अनिमिषा
ANIMISHA

सतर्कता बुलेटिन VIGILANCE BULLETIN - 2025

सतर्कता - हमारी साझा जिम्मेदारी
VIGILANCE - OUR SHARED RESPONSIBILITY

दक्षिण मध्य रेलवे
South Central Railway

अंक/No. 58

दक्षिण मध्य रेलवे

SOUTH CENTRAL RAILWAY

सतर्कता बुलेटिन

VIGILANCE BULLETIN - 2025

Issue No.58

Azadi Ka Amrit Mahotsav

सतीश कुमार
SATISH KUMAR

सत्यमेव जयते

अध्यक्ष एवं मुख्य कार्यकारी अधिकारी,
रेलवे बोर्ड
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय,

CHAIRMAN & CHIEF EXECUTIVE OFFICER,
RAILWAY BOARD
EX OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

MESSAGE

As we observe Vigilance Awareness Week, let us reflect on this year's theme- **"Vigilance: Our Shared Responsibility"** – a principle that must guide us every day as proud members of Indian Railways.

Indian Railways has been the lifeline of the nation for decades – connecting people, moving goods. Each of us should take pride in being part of this great organization that has contributed immensely to the country's development.

With pride comes a massive responsibility. Vigilance is an integral part of administration to assist in clean and efficient delivery of services. Vigilance is not the job of a few – it is a collective responsibility. It means being alert, honest, and committed to transparency in everything we do.

By upholding integrity, following procedures and reporting wrongdoings, we strengthen not only out systems but also win the trust of the people we serve.

Let us carry forward the legacy of Indian Railways with dedication and ethical conduct. Together, we can build a better, more accountable and stronger organization for Viksit Bharat.

I extend my best wishes for the grand success of this year's Vigilance Awareness Week.

(Satish Kumar)

संजय कुमार श्रीवास्तव आई आर एम एस
SANJAY KUMAR SRIVASTAVA IRMS

सत्यमेव जयते
भारत सरकार Govt. of India
रेल मंत्रालय Ministry of Railways

महाप्रबंधक
दक्षिण मध्य रेलवे
रेल निलयम, सिकंदराबाद - 500003
General Manager
South Central Railway
Rail Nilayam, Secunderabad-500 003

MESSAGE

The Central Vigilance Commission spearheads the initiative of Vigilance Awareness Week annually; and this year, the chosen theme is "सतर्कता: हमारी साझा जिम्मेदारी" i.e. "**Vigilance : Our Shared Responsibility**". The theme envisages the importance of shared responsibility in a citizen centric organization like Railways, where it enhances economic performance and more importantly, builds public trust. A sense of shared responsibility encourages people to report suspicious activities or concerns without fear, fostering a safer environment. By being watchful, individuals can help prevent problems like fraud, corruption, and accidents before they escalate.

South Central Railway, in particular has been in the forefront and demonstrated remarkable efforts in its fight against corruption. It involves continuous measures to be taken to improve systems and procedures in a way so as to reduce scope for discretion and eliminate corruption.

South Central Railway has taken many initiatives in spreading message of shared responsibility in its interaction with the stake holders. Vigilance Department has been organizing **Fortify Lecture Series** to educate Officers and Supervisors on vigilance related issues throughout the year.

I urge all the Railway personnel and stakeholders to adhere to this year's theme by inculcating the culture of shared responsibility into their day-to-day lives so as to build a prosperous nation.

I would also like to extend my heartfelt congratulations to the Vigilance department of South Central Railway for presenting the 58th edition of the Vigilance Bulletin, 'Animisha'. I hope that the system improvements and case studies of the bulletin will aid the readers to avoid common mistakes and have a deeper understanding on vigilance matters. Let us continue to strengthen our Organization and promote the culture of shared responsibility, as we work towards our nation's prosperity.

Sanjay/17.10.25
(Sanjay Kumar Srivastava)
General Manager

Secunderabad
Date: 17.10.2025

Telephone : 040-27822874, Fax : 040-27833203

डी के सिंह
प्रधान कार्यकारी निदेशक (सतर्कता)
D.K. Singh
PED (Vigilance)

सत्यमेव जयते

स्वच्छ भारत

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

Vigilance Awareness Week is observed annually to highlight the importance of integrity, ethics and moral conduct in public life, reaffirming our collective commitment to these values. This year's theme "सतर्कता : हमारी साझा जिम्मेदारी - *Vigilance: Our Shared Responsibility*", as chosen by the Central Vigilance Commission, emphasizes the collective role of citizens and institutions in building a transparent and accountable society.

In line with the CVC's directions, Indian Railways has launched a three-month long campaign from 18th August to 17th November, 2025 with centered focus on preventive vigilance and systemic improvements. Our efforts aim not only at curbing corruption but also simplify procedures, ensuring fair and just decisions at every level which is critical in promoting integrity and trust in governance.

Let us reaffirm our resolve to make vigilance a shared value. This can be achieved by reporting misconduct, adhering to ethical practices and encouraging transparency in all our actions. Together, we can foster an environment where integrity is the norm, not an exception.

I extend my sincere greetings to all who are contributing to this cause and wish everyone a meaningful and successful Vigilance Awareness Week.

(D.K. Singh)

सत्य प्रकाश आई आर एस ई
SATYA PRAKASH IRSE

सत्यमेव जयते
भारत सरकार Govt. of India
रेल मंत्रालय Ministry of Railways

अपर महाप्रबंधक
दक्षिण मध्य रेलवे
रेल निलयम, सिकंदराबाद - 500 003
Additional General Manager
South Central Railway
Rail Nilayam, Secunderabad - 500 003

MESSAGE

I am very happy to learn that the Central Vigilance Commission is observing Vigilance Awareness Week from October 27 to November 02, 2025 and has chosen a very apt theme "**सतर्कता: हमारी साझा जिम्मेदारी**" i.e. "**Vigilance: Our Shared Responsibility**".

Vigilance is a shared responsibility because it requires collective awareness and action from every individual to maintain a safe, honest, and secure environment, rather than relying solely on authorities. This is more relevant for a vast organization like Indian Railways, which is spread across the entire country and participation from all is essential to maintain a clean and corruption free environment.

It gives me immense pleasure to note that during the Vigilance Awareness Week, officials of vigilance branch conduct various activities like seminars, lectures, debates and poster & drawing competitions in schools and colleges etc. to promote the importance of Vigilance Week and bring awareness to the theme.

I am sure that observing Vigilance Awareness Week will strengthen our belief in integrity and will help us incorporate this divine value in our everyday life.

I extend my best wishes to South Central Vigilance Organization for their Vigilance Bulletin of 2025, `Animisha'. I am of firm belief that the articles, case studies and system improvements will prove valuable resources for readers and guide them in their daily working. Let us commit to pursue the theme by making responsibility and integrity as part of our culture and daily routine.

(Satya Prakash)
(Additional General Manager)

Contents

S.No	Description	Page No
1.	**Fortify Lecture Series – 2025** ▪ SCR Vigilance Officers	1
2.	**Why Prevention Must Lead in Railway Vigilance?** ▪ **B Rama Rao** Dy.CVO/Engg	5
3.	**Moral Stories** ▪ **S R Shelke** Dy.CVO/Stores & Mech	7
4.	**Preventive Vigilance- Accounts Perspective & Specific areas for attention** ▪ **Harisha Vellanki** Dy.CVO/Acct & Med	9
5.	**Key Points for framing a Defect Free Charge Sheet** ▪ **K Ravi Kumar** Sr.VO/Pers & G.Admn	12
6.	**Vigilance Starts Within: Health and Wellness** ▪ **Dr Rumi Deb** ACMS/CKL/SC	15
7.	**Unlocking the secrets to a healthy heart : essential cardiology tips for everyday life** ▪ **Dr N.V.B.K.Sai** MD, DrNB Cardiology, Chief Specialist , CH.LGD	17
8.	**The Power of Mindful Breathing** ▪ **Dr Yakub Maloth** DMO/PC/KZJ	22
9.	**Towards Corruption-Free Railways: The Role of Information Technology** ▪ **Vipin Kumar Yadav** Sr.Programmer (IRVINS)	23

10.	**Corruption and Transparency in Accounts Department of Indian Railways** ▪ **A Naveen Kumar**,CVI/Acct ▪ **B Suresh**, CVI/Acct	25
11.	**Health Camps in Indian Railways: IRMM 2000 Guidelines** ▪ **Y Malyadri,** CVI/Medical	28
12.	**Vigilance and Transparency are the Strongest Medicines against Corruption in Hospitals over Indian Railways** ▪ **Bhav Singh Banotu,** CVI/Medical	30
13.	**सतर्कता की शक्ति** ▪ **शिरीष अवस्थी** कनिष्ठ अनुवादक,राजभाषा विभाग	32
14.	**आदर्श कर्मचारी** ▪ **श्री अजय पाल सिंह नेगी** वरिष्ठ अनुदेशक/राजभाषा क्षेत्रीय रेल प्रशिक्षण संस्थान	33
15.	**छोटी सी जिंदगी. . . .** ▪ **आशा महेश कुमार** राजभाषा अधिकारी,हैदराबाद मंडल	35
16.	**Vigilance Case Studies, Do's & <u>Donts' and</u> System Improvements** ➢ **Accounts** ➢ **Engineering** ➢ **Electrical** ➢ **Medical** ➢ **Personnel** ➢ **S&T** ➢ **Stores** ➢ **Traffic**	 39 41 42 48 51 61 63 69

टिप्पणी

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

NOTE

This Bulletin is purely for the purpose of providing guidelines and is intended for official use only and should not be quoted as authority in any official reference or produced in a court.

**A reference, whenever necessary,
should always be made to the original
orders on the subject.**

ARTICLES ON

VIGILANCE MANAGEMENT

Fortify Lecture Series – 2025

- **SCR Vigilance Officers**

The South Central Railway (SCR) Vigilance Department has long been at the forefront of initiatives aimed at mitigating corruption within the organization. In January 2025, SCR Vigilance launched the *"**Fortify Lecture Series – 2025**"* as part of its capacity-building program in Preventive Vigilance.

The objective of this lecture series is to enhance employees' operational knowledge by familiarizing them with the rules and procedures that foster transparency and help prevent irregularities.

The Additional General Manager (AGM) of South Central Railway formally inaugurated the series. To date, four lectures have been conducted, receiving enthusiastic participation from employees across various departments. These sessions are available for public viewing on YouTube channel with access links provided on the SCR website (**https://scr.indianrailways.gov.in/**).

Lecture – 1 on Procurement of Goods & Services through GeM

The first lecture in the series is delivered by Shri Anuj Kumar, Director, GeM, Ministry of Commerce on **"Procurement of Goods & Services through GeM".** Shri Anuj Kumar provided an in-depth presentation on the GeM portal covering its features, both in the buyer and user modules, such as e-bidding, e-reverse auction, demand aggregation, incident raising and the upcoming features like AI enabled tools for procurement.

The lecture was attended by 280 participants in the auditorium and 250 participants from the field units through Webex link and was also viewed by many on Youtube streaming link. The participants were from all the departments of SCR who actively procure on GeM. After the lecture, an interactive session was held where the participants discussed numerous issues and doubts on GeM Portal with Director/GeM, Shri Anuj Kumar.

Positive feedback is received from the participants and also the Guest Speaker on this Capacity Building Initiative by SCR Vigilance, where they expressed their enthusiasm in looking forward to more such lectures.

Lecture – 2 on Becoming CYBER BLACK BELT: Simple Cyber Hygiene Steps to outsmart Cyber Criminals

SCR Vigilance has organized the second lecture in this series on 19.03.25 to focus on a widely relevant topic in today's digital economy, titled **"Becoming CYBER BLACK BELT: Simple Cyber Hygiene Steps to outsmart Cyber Criminals".**

Shri Anish Prasad, IPS, Executive Director, Vigilance, Railway Board delivered this lecture. AGM, PHODs, HODs, other senior officers and staff participated.

SCR Vigilance in its multifaceted role encompassing various vigilance related works, disciplinary proceedings, specially prioritizes cyber security and cyber hygiene to safeguard the integrity of its operations, protect sensitive data and maintain public & customers' trust in our services.

As part of the lecture, Shri Anish Prasad covered various topics of Cyber Security and maintenance of Cyber Hygiene. The participants were given insights into various aspects of operation of Mule Accounts, protection from Digital Arrests and Cyber Attacks, Crypto Currencies and Crime, Darknet, Deep Web and Cyber Law. He also guided the officials with respect to Cyber Hygiene in their personal lives, protecting from Cyber Frauds, Data Security at work place etc.

The session was highly beneficial in enriching participants' knowledge and their understanding of Cyber Resilience.

The then AGM highlighted the urgent necessity to protect our data from the fraudsters in the current scenario and urged that password security is a must to avoid any mis-use. The then SDGM in his speech has emphasised that Cyber Security and Hygiene is the need of the hour with increased usage of internet in all the fields, including areas of mass public consumption like Railway Ticketing.

Lecture – 3 on Defect free management of DAR cases

Vigilance Branch of South Central Railway has organised the 3rd lecture on 07th May 2025, as part of 'SCR Vigilance – Fortify Lecture Series", at Rail Nilayam Auditorium, Secunderabad. The lecture was titled "**Defect free management of DAR cases**".

Shri Srinivas Malladi, DGM/Co-ord & Secy to GM and Ex-Director Vigilance/Railway Board has delivered the lecture. General Manager/SCR, AGM/SCR, SDGM/SCR, other senior officers and staff have participated.

DAR (Disciplinary and Appeal Rules) action in Indian Railways is one of the crucial tools for maintaining discipline, upholding ethical standards and ensuring accountability among Railway employees. Awareness on proper procedures to be followed while processing DAR cases and during conduction of the inquiry is of paramount importance. Often, procedural lapses committed during the disciplinary proceedings lead to administration being unable to take any closure action.

The lecture was mainly aimed at bringing awareness towards conducting defect free disciplinary proceedings. Issues of preparing defect free charge sheets duly following extant rules, proper procedures for conducting inquiries and imposing penalties were discussed. Various case laws on irregularities noticed in the conduct of disciplinary proceedings were also discussed.

The participants were given an insight into precautions to be taken for avoiding procedural lapses and how to handle disciplinary proceedings when a court case is going on in legal forums. The session was highly beneficial in enriching participants' knowledge and enhancing their understanding on the subject.

The then General Manager, South Central Railway has stressed the need to avoid procedural lapses in dealing with departmental proceedings to ensure that proper penalties can be imposed against the guilty without delay. The then AGM has appreciated the efforts of Vigilance Branch in organizing the lecture series, for the benefit of staff and officers of S.C. Railway.

The then SDGM in his speech has enumerated certain common irregularities that are found in conducting disciplinary proceedings and urged the participants to use the opportunity to enlighten themselves about the correct procedures to be followed.

Lecture – 4 on Vigilance - Our Shared Responsibility

As part of three months campaign as a prelude to "**Vigilance Awareness Week 2025",** Vigilance Branch of South Central Railway has organized a lecture on 26th September 2025. This is the 4th lecture under "Fortify Lecture Series".

The theme given by **"Central Vigilance Commission" (CVC)** for Vigilance Awareness Week 2025 is "**Vigilance: Our Shared Responsibility**". To create awareness on the theme notified, a lecture on "***Stay Ethically Vigilant Always (SEVA)"*** was organized at Rail Nilayam Auditorium, Secunderabad.

Renowned Corporate Coach and Management Consultant, Sri Himanshu Vishnoi has delivered the lecture. AGM/SCR, the then SDGM/SCR, Principal Heads of Departments of SCR, Divisional Railway Managers and other officials/staff have participated.

During the lecture, matters of Personal and Organizational values, Ethics and Integrity aspects were presented in detail. Understanding Organizational Ethical expectations, handling Ethical traps and dilemmas and the right way to take decisions were also dealt. Importance of maintaining highest standards of Integrity while taking Organizational decisions was also discussed with case studies. The main purpose of the lecture was to inculcate the habit of maintaining highest standards of Ethics and Integrity in public life. Taking decisions in the best interest of administration was stressed upon.

