



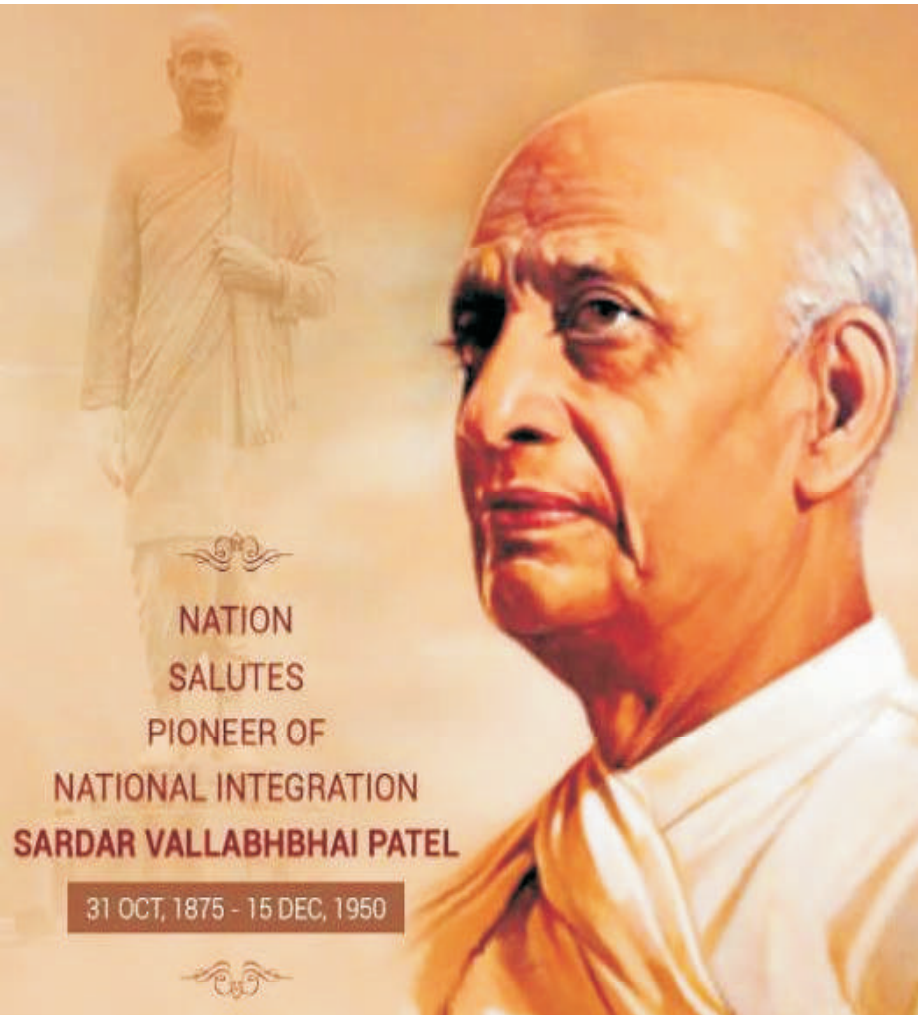
सतर्कता बुलेटिन VIGILANCE BULLETIN 2024



आधुनिक रेल डिब्बा कारखाना रायबरेली MODERN COACH FACTORY RAEBARELI

अंक – 09

ISSUE - 09



**FAITH AND
STRENGTH,
BOTH ARE
ESSENTIAL TO
ACCOMPLISH
ANY GREAT WORK.**

- Sardar Vallabhbhai Patel

सत्यनिष्ठा प्रतिज्ञा

मेरा विश्वास है कि हमारे देश की आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है। मेरा विश्वास है कि भ्रष्टाचार का उन्मूलन करने के लिए सभी संबंधित पक्षों जैसे सरकार, नागरिकों तथा निजी क्षेत्र को एक साथ मिल कर कार्य करने की आवश्यकता है।

इस दिशा में स्वयं को एक उदाहरण के रूप में प्रस्तुत करने तथा रक्षोपाय, सत्यनिष्ठा ढांचा तथा नीति-संहिता स्थापित करने के अपने उत्तरदायित्व को हम स्वीकार करते हैं ताकि यह सुनिश्चित हो सके कि हम किसी भी भ्रष्ट आचरण का हिस्सा नहीं हैं तथा भ्रष्टाचार के दृष्टांतों पर हमें अत्यधिक सख्ती से कार्रवाई करनी होगी।

मेरा मानना है कि भ्रष्टाचार का उन्मूलन करने में तथा अपने कार्यों के सभी पहलुओं में सत्यनिष्ठा, पारदर्शिता तथा सुशासन के उच्चतम मानक बनाए रखने के लिए, एक संगठन होने के नाते हमें सामने से नेतृत्व करना होगा।

अतः हम प्रतिज्ञा करते हैं कि:-

हम नीतिपरक कार्य पद्धतियों को बढ़ावा देंगे तथा ईमानदारी और सत्यनिष्ठा की संस्कृति को प्रोत्साहन देंगे।

हम न तो रिश्वत लेंगे और न ही रिश्वत देंगे।

हम पारदर्शिता, जिम्मेवारी तथा निष्पक्षता पर आधारित निगमित सुशासन की प्रतिज्ञा करते हैं।

हम कार्यों के संचालन में संबद्ध कानूनों, नियमावलियों तथा अनुपालन प्रक्रियाओं का पालन करेंगे।

हम अपने सभी कर्मचारियों के लिए एक नीति-संहिता अपनाएंगे।

हम अपने कर्मचारियों को उनके कर्तव्यों के ईमानदार निष्पादन के लिए, उनके कार्य से संबद्ध नियमों, विनियमों आदि के बारे में सुग्राही बनाएंगे।

हम समस्याओं तथा कपटपूर्ण कार्यकलापों की सूचना देने के लिए समस्या समाधान तथा पर्दाफाश तंत्र का प्रबंध करेंगे।

हम संबंधित पक्षों एवं समाज के अधिकारों तथा हितों का संरक्षण करेंगे।

Integrity Pledge

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice, and we tackle instances of corruption with utmost strictness.

