d. Not monitoring the under warranty failures. No proper reporting mechanism to HQ.

After Vigilance recommendations, an amount of ` 1.5 lakhs was recovered from the contractor for non availability of the Supervisors and DAR Action was initiated against the Rly officials.

Further, Vigilance Dept., suggested the following system improvements to Mechanical & Electrical Depts., for effective monitoring of the under warrantee failures:

- i) *Registers should be maintained for all new installed Equipments at all field units / sheds with complete details i.e., Name of supplier, Cost of machine, PO/ Agt No., Equipment receiving date, Date of commission, Due date of expiry of warrantee etc.*
- ii) All the defects occurring in the machine during the warrantee to be recorded.
- iii) Repairs carried out by the manufacturer and replacement details are to be recorded in a separate register.
- iv) Status of new M&P received and status of equipment failure under warrantee is to be reported to the HQ's through PCDO.

Same was accepted by Mechanical & Electrical Dept's and issued proper guidelines to the field units.

II) In Indian Railways, Centralized Stores Depots are dealing with lot of material transactions, which are being utilized for the major installations and routine maintenance. These high money value materials are being procured through Purchase Orders/ Works Contracts and will be distributed to the field units for execution of works. Proper Monitoring of the material transactions is required to avoid the manipulations/ irregularities.

Following irregularities were noticed during Preventive Checks on various Stores Depots of Elec and S&T Departments:

1. Irregularities in stores depot of Elec Unit:

- A) In a check on stores depot of one of the Electrical units, it was noticed that Daily Material Transaction Register (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 ` 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 Para-10824 of AC Traction Manual (ACTM) 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.

In this regard, CEE/SC had once again reiterated the instructions to the filed units to ensure departmental verification of stock and also conduct checks at officer level to prevent discrepancies.

- B) In another check, it was noticed that Consignee Inspection materials are being taken into DMTR without Invoice / Delivery Challan and Officer's Inspection Certificate.

To avoid malpractices, a system improvement was suggested by SCR Vigilance and CEE/SCR had issued instructions to the field units that –

- i) Consignee materials should not be taken into DMTR without Invoice / Delivery Challan and Original Equipment Manufacturer (OEM) Test certificate.
 - ii) Concerned officers should test check the material and sign on the inspection certificate
 - iii) For major installations approved samples of consignee inspection materials should be preserved for future reference till completion of work.
- C) In one of Elec Stores, it was noticed that Residual Current Circuit Breakers, which were not specified in the tender, were taken into account in place of Earth Leakage Circuit Breaker.

To avoid procedural lapse, a system improvement was suggested by SCR Vigilance and CEE/SCR had issued instructions to the field units that Technical advancement is regular in Elec Equipments. If any technical advancement of equipment noticed at later stage of the agreement, particular schedule item shall not to be operated and latest version equipment is to be proposed as Non-schedule item as a variation duly studying the financial implications.

2) Irregularities in stores depot of S&T Units:

- a) During Preventive check, it was noticed that Consignee inspected materials were accepted by the stores in-charge & taken the material into DMTR, without Inspection Certificate and Company Invoice. DAR action was initiated against concerned Supervisors.

As per the CSTE/SC 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, in addition to the Inspection Certificate. Without invoice certificate, inspection certificate shall not be signed by the ASTEs / DSTEs.

- b) In one of the S&T depots, it was noticed that Copy of the DMTR was not being sent to the divisional office for the last 11 months, which leads to malpractices. DAR action was initiated against the concerned supervisors.

In-charge Supervisors are personally responsible for the stores in their custody and satisfy themselves that the DMTR and the ledgers are being correctly posted. As per Para-6.15.7 of Signal Engineering Manual (SEM) Part-I, they should initial the DMTR 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.



Case Studies (Accounts)

1. Irregularities in Mechanized Cleaning contract works at station

Preventive check was conducted on agreements and related bills pertaining to Mechanized cleaning contract at Railway stations in one of the Divisions of the South central railway.

Clause in LOA stated that electrical energy charges will be recovered at the flat rate based on usage of machines. Flat rates were to be fixed by Sr.DEE/M.

The work commenced on 16-12-2011. SSE/M/Elec came to know about this clause only when contractor approached him with a copy of the LOA, during first week of March 2012, and gave permission to contractor to use the electrical points. However SSE/M/Elec could correspond with Sr.DEE/M vide his letter 25-07-2012 only, i.e. after a period of 04 months. He stated that he had to initially observe the hourly usage and number of deployment of machines by the contractor during this interim period. When the proposal was sent to Divisional Head Quarters, at Sr.DEE/M's office SSE/Drawing, in January 2013, made an estimate of 3 phase connection which is completely irrelevant and extraneous to the proposal sent to him. No billing was done until April 2013. Recording of Meter readings commenced only from April 2013. These readings were also observed to be in irregular pattern. There were huge variations in consumption pattern.