Addl. General Manager, South Central Railway has elaborated the similarity and importance between “Cleanliness Campaign under Swachata Hi Seva” and “Vigilance Awareness Campaign”. He stressed for cleanliness within one’s own mind to achieve the goals of such campaigns in letter and spirit.

SDGM & CVO/SCR in his welcome address highlighted the importance of participative and preventive vigilance through such campaigns. He urged the officials to take decisions after thorough examination and record reasoned speaking orders in the files.

Why Prevention Must Lead in Railway Vigilance?

- **B Rama Rao**
  Dy.CVO/Engg

In Indian Railways, punitive vigilance often springs into action only after complaints, audits or investigative leads surface—meaning systemic damage may already have occurred. By the time corruption or malfeasance is detected (for example, bribery in project tenders or irregularities in procurement or maintenance), delays, compromised records, or corrupt collusion may have obscured clear lines of accountability. Because the violation has already manifested, the institution bears the cost, and the punishment becomes a tool of hindsight rather than prevention.

Procedural impasse

The effectiveness of vigilance cases in the railways is hindered by procedural delays such as delays in court proceeding often leading to acquittals, ultimately diluting the impact of vigilance efforts.

Fear

A culture of punitive vigilance can have unintended consequences. When railway officers and staff fear scrutiny for every decision, they may become risk-averse, hesitant to take initiative, and prone to indecisiveness. This can paralyze on-field decisions, such as maintenance, route allocation, or resource deployment. Delayed or biased punishments can further erode trust in the system, demotivating honest staff and undermining their willingness to report irregularities.

Recent judgement

A recent example illustrates both the potential and limits of punitive vigilance: in July 2025, eight former Railway employees were sentenced to five years' imprisonment and fined ₹5 lakh each for a 2002 paper leak in a recruitment exam. This is a strong punitive outcome, though it came decades after the offense. Despite this significant punitive outcome, the Indian Railways continues to grapple with systemic corruption. This disparity underscores the limitations of relying solely on punitive measures and highlights the need for comprehensive preventive reforms within the organization.

Preventive Vigilance

The Indian Railways Vigilance Manual emphasizes preventive vigilance through a multi-faceted approach. This includes simplifying procedures, standardizing rules, and leveraging technology such as e-procurement, audit trails, CCTV, and GPS tracking. Amendments, like the 2023 "Amendment No. 09 to the Indian Railway Vigilance Manual," aim to protect bona fide decisions from undue harassment while enabling punitive action against mala fide behavior, striking a balance between caution and integrity. Surprise inspections are also conducted to ensure accountability. A key aspect of preventive vigilance is identifying "sensitive points" - areas prone to corruption, such as contract awards, passes, overtime, and advances - and continuously reviewing these processes to reduce discretion, enhance oversight, and embed checks. These measures collectively work to reduce the space in which corruption can take root.

Preventive First, Punitive Next

For Indian Railways, a sustainable vigilance strategy would prioritize preventive measures, reserving punitive action as a reinforcement mechanism. This framework would involve process reengineering, technological controls, regular audits, staff rotation, and capacity building to minimize opportunities for wrongdoing. When violations are detected, punitive action would follow swiftly, transparently, and fairly, with outcomes feeding back into process improvements. Lessons learned would drive rule changes, enhanced monitoring, and better checks, ultimately reducing violations over time. Over time, as preventive defenses strengthen, fewer violations should occur, allowing punitive vigilance to act more decisively with less frequency.

Way Forward

To strengthen vigilance in Indian Railways, it's vital to speed up investigative processes. Departments should follow strict timelines to implement advice from the Central Vigilance Commission (CVC) without unjustified deviation. Preventive reforms also matter: making procurement, and contract management more transparent; and protecting honest officers so that genuine, bona fide decisions aren't punished. Above all, "rewarding openness, penalizing willful misconduct, and clarifying what counts as administrative error versus corruption" visibly support integrity. Only by combining strong preventive systems with decisive punitive follow-through can the Indian Railways build lasting vigilance.

Moral Stories

- **S R Shelke**
  Dy.CVO/Stores & Mech

The United Birds and The Watchful Hawk

A scattered community:

In the heart of a vast jungle, a community of small, colourful birds lived a life filled with joy and song. However, they were not united. Each bird, though kind, was preoccupied with its own life and family. They nested in different trees, collected food in separate areas, and ignored the larger threat that loomed over them: a large, predatory hawk.

The hawk, a solitary hunter, would silently observe them from a high perch. He would swoop down and snatch a careless bird, causing panic and fear in the community. While the birds would mourn for a short while, they would soon forget and return to their solitary ways, believing it was an unfortunate, individual fate.

The hawk's growing threat:

One day, the oldest and wisest bird, a parrot named Pundit, called for a meeting. He told them, "We must stop living in fear. The hawk preys on us because we are not vigilant. We need to work together to protect our entire community, not just our own nests."

Many of the birds scoffed at Pundit. "Why should we give up our time for others?" one sparrow asked. "We can just fly faster and hide better."

"The hawk is a small problem," another bird chirped. "I am safe in my own tree."

Despite the resistance, Pundit and a few dedicated birds began to take shifts, keeping a watchful eye on the sky. They created a special, loud call to warn everyone when the hawk approached.

Vigilance and shared success:

Initially, some birds ignored the alarm call, continuing their routines. But as the diligent birds kept watch, the hawk found it harder and harder to surprise them. The vigilant birds would see him coming from a distance and sound the alarm. Everyone would immediately take cover in the dense foliage, and the hawk would be left empty-handed.

The non-vigilant birds soon realized the benefit of the new system. The hawk's successful attacks dwindled to zero. Seeing the collective security and the success of the shared responsibility, more birds began to join the watch shifts. The burden became lighter as more birds participated, and their vigilance became constant and seamless.

The final victory:

One afternoon, the hawk made a final, desperate attempt. He saw a few young birds playing and dived toward them, but the entire community sounded the alarm at once. An overwhelming chorus of warning calls filled the jungle. The hawk, startled and confused by the unified response, hesitated for a second. That was all the time the small birds needed to take cover.

The hawk flew away, never to return. He understood that a community of vigilant birds was too difficult to conquer. The united birds, through their shared vigilance and responsibility, had achieved a lasting success that individual effort could never have accomplished.

Moral of the story:

Success is not just about individual effort. Through shared responsibility and constant vigilance, a community can become stronger and more secure, overcoming even the most formidable challenges.

Preventive Vigilance:
Accounts Perspective & Specific areas for attention

- **Harisha Vellanki**
  Dy.CVO/Accounts & Medical

Evolution of Vigilance on Indian Railways is an interesting story. Anti-corruption Departments in Zonal Railways were formed as early as in 1948. Vigilance working in Indian Railways predates the formation of CBI and CVC and it is a matter of pride that Indian Railways has a strong institutional foundation in tackling corruption within the ambit of its organisation.

Vigilance has many dimensions to it, and the most important of all is preventing the incidence of corruption – Preventive Vigilance. The concept of Preventive Vigilance is well deliberated in Chapter IV of Indian Railways Vigilance Manual – 2018 where it is defined as a package of measures to improve systems and procedures to eliminate/reduce corruption, promote transparency and ease of doing business. Preventive vigilance involves systemic improvements. These not only reduce corruption but also enhance operational efficiency. It is a tool of management and good governance and therefore, it is the duty of the management as a whole, and not the CVO alone. Indeed, it can be said that it is the duty of every employee.

Corruption is one of the oldest and most pervasive vices in human society. Corruption, if not tackled, can destroy nations, economies and societies. The cost of corruption is detrimental to all of us – Corruption can cost our livelihoods, health, education, information, decision making skills and sometimes even our lives. It erodes democratic freedoms, rule of law and trust in government. Corruption also reduces our chances for a healthy and sustainable future. The causes of corruption in governmental setting are many and are outlined in Indian Railways Vigilance Manual – 2018 as –

(a) Excessive regulation & licensing
(b) Complicated rules and regulations
(c) Monopoly over delivery of goods/services
(d) Lack of transparency
(e) Lack of accountability
(f) Too much discretionary power
(g) Poor regulatory framework
(h) Poor grievance redressal mechanism
(i) Very low rate of detection of corruption
(j) Lack of condemnation of corrupt practices by the public
(k) Absence of a formal system of inculcating values, ethics & integrity
(l) Inadequacy of regular/periodic/surprise checks
(m) Rigid bureaucratic framework/processes
(n) Lack of awareness about rights, duties, procedure to complain,rules,laws etc.

The manual also discusses potential areas of corruption and the importance of preventive vigilance in such contexts. While specific risks may vary across organizations, sectors, or departments, broadly speaking, vigilance is most needed in:

- Procurement of goods, services, and works
- Sale and disposal of government assets
- Human resource management
- Delivery of public services
- Enforcement of laws, rules, and regulations

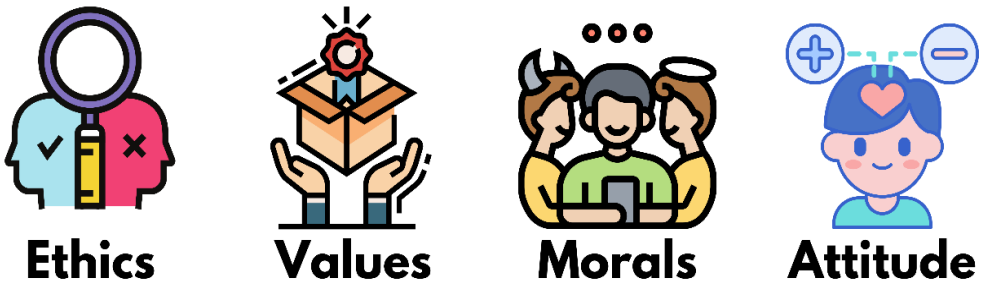
It is important to observe that Accounts Department is associated in all the broad areas that are mentioned as above.
Preventive Vigilance Areas are sensitive areas that are more prone for corruption and are earmarked and circulated to Zonal Railways by Railway Board Vigilance Directorate every year so that checks can be conducted and the system stays attentive and corrective. Preventive Check Areas for Accounts Department are broadly outlined in Para 412 of Indian Railways Vigilance Manual – 2018. This list as below is only an indicative list and is not an exhaustive list. (i) Whether there is delay in passing of bills, such as Stores Bills, Engineering Bills, S.S. Bills, OT Bills etc.
(ii) Whether necessary checks are carried out on the bills received from different departments.
(iii) Whether any preference is given in passing bills of any particular contractor or supplier.
(iv) Whether necessary checks are carried out while passing pay sheets.
(v) Whether necessary checks are being exercised in passing TA bills, overtime bills, running allowance, night duty allowance bills etc.
(vi) Whether recoveries are affected promptly, regularly and correctly in cases of advances, such as provident fund advance, cycle advance, fan advance, motor car advance, house building advance, festival advance etc (so far as accounts staff are concerned).
(vii) Whether there is any delay in passing personnel bills, such as PF advance, settlement dues etc.
(viii) Whether payments to staff in relation to advances and withdrawals and retirement benefits are properly witnessed so as to ensure that fraudulent payments against fictitious applications are not made.
(ix) Whether while passing supplementary bills due to arrears of pay, proper remarks are being recorded on the original bills to prevent the bills being passed more than once.
(x) Surprise checks of cash in hand with Cashiers and Pay Clerks, Booking/Goods Clerks, Booking/Goods Clerks and other station staff etc. to ensure that the same is correct as per records.
(xi) Whether proper checks are carried out on all station returns received in the office and debits raised timely where necessary.
(xii) Whether the opening balance in the PF ledgers at the commencement of the year is properly checked and attested by SO (Accounts) and countersigned by Accounts Officer.

Since departmental administration plays a pivotal role in Preventive Vigilance, it is important that PFAs and Sr.DFMs focus on these areas and conduct test checks periodically so as to avoid vigilance related issues. It is also important for the administration to place systems and procedures that enhance transparency and combat corruption. The following are Preventive Vigilance measures that can be employed to prevent corruption:

a) Simplification and standardisation of rules
b) Leveraging Technology
c) Automation
d) Business Process Re-engineering
e) Transparency
f) Accountability
g) Control & Supervision
h) Early detection of misconducts
i) Time-bound and effective punitive action
j) Providing necessary infrastructural facilities
k) Training & Awareness
l) Conducive work environment
m) Awareness among public
n) Inculcating Moral Values
o) Voluntary disclosure of information pertaining to properties etc.

India has enacted several legislations aimed at promoting transparency and accountability in governance like Prevention of Corruption Act, 1988 (amended in 2018); Public Interest Disclosure and Protection of Informers (PIDPI) Resolution, 2004; Right to Information Act, 2005 (RTI Act); Lokpal and Lokayuktas Act, 2013; Whistle Blowers Protection Act, 2014 etc. As administrators, it is our bounden duty to implement these laws in letter and spirit. With the significant challenge of growing corruption in the country, there is also a need for all of us to recollect our ethical heritage and adjust our ethical compasses so as to make ethics guiding light for our day-to-day behaviour. Together, we can combat corruption and work towards the realization of Viksit Bharat @2047, the Government of India's vision to transform India into a developed nation by the centenary of its independence.

Jai Hind.



Key Points for framing a Defect Free Charge Sheet

- **K Ravi Kumar**
  Sr.VO/Pers & Genl Admn

1. A properly drafted charge sheet is the backbone of any disciplinary case and any lacuna therein will render the entire DAR proceedings void. As such, it is important to draft the same with utmost care, accuracy & precision, properly defining the role & responsibilities of the Charged official in the said irregularities/misconduct and supported by adequate evidences (documentary & oral).

As per **Rule 9(6) of RS (D&A) Rules, 1968,** where it is proposed to hold an inquiry, the DA shall cause to draw and issue a charge sheet and the charge sheet will have the following 4 Annexures:

i) **Annexure - I** - Articles of charge
ii) **Annexure - II** - Statement of imputations
iii) **Annexure - III** - List of documents (RUDs)
iv) **Annexure - IV** – List of witnesses

<u>Key points to be kept in mind while drafting various Annexures of charge sheet</u>:-

Annexure – I - ARTICLES OF CHARGE

- ✓ Article(s) of Charge should be clear, specific, distinct and separate for each act of misconduct/omission.
- ✓ A separate charge should be framed in respect of each separate transaction/event or a series of related transactions/events amounting to misconduct/ misbehavior.
- ✓ Where the charges are not entirely separate/distinct, it would be appropriate to combine various element of charges into a single article of charge in which the different elements of charge should be brought out clearly.
- ✓ Multiplication or splitting up of charges on the same allegation should be avoided.
- ✓ The wording of the charge should not appear to be an expression of opinion as to the guilt of the accused.
- ✓ A charge should not relate to a matter which has already been the subject matter of an inquiry and decision
- ✓ A charge should not refer to the report on Preliminary Investigation of any investigating agency.

- ✓ The Article of Charge should first give the plain facts leading to the charge and then only at the end of it mention the nature of misconduct/misbehavior (violation of Conduct Rules, etc.)

Annexure – II - STATEMENT OF IMPUTATIONS

- ✓ The Statement of Imputation should give full and precise recitation of the specific and relevant acts of Commission and Omission on the part of the Railway Servant in support of each article of charge including any admission or confession made by the Rly Servant and any other circumstances which it is proposed to be taken into consideration.
- ✓ The Articles of Charge and the Statement of imputations should not be identically worded.
- ✓ The Statement of Imputation should contain details, references etc. relating to the charges and should generally give a clearer idea about the facts and circumstances relating to the alleged act of commission or omission.
- ✓ Specific rules/instructions which may have been violated by the Railway Servant, should be mentioned and RUD number indicated where ever required.
- ✓ Reproduction of part/full of the investigation report is not desirable.
- ✓ It would not be proper to mention defence (of the CO during questionnaire) and enter into a discussion of the merits of the case while drafting statement of imputations. Wordings of the imputations should be clear enough to justify the imputations.