We realize that as an Organization, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitise our employees of laws, regulations etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.



राष्ट्रपति
भारत गणतंत्र
PRESIDENT
REPUBLIC OF INDIA

MESSAGE

I am happy to know that the Central Vigilance Commission is observing Vigilance Awareness Week from 28th October to 3rd November, 2024 on the theme:

"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"

This theme serves as a reminder that integrity is the foundation of our nation's economic prosperity and social well-being. Integrity promotes inclusive growth, ensuring development benefits reach all sections of society. As citizens, we have a collective responsibility to be steadfast to the value of integrity in our daily lives. Through our actions based on honesty, fairness, and transparency, we can build a stronger and more prosperous nation.

I hope that there will be widespread participation of citizens in this initiative of the Central Vigilance Commission.

I extend my appreciation to the entire team associated with the Central Vigilance Commission.

I convey my best wishes for the success of the Vigilance Awareness Week-2024 in terms of translating values into action.

(Droupadi Murmu)

New Delhi
September 30, 2024



उपराष्ट्रपति
भारत गणराज्य
VICE-PRESIDENT
REPUBLIC OF INDIA

MESSAGE

Observance of Vigilance Awareness Week by Central Vigilance Commission (CVC) from 28th October 2024 to 3rd November 2024, commemorating the birth anniversary of Bharat Ratna Sardar Vallabhbhai Patel is not just a tribute to the Iron Man of India, but a reaffirmation of the values he stood for-integrity, unity, and national prosperity.

This year's theme, "Culture of Integrity for Nation's Prosperity" ("सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"), aligns perfectly with the essence of our nation unity in diversity. Promotion of culture of integrity requires a collective effort that respects and incorporates the diverse perspectives and experiences of all our citizens. Central Vigilance Commission plays a crucial role in this endeavour by promoting transparency and accountability in public administration.

As we observe this Vigilance Awareness Week, let us remember that corruption is a threat not just to our economic prosperity, but to the very fabric of our diverse society. Let this be a time of reflection on our shared values that transcend our differences, and action towards building a corruption-free India.

I extend my best wishes to the Central Vigilance commission and the entire team of Vigilance Officers for their tireless efforts towards building a corruption-free where integrity and ethical conduct guide our actions.

Jagdeep Dhankhar

New Delhi
23rd October, 2024



प्रधान मंत्री
Prime Minister
MESSAGE

It is heartening to learn that the Central Vigilance Commission - CVC is observing Vigilance Awareness Week 2024. Heartiest greetings and best wishes to everyone associated with CVC on the occasion.

This year's theme – “सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि” – ‘Culture of integrity for nation's prosperity’ is particularly relevant in today's context.

Integrity, along with transparency and accountability, hold the key to good governance and ensuing the nation's all-round growth and development. An environment of integrity nurtures institutions, promotes probity in administration. It leads to a people-centric approach while framing policies and taking decisions.

During the last 10 years, we have focused our efforts on leveraging technology and e-governance to create a transparent and accountable eco-system. We have furthered the spirit of ethics and integrity to strengthen our institutions.

As we march ahead confidently towards building *Viksit Bharat*, the contribution of institutions such as CVC in fulfilling the people's aspirations is important.

The organisation of various programmes including Gram Sabhas, lectures, plays, competitions in schools, colleges and trade organisations to commemorate the Vigilance Awareness Week will help spread awareness among individuals to imbibe such ethics and virtues such as honesty, fairness and integrity in day-to-day work.

May the Vigilance Awareness Week celebrations be a huge success.

(Narendra Modi)

New Delhi
आश्विन 19, शक संवत् 1946
11 October, 2024

अश्विनी वैष्णव
Ashwini Vaishnaw



रेल, सूचना और प्रसारण एवं इलेक्ट्रॉनिक्स
और सूचना प्रौद्योगिकी मंत्री
भारत सरकार
Minister of Railways, Information & Broadcasting
and Electronics & Information Technology
Government of India



MESSAGE

I am delighted to learn that the Central Vigilance Commission is organizing Vigilance Awareness Week from 28th October to 3rd November, 2024 with the central theme as "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" "Culture of Integrity for Nation's Prosperity".

To ensure a nation's prosperity, it is crucial to eliminate corruption and foster transparency in governance. Each citizen has a responsibility to work towards a society free from corruption by nurturing a culture of integrity. I am confident that the campaign launched by the CVC will have a conspicuous effect on the government's Zero Tolerance policy against corruption.

I extend my greetings to everyone and wish a very successful Vigilance Awareness Week, 2024. Let us all join hands together and take a pledge for creating a corruption free nation.


11.10.24
Ashwini Vaishnaw



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
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Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

च. / No. 024/VGL/081

दिनांक / Dated 25.10.2024

MESSAGE

Vigilance Awareness Week (28th October to 3rd November, 2024)

Observance of Vigilance Awareness Week affirms Commission's commitment to promote integrity and probity in public life by seeking engagement of all stakeholders and to create greater awareness regarding the importance of integrity and ethics. The Commission believes that the theme for this year should be inspired by the rich cultural heritage of India that is rooted in ethical values and integrity. It is believed that these values can serve as a foundation upon which the nation can continue its journey towards development and prosperity. Hence, the theme for this year is:

"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"

VAW is being observed from 28th October to 3rd November 2024. Since last couple of years, the Commission has been running a three-month campaign leading upto the Vigilance Awareness Week. This year, the campaign associated with the Vigilance Awareness Week is being undertaken from 16.08.2024 to 15.11.2024. The Commission has sought the participation of all Ministries/ Departments/ Organizations of the Central Government to undertake this three-month campaign on five different focus areas namely Capacity Building Programs, Identification and implementation of Systemic Improvement measures, Up-dation of Circulars/Guidelines/Manuals, Disposal of complaints received before 30.06.2024 and Dynamic Digital Presence. It is believed that focused attention on these Preventive Vigilance measures would build transparent systems.

