

No:G/MCF/RBL/Vig./PC/stores/2022-09

Date: 20.02.2023

PCMM,
MCF/RBL.

Sub: - System improvement regarding Unloading of material from lorries.

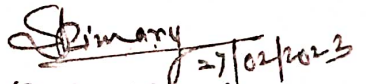
During the course of a preventive check by MCF Vigilance (in store department) regarding unloading of material from Lorries, it is found that, a "Lorry register" is being maintained by store department having following details:

Date:

SN	Lorry No	Firm's Name	PO No	Invoice No	Qty	Description of material	Location

- II. From the above, it cannot be ruled out that owing to possible ill-intent, the lorry received later is unloaded first by breaking the queue and ignoring the lorry received earlier. No record of inspection by the officer concerned, of this important activity is also found in the available records.
- III. Therefore, a Proper system/procedure is suggested to incorporate all the details in the register vig. Incoming date/time, unloading date/time, place of unloading, other details pertains to the material duly signed by Railway as well as firms representative, to avoid any criticism in unloading of the Lorries. A system of token (Sr. No., date, time and location) for incoming Lorries may also be introduced to maintain the integrity of the queue.
- IV. In view of the above, it is requested to introduce the system improvement suggested above and as per extent rules with the intimation to this office also.

This has the approval of CVO.


(Sanjaya Tiwary)
SVO/MCF/RBL
For General Manager/Vig.

Copy to: All PHOD's for kind information and necessary action please.