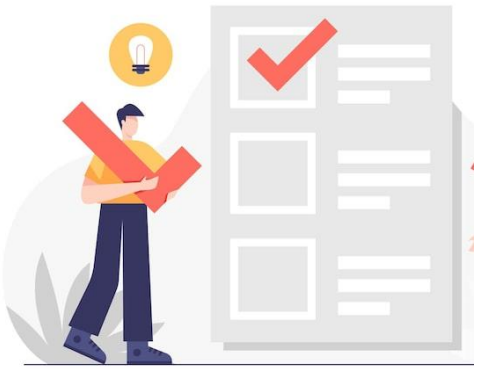
Annexure – III - LIST OF DOCUMENTS (RUDs)

- ✓ The list of RUDs should be comprehensive and drawn up with due care taking into relevance of each document in establishing article of charge, availability of original document for inspection by the CO if he desires and ease of being produced during inquiry.
- ✓ Preliminary inquiry report/vigilance investigation report should not be made part of RUDs.
- ✓ The documents mentioned should be clear, legible, serially numbered and either original or duly authenticated by a Gazetted Officer. Total number of pages of each RUD should be specifically mentioned.
- ✓ All material particulars given in the allegations i.e. dates, names, makes, figures, total of amount etc. should be carefully checked with reference to the original documents and records.

Annexure – IV - LIST OF WITNESSES

- ✓ Annexure-IV should not be 'NIL'.
- ✓ The list of witnesses should be drawn up with due care taking into relevance of witness(es) in establishing article of charge, their availability and ease of being produced during inquiry.
- ✓ In several cases, Courts have quashed the proceedings on the ground that the relevant witnesses were not listed in the charge sheet and could not be examined during inquiry.
- ✓ Rule 9(17) of RS (D&A) Rules also requires examination of oral witnesses during inquiry by Prosecution and cross-examination by the defence. In case of non-inclusion of any PW in Annexure-IV, it would be tantamount to denial of opportunity to the CO of cross-examination of PW(s).
- ✓ Author or Custodians of the RUDs should normally be listed as Witnesses.
- ✓ Private persons as witnesses to be based on relevance and feasibility of attendance during inquiry process

Reflection of past misconduct in the Charge Sheet - Where intention is to bring out the gravity of the charge in a particular case due to the fact that punishments in the past have not resulted in better conduct on the part of the CO, the previous record should be brought out in the charge sheet itself to enable the CO to defend himself with reference to these factors also. Otherwise, Disciplinary Authority cannot take into account the previous misconducts while taking a decision in regard to the present case.



Vigilance Starts Within: Health and Wellness

▪ ***Dr. Rumi Deb,***
ACMS/CKL/SC

Honesty and health may appear as two separate ideas - one concerning ethics, the other wellbeing, yet they are deeply connected. A healthy life is not defined only by the absence of disease, but by emotional balance, inner peace, and integrity in thought and action. Similarly, honesty extends beyond telling the truth to others; it involves being truthful to oneself. When we live with honesty, we create an atmosphere of trust, fairness, and stability all essential pillars of good health and overall wellness.

Honesty is the Core of Character.

Honesty is the simplest yet strongest form of moral courage. It earns respect, strengthens relationships, and builds dependable workplaces and communities. In any organization, honesty promotes transparency and accountability, the very spirit of good governance and vigilance.

When we act truthfully, our mind remains calm and focused. In contrast, dishonesty creates inner conflict. Over time, this mental strain activates the body's stress response system, suppressing the parasympathetic nervous system (which otherwise promotes relaxation, digestion, and recovery). A corrupt person, often living in fear or guilt, experiences constant tension, high stress hormones, poor sleep, low immunity, and eventually fatigue.

Dishonesty also leads to habituation, the gradual dulling of one's moral sensitivity. The more one ignores their inner voice, the weaker it becomes. This erodes judgment, empathy, and even the ability to feel authentic happiness and joy. Scientists noted that emotions like compassion, gratitude, and integrity stimulate hormones such as Oxytocin, Dopamine and Serotonin, the "happiness hormones." A dishonest mind, however, rarely experiences these in full measure.

Health and Wellness: A Holistic View

Health is more than the absence of illness; it's the presence of harmony. True wellness means being physically energized, mentally clear, and emotionally grounded. It comes from consistent choices by eating well, resting adequately, staying active, and maintaining a positive outlook.

An honest approach to health begins with self-awareness: admitting it when we are tired, asking for help when needed, and setting boundaries before burning out. Pretending that we are fine when we are not, only delays healing. Self-honesty is self-care.

In today's fast-paced life, dishonesty, even in small ways, drains energy. Hiding mistakes, suppressing emotions, or living with pretense triggers anxiety and inner unrest. Conversely, when our actions align with our values, the mind experiences clarity and calmness, a natural state of wellness.

Honesty and Vigilance: Shared Ethics

Vigilance is not just a process of oversight; it is a culture of integrity. Systems can detect lapses, but individual honesty prevents them. Every employee contributes to the ethical strength of an organization.

When integrity becomes a habit, vigilance shifts from *enforcement* to *empowerment*. A healthy organization is one where transparency, fairness, and employee wellbeing coexist by creating not just compliance but trust and motivation.

In essence, honesty strengthens our character, and wellness sustains our spirit. Together, they shape a balanced, trustworthy, and fulfilled life, a reflection of true vigilance rooted in wellbeing.

Finally, honesty and health are inseparable. One nourishes the conscience, the other sustains the body and mind. Corruption may offer momentary gain, but it steals peace, dulls empathy, and weakens both moral and physical health.

A truly healthy person is not only free from disease but also from deceit, guilt, and fear. As the saying goes - "***Integrity is medicine for the soul, honesty is its heartbeat."***

Unlocking the secrets to a Healthy Heart : essential cardiology tips for everyday life

- **DR N.V.B.K Sai**
  MD Medicine, DrNB Cardiology
  Chief Specialist , CH.LGD ,SCR

In today's fast-paced world, heart disease remains one of the leading causes of death globally, but the good news is that much of it is preventable through informed lifestyle choices. Cardiology, the branch of medicine focused on heart health, emphasizes monitoring key biomarkers and adopting habits that support cardiovascular function. This article dives into crucial aspects like lipid profiles, lipoprotein(a) levels, and serum homocysteine levels, while highlighting the transformative roles of exercise and diet. Whether you're looking to maintain a strong heart or reduce your risk factors, these evidence-based tips can guide you toward a healthier future.

Decoding Your Heart's Biomarkers: Why They Matter

Understanding your blood markers is like having a roadmap to your cardiovascular health. Regular screenings can reveal risks early, allowing for timely interventions. Let's break down three key players: lipid profiles, lipoprotein(a), and serum homocysteine.

The Lipid Profile: Your Cholesterol Blueprint

A lipid profile is a standard blood test that measures cholesterol and triglycerides, providing insights into your risk for cardiovascular disease (CVD). It typically includes low-density lipoprotein (LDL) cholesterol—often called "bad" cholesterol—high-density lipoprotein (HDL) or "good" cholesterol, total cholesterol, and triglycerides. Unfavorable levels, such as high LDL or low HDL, are linked to atherosclerosis, where plaque builds up in arteries, increasing the chances of heart attacks and strokes. Studies show that larger variability in lipid levels over time is associated with heightened CVD risk, underscoring the need for consistent monitoring and management. In young adults without prior CVD, abnormal lipid profiles predict future events, making early testing vital even if you feel healthy. Aim for optimal levels: LDL below 100 mg/dL, HDL above 60 mg/dL, and triglycerides under 150 mg/dL, but consult your doctor for personalized targets.

Lipoprotein(A): The Hidden Genetic Risk Factor

Lipoprotein(a), or Lp(a), is an under-the-radar lipoprotein that's gaining attention in cardiology circles. It's an independent risk factor for atherosclerotic cardiovascular disease, acting through mechanisms like vascular inflammation, plaque formation, calcification, and blood clotting. Unlike other cholesterol types, Lp(a) levels are largely genetically determined and inherited, often running in families. Elevated levels can double or triple the risk of myocardial infarction(Heart attacks) and aortic valve stenosis, comparable to risks from high LDL alone. High Lp(a) also heightens the chances of heart attacks and strokes, especially in those with familial hypercholesterolemia or existing coronary issues. Testing for Lp(a) is recommended if you have a family history of early heart disease, as it can guide more aggressive prevention strategies. While specific treatments are emerging, managing overall CVD risk factors remains key.

Serum Homocysteine: The overlooked Amino Acid

Homocysteine is an amino acid in the blood, and elevated serum levels are a red flag for heart health. High total homocysteine (tHcy) is linked to increased risks of coronary heart disease, heart failure, and stroke. It's often associated with deficiencies in vitamins B6, B12, and folate, as well as kidney issues. Research indicates that higher homocysteine correlates with coronary artery disease prevalence, and prospective studies show it predicts ischemic heart disease mortality. For instance, levels above 15 μmol/L can significantly boost CVD risk, though the exact causal role is debated—some evidence suggests it may result from rather than cause events. Regular checks, especially for those with nutritional deficiencies or family history, can help. Boosting B-vitamin intake through diet or supplements (under medical advice) may lower levels and support heart protection.

The Heart-Boosting Power of Exercise

Exercise isn't just about fitness—it's a cornerstone of cardiological health, offering multifaceted benefits that strengthen your cardiovascular system. Regular physical activity reduces blood pressure, lowers triglycerides, and improves overall circulation, directly cutting coronary heart disease risk factors. It enhances heart muscle efficiency, enlarges heart chambers, and conditions blood vessels for better function. Aerobic exercises like brisk walking, cycling, or swimming improve blood flow and workout efficiency, while also helping manage weight and diabetes risk. Aim for at least 150 minutes of moderate-intensity activity per week, plus strength training twice weekly, as

recommended by health experts. Benefits include stronger bones, reduced cholesterol, and even mitochondrial improvements in cells, all contributing to long-term heart resilience. Start slow if you're new to it, and remember: consistency trumps intensity for sustainable gains.

Revamping your Plate: Diet Modifications for Optimal Heart Health

What you eat profoundly impacts your heart, and simple modifications can yield big results. Heart-healthy diets emphasize balance, focusing on nutrient-dense foods while limiting harmful ones. Key steps include controlling portions to avoid overeating, prioritizing vegetables and fruits for their antioxidants and fiber, and opting for whole grains over refined carbs. Limit unhealthy fats like saturated and trans fats, choose low-fat proteins such as fish, poultry, and legumes, and cut back on salt and sugar to manage blood pressure and glucose levels. Patterns like the Mediterranean or DASH (Dietary Approaches to Stop Hypertension) diet—rich in fruits, veggies, nuts, whole grains, and seafood—are proven to prevent CVD. A Pesco-Mediterranean approach, centering on fish as the primary protein, is ideal for heart protection, reducing inflammation and supporting lipid health include unflavored dairy in moderation and healthy fats from olive oil or avocados. For those with conditions like congestive heart failure, low-sodium choices are crucial. Pro tip: Incorporate colorful produce daily(Fruits and vegetables)—a diet high in these lowers heart disease risk significantly.

CO-MORBIDITIES

Diabetes Mellitus (DM) Control

- **Monitor Blood Sugar**: Regularly check blood glucose levels using a glucometer or continuous glucose monitor to keep levels within target ranges (typically 70-130 mg/dL fasting, <180 mg/dL post-meal).
- **Healthy Diet**: Focus on low-glycemic foods like whole grains, vegetables, and lean proteins. Limit refined sugars and processed carbs.
- **Exercise Regularly**: Aim for 150 minutes of moderate aerobic activity (e.g., brisk walking) weekly to improve insulin sensitivity.
- **Medication Adherence**: Take prescribed medications (e.g., metformin, insulin) as directed by your doctor.
- **Weight Management**: Maintain a healthy BMI (18.5-24.9) to reduce cardiovascular strain.

Hypertension (HTN) Control

- **Check Blood Pressure**: Monitor BP at home (target <130/80 mmHg) and report consistent high readings to your doctor.
- **Reduce Salt Intake**: Limit sodium to <2,300 mg/day; use herbs/spices for flavor.
- **Healthy Lifestyle**: Adopt the DASH diet (rich in fruits, vegetables, low-fat dairy). Exercise 30 minutes most days.
- **Stress Management**: Practice mindfulness, yoga, or meditation to lower stress-induced BP spikes.
- **Medication Compliance**: Take antihypertensive drugs as prescribed.

Addictions avoidance:

- **Quit Smoking**: Smoking damages blood vessels and raises heart attack risk. Seek cessation programs, nicotine patches, or counseling.
- **Limit Alcohol**: Keep alcohol to moderate levels (1 drink/day for women, 2 for men). Excessive drinking elevates BP and triglycerides.
- **Avoid Recreational Drugs**: Substances like cocaine or amphetamines strain the heart and cause Heart attacks and sudden cardiac arrests. Seek professional help for dependency.
- **Screen Time Balance**: Limit excessive screen time to avoid sedentary habits, which contribute to heart disease risk.

Guidelines for regular Doctor Visits

- **Annual Checkups**: Schedule yearly visits to monitor heart health, including BP, cholesterol, and blood sugar.
- **Cardiologist Consultation**: Visit a cardiologist if you have risk factors (e.g., family history, DM, HTN) or symptoms like chest pain or shortness of breath.
- **Screening Tests**: Get regular lipid profiles, ECGs, or stress tests as recommended, especially if over 40 or at high risk.

- **Medication Reviews**: Discuss medication side effects or adjustments with your doctor.
- **Stay Proactive**: Report new symptoms (e.g., palpitations, fatigue) promptly to catch issues early.

Putting it all Together: Your Path To A Heart-Healthy Life

By monitoring biomarkers like lipid profiles, Lp(a), and homocysteine, and committing to regular exercise and smart diet changes, you can dramatically lower your cardiology risks. Remember, small steps add up: swap processed snacks for fresh fruits, take a daily walk, and schedule those blood tests. Consult your healthcare provider for tailored advice, especially if you have risk factors. Your heart is your body's engine—treat it well, and it will power you through life with vitality and strength. Stay proactive, and here's to a healthier you!

The author is a Interventional and senior Cardiologist and Chief specialist working in central hospital , lallaguda , SCR with 29 years of experience in the field.

The Power of Mindful Breathing

- **Dr Yakub Maloth**
  DMO/PC/KZJ

In today's fast-paced world, stress and anxiety can easily become overwhelming. However, there's a simple yet powerful tool that can help calm the mind and body: mindful breathing.

What is Mindful Breathing?

Mindful breathing involves focusing on the present moment and becoming aware of your breath. It's a technique that can be practiced anywhere, anytime, and has numerous benefits for both physical and mental health.

Benefits of Mindful Breathing

- Reduces stress and anxiety
- Lowers blood pressure
- Improves sleep quality
- Boosts mood and focus
- Enhances overall well-being

How to Practice Mindful Breathing

1. Find a quiet and comfortable space to sit or lie down.
2. Close your eyes and bring your attention to your breath.
3. Focus on the sensation of the air entering and leaving your nostrils.
4. When your mind wanders, gently bring it back to your breath.
5. Start with short sessions (5-10 minutes) and gradually increase as you become more comfortable with the practice.

Get Started Today!

Incorporate mindful breathing into your daily routine and experience the positive impact it can have on your health and well-being. Take a few minutes each day to breathe, relax, and recharge.

Towards Corruption-Free Railways: The Role of Information Technology

- **Vipin Kumar Yadav**
  Sr. Programmer (IRVINS)

Indian Railways, the lifeline of the nation, is one of the largest public sector organizations in the world. With its vast infrastructure, huge workforce, and millions of daily passengers, maintaining transparency, efficiency, and accountability is a continuous challenge. In this context, the vision of corruption-free Indian Railways is of utmost importance. To achieve this goal, Information Technology (IT) has emerged as a powerful enabler, driving reforms and ensuring that governance becomes transparent, effective, and citizen-centric.

The Challenge of Corruption in Railways

Given the scale of operations, railways face multiple challenges in areas such as procurement, contracts, human resource management, and service delivery. Manual processes often left scope for delays, favoritism, and irregularities. Vigilance mechanisms, therefore, are essential not only to punish wrongdoing but also to prevent it through systemic improvements.

