

"गोपनीय" / Confidential/



दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

महाप्रबंधक के कार्यालय General Manager's Office,

मनकना शाखा Vigilance Branch,

मिर्कंदगवाड Secunderabad

तारीख Date: 27 July 2017

No.G.265/V/System Improvement/Tfc

2017/06/01881

CEE, CME, CCM/SC

Sub: Declaration of private cash by AC Coach Mechanics, bed-roll
Staff and On-Board House-keeping Staff - **System Improvement**

During preventive checks conducted in SC Railway as well as in other Railways, it was observed that AC On Board Staff (both Departmental and Outsourced Staff i.e. Bed Roll Supply Staff) are not declaring their private cash, and engaging themselves in activities like carrying unauthorized people by collecting illegal money and carrying un-booked luggage in their Bedroll locker (provided in AC Compartment to store Bed Rolls) for earning extra money. This Kind of practice by AC coach attendants/Bed Roll supply staff is highly irregular. This is leading to many complaints from the Passengers, at the same time; it may jeopardize the safety of the passengers.

As per the Railway Board Commercial Circular No.9 of 2001 issued on 12-02-2001, staff that handle cash and/ or have direct dealing with public are required to declare their Private Cash. Accordingly, all the On-Board staff are required to declare Personal Cash before taking up the duty. If the job of AC On Board services is outsourced (like supplying bedroll, manning of Power Car), the rule for declaring PC is also applicable to the outsourced staff.

As of now, there is no system of AC Coach Mechanic/ Bedroll Supply staff declaring their Personal Cash. To address this issue as a system improvement the following is suggested.

- **For AC Coach Mechanic and Power Car Engineers:** - Since they are already having LOG BOOK with them, an additional column may be added in the Log Book for declaration of Private Cash. Till new books are printed a rubber stamp with columns as - Name, Private Cash, Signature, may be provided.

CEE/SCR may kindly give necessary instructions based on the RB Commercial Circular No.9 of 2001 dated 12.02.2001 to all Sr DEEs, Sr DMEs respectively (Procedure Order issued by CESE/CR in this regard is attached for reference please).

Contd...2..

- **For AC coach Attendants:-** AC Coach Attendants/Bed Roll Supply Staff should maintain register, Train wise, with Following columns:-

Sl No.	Name of Employee	PC Declared	Signature	From (Station)	To (Station)	Signature of Train Supdt./ Conductor

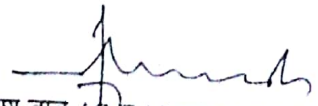
They should declare their PC at train starting Point before taking up the duty and take certification from the Train superintendent/conductor of the train. This should be included as a clause in Bedroll Supply Contract. Train Superintendent to ensure declaration of Private Cash by ACCA/ Bed Roll Supply Staff at train starting point as he is the overall in charge of the coach attendants- as per the CC No-58/2016.

CME/SCR may kindly issue instructions to all Sr DMEs to ensure the maintaining of Private Cash Register by Bed Roll Supply Staff.

CCM may kindly issue instructions to all Sr DCMs to ensure that the ticket checking staff check this aspect i.e. declaration of PC by AC Coach Attendants/Bed Roll Supply Staff. (Letter issued by CCM/CR in this regard is attached for reference please).

This is issued with the approval of SDGM/SC.

Encl: As above.


(एस. रमेश बाबू / S. RAMESH BABU)
उप मुख्य नतर्कता अधिकारी / यातायात/ मिकंदराबाद
Dy.Chief Vigilance Officer/Traffic/SC

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SOUTH CENTRAL RAILWAY

Headquarters office,
Mechanical Branch,
Rail Nilayam,
Secunderabad.
Dated: 10.08.2017.

EnHMCTS/15

IO/SC
EnHM/SC, GTL & NED
IE/C&W/GTL & BZA
IE / HYB , NED & GNT

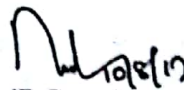
Sub: Declaration of private cash by AC Coach mechanics, bed-roll staff
and On-Board House- Keeping staff.
Ref: Dy.CVO/Traffic/SC Ir noG.265/V/System Improvement/Tfc
dt.27.07.17.

The above referred Dy.CVO/Traffic/SC letter is enclosed, where in
guidelines/instructions, regarding declaration of private cash by AC Coach mechanics,
bed-roll staff and On-Board House-Keeping staff are been advised for adherence.