Investigation revealed that electrical charges were not recovered from the on account bills till the date of Vigilance check i.e. 19-02-2013. There was no communication between SSE/M/Elec and Sr.DEE/M's office as regards intimation of consumption of electrical units/ fixing of uniform charges and rising bills on contractor. At the instance of vigilance check ` **2,81,613/-** was recovered from on account bills.

The following employees, who could not submit tenable reasons for their misconduct of their duties, were taken up under DAR.

1) Health inspector

- a. Failed to ensure recovery of electrical charges from the running bills though he was aware of clause of the LOA.
- b. Failed to inform SSE/M /Elec of the station in writing about the usage of electrical points by the contractor as he unilaterally allowed the contractor to use the same
- c. Failed to intimate SSE/E/M of the station and CMS of the Division, in writing stating that contractor was using electrical points but electrical bills were not forthcoming to enforce recovery from running bills.

2) SSE/M/Electrical

- a. Failed to monitor the unauthorized usage of electrical points by the contractor w.e.f.31-12-2011, as he claimed that he is not aware of the usage of electrical points by contractor until first week of March 2012 i.e. until the contractor approached and showed him the copy of LOA.
- b. Portrayed laxity to chase up with Sr.DEE/M to ensure flat rate of electrical charges are fixed by Sr.DEE/M and seek bills towards electrical energy charges duly intimating the same to HI to recover the amount through the running bills

3) SSE/Drawings who prepares estimate at Sr.DEE/M

- a. Failed to conduct his duties by not preparing the estimate of flat rate of electrical charges though he received the letter from SSE/E/M dated 25-07-2012. He erroneously prepared an electrical estimate of 3 phase electrical connection and advance electrical consumption charges for 3 months (as a general practice), which was irrelevant to the conditions stipulated in the LOA issued by CMS and

were not in line with the letter sent by SSE/E/M which categorically stated about the details of machines being used on hourly basis.

- b) He prepared estimate for machines used for other estimates without taking the cognizance the SSE/E/M letter dated 25-07-2012.

4) Head clerk who raises electrical bills at Sr.DEE/M

- a) He allowed meter readers to enter meter readings in the ledger which is in his custody and billed accordingly, without understanding the uneven consumption patterns.
- b) Portrayed laxity in not recognizing the irregular pattern of consumption of units from (0-250 units) and bringing it to the notice of SSE/M/Elec and appraisal of Sr.DEE/M.

2. Irregularities in reimbursement of Tuition Fees

Based on source complaint, Vigilance investigation was conducted at the ADEN's office of one division. The gist of the complaint is that fake claims by staff whose children are not studying, are being admitted.

During the course of investigation, RTF claims of all employees of the unit were verified. Around 9 such RTF claims for the year 2013-14 were randomly selected. Prima facie it was noticed by the CVI/A that claims were fake since

- (i) Principal/headmaster's signature was found on most of the tuition fee bills. Generally principal/headmaster does not sign the tuition fee bills.
- (ii) Colleges issuing bills towards cost of uniform and text books note books. Generally college do not bill for cost of text/note books except study material for which reimbursement not permissible.
- (iii) Same handwriting was observed on the RTF application as well on the tuition fee bills.
- (iv) Serial number on the bills mismatching with date of bills issued.

In view of the above said irregular parameters, to check the veracity of RTF claims, CVI/Accounts conducted inspections at schools/colleges whose children of the employees, claimed to have been studying. On inquiry with headmaster and principal concerned, it was revealed that children were not even bonafide students of school/college and tuition fee bills and bonafide certificates were not issued by the school/colleges respectively, principal's signature was forged, rubber stamps of school/college's principal and round seal were fabricated. School/college authorities were requested to certify in writing about the same and they eventually obliged.

Based on the certification by School/college authorities, employees were questioned, instantly 9 employees confessed and submitted in writing that their claims were fake and willing to refund the amount. They stated that two employees of operating department helped them in writing RTF claims and arranging fake bills. Before calling statements from those operating staff, CVI/A got a doubt that when these two employees can fabricate fake claims for others, there would be every possibility that they would have also claimed RTF producing fake bills and bonafide certificates. Their claims for the year 2013-14 were called for. CVI/A once again inspected respective schools and colleges where children of operating staff claimed to have been studying to verify their veracity of claims.