Role of IT in Promoting Transparency

Information Technology has revolutionized the way vigilance functions in Railways. By digitizing processes, IT reduces human intervention, creates audit trails, and ensures that decision-making is data-driven. Some key contributions include:

- **E-Procurement and E-Tendering:** Online systems for procurement have made tendering transparent, competitive, and accessible, minimizing the chances of manipulation.
- **HRMS (Human Resource Management System):** Employee records, promotions, and transfers are now digitized, reducing subjectivity and favoritism.
- **Digital Vigilance Portals:** Online complaint registration and tracking allow employees and citizens to directly approach vigilance authorities without fear or delay.
- **Data Analytics:** Advanced IT tools help in analyzing large volumes of data to identify irregularities, patterns of malpractice, and potential risks, thereby supporting preventive vigilance.
- **IRVINS:** To keep track of its Vigilance functionality IRVINS has been developed which will track and maintain complains, raised against the Railway employee.

Spreading Vigilance Awareness through IT

IT is not just a tool for monitoring but also for spreading awareness. Online training modules, webinars, and digital campaigns during Vigilance Awareness Week sensitize employees and citizens about integrity and ethics. Integrity pledges taken digitally reach millions and create a sense of collective responsibility.

Benefits of IT-Driven Vigilance

The adoption of IT has resulted in faster decision-making, transparency in transactions, and efficient grievance redressal. It has also strengthened participative vigilance, where both employees and citizens play an active role in ensuring fairness. Ultimat ely, this has led to enhanced public trust and improved service delivery.

Future Outlook

The future of vigilance in Railways lies in adopting emerging technologies like Artificial Intelligence, Machine Learning, and Block chain. Predictive analytics can detect anomalies before they turn into cases of corruption, while block chain can ensure tamper-proof records, further strengthening accountability.

Corruption and Transparency in Accounts Department of Indian Railways

- **A Naveen Kumar,** CVI/Accounts
- **B Suresh,** CVI/Accounts

The Accounts Department of Indian Railways, serves as the financial backbone of one of the world's largest rail networks, overseeing annual transactions exceeding ₹2.77 lakh crore. This department handles budgeting, procurement, payroll, and revenue management for over 1.2 million employees. While essential for operational efficiency, it has faced persistent challenges from corruption, ranging from bribery in tenders to revenue leakages. However, recent transparency reforms, including the adoption of accrual-based accounting and digital portals, are transforming the landscape. These efforts aim to foster accountability in a system. This article explores corruption issues, transparency measures, and the pivotal role of digital tools in mitigating risks.

The Shadow of Corruption: Persistent Challenges

Corruption in the Accounts Department often manifests in procurement irregularities, fraudulent billing, and misuse of funds, eroding public trust and financial health. According to the Central Vigilance Commission's (CVC) 2023 annual report, Indian Railways topped the list of corruption complaints among government entities, with 10,447 cases filed against its employees surpassing other sectors.

The Comptroller and Auditor General (CAG) has repeatedly flagged lapses. A July 2025 compliance audit revealed ₹573 crore in losses due to revenue shortfalls, idle assets, and procurement flaws across zones, including unrecovered dues from scrap sales and overpayments in stores contracts.

These incidents, often linked to the department's decentralized structure—spanning 18 zonal railways and 70+ divisions—exploit gaps in pre-audit checks and inventory verification. Despite recoveries, corruption contributes to operating ratios hovering near 98%, straining resources for modernization.

Building Transparency: Reforms and Accountability

To counter these threats, Indian Railways has prioritized transparency through policy and structural reforms. A landmark shift occurred in December 2024 with the full adoption of accrual-based accounting for the 2023–24 fiscal year, moving from cash-based to recognition of revenues and expenses when earned/incurred. This ICAI-supported transition enhances financial reporting accuracy, aids multilateral green financing, and minimizes secrecy in statements.

Earlier initiatives, like the 2016–17 Railway Budget's push for 100% operational transparency, introduced online recruitment and e-governance. Accounting Reforms, launched in 2017, extend beyond accrual to activity-based costing, capturing online

data for profitability analysis across services. The CAG's oversight remains crucial, with annual audits ensuring compliance in budgeting and financial management.

Internal checks by the Accounts Department—pre-audits on bills, post-audits at stations, and variance monitoring (>5% triggers reviews)—form the first line of defense. Vigilance wings, integrated with IRAS officers, conduct surprise inspections, recovering losses from shortages and scrap auctions annually.

The Digital Shield: Portals Driving Anti-Corruption

Digitalization has emerged as a game-changer, with portals automating workflows to reduce human intervention and enable real-time oversight. The Accounting Information Management System (AIMS) acts as a central hub, promoting electronic transactions that curb cash-based corruption and black money flows. Similarly, the Indian Railway E-Procurement System (IREPS) ensures transparent e-tendering, accelerating lifecycles while minimizing bribery through automated bidding and audit trails.

Integration with platforms like the Government e-Marketplace (GeM) further streamlines procurement, fostering a corruption-free environment by displaying all tender details publicly. A comprehensive digital revamp, including predictive maintenance and unified data platforms, links departments to prevent fraud.

The following details key portals and their anti-corruption roles:

IPAS (Integrated Payroll and Accounts System) - Automates payroll, deductions, and provident funds. Reduces ghost employees and payroll fraud via Aadhaar, PAN linkage etc.
IREPS (Indian Railway E-Procurement System) - E-tendering for Works, services, stores and contracts. Transparent bidding via e-auctions; audit trails expose collusion.
ARMS (Accounting Reforms Portal) – This portal is an online platform used by Indian Railways to modernize and streamline its accounting and financial management processes. The system enables better tracking of expenditures, enhanced financial reporting, and improved decision-making for management, investors, and other stakeholders.
MERS (Miscellaneous E-Receipt System) - Electronic revenue collection (fines, licenses). Cashless mode cuts petty bribery at stations.

TAMS (Traffic Accounts Management System) - Manages freight/passenger earnings apportionment. Automates dues recovery, reducing under-reporting.

IRGSTM (Indian Railways GST Manual Utility) - GST compliance and invoicing. Ensures tax credits without evasion.
FOIS (Freight Operations Information System) - Freight billing and tracking. Real-time data feeds prevent billing manipulations.
HRMS (Human Resource Management System) - HR-finance integration for payments. Self-service portals limit discretionary approvals.

These tools, developed by the Centre for Railway Information Systems (CRIS), have slashed procurement delays by 50% and boosted e-tender participation, directly tackling graft hotspots like stores accounts.

What is still lacking

The Hospital Management Information System (HMIS), a digital platform designed to modernize healthcare services across Indian Railways' medical facilities, falls short in automatically transmitting employee health data to the IPAS/AIMS for the suspension of transport allowance when an individual's sick leave exceeds one calendar month.

Likewise, within the Human Resource Management System (HRMS), data pertaining to sanctioned leaves viz LAP, LHAP, EOL etc., and related entitlements do not automatically integrate with the IPAS/AIMS, necessitating manual verification by salary bill preparation officials against employee sanction reports in each bill unit before proceeding with payroll processing.

The generation of official transfer and posting orders within the HRMS portal remains entirely non-digitalized; however, upon its digitization and seamless integration with the IPAS/AIMS, the relevant data for the affected employee would transfer effortlessly to IPAS/AIMS without requiring manual intervention, as the employee's Last Pay Certificate (LPC) is automatically generated therein.

The seamless recovery of Liquidated Damages into IPAS is impeded when the currency stipulated in a contract agreement, as sanctioned under Clause 17B of the General Conditions of Contract (GCC), is unavailable, thereby requiring manual intervention to facilitate the process.

Integration of different portals is need of the hour for promoting seamless transparency in the system.

Conclusion: Forging a Resilient Future for Railway Finances

The Accounts Department of Indian Railways grapples with corruption testing its decentralized structure amid procurement fraud and revenue leaks. Yet, transparency reforms, including the 2024 accrual-based accounting shift, CAG audits, and internal checks, mark a pivotal turn toward accountability.

Digital portals like IPAS, IREPS, AIMS, and FOIS, built by CRIS, automate workflows, reduce discretion, and expose graft via audit trails, integrating with GeM for seamless e-procurement and slashing delays by 50%.

Challenges remain, such as HMIS/HRMS integration with IPAS/AIMS and contract recoveries, which demand full digitization to realize an error-proof ecosystem.

Ultimately, sustained innovation will fortify this financial backbone, ensuring public trust and fueling modernization—transforming every rupee into progress for a Viksit Bharat.

Health Camps in Indian Railways: IRMM 2000 Guidelines

- **Yellanti Malyadri**, CVI/Medical

Indian Railways prioritizes the health and welfare of its employees and their families through organized health camps conducted in line with the Indian Railway Medical Manual (IRMM), 2000 provisions.

IRMM Provisions on Public Health and Preventive Services

According to IRMM Chapter IX paras 901-912, preventive and promotive health services are essential for controlling diseases and improving the overall health of the railway community. This includes mass health programmes, family welfare, maternal and child health care, immunization, nutrition support, and control of communicable and non-communicable diseases. Health camps form a key component of this public health strategy implemented by medical officers at zonal and divisional levels under coordination with the Chief Medical Director (para 901).

The manual emphasizes safe water supply, sanitation, and environmental hygiene at railway premises, which are integral to health camp activities (paras 911-912).

Organization and Objective of Health Camps

Health camps are planned and executed by Medical Officers in charge at divisional levels, who coordinate with multiple departments for logistics, manpower, and medical supplies (IRMM Chapter IX). These camps aim to:

- Provide accessible medical check-ups and diagnostics
- Promote health education and awareness
- Identify and refer complicated or chronic cases for specialist care
- Ensure occupational health and fitness for duty
- Continuity of the medical care of retired beneficiaries.

Health camps have been effective in reducing absenteeism and enhancing productivity by early identification and treatment of ailments. Additionally, these camps also contribute to raising health awareness among railway community, encouraging healthier lifestyle choices aligned with occupational health standards.

Medical Examination and Screening in Health Camps

The IRMM Chapter V (Paras 501-513) outlines the standards for medical examinations of candidates and railway employees. These examinations include general physical check-ups and vision tests relevant to job fitness. Health camps often facilitate such screenings to detect physical, ophthalmic, and communicable diseases early among railway staff and candidates. Candidates or employees failing to meet the stipulated norms are referred for further evaluation or treatment.

Implementation and Impact

Railway zones and divisions regularly conduct such health camps, often focusing on specific health concerns like diabetes, hypertension, eye problems, or occupational hazards related to railway work. These camps provide a platform for screening and referring cases requiring advanced medical attention to railway hospitals or empanelled specialist centers.

In a preventive check conducted by the Vigilance department at a hospital, it has been noticed that some of the referral cases of the employees / pensioners to empanelled hospitals, Private entities are setting up the free camps in railway premises without prior approvals from the concerned department officials. These free camps are set up to check the basic parameters and private consultant doctors recommend for further diagnostic evaluation which are being approved by Railway doctor without any verification and being referred to camp conducting private empanelled hospitals which are later billed by them to railways.

There should be clear and strict guidelines from the South Central Railway Medical Department for organizing health camps by private entities on railway premises or for railway beneficiaries. This policy needs to ensure proper regulation of such camps, whether free or paid, to prevent unverified referrals to empanelled hospitals and to protect public funds from unnecessary financial burden.

Conclusion:

Health camps under the IRMM framework represent Indian Railways' commitment to employee health by institutionalizing preventive care and medical screening. The IRMM paras 901 onwards in Chapter IX and Chapter V paras 501 onwards provide comprehensive guidelines that govern the planning and conduct of these camps, ensuring structured and continuous health care services on railway premises.

From a vigilance perspective, Strict adherence to established protocols—such as obtaining prior approval of the competent authority, ensuring authorized expenditure, maintaining transparent reporting and selecting hospitals/diagnostic centers impartially and rotating those hospitals/diagnostic centers periodically is crucial for safeguarding the financial prudence of Railway health camps. Ongoing monitoring and audits strengthen accountability and operational efficiency. These measures demonstrate the Railways' firm commitment to employee welfare while upholding high standards of ethical governance and regulatory compliance. This approach ensures that health camps are managed effectively, transparently, and with the utmost regard for procedural integrity.

Vigilance and Transparency are the Strongest Medicines against Corruption in Hospitals over Indian Railways

- **Bhav Singh Banotu,** CVI/Medical

"Prevention is better than cure" holds true not only in the field of health but also in the realm of vigilance. ("Prevention is better than cure - in health and in vigilance."). Just as timely health check-ups, a healthy lifestyle, and early precautions protect us from disease, proactive and preventive vigilance protects organizations from corruption, delays, and systemic failures.

Indian Railways operates a large network of hospitals and health units across the country, including zonal, divisional, sub-divisional, and production unit hospitals. For specific procedures, some of these hospitals also have a network of empanelled private hospitals. The healthcare system serves railway employees and their families, with facilities ranging from basic health units to multi-specialty hospitals.

Railway hospitals are critical for ensuring the health and well-being of employees and their families. However, like any large public healthcare system, they can be vulnerable to corruption and malpractice, which can affect the quality of service, employee trust, and resource utilization. Identifying these areas and implementing effective anti-corruption measures is essential for a transparent and efficient healthcare delivery system. From procurement of medicines to patient care, laboratory tests, and scrutiny of referral bills, medical reimbursement, medical examination of the candidates and Periodical Medical Examination of the employees, Medical de-categorization of employees (AEMG), every process can become vulnerable if transparency and vigilance are absent.

Just as good medical practice relies on prevention and treatment, good governance in hospitals relies on preventive vigilance and transparency. Together, they are the strongest "medicines" against corruption.

Why Vigilance Matters

Vigilance in hospitals is a proactive approach aimed at detecting weaknesses in the system and correcting them before they are exploited. It ensures:

- Ethical behavior among hospital staff.
- Prevention of malpractice, favoritism, and pilferage.
- Proper use of public funds for patient welfare.
- Timely corrective action in case of deviations.

The Role of Transparency:

Transparency ensures that processes are open and verifiable. In hospitals, this includes:

- Publicly accessible procurement and stock records.
- Clear guidelines for treatment, billing, and reimbursements.
- Digital records for medicines, laboratory tests, and patient histories.
- Transparent appointment and examination procedures to prevent bias or favoritism.

Combining Vigilance and Transparency

- Preventive Vigilance: Identify vulnerable areas such as procurement, billing, and lab tests, and strengthen controls.
- Digital Systems: Use electronic health records, e-billing, and inventory management to reduce human discretion.
- Audits & Inspections: Conduct periodic & surprise audits to ensure compliance.
- Grievance Mechanisms: Provide secure channels for reporting irregularities and protecting whistle-blowers.

Vigilance: Our Shared Responsibility

Vigilance and transparency are effective only when every staff member upholds integrity. Doctors, pharmacists, nurses, and administrative personnel must commit to:

- Following Standard Operating Procedures (SOPs) diligently.
- Refusing and reporting unethical practices.
- Maintaining honesty in every decision and action.

A culture of integrity ensures that vigilance and transparency are not merely policies on paper, but living practices that strengthen the hospital system. And Vigilance is responsibility of each and every participant of the organization, not just of a single department or an authority.

Conclusion

Corruption in hospitals undermines the health of both patients and the organization. Just as medicines prevent and cure disease, vigilance and transparency prevent corruption and restore trust. By combining ethical practices, strong monitoring, and open systems, railway hospitals can provide efficient, fair, and corruption-free healthcare to all beneficiaries.

“Vigilance and transparency are the strongest medicines-they safeguard not just health, but honesty, trust, and public confidence.”