Emerging challenges, best practices and thoughts on way forward on various issues that come across are being shared with all stakeholders in the form of three booklets that will be released on 08.11.2024. The idea behind this is to disseminate information regarding effective and innovative initiatives undertaken by different organizations to serve as a point of reference for the way forward.

The Commission solicits the participation of all officials and citizens to come together in bringing about transparency and accountability in all spheres of public life.


(A. S. Rajeev)
Vigilance Commissioner


(Praveen K. Srivastava)
Central Vigilance Commissioner



Dilip Kumar Singh
Principal Exe. Director (Vigilance) &
Chief Vigilance Officer



सत्यमेव जयते



एक भारत श्रमणक की ओर

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



MESSAGE

Vigilance Awareness Week is observed annually to emphasize the significance of morality and integrity in public life. This year, it will be celebrated from 28th October to 3rd November, 2024, with the theme chosen by the Central Vigilance Commission (CVC) being "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" or "Culture of Integrity for Nation's Prosperity." The theme underscores the idea that a nation's long-term success and development depend on fostering a culture of honesty, ethics, and accountability across all levels of society.

The CVC has directed all organizations to undertake certain preventive vigilance activities, highlighting these as key focus areas. The Vigilance Department of Indian Railways is regularly taking various measures to enhance transparency in the system and promote systemic improvements. A three-month campaign in this direction has been initiated, running from 16th August to 15th November, 2024. I trust that all units are doing what is necessary to achieve the objectives of the campaign.

I firmly believe that by implementing preventive measures and raising awareness among Railway employees and the public, we can significantly reduce, if not eliminate, corruption within the organization. Indian Railways holds a strong potential to eradicate corruption if we all work in unison, pledge not to take or give bribes, and adopt stringent measures to tackle this menace head-on.

I extend my sincere greetings to everyone contributing to this movement and wish you all a successful Vigilance Awareness Week.

(Dilip Kumar Singh)

आधुनिक रेल डिब्बा कारखाना,
रायबरेली
MODERN COACH FACTORY,
RAEBARELI



MESSAGE

Vigilance Awareness Week is celebrated every year to highlight the importance of morality and uprightness in public life. I am happy to note that vigilance organization of MCF is celebrating Vigilance Awareness Week is being celebrated from 28th October to 03rd November, 2024. The Theme chosen by Central Vigilance Commission this year i.e. **"Culture of Integrity for Nation's Prosperity (सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि)"**. On this occasion, 9th issue of "Vigilance Bulletin 2024" is being released for the larger benefits of MCF staff & Officers.

Today when nation is at the cusp of fast track progress in every sphere of public life, the fruits of development cannot trickle down to the bottom-of-the-pyramid unless corruption is completely eradicated.

Observance of vigilance Awareness Week will sensitize all stakeholders to collectively come forward and participate in fight against corruption. The Vigilance Bulletin brings out some interesting case studies along with the (suggestion, updated instruction etc) system improvements. This information shall definitely be an important tool for MCF officials in identifying & eliminating the systemic flaws that undermine the overall productivity and efficiency of the organization.

In this context, Modern Coach Factory has taken up number of steps by completely switching over to E-Auction for scrap disposal, E-office, Procurement through GeM, User Depot Module(UDM), ensuring warranty compliance(s), provision of CCTV cameras along the whole boundary of factory premises for bringing more transparency and objectivity in its working.

I congratulate the Vigilance Department for their commendable efforts for publishing out the 09th issue of "Vigilance Bulletin 2024".

(P. K. Mishra)
General Manager

आधुनिक रेल डिब्बा कारखाना, रायबरेली
Modern Coach Factory, Raebareli



Message

Vigilance Awareness Week is observed every year. Vigilance Organization MCF is celebrating Vigilance Awareness Week from 28th October to 03rd November 2024 to emphasize the importance of transparency and probity in public life. The basic theme of Vigilance Awareness Week this year is **“Culture of Integrity for Nation's Prosperity”** **“सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि”** This year the 9th issue of “Vigilance Bulletin” is being published on the occasion of Vigilance Awareness Week.

Vigilance Department is a small organization to help in making the administration corruption free and transparent. Therefore, I invite all railway men and officers to join hands with the Vigilance Department so that our collective action brings the desired results in eliminating corrupt practices from the organization.

Vigilance Department plays an active and positive role towards good governance by preventive vigilance, system reforms and spreading awareness about corruption among officers and employees. We are fully committed to implementing the policy of “zero tolerance against corruption”.

I hope that the “DOs” and “Don'ts” and important circulars of Railway Board relating to personnel, stores, work tender, medical and contractual works contained in this Vigilance bulletin will definitely help the Railway officers/employees in their work and will help avoid common mistakes.

The objective of this Vigilance Bulletin is to spread vigilance awareness among all officers and employees and help them in performing their duties honestly.

With best Wishes

(Akmal Wadood)

Sr. Deputy General Manager

&

Chief Vigilance Officer

आधुनिक रेल डिब्बा कारखाना, रायबरेली
Modern Coach Factory, Raebareli



Message

This year, from 28th October to 3rd November 2024, we at Modern Coach Factory, Raebareli, are celebrating Vigilance Awareness Week under the theme, "Culture of Integrity for Nation's Prosperity." This theme underscores our responsibility as public servants, reminding us that integrity is not merely a virtue but the foundation of our organization's values and our professional commitments. Integrity builds trust, drives ethical practices, and fosters transparency across our workplace. Every officer and staff at MCF is a steward of these principles, and vigilance is not limited to a specific department; rather, each one of us is a vigilance officer in our own capacity. Through our dedication, impartiality, and ethical actions, we contribute directly to the nation's growth, setting a high standard that uplifts our entire community.

