प्रधान कार्यालय/Headquarters Office,
यांत्रिक विभाग/ Mechanical Branch,
रेल निलयम/ Rail Nilayam,
सिकंदराबाद/ Secunderabad-500025

No.M.PCME.Conf.2025

Date : 29.08.2025.

CWE CRSE/Chg CRSE/Frt CTO&CME/Plg CMPE/DSL CEnHM
CWMs/LGDS RYPS TYPS
Sr DMEs/SC HYB BZA GTL GNT NED
Sr.DEnHM/SC HYB BZA GTL NED

Sub : System improvement for Record Keeping towards processing of Bills against service contracts - Reg.

Ref : Vigilance Branch Confidential letter No.G.265/PC/2025/06/01025/S/N/BZA Dated 25.08.2025.

* * * * * * *

The Confidential letter received from Vigilance Branch on system improvements in execution of service contracts and PCME's remarks there on is enclosed herewith for necessary action and compliance at your end.

Encl : As above.

(A.Swaraj Kumar) 29/8/25
Dy.CME/Plg & Secy. to PCME

o/c

//Confidential//

दक्षिण मध्य रेलवे/ **SOUTH CENTRAL RAILWAY**

महाप्रबंधक कार्यालय /**General Manager's Office,**

सतर्कता शाखा/**Vigilance Branch,**

रेल निलयम/**Rail Nilayam,**

सिकंदराबाद / **Secunderabad-500003.**

सं. **No.G.265/PC/2025/06/01025/S/N/BZA** दि/**Dt.25/08/2025**

PCME / SC

विषय:/Sub: System Improvement for Record Keeping towards processing of Bills against Service Contracts– reg.

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During vigilance investigations of various Service Contract execution by outsourced agencies, it is noticed that in majority of the cases the contractors are not submitting the Bills as per contract conditions i.e. Monthly/Bi-monthly/Quarterly etc. Late submission of Bills also leads to non-compliance of payment of wages to deployed labour as per contract conditions as well as remittance of payment towards EPF, ESI etc.In addition to this, majority of the officials/officers are not taking necessary action against the contractor towards failures in compliance of contractual obligations by raising incidence on GeM Portal and escalation of incidence as per extant provisions.

In this regard, wherever bills are submitted by the contractor with inordinate delay, the possibility of tampering of routine hard copy records required for processing of Bills by concerned contract executing officials cannot be ruled out and the issue needs to be addressed through suitable System Improvement to avoid revenue leakages.

In view of the above, PCME/SCRis requested to consider following to issue suitable instructions to all concerned officials in the form of System Improvement in execution of Service Contracts:

(i) Monthly records required for processing of Bills against Service Contracts (i.e. Quantum of service/work executed, Attendance of deployed labour, Scoring Sheets, Loss in transit, Penalty imposed, shortcomings or deviations in contract execution attracting penalties etc.) shall be submitted by nominated Supervisor within 7 days of following month to concerned controlling officer (Bill Passing officer) in HQs, Workshop, Division, Sheds etc. for records and further processing as and when the bills are submitted by contractor through nominated supervisor/officer.

(ii) The bill processing official/officer in HQs, Workshop, Division, Sheds etc. shall verify the monthly records already submitted by nominated supervisor before processing/passing of Bills forwarded by concerned official/officer i.e. nominated supervisor or Gazetted Officer of the filed unit.

(iii) In case of non-submission of Bills by contractor as per contract conditions i.e. Monthly/Bi-monthly/Quarterly etc. against GeM contracts, concerned controlling officer (Bill Passing officer) in HQs, Workshop, Division, Sheds etc. shall take necessary action against the contractor towards failure in compliance of contractual obligations including raising incidence on GeM Portal and escalation of incidence as per extant provisions on GeM portal.

Action taken in this regard may please be advised to this office for records.

This is issued with the approval of SDGM.

25.08.25

(एस.आर.शेलके)
(S. R. SHELKE)
उपमु.स.अधि./भं. एवं यां.
Dy.CVO/Stores & Mechanical
कृतेव.उप.म.प्र.एवंमु.स.अ. /सि
for SDGM & CVO/SC

O/C

प्रषण/DESPATCH
दिनांक/Date.
25 Aug 25