“Vigilance +Transparency =Corruption Free Service”

सतर्कता की शक्ति

ये राजकाज और शासन के, है अंग बड़े ही गूढ़ सुनो।

सबमें घुलमिल जो सत्य कहे वह अनुशासन है गूढ़ सुनो।।

ऐसी सतर्कता शासन की, शासन की बाधा दूर करे।

पदचापरहित यह जांच करे, फिर तर्करहित यह सत्य कहे।।

कैसा विवाद कैसी पीड़ा, जब सम्यक दृष्टि सतर्क अहो।

सब कुछ जाने सब पहचाने, संकट से पूर्व सतर्क अहो।।

सब चेत- सचेत विनम्र रहे,कार्यों के प्रति भी सजग रहे।

कोइ तर्क-कुतर्क नहीं चलता, जब हो सतर्क यह तथ्य कहे।।

जब भ्रष्ट आचरण का प्रकरण, सन्मुख सतर्कता के आए।

सब तथ्यों को उद्घाटित कर, यह मुख्य बात सन्मुख लाए।।

शिरीष अवस्थी
कनिष्ठ अनुवादक
राजभाषा विभाग,प्र.का. दमरे

आदर्श कर्मचारी

आदर्श कर्मचारी को सदैव संगठन का ध्यान हो
बात जब मान की चले, तो देश की वह शान हो

मोल से बिके नहीं, जो भय से डिगे नहीं
इंसाफ के मंदिर में जिसका, सिर शर्म से झुके नहीं
भीड़ हो लाखों की पर, उसकी अलग पहचान हो
बात जब मान की चले, तो देश की वह शान हो

साम, दाम, दंड, भेद से, जो न बहले, जो ना फुसले
जाल बिछाए, ज़ालिम जितने, पर सत्य से जो ना विचले
देख हरियाली नोटों की, ईमान जिसका चट्टान हो
बात जब मान की चले, तो देश की वह शान हो

मेहनत के पथ पर चले, नीति का सम्मान करें
सत्य से बंधे रहे और कर्म का ही ध्यान करें
देखे कहीं जो अधर्म, अनर्थ, तो वहां सावधान हो
बात जब मान की चले, तो देश की वह शान हो

मान संगठन का बढ़ाए, प्रगति में योगदान दे

नाम रौशन देश का हो, काम से पहचान बने

जीत ले दिल हर किसी का, आदमी महान हो

बात जब मान की चले, तो देश की वह शान हो

श्री अजय पाल सिंह नेगी

वरिष्ठ अनुदेशक/राजभाषा

क्षेत्रीय रेल प्रशिक्षण संस्थान/ मौला-अली

छोटी सी जिंदगी. . . .

बहुत छोटी है जिंदगी
हंसते-हंसते इसे गुज़ारते चलो
न कुछ ले जाओगे तुम इस धरती से
बस प्यार ही प्यार बांटते चलो
कभी किसी दिल को दुःख न पहुंचे
ऐसा खुद को निखारते चलो
दुश्मन भी अपना दोस्त बन जाए
ऐसी शख़्सियत बनाते चलो
न जाने कब किस मोड़ पर
रुखसत करना पड़े जिंदगी से
सब का दिल जीतने की कोशिश तो करो
अंत में सिर्फ अपनी अच्छाई ही
रह जाती है इस दुनिया में
कभी किसी को हमारी याद आए,
ऐसा कुछ कर गुज़रते चलो
बहुत छोटी है जिंदगी
हंसते-हंसते गुज़ारते चलो,
हंसते-हंसते गुज़ारते चलो

आशा महेश कुमार

राजभाषा अधिकारी, हैदराबाद मंडल

Case Studies

&

System Improvements

The Curious Case of Accounts Department

- **Harisha Vellanki**
  Dy CVO Accts &Med

"Accounts department deals its own establishment"- is what everyone is aware of. While widespread reforms in the Personnel Department revolutionized examination procedures across Indian Railways, the Accounts Department appeared to adopt these changes at a much slower pace, taking its own time to implement similar measures. This situation arose due to the inadequate monitoring of recruitment and promotion practices within the Accounts Department-processes that are ordinarily subject to rigorous monitoring by the Personnel Department all across Indian Railways, thereby creating conditions conducive to malpractice. A Preventive Check provided a perspective into understanding this curious case of Accounts Department.

The Appendix-IIA examination under the Indian Railway Establishment Code (IREC) is a qualifying examination prescribed for the post of Accounts Clerk and above in the Accounts Department. The examination carries significant importance, as failure to qualify within the stipulated attempts can have serious consequences. As per the official notification, directly recruited Junior Accounts Assistants (JAAs) are required to pass the examination within two attempts, to be availed within three years from the date of their appointment. Failure to qualify within the prescribed period shall result in termination of service, in accordance with the terms and conditions of their appointment.
The examination comprises three papers, of which Paper-II and Paper-III consist of 80% objective-type questions, emphasizing the need for thorough preparation and accuracy.

During vigilance inspections conducted on 24.07.2024 at STC/SC and on 05.08.2024 in connection with the scrutiny of CCTV footage from ETTC/BZA pertaining to the Appendix-IIA IREM examination, several serious irregularities were observed, as certain candidates were seen engaging in conversation with one another and using hand gestures to solicit and relay answers and a few candidates were found to be in possession of paper slips, from which they were copying answers during the examination.

SDGM viewed the matter as extremely serious and disturbing and asked PFA to take immediate necessary action. Vigilance advised PCPO & PFA to issue necessary instructions for taking abundant precautions including assured provision of the CCTV at every examination centre, where the examination is proposed to be held. It is also advised that invigilating officials for departmental exams should **NOT** belong to the same department and should be drawn from other departments. Invigilating officials should also be well trained and thoroughly briefed to conduct the examinations with a high degree of alertness and vigilance.

Outcome of the case:

- The exam where irregularities noticed was cancelled and re-conducted with more alertness and watchfulness.

- 78 candidates and 7 invigilators were issued Warning letters / Displeasure notes.

- System Improvement suggested to Railway Board on departmental exams pertaining to Accounts department.

System Improvement suggested:

Railway Board vide letter No.E(NG)/2018/PM 1/4, dated 14.12.2018 has given instructions to all Zonal Railways for introducing 100% objective paper for promotional exams to expedite and simplify examination process.The letter however exempts Accounts & RPF departments as they deal with their own establishments. The letter further instructs that Railway may conduct examinations in CBT mode depending on their preparedness and if CBT takes time to implement, the tests may be conducted on OMR sheets.Accordingly, it is learnt that all departmental exams being conducted by PCPOs in almost all Zonal Railways are now migrated to CBT mode and in few exceptional cases, on OMR sheets. However, Accounts department still needed to catch up with the transparent methods of conducting departmental exams. Since the exam is conducted as per the codal provision of IREM and RBA No.108/2019, Railway Board is the competent authority to issue instructions on these examinations. Hence, the system improvement is suggested to Executive Director Vigilance Accounts on 10.12.2024 to impress upon Accounts directorate to catch up with CBT mode of conducting departmental examinations. The same issue was sought for clarification by PFA/SCR from Railway Board on the instance of SCR Vigilance.

JDFCCA asked all PFAs on 03.06.2025 to furnish the status of how exams are conducted in Zonal Accounts depts. Finally, on 17.06.2025 Accounts Directorate issued instructions to conduct all departmental examinations through CBT mode and also provided to engage an External Exam Conducting Agency. The pattern of Appendix II Exam is also changed to 100% CBT to accommodate this change.

As a result of the intervention and guidance provided by the Vigilance department, previously overlooked areas and deficiencies have been addressed, thereby promoting the establishment of a more transparent and equitable system reform.

Engineering

Case study

Ballast supply

As per RDSO specifications GE/0001:2023, sampling for ballast size and gradation is required for every 100 cum or part thereof, with stacks limited to 2m height. However, during vigilance checks, it was noted that sieve analysis is conducted after stack formation, with samples collected from the outer periphery of the stacks. Collection of sample from top layers is easy. But samples from lower layers are difficult to collect without deploying machinery like JCBs.

Collecting samples from the outer periphery of a formed stack may not accurately represent the entire stack's size and gradation. If the sample fails the test, it results in rejecting the entire stack, leading to time loss and disputes with the agency.

Suggestion:

A more efficient approach would be to conduct tests during the supply, allowing for real-time quality control, easy rejection of non-compliant material, and reduced disputes.

During regular inspections, JE/SSE/P.way should conduct tests and record the results with their signature and date in a designated register. This register should be reviewed by test-checking authorities during stack measurement.

Electrical

Case study - 1

Malpractice by the contractor involving manipulation of vehicle documents

In one of the divisions, a vehicle contract was awarded to 'X' firm on GEM portal in the year 2023 with an agreement value of approx. Rs. 64 lakhs. Work was commenced immediately after issuing LOA. A Photostat copy of Registration certificate (form 23) issued by RTA and insurance certificate, as mandated in special conditions of contract was submitted by the contractor to depot in-charge wherein few details are mentioned as below:

Vehicle Registration number: TS 07 UE XXXX

Details of manipulation	Details submitted by Contractor **through forged** documents	**Actual details** as obtained from RTA website
Vehicle Mfg. Date	05/2020	01/05/2017
Vehicle Reg. Date	27/09/2020	27/09/2017
Payment of Tax valid upto	30/09/2025	30/09/2024
Vehicle Insurance valid upto	02.03.2025	02.03.2024

As per the contract conditions, the vehicle offered for hire must be in good condition and not more than 4 years old as of the tender opening date. In order to avoid termination of the contract and appear compliant, the contractor manipulated vehicle documents using a PDF editor, including altering the manufacturing date, registration date, and tax validity, since the vehicle in use exceeded the permissible age limit, thereby violating the contract terms. Further, instead of renewing the vehicle's insurance, the contractor tampered with the insurance document by modifying the validity dates through a PDF editor and submitted a photocopy of the altered document to the depot in-charge.

The manipulation of vehicle documents was revealed after verifying the vehicle details including insurance details on RTA website. QR code available on submitted photocopy of insurance certificate confirmed the actual validity of insurance certificate (it was expired long back).

This clearly indicates that the offered vehicle is over 4 years old, which is in direct violation of the contract.
It was also noted that the offered vehicle did not have Fastag as well. According to contract conditions, FASTag should be provided invariable for faster movement of vehicle at toll area 24x7 as the vehicle used for attending Emergency/Breakdown and it is directly related to running of the trains.

Recommendations / Actions Taken:

1. Instructions to Executives: All concerned executives have been advised to direct consignees to regularly verify the details of hired vehicles through official RTA websites to ensure compliance with the age and condition criteria specified in the contract.

2. One time Drive: A one-time verification drive was launched across the South Central Railway to cross-check vehicle details and ensure authenticity of documents.

3. Vehicle Replacement: As per vigilance advice, all vehicles under the subject contract that were found non-compliant have been replaced with new, contract-compliant vehicles.

4. Penalty Imposed: A penalty of Rs.5 lakhs has been levied on the contractor.

Case study -2

Irregularities in tender evaluation

A tender was invited by a division of South Central Railway for the supply of sand and filling in locomotives, with an advertised value of Rs.134 lakhs and an offer validity of 60 days. The tender followed a two-packet system, and only one bid was received from M/s 'X'. The firm was found technically suitable and had quoted Rs.133.7 lakhs, slightly below the estimated cost. However, the Tender Committee Convener did not take timely action to finalize the tender during the offer validity. The request to extend the validity was sent to the bidder after expiry, which was declined. As a result, the tender was discharged. This inaction and delay in decision-making, despite having a valid offer, led to the cancellation of a potentially competitive offer.

The tender was later re-invited with the same committee members. By then, M/s 'X' had been terminated in a separate contract within the same division, making them ineligible to participate. Four bids were received in the re-tender, out of which two were technically disqualified. M/s 'Y' was rejected on the grounds of having submitted a false declaration, claiming it was not banned, whereas the committee interpreted a

termination letter from one Division of Other Railway as equivalent to debarment. Then, M/s 'Z' was found suitable and was awarded the contract at Rs.171 lakhs, significantly higher than the original offer of Rs.133.7 lakhs.

The vigilance examination of both tenders revealed several procedural and policy violations. In the first tender, the delay in finalizing the contract within the validity period violated CVC guidelines (Circular No. 31/11/08 dated 06.11.2008), and Railway Board instructions which mandate time-bound tender finalization. This delay led to avoidable financial loss to the Railways. In the re-tender, the disqualification of M/s 'Y' was based on an incorrect interpretation of the termination as a ban or debarment, which was factually and procedurally incorrect. The termination letter was not officially obtained but shared informally, without any formal correspondence or verification. The committee did not discuss the source of the letter nor record it in the minutes, indicating a lack of transparency and procedural lapse.

Furthermore, the committee violated Rule 173(xii) of GFR-2017, which states that bids must be evaluated strictly as per conditions mentioned in the tender document and no new criteria should be introduced during evaluation. The evaluation should have been based solely on what was submitted in the bid documents, but extraneous and unverifiable information was considered. Rule 174(iii) of GFR-2017, which discourages extension of bid validity except in exceptional cases, was also ignored in the handling of the initial tender. The bidder ‘Y’ had not been banned by the tendering division and had declared this correctly. The declaration, which was not a mandated eligibility requirement, was wrongly used as the basis for disqualification. As per the tender terms, there was no clause that allowed for disqualification purely on account of a false declaration.

The committee also failed to justify the delay in the first case or record any deliberations on the disqualification in the second. This omission in the minutes weakens the transparency and accountability of the process. Sharing confidential tender-related information with persons outside the committee, and obtaining documents unofficially, are serious violations of confidentiality norms laid down in Railway Board circulars and the Manual for Procurement of Consultancy & Services.

In conclusion, the tender committee misinterpreted termination as debarment, wrongly disqualified an eligible bidder, failed to act within stipulated timelines, and relied on unverified and informal information sources, all of which resulted in loss to the Railways and compromised the integrity of the tendering process. The actions of the committee violated multiple guidelines issued by CVC, Railway Board, and GFR 2017, and reflect poor adherence to procurement norms, lack of transparency, and deviation from fair evaluation practices.

Recommendations:

1. Adhere to RB guidelines to finalize the tender processing within the original validity
2. Extension of offer validity should normally be discouraged
3. Extrinsic documents other than submitted documents should not be considered during tender evaluation
4. Any justification with regard to evaluation should be documented in tender committee minutes
5. No personal bias or misinterpretation of any letter/circular should be avoided
6. Unethical practices of sharing confidential information to other than TC members and collecting documents just to favor or disqualify a firm should be avoided.

Action taken:

Appropriate disciplinary action is proposed against responsible officials

Case study -3

Unfair Practices in Execution and Poor Tender Booklet Preparation

A preventive check on the execution of a substation work with a contract value of Rs. 2.10 Cr., revealed several irregularities, both in the execution and in preparation of tender document. The inspection also revealed unfair practices, poor documentation, and financial lapses resulting in undue payments to the contractor.

It was observed during joint measurements at the site that the actual measurements had been inflated in the records by the Sr. Section Engineer compared to the supplied and erected items. The inflated items particularly in XLPE cables viz, 223 meters in excess of supply and erection of 3 core 120 Sq.mm, 73 m in excess of supply and erection of 3 core 95 Sq.mm, 12 nos excess in HT cable termination kits, 1400rmt excess in cable trench, 48 cu.mt excess in supply of 20mm ballast, 2.1 MT excess of fencing uprights and several other such items. These inflated measurements led to an excess payment of approx. Rs. 9.2 lakhs.

The tender document lacked essential specifications, approved drawings (e.g., for RMU plinths, fencing panels, transformer plinths etc.,), and cable route diagrams, which serve as significant documents for a consignee to enforce execution standards. This omission led to ambiguity and improper work execution.

The explanatory notes in the tender appeared to be unrelated and seem to have just been copied from other tender documents. These generic notes did not align with the scope of the current work, contributing to confusion during execution.

To mention as an example of poor rate reference, the tender included fire buckets at a base rate of Rs. 6,426/- per unit, with the contract awarded at Rs. 7,389/- per unit, despite the market rate being below Rs. 400/-. A total of Rs. 42,235/- was paid for six buckets, highly disproportionate to the actual cost. This resulted from poor rate analysis and overreliance on outdated tender rates. One of the primary reasons for such inflated estimated rates is not having Standard Schedule of Rates in General Service, and also not analyzing the current market rates.

The SSE who executed the work & recorded inflated measurements and the officer responsible for test checks will be held accountable for their lapses in supervision and measurement verification. The official who prepared the tender document without proper specifications, drawings, and item-specific notes will also be held responsible.

Recovery of Rs. 9.2 lakhs from the contractor is proposed, and appropriate disciplinary actions are being initiated.

Recommendations:

1. Estimates and tender documents must be prepared with diligence, supported by market surveys, analysis of recent purchase rates, and accurate unit pricing.

2. All explanatory notes should be contract-specific, and relevant specifications and approved drawings must be enclosed in the tender.

3. The SSE must ensure accurate measurement recording strictly based on actual work done.

4. Officers must conduct effective monitoring and test checks to ensure quality execution and prevent financial irregularities.