This year's Vigilance Bulletin will feature case studies, important letters, and guidance on the "Do's and Don'ts" in various professional situations, along with insights into recent system improvements. These resources will serve as valuable tools to foster awareness among MCF officers and staff, helping us understand and avoid potential pitfalls while reinforcing our collective commitment to integrity.

By engaging with these real-world examples and learning from documented cases, we strengthen our vigilance and broaden our understanding of effective, ethical practices. Together, let us use this week as an opportunity to reinforce our values and cultivate a lasting culture of transparency and responsibility at Modern Coach Factory, Raebareli.

(Trilochan Anthwal)
Dy. CVO
MCF/RBL

अस्वीकरण

यह बुकलेट मात्र सांकेतिक है, अपने आप में सुविस्तृत नहीं। यह संबंधित विषय पर किसी भी प्रकार से किसी नियम, प्रक्रिया तथा वर्तमान अनुदेशों/मार्गदर्शी सिद्धांतों को प्रतिस्थापित नहीं करता। इस बुकलेट में उल्लेखित प्रावधान किसी भी प्रकार से किसी भी रेलवे कोड एवं परिपत्रों का जिनका इसमें हवाला दिया गया है का अधिक्रमण नहीं करता एवं मामलों को सही संदर्भ में समझने के लिए इन्हें अन्य संगत पॉलिसी/सर्कुलर के समायोजन के साथ पढ़ा जाना चाहिए। इस बुकलेट को किसी भी न्यायालय में प्रस्तुत नहीं किया जाना चाहिए एवं जहाँ कहीं आवश्यक हो तो संबंधित विषय से संबद्ध मूल आदेश को ही प्रस्तुत किया जाना चाहिए।


DISCLAIMER

THE BOOKLET IS ONLY INDICATIVE AND IS BY NO MEANS EXHAUSTIVE. NOR IT IS INTENDED TO BE A SUBSTITUTE FOR RULES, PROCEDURES AND EXISTING INSTRUCTIONS/ GUIDELINES ON THE SUBJECT. THE PROVISIONS HEREIN DO NOT IN ANY WAY SUPERSEDE THE RULES CONTAINED IN ANY OF THE RAILWAY CODES AND THE CIRCULARS REFERRED TO HEREIN SHOULD BE READ BOTH INDIVIDUALLY AND IN CONJUNCTION WITH OTHER RELEVANT POLICY CIRCULARS FOR PROPER APPRECIATION OF THE ISSUES INVOLVED. THIS BOOKLET ALSO SHOULD NOT BE PRODUCED IN ANY COURT OF LAW AND WHEREVER NECESSARY, REFERENCE SHOULD ALWAYS BE MADE TO THE ORIGINAL ORDERS ON THE SUBJECT.



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सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि:-

एक सरकारी अधिकारी के रूप में हम केवल नीतियों का पालन ही नहीं करते, बल्कि हम देश के विकास, समाज में विश्वास और राष्ट्र की प्रगति का भी प्रतीक हैं। हमारे कार्य और आचरण न केवल सरकारी संगठनों की छवि बल्कि पूरे राष्ट्र की छवि को प्रभावित करते हैं। **‘सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि’** का विचार हमें यह याद दिलाता है कि हमारी सच्चाई और पारदर्शिता हमारे कार्यस्थल के प्रभाव को व्यापक बना सकती है और राष्ट्र निर्माण में महत्वपूर्ण योगदान दे सकती है।

सरकारी संगठनों में कार्यरत अधिकारी के रूप में हमारे निर्णय और कार्य जनता के जीवन को सीधे प्रभावित करते हैं। सत्यनिष्ठा का अर्थ है हर कार्य में पूर्ण ईमानदारी, निष्पक्षता, और पारदर्शिता का पालन करना। सत्यनिष्ठा केवल एक व्यक्तिगत गुण नहीं है यह संगठनात्मक सफलता और राष्ट्रीय कल्याण का मूल स्तंभ है। जब सरकारी संगठनों में हर स्तर पर सत्यनिष्ठा की संस्कृति स्थापित होती है, तो इससे संगठन की साख में वृद्धि होती है, और जनता का विश्वास बढ़ता है। इससे योजनाओं के क्रियान्वयन में पारदर्शिता आती है और जनता तक हर सेवा और सुविधा सही समय पर पहुँच पाती है।

सरकारी संगठनों की कार्यशैली, उनके अधिकारियों का आचरण और उनके कार्यों की पारदर्शिता सीधे-सीधे राष्ट्र की प्रगति पर प्रभाव डालती है। सत्यनिष्ठा को अपनाकर हम भ्रष्टाचार और अनियमितता को रोक सकते हैं, जिससे सरकारी संसाधनों का कुशल प्रबंधन होता है। सरकारी संगठनों की निष्पक्षता और पारदर्शिता नीतियों का लाभ सीधे उन नागरिकों तक पहुँचाती है, जो इसके वास्तविक हकदार होते हैं। जब सत्यनिष्ठा को हर स्तर पर अपनाया जाता है, तो यह केवल संगठन को ही नहीं, बल्कि पूरे समाज और राष्ट्र को भी नैतिक रूप से सुदृढ़ बनाता है। एक ईमानदार राष्ट्र अधिक आत्मनिर्भर, विश्वसनीय और सुरक्षित बनता है, जिससे अंततः राष्ट्रीय समृद्धि सुनिश्चित होती है।

सरकारी संगठनों में सत्यनिष्ठा की संस्कृति को मजबूती से स्थापित करने के लिए कुछ ठोस कदम उठाए जा सकते हैं:

पारदर्शी नीतियाँ: हर नीति और प्रक्रिया को इस प्रकार तैयार किया जाना चाहिए कि उसमें पारदर्शिता और जवाबदेही हो। इससे हर कर्मचारी को अपनी भूमिका के बारे में स्पष्ट जानकारी मिलती है, और संगठन के हर स्तर पर जिम्मेदारी तय होती है।