All the Sr.DMEs/DEnHMs are advised to ensure the maintaining of Private Cash
Register by Bed Roll Supply Staff.

The above instructions/guidelines shall be followed strictly and compliance of the
instructions may be sent to this office with date of implementation for record.

Encl: As above.


(P.Gopal)
Dy.CEnHM/SC

emailed to divisions.

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दक्षिण मध्य रेलवे
South Central Railway



प्रधान कार्यालय/Headquarters office
विद्युत शाखा/Electrical Branch
सिकंदराबाद/Secunderabad.
दिनांक/Date: 27.09.2017

सं. No. E/CESE/Confid/2017

Dy CVO/Traffic/SC

विषय Subj: Declaration of private cash by AC Coach Mechanics, Bed-roll staff
and On-board Housekeeping staff - system improvement - reg.

संदर्भ Ref: i) Your Lr.No.G. 265/V/System Improvements/Tlc Dt.27.07.17.
ii) This office Lr.No.E.227/TL&AC/4/70/Vol.I Dt.08.12.2016.
iii) This office Lr.No.E.227/TL&AC/4/70/Vol.I Dt.22/27.09.17.

In reference to above, the remarks/ compliance are as under:-

1. For AC Coach Attendants: As per commercial circular No.9 of 2001 issued on 12.02.2001, coach attendant including electrical discipline is required to declare personal cash before taking up the duty. Accordingly, all Divisions have already been advised vide letter under ref.(i) to incorporate an additional column in Proforma V for log sheet in log book and to ensure that all AC escorting staff (departmental attendants) have to enter their personal cash in AC log book before departure of train at the originating station in reference to SDGM letter dated 21.11.2016.

2. For Outsourced ACCA/ Bed roll staff: Regarding declaration of private cash by Outsourced ACCA/ Bed roll staff, at present outsourcing is being done in Hyderabad and BZA Division by Electrical Department. In other Divisions all bed roll distribution is handed over to Mechanical Department. Accordingly, Sr DEE/M/HYS and Sr DEE/M/BZA have been advised to ensure implementation of instructions regarding declaration of private cash vide this office letter at ref.(ii). (Copy enclosed)

3. For AC coach Mechanic and Power Car Engineers: As per commercial circular No. 9 of 2001 issued on 12.02.2001, there are no instructions/ guidelines for declaration of private cash by AC Coach Mechanic and Power Car Engineers.

POME has also directed that Railway Board directives may be implemented for bed roll distribution contracts.

This is for your kind information.

Encl: a/a.


(एस एस मीना S.S. Meena)
मु.वि. सेवा.इंजी CESE

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దక్షిణ మధ్య రైల్వే SOUTH CENTRAL RAILWAY



मुख्यालय कार्यालय Headquarters Office,
विद्युत शाखा Electrical Branch,
रैल निवेदन Rail Nilayam,
सिकंदराबाद Secunderabad.

No.E.227/TL&AC/A/70/Vol.1

Date: 27/09/2017

Sr.DEE/M/HYB,
Sr.DEE/M/BZA

विषय/Subject: Declaration of private cash by AC coach Mechanics, bed-roll staff and On-board Housekeeping staff - system improvement - reg.

संदर्भ/Ref: 1. Dy CVO/Traffic/SC U no G.265/V/system improvements/T/c dtd.27/07/17.
2. This office letter of even no dated 08/12/2016

Further to this office letter under reference 2, Vigilance department vide reference 1 has issued instructions for system improvement based on the Railway board commercial circular no 9 of 2001 issued on 12/02/2001, that Out sourced ACCA/ Bed roll staff should also maintain register, train wise, with following columns.

Sl. No	Name of employee	PC declared	Signature	From (station)	To (station)	Signature of train supdt./ conductor

They should declare their Private cash at train starting point before taking up the duty and take certificate from the train superintendent/ conductor of the train. This should be included as a clause in bedroll supply contract. Train superintendent/conductor to ensure declaration of private cash by ACCA/ Bed roll supply staff at train starting point as he is the overall in charge of the coach attendants as per the CC no 58/2016.

You are advised to ensure the above guidelines till the existing out sourced bed roll distribution contracts expires and the activity of bed roll distribution work handed over to mechanical department.

(Signature)
(S S Meena)
CESE

Copy to: Sr.DEE/M/SC, GTL, GNT & NED for information.

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IN 110 AND NO. 21
27-9-17
DISTRIBUTION ON
CELL - OF C&B C R/S

o/c