System improvement

Irregularities in execution of contracts in field units

Observations:

- The Contractor has submitted fabricated vehicle documents such as Registration, Insurance and Tax Receipt to comply the contract conditions.

- Vehicle which was provided under the agreement is more than 4 years, in violation of contract condition

- The vehicle which was provided was not one of the vehicles listed in his submitted documents.

- The lease agreement was executed after awarding the Contract.

- Through the clause 3.4.5 contract mentions that “FASTag should be provided invariably for faster movement of vehicle at toll area 24x7 as the vehicle used for attending Emergency/Breakdown, and it is directly related to running of the trains”, the contract vehicle did not have the FASTag.

In the light of the above, all the Supervisors should be instructed to verify the authenticity of documents such as the Registration Certificate, Insurance, etc. using available methods like checking the RTO website, Insurance provider websites, and other relevant sources. This verification should be conducted at the time of contract commencement, upon the expiry of the insurance or whenever the contractor replaces the hired vehicle. Further, supervisors must also be advised to check the validity of FASTag Regularly.

The following special conditions shall also be incorporated in the tender documents and contract terms:

i) Whenever the Contractor intends to replace the provided vehicle, the same must be notified to the contract signing authority and obtain approval within a week, duly submitting all relevant documents pertaining to the proposed vehicle that comply the stipulated contract conditions. Such copy of approval and vehicle documents shall be submitted to the supervisor concerned.

ii) If the contractor desires to provide a vehicle other than the one specified in the bid documents, approval must be obtained from the contract signing authority prior to the commencement of the contract. The alternative vehicle must also comply with the tender conditions.

Medical

Dos & Don'ts in Medical Department

Dos

- To avoid impersonation, officials are advised to verify **UMID cards.**
- Checks to be made in medical stores, dispensaries, wards etc periodically

  And take timely action with respect to medicines nearing expiry date/ expired medicines
- Ensure that whether local purchase medicines **expiry date** is sufficiently long (at least **80% shelf life** remaining or **06 months** from the manufacturing date, at the time of supply).
- Ensure proper indenting of medicines and local purchase through online in HMIS.
- Cross checking of Quality on local purchase & AMI medicines/ consumables.
- Local Purchase under normal circumstances should not exceed 15% of the total annual budget. Any purchases exceeding 15% of the total annual budget should be to the minimum extent necessary and have specific approval of PCMD and with duly recorded valid grounds. **(B-19 of MSOP).**
- Ensure sample test for drugs to guard against procurement of sub standard/spurious drugs.
- PME of an employee should invariably be completed in **03** days as per extant rules. In case of exceptions provisions of IRMM may be followed (PME Sick).
- In case 'AYE' (A) Medical Category, ensure that Head Injury and history of Epilepsy Declaration has been obtained from the Candidates as per **Para 511 (6) of IRMM.**
- Exercise extra care and ensure compliances of extant instructions before declaring any employee medically de-categorized/Totally unfit.
- In cases of Special Medical Examination, insist on Branch Officer sending the GM-3 form to meet the employee in person and certify that there is a need felt to evaluate him/her medically.
- Check on cases of discharge for non –attendance of the patients on Sick List and prompt intimation to Department concerned and avoid handing over of

DNA certificate in persons to the employee concerned who reports sick and send to concerned supervisory official through official DAK only.

- Doctor examining the Sick list employee should mention clinical observations on the dates of attendance on the case papers instead of simply writing Review after ---days/weeks wherever applicable.
- To maintain the bill passing priorities register (FIFO) and acknowledge the claims received by the nominated officials. Avoid delay in passing of bills.
- Maintain a register with details of vendors appearing for fitness certification.
- Check authenticity of medical certificates of on board catering as well as station food handling staff (Vendor).
- Ensure strict adherence to the provisions relating to the collection and testing of food and water samples to guard against poor quality and adulteration.
- Maintain a register of food samples sent for analysis along with their results.
- It is seen that incorrect assessments of medical standards for different railway categories, i.e., in the Initial Medical Examination for safety categories, candidates are declared fit but the same candidates are declared unfit within a short period of time. Initial Medical Examiners to exercise extra caution.
- Test Checks are to be done in patients' diagnostic reports and bills.
- Match billing with referral hospital records to identify instances of over-billing or over-charging.
- Close monitoring is required for officers and staff working in office in sensitive posts, particularly those with discretionary powers susceptible to misuse, and for employees of doubtful integrity under surveillance.
- Maintain high standards of Cyber Security and don't share passwords/DSCs

Don'ts

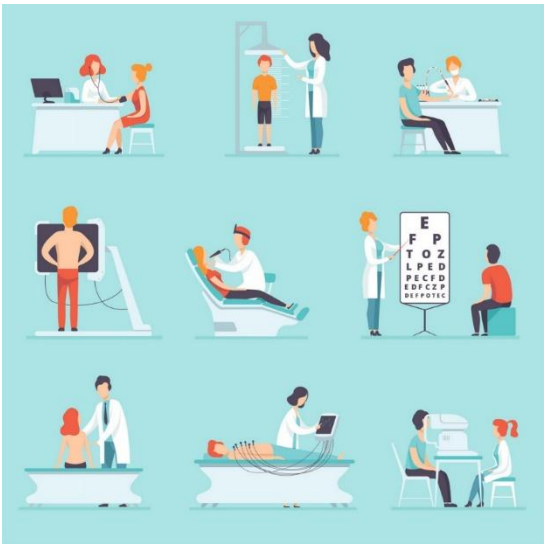
- Avoid delay in issuing the certificates (PME/ME).
- Avoid entertaining cases of sick employees beyond the permissible period and do not forget to make reference to the higher authority if the case requires retention on sick list beyond the time limit within your power.
- Do not issue fit certificate for the cases transfer from other zones without verification.

- Do not issue Sick/Fit Certificates manually and do it only on HMIS. In case of exigencies, register is to be maintained for issue of manual certificate with proper justification.
- Avoid frequent and indiscriminate local purchases.
- Avoid irregularities in procurement of medical equipment, medicines and surgical items as below:

  * Purchasing unnecessary or substandard items,

  *Over-invoicing or favoring specific vendors,

  * Ignoring proper tendering procedures.
- Do not receive the consignment without verifying that drug combination in 7 b procurements.
- Do not issue fit certificate in the initial medical examination for the safety category candidates without through examination as per the extant rules. In some instances few candidates were declared fit, however, the same candidates were declared unfit within a short period (within six years).
- Do not organize/conduct any medical camp without proper approval as issued in system improvement, 2025.
- Avoid private practice of Doctors after duty hours in other hospitals/clinics as per railway Board Guidelines.



Personnel

Case Study - 1

Double payment of CTG on same transfer

During Vigilance checks in some of the Divisions/units, the following **Irregularities** were noticed in payment of Composite Transfer Grant (CTG) to employees on transfer:

1. It was observed that CTG was paid twice to several employees, in respect of the same administrative transfer. Surprisingly, in some cases, the CTG was paid thrice also for the same transfer.

2. As such, employees were allowed amounts over and above their entitlement on transfer, leading to heavy financial loss to Railways.

3. Employees who were benefitted/received CTG for 2nd time and 3rd time also kept silent and not intimated to Bill passing Staff in any single case.

4. There appears to be a systematic failure to check such multiple payments, wherein both the bill dealing staff of Personnel and Accounts departments have failed to notice the over payment.

5. No records / registers were maintained by the personnel and Accounts departments on CTG payments to ensure cross verification before passing the same.

Action taken:

1. The overpayments of CTG to the employees have been recovered.

2. The dealing staff of Personnel Department are also taken up under RS (D&A) Rules, 1968.

Suggestion:

1. Each bill passing officer shall ensure that a proper register is maintained for payment of CTG and cross check the details before allowing the payment.

2. The register shall include details of transfer involved (with Office order number, date, etc) and date of payment of CTG.

Case Study – 2

Malpractice in the Departmental Examination

- A complaint was received that some of the candidates appearing for the examination in one of the rooms have indulged in copying during the departmental promotional examination conducted in one of the Divisions.

- Since the number of candidates was more, the examination was conducted at an educational institution in different rooms. Railway supervisors have been nominated as Invigilators for smooth conduct of the examination.

- Candidates were distributed OMR sheets and question papers during the examination.

- While examining the CCTV footage of the examination by vigilance branch, it is seen that some of the candidates have indulged in exchanging of question papers. It is revealed that these candidates have marked answers on the question paper itself and exchanged the same during the examination.

- The invigilator nominated for the room was casual and failed to observe this malpractice.

Action taken:

(i) Candidates found involved in copying were debarred from the selection and disciplinary action was also initiated against them

(ii) Further, the concerned invigilators have also been taken up under DAR.

Suggestion:

Invigilators must be alert while performing invigilation duties and make frequent rounds in the room. The movements of candidates shall be keenly observed and any irregularity shall be promptly reported.

It shall be ensured that candidates write their roll numbers on the question paper and do not mark answers on the question papers.

Case Study - 3

Unauthorized Occupation of Railway Quarter after permitted retention period

- Based on a source information, when vigilance branch has conducted a check, it was observed that one Railway employee continued occupying a Railway Quarter beyond the authorized retention period.
- It is noticed that the employee in question was initially granted permission to retain the quarter for a limited period on educational grounds, after his transfer to a different location.
- However, the employee did not vacate the quarter after the permitted retention period nor any further extension granted in his favour, but, continued to occupy the same quarter.
- After a few months, the employee was transferred back to the same station and he continued in the same quarter.
- No action was taken to collect the damage rent for the period of un-authorized occupation nor any fresh alloltment was given in his favour after his re-transfer to that location.

Action taken:

- Recovery of the assessed damage rent of ₹3,36,240/- is being effected in accordance with extant instructions.
- The employee was made to vacate the quarter and has been allotted a fresh quarter as per rules.
- Disciplinary action was also initiated against the concerned employee

Suggestion:

- Rejoining duty in the same location does not automatically regularise the period of un-authoriozed occupation of the quarter.
- Necessary damage rent needs to be recovered and processed for allotment of same/some other quarter as per availability.

System Improvement - 1

Procedure for Handing Over / Taking Over by Non-Gaz staff at the time of relinquishing charge

During vigilance checks, it is seen that employees often feign ignorance and try to avoid responsibility by claiming that the previous incumbent had not properly handed over charge/documents or briefed them about ongoing matters. This is resulting in delays, procedural lapses, and difficulty in fixing responsibility when irregularities occur or missing documents is noticed.

In order to streamline this, a system improvement is issued vide PCPO/SCR's Letter No. P[R] 16/1 dated 23.06.2025, for uniform compliance in the entire zone.

Salient features of the instructions are:

1) It shall be mandatory to prepare a handing over/ taking over note, whenever any employee relinquishes charge on account of transfer/ superannuation/ VR/ deputation/ promotion / any other reason.

2) The handing over note shall contain details of all the important works dealt, documents in possession, files handled, works pending, etc. along with items on which action is due and the timeline for completion.

3) Status of ongoing tenders/DAR cases/selections/court cases/ settlement cases shall be clearly brought out in the handing over note.

4) Any money value items / sensitive and confidential documents shall be handed over under clear acknowledgment.

5) Copy of the handing over note signed by both the outgoing and incoming employees shall be kept in the custody of the concerned controlling officer.

Copy of the system improvement is enclosed for reference.

South Central Railway

Headquarters Office,
Personnel Department,
Secunderabad.

No. P[R] 16/I

Dt. 23.06.2025.

All PHODs, DRMs and CWMs
Extra Divisional Officers

Sub: Procedure for handing over/taking over by the Non-Gazetted staff at the time of relinquishing the charge on account of transfer/superannuation/deputation/promotion/any other reason – System Improvement - reg.

***

In recent times, during the preventive checks conducted by Vigilance department, it was noticed by Vigilance department that the Non-Gazetted staff dealing with sensitive/other functions feign ignorance and try to avoid responsibility by declaring that they have been posted newly to this post and the previous incumbent has not properly handed over the documents and apprised of the ongoing/pending works. Improper handing over of charge by the predecessor resulted in failure to take proper action by the new incumbent and Administration is also not in a position to fix responsibility on the erring official in such scenarios.

In order streamline this situation, the following system improvement is adopted for proper handing over/taking over of responsibilities by the Non-Gazetted staff at the time of their relinquishing the post:

1) Whenever any employee relinquishes the charge on account of transfer/superannuation /voluntary retirement/deputation/promotion or any other reason, it shall be mandatory that a proper handing over / taking over note is prepared before he/she leaves the post.

2) The handing over note shall contain details of important works dealt, sensitive documents in possession, files handled/under his/her possession duly indicating the number of pages on correspondence and noting side etc. on the date of his/her relinquishing the post.

3) In case of on hand files, the present status /stage of the case with details of action due also to be brought out in the handing over note. This needs to be specifically ensured for ongoing tenders, DAR cases, postings, selections/recruitments etc. For the staff working in Settlement section, the pending ONR cases may invariably be mentioned in the handing over note so as to avoid complaints of retired employees at a later date.

5) In the event of employee moving out without a reliever being posted in his place, he shall prepare a handing over note on the above lines and handover to his immediate Supervisor/Controlling Officer, who will in turn transmit the same to the new incumbent as and when he is posted to that post.

6) In case where the employee is also looking after some other duties/posts in addition to the post he is holding, he shall also include the details of the same in his handing over note.

7) A handing over note jointly signed by the outgoing /incoming Non-Gazetted staff shall be submitted to the Controlling Supervisor and it shall be properly maintained with the Steno/PS of the officer concerned for future reference.

8) The reliever dealing with Court cases should furnish the details viz., Court cases pending for implementation, para-wise remarks to be furnished, Para-wise remarks pending with Railway Counsel for vetting and cases/files in pipeline, immediate/urgent action to be taken etc. so as to avoid contempt cases and to avoid delay in processing these cases.

9) Important/Confidential letters received by him/her and where action is to be taken should invariably be handed over to the successor/immediate Supervisor with clear acknowledgement.

10) At any point of time, if it is noticed that any employee has been relieved without proper handing over of the charge/duties, the erring Officer/ Supervisor will be taken up suitably for their dereliction of duties.

It is once again reiterated that, relieving of employee should be done only when proper handing over of charge has taken place **repeat** when only proper handing over of charge has taken place.

This information shall be made available at the time of inspections by the Officers of Executive/Vigilance department.

Please adhere to the above instructions scrupulously.

This issues with the approval of the competent authority.

Muralidhar 23-6-2025
(M.B.Muralidhar)
Dy.CPO/IR
for Principal Chief Personnel Officer

Copy to: Sr.DPO/SC, BZA, HYB, GNT, GTL & NED } for information & nec.action
WPO/LGDS, GTPL & AWPO/TPTY }

System Improvement - 2

Implementation of Penalties Imposed by the DA/AA/RA – entering the same in HRMS

Many a times, it is observed that the penalties imposed on the employees as a result of disciplinary proceedings are not being implemented promptly and sometimes the same are implemented only partially. Further, it also noticed that the penalties are not properly entered in the service registers of the employees.

With the introduction of E-Service Record (E-SR) in HRMS, it is essential that all the penalties are entered in the HRMS also, and accordingly, a system improvement is issued for guidance of all concerned on the procedure to enter penalty orders in HRMS.

Salient features of the system improvement instructions are:

1. Staff dealing DAR cases of Non-gazetted staff shall be assigned roles in HRMS (DC, VA, AA)

2. Penalty order should invariably contain the employee's HRMS ID & PF Number.

3. In respect of penalties affecting basic pay or increment dates, DAR staff must verify pay particulars with Bills staff and provide details to DA.

4. DAR section staff shall ensure entry of the penalty in HRMS and also implementation in IPASS wherever required in co-ordination with the bill dealing staff.

5. A Penalty Order (NIP) register shall be maintained by the Bills section of Personnel department of the concerned unit in the format given in the system improvement. Ch OS/Bills shall be custodian of the NIP Register.

6. A flow chart on implementation of penalty orders in IPASS & HRMS is also given in the system improvement, which should be strictly followed.

Copy of the system improvement is enclosed for reference.