नैतिकता पर आधारित प्रशिक्षण: नियमित प्रशिक्षण कार्यक्रमों के माध्यम से कर्मचारियों और अधिकारियों को सत्यनिष्ठा के महत्व से अवगत कराना चाहिए, जिससे वे इसे अपने आचरण का अभिन्न अंग बना सकें। ऐसे कार्यक्रम न केवल ज्ञानवर्धन करते हैं, बल्कि एक आदर्श वातावरण भी तैयार करते हैं जहाँ ईमानदारी का महत्व सबसे ऊपर होता है।

रिपोर्टिंग और सुरक्षा तंत्र: एक सुरक्षित और गुप्त रिपोर्टिंग तंत्र विकसित किया जाना चाहिए, जिससे कोई भी कर्मचारी बिना किसी भय के अनियमितताओं की सूचना दे सके। इससे संगठन में पारदर्शिता बनी रहती है और हर कर्मचारी निडर होकर सत्यनिष्ठा के प्रति जागरूक होता है।

उत्कृष्टता की सराहना: सत्यनिष्ठा का पालन करने वाले कर्मचारियों और अधिकारियों की सराहना और प्रोत्साहन किया जाना चाहिए। इस सराहना से संगठन के अन्य सदस्य भी प्रेरित होते हैं और उन्हें सत्यनिष्ठा का पालन करने की दिशा में प्रोत्साहन मिलता है।

निष्कर्ष

‘सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि’ का सिद्धांत हर सरकारी अधिकारी के लिए एक प्रेरणा और दिशा है। सत्यनिष्ठा का पालन हमें केवल एक अच्छे कर्मचारी ही नहीं, बल्कि एक जिम्मेदार नागरिक भी बनाता है, जो अपने संगठन और राष्ट्र की प्रगति में योगदान देने के प्रति समर्पित है।

यदि हम अपने कार्यों में सत्यनिष्ठा को प्राथमिकता देंगे, तो हम केवल अपने संगठन की छवि को ही नहीं बल्कि पूरे राष्ट्र की छवि को सशक्त करेंगे। आइए, इस प्रेरणा को अपने कार्यों में अपनाकर हम सभी एक मजबूत, समृद्ध और आत्मनिर्भर भारत के निर्माण में योगदान दें। सत्यनिष्ठा हमारी जिम्मेदारी है, और इसे अपनाकर हम राष्ट्र की प्रगति में अपनी भागीदारी सुनिश्चित कर सकते हैं।

(त्रिलोचन अंतवाल)

डिप्टी सीवीओ/एमसीएफ/आरबीएल

How to Prevent Cyber Crime

In today's digital era, cyber crimes have become a significant and pressing issue, impacting individuals, businesses, and society at large. With the rapid advancement of technology and increased internet usage, the landscape of crime has evolved, presenting new challenges. Government data over the past five years indicates a troubling rise in cyber crime incidents, underscoring the need for greater awareness and robust cyber security measures.

Cyber crime encompasses a wide range of illegal activities conducted through the internet or involving computer systems. These include hacking, phishing, identity theft, financial fraud, and ransom ware attacks. As people increasingly engage in online activities—such as shopping, banking, and social networking—cybercriminals exploit vulnerabilities to commit their crimes. This has raised serious concerns about the security of personal and financial information.

According to the National Crime Records Bureau (NCRB), the number of reported cyber crimes in India has escalated dramatically in the past five years. In 2019, approximately 44,546 cyber crime cases were recorded. This number rose to over 50,000 in 2020 and continued to increase, reaching around 60,000 in 2021. By 2022, the total surpassed 70,000 cases, reflecting a clear upward trend in cyber criminal activities. These statistics highlight the growing sophistication of cybercriminals and the urgent need for enhanced protective measures.

The Indian Computer Emergency Response Team (CERT-In) further substantiates this alarming trend. In 2022, CERT-In

reported over 14 lakh (1.4 million) cyber security incidents, marking a record high. Many of these incidents involved financial fraud, with phishing attacks being the most prevalent method employed by cyber criminals. Phishing often involves deceptive emails or messages designed to trick individuals into divulging sensitive information, such as passwords or credit card details.

The COVID-19 pandemic has exacerbated the cyber crime situation, as the shift to remote work and online services has created new vulnerabilities. Many people and organizations were unprepared for this rapid transition, making them prime targets for cyber attacks. The increased reliance on digital platforms for education, shopping, and banking has provided cybercriminals with more opportunities to exploit unsuspecting users.

To address this growing problem, the Indian government has implemented various initiatives. In 2021, the National Cyber Security Strategy was introduced to bolster the country's cyber security framework. This strategy aims to secure critical information infrastructure and promote public awareness of cyber threats. Additionally, initiatives such as the “Cyber Swachhta Kendra” have been launched to educate users about safe online practices and provide tools for securing their devices.

In conclusion, the rising incidence of cyber crime over the past five years presents a significant challenge that requires immediate attention. Both individuals and organizations must adopt comprehensive cyber security measures to safeguard against these threats. By enhancing public awareness, implementing preventive strategies, and staying informed about the latest cyber threats, we can work together to create a safer digital environment for everyone.

Preventing cybercrime requires a combination of technical

measures, user awareness, and organizational policies.

Key ways to prevent cybercrime include:

1. Strong Passwords and Authentication: Encourage the use of complex, unique passwords and enable multi-factor authentication (MFA) for added security.
2. Regular Software Updates: Keep software, operating systems, and antivirus programs up to date to protect against known vulnerabilities and exploits.
3. Firewalls and Encryption: Use firewalls to monitor and block suspicious traffic, and encrypt sensitive data to prevent unauthorized access during transmission.
4. User Awareness and Training: Educate users about phishing attacks, social engineering, and safe browsing habits to reduce the likelihood of falling victim to scams or malware.
5. Backup and Recovery Plans: Regularly back up data and create a robust disaster recovery plan to mitigate the effects of ransomware or data loss.
6. Access Control: Implement role-based access control (RBAC) to limit user permissions, ensuring that only authorized individuals can access critical systems and data.
7. Monitoring and Incident Response: Continuously monitor networks for unusual activity and have a clear incident response plan in place to quickly address breaches or attacks.