On further inspections conducted by CVI/A, it was revealed that they were fake claims, as the children of the of one of the employee of Operating department, who claimed hostel subsidy was not a bonafide student and the school was basically a day's scholar school and without any residential facility. This was confirmed by the headmaster in writing. Sample original (cancelled) bills were obtained from principal for documentary evidence duly attested by Headmaster. On further enquiry, it was noticed that the employee claimed RTF claims by producing fake RTF bills from 2009-10 to 2013-14. Estimated recovery towards fake RTF claims for this employee alone is ₹ 2.33 lakhs from the year 2008-09 to 2013-14

Second employee from Operating department whose children were actually bonafide students of the school and college respectively, but he produced additional fake tuition bills along with genuine bills to claim higher amounts since actual tuition fees paid was very less. This was certified by the headmistress of the school in writing Estimated recovery towards fake RTF claims only for 2013-14 is ` 1600/- . Earlier claims from 2009-10 are under scrutiny.

Declarations were obtained in writing by 9 employees of ADEN office. They confessed and admitted that they produced fake bills towards their RTF claims. As on date total fake RTF claims unearthed so far is around ` 5.00 lakhs for the year 2013-14. Earlier RTF claims of these employees from 2008-09 and onwards are under scrutiny. Already it is confirmed that claims by above said 11 employees for the year 2012-13 proved to be fake based on similar parameters.

Original RTF claims of other staff of the same unit were seized for the year 2012-13 and 2013-14 and are under random scrutiny.

Knowing all the bills were called by vigilance, 10 other employees of ADENs office have voluntarily came forward to admit in writing that they have claimed RTF claims for the year 2013-14 by producing fake bills and willing to refund the amounts to Railways. Investigation is under process to check the veracity of earlier RTF claims of these employees from 2008-09 and onwards also will be scrutinized.

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CASE STUDIES (PERSONNEL)

1. Manipulation of Leave Accounts

It was detected during the check of one division on this Railway that the leave accounts of retiring employees have been manipulated to show balances in excess of actual balance, to extend additional pecuniary advantage to the retirees in the form of Leave Salary. The modus operandi is that the leave accounts maintained during the service of the employees are attempted to be recast during the last year of service by opening a new leave card, citing spoilt condition of the original leave account. While recasting, deliberately the periods of leave availed by the employee were ignored so as to show the balance LAP to be the maximum i.e. 300 days. The recasting was done intelligently by selectively ignoring the periods of leave spreading over to a period of 10 years to avoid suspicion. As a result, the retiree who had a zero balance of LAP, was shown to be having the maximum permissible LAP of 300 days. The action which could have resulted in payment of ` 3.5 lakhs, was stopped at the last minute with intervention of Vigilance. Concerned Bills Clerk found responsible has been placed under suspension and action initiated under Major Penalty proceedings.

2. Appointment of ineligible candidate on Compassionate Grounds

In one case, the widow had requested for appointment of her son on Compassionate Grounds and her request was considered favourably. However, a complaint was received by Vigilance stating that the person who was appointed was not the son of the widow but was her son-in-law. On investigation, it was proved that the person who was appointed on CG was in fact, the brother of the widow and that he married the widow's daughter after 3 years of his appointment on CG. On questioning, the employee came up with the explanation that he was adopted by his sister but could not produce any legal document to that

effect. During the course of investigation by the Vigilance, the employee produced a compromise deed said to have been executed between his natural and adopted mothers who happened to be mother and daughter. Any adoption to be recognised is by way of 'adoption deed' and therefore the document produced was not a valid document to recognise the adoption. During Vigilance inquiry, it was revealed that the employee identifies himself to be the son of his natural father for claiming certain benefits from civil authorities like Voter ID Card, Ration Card and also for availing Bank Loans during the years 2010-2013. The facts, thus, establish that for the purpose of claiming appointment on CG, the employee came to be recognised as adopted son and for the purpose of marriage, wanted to be recognised as brother of the widow and for all other social recognitions, wanted to be recognised as son to the natural father. Thus, the appointment on Compassionate grounds was proved to be by fraudulent means. A proper check at the initial stages of appointment or at later stages on receiving the first complaint would have saved an illegitimate appointment. The employee who secured employment through fraudulent means has been taken up under Major Penalty proceedings.

3. Irregular appointment in LARSGESS

In a case, an employee has volunteered to avail LARSGESS by submitting a joint application signed by himself and his son as per the rules prescribed for the scheme. Accordingly, his request was considered accepting his VR with simultaneous Appointment of his son. After two years of the VR/Appt., the ex-employee complained that the person, who was appointed as his son, was in fact not his son but his sister-in-law's son and requested for cancellation of appointment. When the explanation of the person who was appointed as son of ex-employee was called for, he came up with the explanation that his mother is the second wife to the retired employee and that the retired employee had drawn Privilege Passes/PTOs by including him as son. On verification of records, it came to

light that the fact of retired employee had indeed included his sister-in-law's son for claiming the Pass/PTO by declaring him as his son for almost 18 years. Though the services of the person appointed against LARSGESS under the guise of son of the ex-employee were terminated, the administration is contemplating to subject the ex-employee, his sister-in-law and her son to DNA test to prove the paternity and to thwart any attempt of the ineligible person getting favourable orders from a court of law by misrepresenting the facts. The issue highlights an urgent need to have a full proof system to check inclusion of unauthorised persons as family members by employees and availing undue benefits.