South Central Railway

Headquarters Office,
Personnel Department,
Secunderabad.

No. P[R] 227/XVIII

Dt. 24.06.2025.

All PHODs, DRMs and CWMs
Extra Divisional Officers

Sub: System Improvement – Implementation of Penalties imposed by Disciplinary/Appellate/Revising Authorities on erring Non-Gazetted staff as a result of disciplinary proceedings — reg.

***

All the Railway staff are well aware that Indian Railways had introduced a digital platform **"HRMS (Human Resource Management System)"** developed by the Centre for Railway Information Systems (CRIS) to manage and automate various human resource functions within the Railway System.

Electronic Service Record (e-SR) module in Indian Railways focuses on digitizing the service records of employees, replacing the traditional, physical service books. It's a key part of HRMS and aims to streamline the management of employee information.

Railway Board vide their letter dt.06.02.2023 had introduced HRMS module for on-boarding of New Employees which covers the process of entry of appointment date by the concerned unit, followed by automatic updation of employee master for the employee, and automatic generation of e-SR.

In recent times, during the preventive checks conducted at various establishment offices under Headquarters/ Divisions/Field units by **Vigilance department** observed that the penalties imposed on erring employees as a result of disciplinary proceedings are not being implemented promptly, and some of the penalties were implemented partially. It is also noticed that the penalties are also not being promptly entered in the e-Service Register of the employees.

Due to the above failure/lapse on the part of the dealing/concerned staff, several employees were granted increments where not due and in some cases they were also considered for promotions in spite of undergoing penalties. It is also observed that in many cases, the incumbent dealing staff are pleading ignorance of the penalty order and claiming that the same was not handed over to them by the earlier dealing staff.

In order to streamline the issue brought out by the Vigilance department, the following system improvement should be adhered to henceforth:

1) The staff dealing with the **DAR cases of Non-Gazetted staff** should be assigned the role of **Dealing Clerk in HRMS (i.e., DC, VA and AA).**

2) In the cases where Disciplinary Authority intend to impose the penalty such as reduction of basic pay or withholding of increments which will attract change in the basic pay of the employee or increment date, in such cases the **DAR section staff** should ascertain the pay particulars from the **concerned Bills staff** and the details to be furnished to **DA to arrive at a decision.**

contd.

Madhukar
24-06-2025

3) After obtaining the speaking orders of Disciplinary Authority, **DAR section dealing staff**, should prepare the **Penalty Memorandum** and sent to **DA** for signature. For other penalties such as Censure, withholding of Pass/PTO etc., they should be entered in **HRMS** in co-ordination with the **Pass Issuing Authority/Pass Clerk**. Penalty order should invariably contain the employee's **HRMS ID/PF No**.

4) After issuing of **Penalty Memorandum**, DAR section dealing staff should ensure in co-ordination with the concerned Bill Drawing Officer and make necessary modifications in IPAS data of the charged employee.

5) **DAR section staff** should upload the **Penalty order (NIP)** in Miscellaneous Orders in **HRMS** and the same should be marked/ endorsed to Employee, Employee's Supervisor, concerned Disciplinary Authority, concerned Bill Clerk, In-charge of Bills section and **B**ill **D**rawing **O**fficer.

6) On receipt of **Penalty Memorandum in HRMS**, the concerned **Bills section staff of Personnel department** will enter the same in **e-SR of the charged employee**. Proper care should be taken in the cases of **multiple penalties** while entering the same in **IPAS**. These penalties should be entered in a **chronological order in e-SR**.

7) The **concerned B**ill **D**rawing **O**fficer should check the implementation of the **Penalty orders periodically** to avoid any lapses on this account. Summary of the penalty orders can be viewed/ **downloaded in HRMS by all the Dealing Staff**.

8) Simultaneously, **Penalty Order (NIP) Register(s)** shall also be maintained by **Bills section of Personnel department** of the concerned unit in the following format:

S.No	BU No. & PF No	Emp Name & Desg.	Date of Penalty order	Details of penalty imposed	Date of Penalty order received by Personnel dept	Details of implementing the Penalty in IPAS	Present Basic Pay	Basic Pay after reduction of Pay	Currency of the penalty	Counter signatures by	
										Bill Dealing Clerk / OS	Ch.OS/ Bills

Ch.OS/Bills section will be the custodian of the **NIP Register**.

Flow-chart of the system prescribed is enclosed as **Annexure-I.**

This issues with the approval of the **Competent Authority**.

Encl: Annexure-I.

Muralidhar

(M.B. Muralidhar) 24-06-2025
Dy.CPO/IR
for Principal Chief Personnel Officer

Copy to: Sr.DPO/SC, BZA, HYB, GNT, GTL & NED } for information & nec.action
WPO/LGDS, GTPL & AWPO/TPTY }
All Personnel Officers of HQrs. }

Annexure - I

FLOW CHART – Implementation of Penalty Orders in IPAS & HRMS

↓

DAR Section: Dealing Clerk – Step-1

Implement the Penalties like Change in Basic Pay, Increment date in **IPAS** according to Penalty Orders in co-ordination with **Bill Drawing Officer.**

↓

DAR Section: Dealing Clerk – Step-2

After changes in IPAS, DAR Dealing Clerk should generate Penalty Memorandum under Miscellaneous Order in Office Order Module in HRMS duly uploading the Penalty Order and mark the same to Charged Employee, **Bill Dealing clerk, Ch.OS/Bills, Bill Drawing Officer and Disciplinary Authority**

↓

Bills Section: Dealing Clerk

On recipt of Penalty Memorandum by Dealing Clerk in Office Orders Section of Dash Board of HRMS, should make an entry in **e-SR of HRMS**.

↓

Bills Section: Bill Drawing Officer

Bill Drawing Officer should check the implementation of Penalty Orders periodically to avoid any lapses.
(List of penalty orders can be viewed / downloaded in HRMS by all Dealing Staff)

Note: The Penalty Memorandum will be populated to all concerned to whom marked at Office Orders section in Dashboard of HRMS.

***

Invalidation
24-6-2025

S&T

Poor Quality in execution of S&T Works

Case study 1:

Preventive Vigilance Check Conducted on pursuit of quality in works and procurement contracts of MACLS indoor and Outdoor works at a station. The Value of the agreement is Rs.4.55 Crores. During the Vigilance check it is observed that there are so many irregularities in the execution of the work and also in the processing of the bills. Some of the issues are appended below

The full GKP location box foundations measured and found 1330X760X1000mm. As per the Drg. No. SK/CN/1/89/A/1 mentioned in the contract agreement the size of the foundation should be 1325X835X1000 mm. Similarly, Half GKP location box foundations measured and found 840X760X980mm. As per the Drg. No. SK/CN/1/89/B/1 mentioned in the contract agreement the size of the foundation should be 830X835X1000 mm.

The Signal foundations measured and found 1200mm(height), 1000mmx1000mm (length and breadth at bottom of foundation) , 700mmx700mm(length and breadth at top of the foundation) which are not matching with the Drg. No. SC/N/CN/62/A/1. Similarly the ground type colour light Shunt signal foundations measured and found 930 mm(height), 610mmx610mm (length and breadth at bottom of foundation), 390mmx390mm (length and breadth at top of the foundation). which are also not matching with the Drg. No. SG/CN/02/10.

On Scrutiny of the Tender file it is noticed that RCC duct taken into account on 23.08.2024. and payment made, the date of measurement is 30.08.2024. 70 percent payment released towards supply and 30 percent payment released towards installation same was certified in the MB by ADSTE in his test check. But during the Vigilance check conducted on 17.10.2024 the work of cable laying in the RCC ducts is still under progress with complete trench in open condition and very few quantities of RCC ducts were placed in the trench.

Further it is observed that in one of the On account bills only one item was recorded in the MB for an amount. In the total pages of bill copy in the Tender file, the said item is not available but the amount is reflected in the final summary.

During the scrutiny it was also noticed that in the M. B, Sr.DSTE has not signed but the bill was passed.

Action taken: Advised Executive for attending the observations made and all the discrepancies were attended. Issued minor penalty to In-charge SSE and Advised Recorded warning to ADSTE and SR DSTE.

Case study 2:

Preventive Vigilance Check Conducted on Telecom works i.e Dedicated Quad cable for providing communication at manned LC gates to improve reliability of LC gate communication and rectification of existing quad cable for improvement of reliability of LC gate and EC communication. The Value of the agreement is Rs.1.9 Crores. During the Vigilance check it is observed that there are so many irregularities in the execution of the work and also in the material transactions and maintenance of records for this work. Some of the issues are appended below

RCC route markers are provided on the cable path in the section should be as per Drawing No.SK.12/10 and size of the route markers as 1000mmx300mmx600mm and 04Nos of 8mm MS bars in vertical including curvature and 06Nos of 6mm dia strips should be available. After breaking the cable route markers, it was verified that only two vertical 6mm diameter MS strips were present, which does not match the standard drawing.

Track crossing by Manual method done for Crossing of 6Quad cables through 80mm GI Pipes and depth of the manual trench measured and found 1mtr from Rail flange level. The depth and the GI pipes used are not as per the standards.

CC done over the cable path due to facing rocky area/culverts and less depth due to yard area is not done as per the agreement.

During the Vigilance check In-charge SSE was not having Agreement copy, Field book, Site order book, 6Quad cable parameter registers and also Details of technical personnel to be deployed by the contractor for execution of this work.

Further visited stores depot of the SSE and observed that there are no records of Requisitions and issue of materials to the contractor and also material statement was not available for the executed work.

Action taken: Advised Executive for attending the deficiencies and all the discrepancies were attended. Issued Recorded warning to In-charge SSE.

Stores

Description of materials for Procurement

- **Generic Instructions in Manual for Procurement of Goods:**
  - Description shall be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics;
  - Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards.

  Chapter 2: Need Assessment, Formulation of Specifications and Procurement:

  - i) Unambiguous, complete, using common terminology prevalent in relevant trade;
  - ii) In accordance with the guidelines prescribed, if any, in this regard,
  - iii) Except in the case of proprietary purchase from a selected single source, reference to trademark, brand/ trade names, catalogue numbers, or other details that limit any materials or items to the specific manufacturer(s) should be avoided as far as possible. Where unavoidable, such item descriptions should always be followed by the words “or substantially equivalent.”

- **Procurement of ISI marked products:-**

  (RB Letter No. 2024/RS(G)/164/33/IR Dated:27.05.2024)

  - Wherever ISI marked products are available, procurement will be restricted to ISI marked product only.
  - Wherever BIS specifications are available, specifications shall not reflect any preference for any brand.
  - The description of the subject matter of procurement to the extent practicable should not indicate a requirement for a particular trade mark, trade name or brand.

Case Study – 1

1) Procurement against NS Demands at Divisional Stores Office

Brief:

- PC was conducted regarding procurement of materials against NS demands at Divisional Stores Office.
- Procurement was arranged with tendering in IMMS/IREPS through Limited Tenders as under:

Sr	Description	Est cost Rs	PO Value Rs
1	Air Coolers	24,12,000/-	23,98,601/-
2	Wheel Chairs	28,14,000/-	27,98,250/-
3	Three-Seaters	49,92,370/-	48,70,450/-
4	Three-Seaters	33,71,732/-	34,24,885/-

The items at Sr 2/3/4 were presumed as “Passenger Necessity Items”, by purchase officer for exercising delegation of Powers under MODEL SOP 2018. However, the items were indicated as “Passenger Amenity Items” in documents submitted by User Department.

Irregularities Noticed:

- Consignee/User/Indenting Department: -
  - Estimated rate of Three-Seaters in NS indent was indicated based on BQ for **SS Bench** Godrej Make, however the detailed **custom specification** was prepared for procurement with base material as **Cold/Hot Rolled Steel/Mild Steel**.
  - Consignees for Three seaters in NS indent were indicated with various **locations across Three States (6/8 Stations),** however, **physical delivery** in one case taken at **Two Stations in same city** and in other case at **Two different stations** without communication to Purchase Officer for reduction of extra charges on account of location change in the respective PO rates.
  - **No records** were maintained towards **Sample supply/approval** and/or the **inspection** of various Quality Parameters as per detailed custom specifications Annexed to Purchase orders.

Irregularities Noticed:

- **Purchase officer:**

I. Generation of GeM non-availability reports using **complete text description** given in the indent instead of **key word search** and/or specific **category** item in GeM.

II. **Misinterpretation** of item type while exercising LT Purchase Powers beyond Rs 25 Lakhs under MODEL SOP provisions, and **non-compliance of SOP provisions**.

III. Tendering without specifying respective **location/consignee wise quantities** for supply of Three-Seater, which have **financial implication** with respect to price offering by prospective tenderers.

IV. Incorporation of **Consignee inspection** clause (instead of Third-Party Inspection) in high value (above Rs 5 lakhs) Limited Tenders **without deliberating and justifying the need** for the same.

V. Procurement through LT/SLT **without established urgency** and close **scrutiny of firms/sources** in LT Panel, leading to **Cartel formation** by suppliers resulting procurement of Three Seaters from specific supplier at **higher rates (51.60% over MRP)**.

VI. Acceptance of **Single Effective Offer** against **Limited Tenders** without justifying **Rate Reasonability** (without critically examining with LARs of Open Tenders) and without **Urgency Certification** from Competent Authority (i.e., SAG officer of Indenting Department).

VII. Failures in dealing with routine procurement activities i.e. recording IREPS Acceptance Note and release of LOA/PO **without indicating accepted OEM/Make/Brand**, release of PO **without payment of SD**, refund of SD payment **without necessary approvals** as per established practices, procedures and extant provisions/instructions on related matters.

Action Taken:

- Vigilance **Case registered** against concerned officials after investigation as per extant IRVM provisions and action initiated as per **CVC FSA** communicated by Railway Board as under:-

    1) Purchase Officer of the Division taken up under DAR with **Major Penalty** C/S.

    2) Indenting Officer of the Division taken up under DAR with **Minor Penalty** C/S.

    3) Supplier: -**Action** initiated against supplier for participation in tenders with **cartel formation** and violation of provisions under IRS Conditions of Contract (Code of Integrity) **including recovery** to the extent of **Rs 16.58Lakhs** for payment over and above MRP of the item supplied.

Case Study - 2

2. Procurement against NS Demands at Divisional Stores Office:

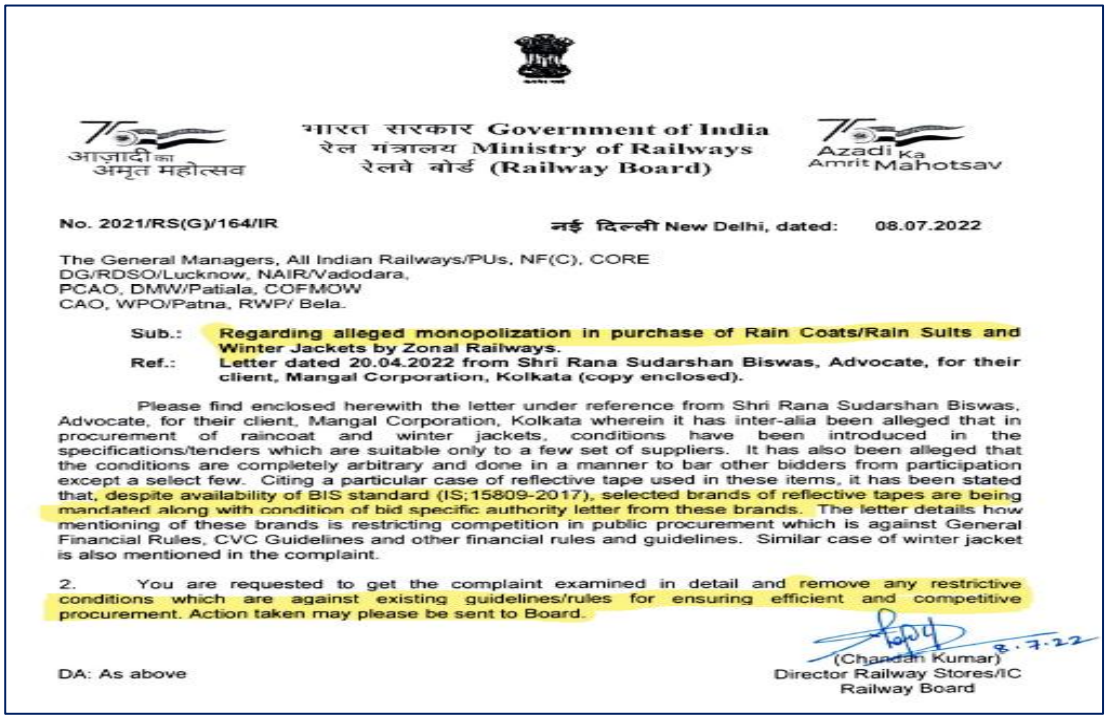
Complaint Brief:

- Two Complaints were received (one directly by SCR and another forwarded by Railway Board) regarding **alleged irregularities** in procurement of Winter Jackets in one of the SCR Divisions.