VIPIN KUMAR YADAV
Sr. PROGRAMMER (IRVINS)
RAILWAY BOARD

Following rules and regulations have been laid down for variations of all types by Railway Board.

- Variations up to 25 % of the contract are in built and the contractor is bound to execute the same at the original rate.
- In respect of items relating to foundations, no separate rate can be agreed to irrespective of percentage of variations. The contractor is bound to execute any quantity variation of foundation items at the originally agreed rate and no extra rate is payable.
- In respect of variation in earth work, the limit of 25% applies to all classifications put together and variation in respect of individual classification is not allowed. Example: Earth work in cutting in ordinary soils, Rock not requiring blasting and Rock requiring blasting – quantities are clubbed together and variation of 25 % is worked out on all these items clubbed not individual classification.
- In respect of other items, inbuilt rates are envisaged in the contract. Variations above 25% and up to 40 %, the contractor is paid at the agreement rate reduced by 2 % and for variations beyond 40% and up to 50%, payment is made at agreement rate reduced by minus 4%.
- For variations beyond 50% of quantities of individual items, payment is made at 96 % of the agreement rate.
- Variations beyond 50% of agreement value should not be allowed and fresh tenders to be invited for the work beyond 50% of the contract. Sanction of GM is required in case variations beyond 50% of agreement value to be got executed by the existing contractor and negotiations to be

held for the rate.

- It may be necessary to introduce additional items of work during executing of contract. In respect of Additional SOR items, the contractor is bound to execute the additional items of SOR at Scheduled rate enhanced or reduced by contract percentage as per contract. He is not entitled for any extra rate.
- In respect of additional non-scheduled items, they can be introduced and paid with concurrence and sanction and negotiations are held to determine the rates with the contractor.
- In case of any dispute in fixing the rate, the rate determined by the Chief Engineer, after giving due notice, shall be final and binding.
- Engineers not below the rank of JAG are empowered to introduce additional items in contract up to 10% of value of contract or Rs. 5 lakh whichever is less without finance concurrence.
- In all variations and introduction of addl. items scheduled or non-scheduled, sanction of competent authority, finance concurrence, wherever stipulated, and entering subsidiary agreement is to be followed and requisite fund availability ensured.

Dhananjai Singh
SVO/MCF/RBL

Culture of Integrity for Nation's Prosperity

A nation's prosperity isn't just about economic growth or infrastructure; it's deeply rooted in the culture of integrity. Integrity fosters trust, transparency, and accountability, which are essential for long-term development.

Integrity: The Backbone of Economic Success

In countries where integrity is prioritized, like Norway and Finland, high transparency and low Corruption drive prosperity. Trust in governance encourages investment and innovation. On the other hand, corruption erodes public trust, raises costs, and hinders growth, making it a barrier to national development.

Leadership and Governance

Integrity in leadership is crucial. Transparent and accountable leaders inspire trust and set a positive example for institutions. Policies implemented fairly and ethically strengthen public services and attract global investment, driving national progress.

Integrity in Business

Businesses that uphold integrity build long-term trust with stakeholders, foster innovation, and attract investments. Ethical practices in business lead to sustainability and growth, contributing to national prosperity.

Education: Planting the Seeds of Integrity

Education plays a key role in fostering a culture of integrity. Schools and universities must instill values like honesty and accountability in students. Educating future generations on the importance of integrity ensures responsible leadership and a

strong, ethical society.

Conclusion

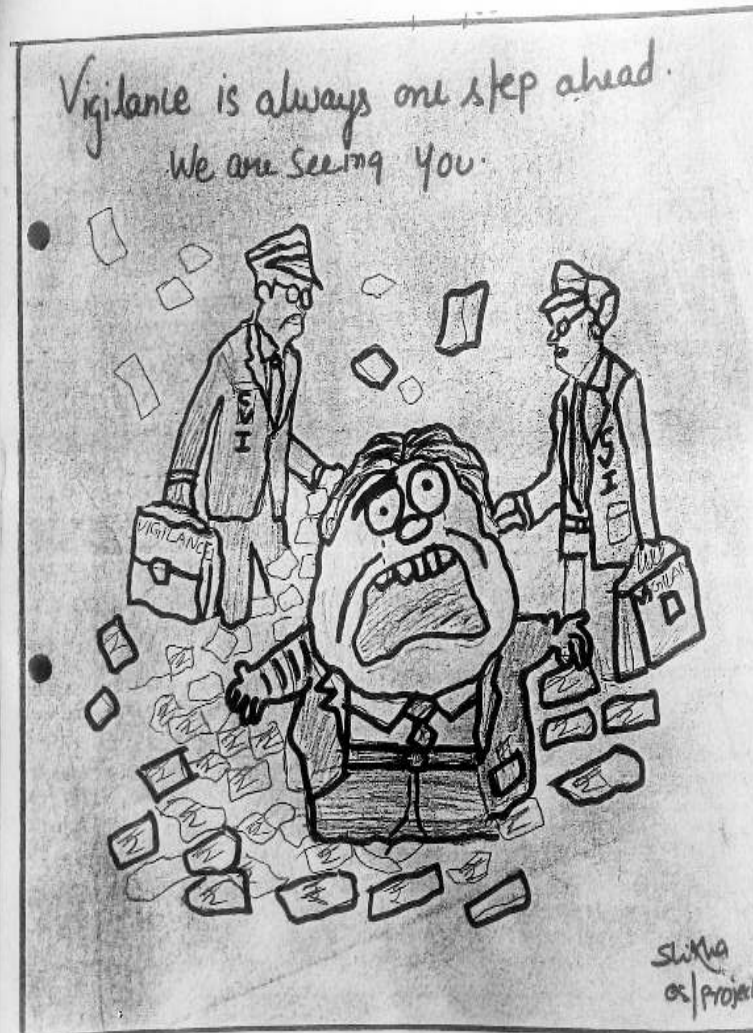
For lasting prosperity, nations must prioritize a culture of integrity at every level-government, business, and education. A nation built on honesty and accountability will not only grow economically but thrive as a just and cohesive society.

