



आधुनिक रेल डिब्बा कारखाना, रायबरेली
MODERN COACH FACTORY, RAEBARELI
सतर्कता विभाग
VIGILANCE DEPARTMENT

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Confidential

No:G/MCF/RBL/Vig./Stores/Misc/Comp-64

Date: 10.09.2024

All PHODs
MCF/RBL

Sub: System improvement regarding Proper Handling of Firm's Communications and Decision-Making.

It has been observed during the investigation of certain vigilance cases that officers in various departments have, on occasion, responded to letters and requests from firms and, in some cases, made decisions beyond the scope of their assigned responsibilities. Such actions have inadvertently given rise to vigilance concerns and, in some cases, resulted in unnecessary litigation, which ultimately leads to financial loss for the Railways.

In this regard, it is crucial to emphasize that any communication or request from firms, whether related to technical or financial matters, must be routed to the appropriate authority. Specifically, if a firm approaches any officer with a query or request, the officer is required to ensure that the matter is forwarded to the concerned Purchase Order (PO) issuing authority or the contract-signing authority for proper evaluation and decision. Any Modification Advice (MA) or decision must be issued only by the competent authority, following due consideration of the financial and technical implications.

Additionally, the officer receiving such a letter must also communicate to the firm that they should directly approach the relevant contract-signing or Purchase Order issuing authority for any necessary action.

It is kindly requested to ensure that this practice is implemented in your areas of responsibility. By doing so, we can safeguard the interests of the Railways and minimize the risk of financial losses due to inadvertent administrative oversights.

This directive is issued with the approval of the CVO and SDGM.

Amrinder
12.09.24
Dy.CVO/MCF/RBL
For General Manager/Vig.