- Allegations were with regard to

    - **Disqualification** of offer **on flimsy/vague grounds**,
    - Consideration of **L-13 firm at higher rates**,
    - Incorporation of **foreign standard** in GeM Bid (which has been withdrawn in the year 2020),
    - **Collusion** of firms in participation against GeM Bid etc.

Investigation was carried regarding procurement of the item through GeM Bid at Divisional Stores Office.



भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

आज़ादी का अमृत महोत्सव — Azadi Ka Amrit Mahotsav

No. 2021/RS(G)/164/IR — नई दिल्ली New Delhi, dated: 08.07.2022

The General Managers, All Indian Railways/PUs, NF(C), CORE
DG/RDSO/Lucknow, NAIR/Vadodara,
PCAO, DMW/Patiala, COFMOW
CAO, WPO/Patna, RWP/ Bela.

Sub.: **Regarding alleged monopolization in purchase of Rain Coats/Rain Suits and Winter Jackets by Zonal Railways.**
Ref.: **Letter dated 20.04.2022 from Shri Rana Sudarshan Biswas, Advocate, for their client, Mangal Corporation, Kolkata (copy enclosed).**

Please find enclosed herewith the letter under reference from Shri Rana Sudarshan Biswas, Advocate, for their client, Mangal Corporation, Kolkata wherein it has inter-alia been alleged that in procurement of raincoat and winter jackets, conditions have been introduced in the specifications/tenders which are suitable only to a few set of suppliers. It has also been alleged that the conditions are completely arbitrary and done in a manner to bar other bidders from participation except a select few. Citing a particular case of reflective tape used in these items, it has been stated that, despite availability of BIS standard (IS;15809-2017), selected brands of reflective tapes are being mandated along with condition of bid specific authority letter from these brands. The letter details how mentioning of these brands is restricting competition in public procurement which is against General Financial Rules, CVC Guidelines and other financial rules and guidelines. Similar case of winter jacket is also mentioned in the complaint.

2. You are requested to get the complaint examined in detail and remove any restrictive conditions which are against existing guidelines/rules for ensuring efficient and competitive procurement. Action taken may please be sent to Board.

8.7.22

(Chandan Kumar)
Director Railway Stores/IC
Railway Board

DA: As above

Procurement against NS Demands at Divisional Stores Office

Irregularities Noticed:

- Non-Stock Indent submitted by user dept. indicating foreign specifications/standards without specifying equivalent IS and Tender issued without further scrutiny incorporating restrictive clauses in GeM Bid.
    - Such Tendering is contrary to GeM Bid disclaimer and RB instructions for efficient and competitive procurement.
- Tender finalization through TC without Technical Suitability from competent official of User Department.
- Third Party Letter appreciating restrictive tender conditions led to influenced decision making by Convenor as well as failure to deal tender confidently in a fair and transparent manner.
- Convenor, recommended disqualification of L8/L9 offers on frivolous grounds (*ignoring views/ recommendations of Finance Member through Dissent note indicating eligibility of L8 bidder to award contract*) and recommended acceptance of L13 firm.
- Investigation revealed eligibility of L9 offer even within the scope of restrictive eligibility conditions.

- The **factual position** with regards to **authorisation** submitted by the L13 firm from **Two different Principals/OEM's** for Reflective Tape (i.e. the same item/product in the same tender) was not recorded in TCP discussions/ deliberations by Convenor which otherwise could have led to **disqualification** of L13 firm.

- Rate reasonableness was justified with **few/selective PO's ignoring** numerous **PO's** submitted by bidders.

- **Recommendations** of TC members (i.e. Convenor - L13 and Finance Member – L8) were **not brought to the notice of TAA** in concluding para of TCR while submitting the recommendations to TAA for decision.

- TAA recorded **"TCR Accepted"** (without any remarks for **over-ruling dissent** of Finance Member, **if any)**

- In absence of clarity in acceptance remarks from TAA, Convenor **disqualified L1 to L12 offers** and **qualified L13 offer** in GeM and **Contract** was issued on L13 firm **without vetting** by associate finance.

- Appropriate **OEMS's/Makes/Brands** as **offered by firm** and **accepted in the tender** for Reflective Tape and Railway Logo were **not incorporated** in the GeM **Contract/IMMS Coverage PO** and/or through Modification advice to IMMS PO as per established procedures/practices in order to acquaint Supplier, Inspecting Agency and Consignee for **manufacturing, inspection, supply** and **acceptance** of material.

- *Physical supply - Reflective Tape **OEM as per Tender Decision**, however for Railway Logo **OEM not available**.*

- **Re-fixation** of DP **without penalizing** the firm **for delay** in submission of sample as per contract conditions.

- **Conclusion:**

- Majority **allegations substantiated** in the investigation in addition to **irregularities** noticed above.

- Investigation **revealed Vigilance Angle** against Two officers;

- **Action Taken:**

- **Case registered** against Purchase officer and Convenor of TC & TAA for further action as per IRVM.

Traffic

Case Study 1: Preventive Vigilance Check – Goods Shed Placement Timings of Mini-Rakes for Loading

Case Overview:
A preventive vigilance check was conducted at a Goods Shed concerning the timing of mini-rake placements for loading. The check revealed discrepancies in the placement process that led to improper loading time allocation.

Brief Details of the Case:
During the check, it was observed that two pending indents had been placed by a party seeking to load a particular commodity to the same destination. To fulfill both indents, a full rake was supplied and physically positioned on the loading line.

However, upon further verification, it was found that the placements for these two indents were not made simultaneously, as expected. Instead, they were processed in a sequential manner. Specifically, the second mini-rake placement was recorded into the FOIS (Freight Operations Information System) only after the loading of the first mini-rake had been completed.

As a result, instead of granting the party a total of 5 hours of free time for simultaneous loading of two mini-rakes, the party was effectively allowed 10 hours of loading time, leading to an undue advantage in loading time.

Additionally, another irregularity was identified in the process of issuing the loading orders. The Dy. Stock in the Divisional Office had issued the loading orders for both mini-rake indents without specifying the exact date and time. Consequently, the On-Duty Station Master and Chief Goods Supervisor allowed the sequential placement of the mini-rakes, resulting in the improper time allocation.

Actions Taken:
- **Disciplinary Action**: The personnel responsible for the irregularities were taken up under D.A.R. process.
- **Instructions from HQs**: The Headquarters issued a formal letter to all Divisions with clear instructions regarding the correct procedures for placing mini-rakes. Specific emphasis was placed on ensuring simultaneous placements for all mini-rake indents when required.
- **Process Improvement**: The Senior Divisional Operations Manager also issued a directive mandating that the Deputy Stock Officers specify both the date and time when issuing loading orders.

Case Study 2: Preventive Vigilance Check – Improper Unloading of Coal Rakes at Unloading Station

***Case Overview**:*
A preventive vigilance check was conducted at a siding to examine the placement and unloading of coal rakes at a power plant with multiple siding lines. The check revealed procedural violations in the handling of incoming rakes.

***Brief Details of the Case**:*
The plant in question operates two sidings (referred to here as Siding X and Siding Y) to meet its coal requirements. All incoming rakes are first received at a common exchange yard, from where they are subsequently placed onto the appropriate siding for unloading. As per the existing rules, once a rake arrives at the exchange yard, it is considered as having arrived at its destination.

During the vigilance check, it was observed that several inward coal rakes booked specifically for one siding (e.g., Siding X) were being diverted and unloaded at the other siding (e.g., Siding Y), and vice versa. This diversion was carried out without any written request from the consignee and without prior approval from the competent railway authority.

This practice is in direct violation of Para 1872 of the Indian Railway Commercial Manual (IRCM), Volume II, which clearly states that: once goods booked to a particular destination cannot be diverted to some other destination on arrival of the same at the original destination. Consequently, the rakes unloaded at the incorrect sidings should have been rebooked, and appropriate undercharges levied as per commercial rules.

***Actions Taken**:*
- **Vigilance Recommendation**: Vigilance advised the recovery of undercharges for all rakes that were wrongly unloaded at sidings other than those they were originally booked for.
- **Divisional Action**: The Division has initiated the process for raising the undercharges and has formally advised the concerned party regarding the recovery.

Case Study 3: Preventive Vigilance Check at Railway Station Parking Contract

Case Overview:
A preventive vigilance check was conducted at the two-wheeler and four-wheeler parking contract at one of the major railway stations to assess compliance with the terms of the parking contract.

Details of the Case:
During the check, it was found that the parking contractor was issuing manual coupons instead of the mandatory computerized receipts, in violation of the special conditions applicable to NSG-1, NSG-2 and NSG-3 category stations. The use of manual receipts compromises transparency, encourages malpractice, and violates the digitization norms enforced for accountability and revenue assurance.

Further, discrepancies were identified in the tariff rates both in the printed manual coupons and on the display board at the parking area. In the manual coupons and tariff display board, tariff is mentioned as "0-2 hrs minimum Rs.12/- upto 24 hrs "Rs.118/- " for two wheeler parking however as per the paring tariff mentioned in the contract condition for 12-24 hrs Rs.60/- (with GST-Rs.70/-) and beyond 24 hrs Rs.100 (with GST-118/-). Similarly, Contractor is collecting Rs. 35/- per 2 hrs for cars parked in the normal parking area violating the special conditions of the contract where the charges is mentioned as Rs.15/- for 2 hrs.

The inspection team also found unauthorized vehicles parked within the lot, including two trucks and two pushcarts. The presence of commercial or goods-carrying vehicles not only violates this clause but also poses safety and space management issues. These findings reflect a lack of due diligence by the licensee and poor supervision by the commercial staff responsible for monitoring parking operations.

Action Taken:
Following the findings, the competent authority was advised to impose an appropriate penalty on the licensee for multiple contract violations. The concerned Commercial Supervisor was also taken up under D.A.R. proceedings for failing to monitor and enforce compliance with the contractual conditions.

Major Irregularities observed:

1. **Irregularities observed in Rail Coach Restaurant**

   The Rail Coach Restaurant is an innovative initiative introduced by the NFR to enhance passenger experience and provide unique dining options. However, during recent vigilance checks, certain irregularities were observed that could potentially affect the efficiency of the service. To ensure the smooth execution and adherence to the terms of the contract agreement, it is essential that these issues be closely monitored and addressed promptly. Some irregularities found during the checks include:

(i) **Discrepancy in Area allotted / utilized:**
In some cases, the Licensee was found occupying more space than what was officially allotted. Additionally, inconsistencies were noted between the area specified during the e-auction and that mentioned in the Letter of Authorisation issued to the Licensee.

(ii) **Overcharging for Food Items:**
Instances were observed where the Licensee sold food items at prices exceeding the approved rate list issued by the competent authority. In fact, the displayed menu itself reflected inflated prices not in accordance with the approved rates.

(iii) **Deployment of Unauthorised Staff:**
Staff members were found working at the RCR without valid identity cards, police verification or mandatory medical fitness certificates, raising concerns over compliance with safety and security norms.

(iv) **Irregular Billing for Water Charges:**
Water bills were not raised at regular intervals, resulting in the accumulation of unpaid dues over time. This reflects lapses in billing and recovery mechanisms.

(v) **Unapproved Design Plans:**
As per the agreement, the Licensee is required to obtain prior approval of the design/layout plan from the Competent Authority before commencing operations. However, in some cases, this approval process was either bypassed or not documented.

(vi) **Non-Recovery of Proportionate License Fee for Excess Area:**
Where excess area beyond the sanctioned space was found to be occupied by the Licensee, corresponding adjustments in the license fee were not made. This led to a shortfall in revenue recovery.

2. <u>Irregularities observed in Ticket Checking Operations:</u>

Efficient and transparent functioning of the Ticket Checking (TTE) staff is crucial for maintaining revenue integrity and ensuring passenger trust. However, during recent vigilance inspections, several irregularities were observed in their working which requires close monitoring to uphold the integrity of ticket checking operations including:

(i) **Proxy Sign-On/Off in TTE Lobby:**
Instances were observed where one TTE was signing on/off in the TTE lobby on behalf of another, violating standard protocol.

(ii) **Incomplete Recording in TA and Rough Journals:**
Trip details are not being properly or fully recorded in the TA Journal and Rough Journal, compromising data integrity and audit trails.

(iii) **Improper EFT Book Management:**
TTEs were found drawing a 3rd EFT book before exhausting the previous ones, specifically before the first book had 15 or fewer unused foils remaining, which is against guidelines.

(iv) **Delayed Cash Remittance Post-Beat:**
Cash collections are not being remitted promptly after completion of duties (beat), resulting in financial irregularities and accountability concerns.

(v) **Non-Declaration of Private Cash:**
Private cash declarations are not being made on the reverse side of the last used foil in the EFT and Rough Journals, as required by existing protocols.

(vi) **Filing of False TA Claims:**
Cases have been reported where TA (Traveling Allowance) claims were submitted for duties that were not actually performed, indicating fraudulent activity.

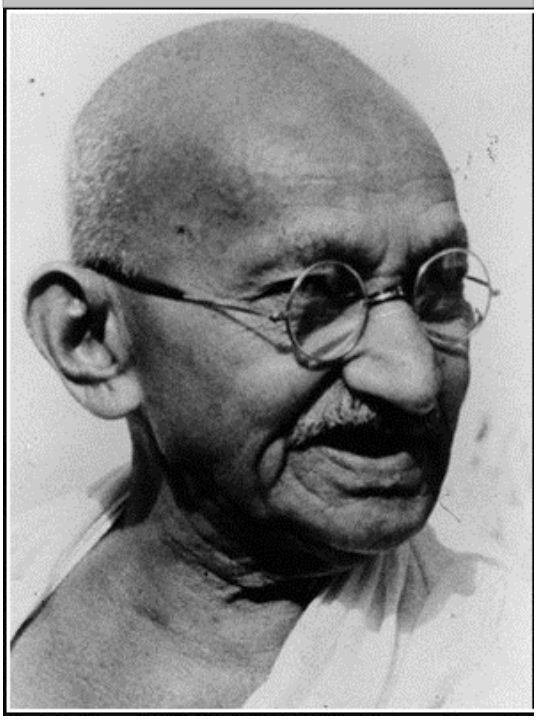
(vii) **Non-Adherence to Fixed Link Charts by Amenities Depots:**
Fixed link charts are not being consistently followed by amenities depots, affecting the allocation and availability of staff and resources.

(viii) **Misuse of UPI Payments:**
UPI payments from passengers are being received on personal mobile numbers of TTEs instead of through the designated QR scanner linked to the HHT device.

(ix) **Lack of Supervisor Certification During EFT Book Issuance:**
EFT books are being issued without the mandatory certification or endorsement by the supervising authority.

(x) **Inflated Private Cash Declarations:**
TTEs have been found intentionally declaring excess private cash in the EFT, Rough Journals, and at the TTE Lobby, misrepresenting actual figures.

The true source of right is the duty. If we all discharge our duties, rights will not be far to seek



सतर्कता - हमारी साझा जिम्मेदारी
VIGILANCE - OUR SHARED RESPONSIBILITY

The world is dangerous place to live,
not because of the people who are evil,
but because of the people who don't do anything about it.

– Albert Einstein

Vigilance is not the duty of a few;
it is the responsibility of all who value integrity.

Integrity is built not by laws, but by collective vigilance.

Our nation's progress depends on our vigilance
– united, alert and accountable.

Published by

Vigilance Department, South Central Railway