**NAME -VIJAY YADAV
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You Can't Go far with Corruption...





The worst Disease in the world today is
Corruption.
And there is a cure: Transparency.

POEM

कविता

सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि

ऊपरी इनकम वालों की इज्जत, हमारी नजरों में नहीं बढ़नी चाहिए ।

उनके जैसे शान, शौकत, बंगला, गाड़ी, अटारी, हमें नहीं चाहिए ।

हम उन्हें क्यों करें सम्मान?

उनका हम क्यों करें गुणगान?

परन्तु हम अपनी बेटी की शादी कर देते हैं उनके घर में

अमृत की तलाश करते, और डुबकी लगा रहे हैं जहर में

ईमानदान और सत्यवान, को हमने नीचा दिखाया है

भ्रष्टाचारियों को, हमने सिर आँखों पर बैठाया है

दोषी हम हैं अप्रत्यक्ष, अन्याय हो रहा हमारे समक्ष

जब खुलेंगी हमारी दृष्टि, तब ईमानदारी की होगी वृद्धि

ईमानदारों को करेंगे स्वीकार,

भ्रष्टाचारियों का करेंगे बहिष्कार

प्रशासन मेहनत कर रही है, भ्रष्टाचारियों को दे रही है चोट

पर हमें भी करना होगा, प्रशासन का सपोर्ट

हम बनेंगे सदाचारी, खुद ब खुद मिट जायेगा भ्रष्टाचारी

निकृष्ट, भ्रष्ट व्यक्तियों का अध्याय होगा बन्द

आनन्द की अनुभूति होगी व्यास विवेकानन्द

तब सदाचार में होगी वृद्धि

सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि

लेखक

विवेकानन्द व्यास

Tech - I

Mo. No. 9670036072

MCF/RBL/LLJ

CASE STUDY

Case Study regarding authenticity of letters issued by SS officer.

A Completion certificate was issued. Vide Lower Parel workshop, Mumbai letter it was informed that firm has submitted MCF completion certificate in a tender of Lower Parel workshop, Mumbai.

DEE(W)/PL sought some clarification, against MCF completion certificate. MCF SS officer has issued **letter** in clarification of DEE(W)/PL letter and send through his mail to Lower Parel Workshop and also to firm.

During investigation, it is observed that issued letter are not available in tender file and not processed through mentioned file no. The Data provided in these letters was self fabricated by concern officer which are not possible to calculated because contract awarded to firm was **purely works contract** and there is no separate Schedule of rates for material and labour are available. Issuing the letter for which he was not competent. It is the violation of GCC, stated that- "Engineer" shall mean the Divisional Electrical Engineer in executive charge of the works or Dy.CEE.

Penalty:

As per CVC advice, Major penalty has been issued against concern officer.

Case Study Regarding Rotational Transfer

एक शिकायत की जांच के क्रम में एक विभाग के द्वारा उपलब्ध करवाए गए दस्तावेजों के अवलोकन में यह पाया गया कि 02 मुख्य कार्यालय अधीक्षक अपनी पदस्थापना (वर्ष – 2011) से एक जगह कार्यरत थे। सतर्कता विभाग के द्वारा Rotational Transfer हेतु जारी किए गए पत्र के संदर्भ में सभी विभागों को संवेदनशील पदों पर कार्यरत कर्मचारियों को 04 वर्षों में स्थानांतरण किया जाना था। जिसके जबाब में उक्त विभाग के तत्कालीन Dy- HOD के द्वारा यह लिखा गया कि 04 वर्ष से अधिक समय से कोई भी कर्मचारी कार्यरत नहीं है। अतः किसी भी कर्मचारी के स्थानांतरण की आवश्यकता नहीं है”।

सतर्कता विभाग के जांच में यह पाया गया कि मुख्य कार्यालय अधीक्षक में लगभग 13 वर्षों से चल रहे सभी कार्यों की निविदा एवं उनके बिलों, कांट्रैक्ट/टेंडर/कांट्रैक्ट बिल्स इत्यादि से संबंधित कार्यों का निस्तारण करते आ रहे थे।

इस संबंध में सतर्कता विभाग के द्वारा कई पत्र/अनुस्मारक पत्र विभाग को लिखे गए कि मुख्य कार्यालय अधीक्षक को संवेदनशील पदों से यथाशीघ्र विरमित किया जाए। इसके बावजूद, 01 मुख्य कार्यालय अधीक्षक को वर्ष 2022 को अन्य विभाग में विरमित किया गया। जबकि दूसरे का स्थानांतरण वर्ष 2024 को किया गया।

Case Study Regarding Mutual Transfer.