4. Irregularities in Sports Quota Recruitment

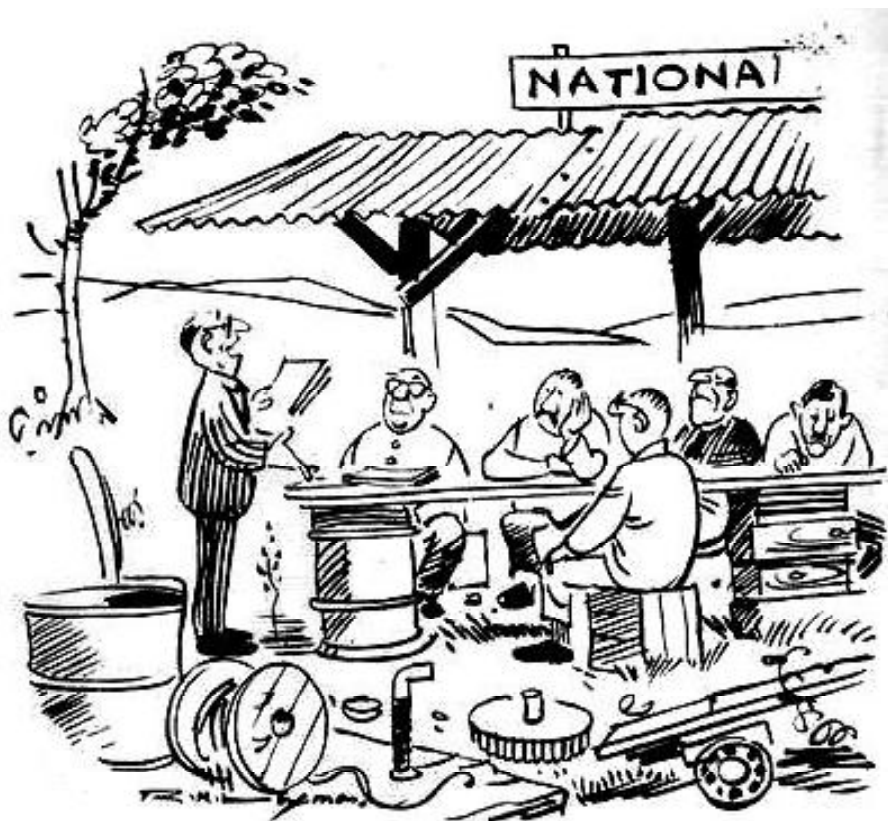
In one of the Sports Recruitments conducted in a division for appointment against the sports disciplines of Weight Lifting and Kho-Kho, the applications received were not properly scrutinised by the Personnel Officer. Though a very limited number of applications i.e. 14 were received, the Personnel Officer has failed to prepare a proper assessment sheet by sorting out the applications in terms of specific category of specific sports discipline. This has resulted in subjecting two candidates for trial in 62 Kgs category while one of the candidate's application was for 56 Kgs category and that the other did never mention the weight category against which he offered his candidature. In another case, a candidate was disqualified for the reason that he was overweight for the applied category while at the same time, another candidate who was on same footing was allowed to take part in the trials. Similarly, for the sports discipline of Kho-Kho, applications were not sorted out according to the playing positions viz., Defender/All Rounder by which the trial committee could not subject the candidates for trials according to a specific field position. All the candidates were subjected to trials together and were recommended for specific field positions as per their performance in the joint trials as against assessing their performance individually by specifically testing their mettle against their area of required expertise. Apart from

the above lapses, it was also observed that there were inconsistencies in awarding marks for the field activities by Trial and Recruitment committees in that one candidate who was awarded with 36.5 marks initially, was later awarded 31 marks. All these discrepancies show that the sports recruitment was not undertaken with the required seriousness and had to be cancelled.

5. Wrong payment of Family Pension

In a case, the widow and minor daughter of the deceased were granted the minimum family pension of ` 1250/- in two equal shares i.e. ` 625/- each in the year 2005. While revising the Family Pension in VI CPC, both the beneficiaries were granted ` 3500/- by applying the minimum Family Pension separately instead of revising the quantum of Family Pension to A decoy check was planned and the clerk was caught while demanding and accepting the demanded money for the said purpose ` 3500/- and dividing the same @ 1750/- in favour of each of them. The same was rectified at the advice of Vigilance, arresting the avoidable leakage of revenue.

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As you all know, since the construction started in 1953 we have been having a series of problems: labour, management, technical, resources, etc. Now the position is slightly better...

DO's & DONT's