आरेडिका रायबरेली में कार्यरत दो कर्मचारियों (UR & SC) जोकि ग्रेड – I / फिटर यांत्रिक थे, ने अमृतसर कारखाना, उत्तर रेलवे अमृतसर में कार्यरत ग्रेड –II (OBC & SC) के साथ पारस्परिक स्थानांतरण के लिए आवेदन किया था।

आरेडिका के उक्त दोनों कर्मचारियों के रिलीवर कार्मिक शाखा में रिपोर्ट कर चुके थे फिर भी आरेडिका के दोनों कर्मचारियों को तकनीशियन ग्रेड – I से वरिष्ठ तकनीशियन के पद पर पदोन्नति दी गई। जबकि रेलवे बोर्ड के स्थानांतरण नियमों के आलोक में उक्त कर्मचारियों को पदोन्नति के स्थान पर रिलीव किया जाना था।

दोनों कर्मचारियों को आरेडिका रायबरेली में वरिष्ठ तकनीशियन के पद पर पदोन्नति आदेश जारी होने के लगभग 01 माह बाद उक्त दोनों कर्मचारियों को पदावनत करके (वरिष्ठ तकनीशियन / यांत्रिक फिटर के पद से तकनीशियन – II / यांत्रिक फिटर के पद पर) कार्यमुक्त किया गया था। साथ ही उक्त दोनों कर्मचारियों को Pay Protection के तहत रिलीव किया गया।

जबकि उक्त दोनों कर्मचारियों को रेलवे बोर्ड के स्थानांतरण नियमों के आलोक में भिन्न ग्रेड में होने की वजह से यह स्वप्रमाणित करना था कि भर्ती ग्रेड के निचली वरिष्ठता में स्थानांतरण स्वीकृत होंगे।

Penalty:

उक्त अनियमितता में जिम्मेदार कर्मचारियों / अधिकारियों के खिलाफ केन्द्रीय सतर्कता आयोग के द्वारा लघु शास्ति (Minor Penalty) की अनुशंसा की गई थी।

Case Study of Turnkey Furnishing Tender.

During Investigation, it is noted that PO had been issued to two firms for 250 Nos. & 127 Nos., *turnkey* furnishing of DDG coaches. *Firm had to supply Aluminium Frame window coaches against said PO but FRP frame wider window was started to use in the coaches in place of Aluminium Frame window with the approval of concerned officer.*

This item (FRP Inner Frame) had been supplied by both firms mixed with *Aluminium* Inner Frame. FRP Inner Frame had been received by Stores and Mechanical Supervisors at FP/Stage in the name of challans of Aluminum Inner Frame and also M/s RITES Inspection Certificate of the same.

After issue of PO, prototype was approved by the then Dy.HOD/D with the supply of FRP frame wider window but this approval was not forwarded to tender cell for rectification of this issue in next tender procurement and next procurement was also done with the supply of Aluminium Frame.

Dy.HOD had issued a letter to firm in which, it is mentioned that **the than** WM has done sample check. Four samples coaches checked where two coaches found with Aluminium Inner Frame and two coaches found with FRP Inner Frame.

Then, Firm approached to HOD/D to permit the FRP Window Frame instead of Aluminium Inner Frame. Dy. HOD has issued letter duly addressing to Dy.HOD and copy to Firm against PO with remarks that-

“FRP is condoned as alternate material in lieu of Aluminium for subjected item as FRP is being used in non Bus Type window arrangement. It is requested to planning to calculate the financial implication of above said items, if any.”

SSE had inspected the coaches and initiated non confirmed and sent to lab. When CMS was come to furnishing shop after receiving the NCR copy to check the coaches, the said DDG coaches were already dispatched.

In terms of Railway Board's letter no. 89/RS (G)/779/12 dated 27th September 1989, it has been mentioned that only Tender Accepting_Authority of the Tender Committee proceedings is empowered for issuing of any approval letter at post contract stage. On perusal of available facts and records, it has been observed that purchaser has not issued any modification in this regard. Hence, financial loss to railway revenue.

The Result:

Vigilance asked the detail of coaches in which FRP Frame is used, SSE has submitted the details of total 30 coaches of one firm and 21 coaches of other firm in which FRP inner frame has been used in place of Aluminium Inner Frame.

Hence total estimated financial implication per coach for using 'Set of FRP Inner Frame for Bus Type Window' in place of 'Set of Aluminium Inner Frame for Bus Type Window' is –

- i. Rs. 20675.00 x 30 Coach=**Rs. 6,20,250.00**
- ii. Rs. 20675.00 x 21 Coach=**Rs. 4,34,175.00**

Total Recovery Made= Rs. 10,54,425.00 (Recovery of Rs.6,20,250/- was done.)

Penalty:

In FSA, Administration action has been recommended against concern Dy.HOD and SSEs.

Case Study Regarding Excess payment in CCL.

In response to a complaint regarding child care leave (CCL) payments this case was investigated.

As per Railway Board letter no. E(P&A)I-2019/CPC/LE-2 dated 23.04.2019 “ During the period of child care leave, a female Railway servant and a single male Railway servant shall be paid one hundred percent of the salary for the first three hundred and sixty five days, and at eighty percent of the salary for the next three hundred and sixty five days”.

In investigation it has been found the 100% payment has been done to all the female employees who have availed CCL after 365 days not for particular employee. Hence, it was a systematic failure.

A system improvement regarding compliance of RB guideline on CCL has been issued and recovery of excess payment (Amount- Rs. 91519/-) has been done by MCF P-branch. Also, administrative action (written warning) against the concern dealers have been taken.

This case underscores the importance of rigorous oversight in working, particularly in processes involving employee benefits. Ensuring adherence to guidelines not only protects the integrity of the system but also fosters trust among employees and stakeholders in the railway organization.

**IMPORTANT
DO'S AND DON'T**

(A) **Pre-Tender Stage.**

1. **Scope or work /Estimate Sanction**

Dos:

- A well-defined scope of work giving an overview of the proposed work needs to be put up to the Competent Authority at the time of seeking approval/sanction.
- Clear justification to be put up along with necessary specifications/drawings/quantity.
- The work should not be split up to bring it within the ambit.
- Scope of work /Necessary Drawings/plans etc. should be approved.
- Specification must be generic (Range must be specified , if possible)
- Approval of Competent Authority as Per SOP should exist for undertaking the work.
- Estimate must be prepared based on the Scope of Work, and then sanctioned by the Competent Authority after Finance concurrence as per SOP.
- Do prepare on one or more LAR/ LPR/ Budgetary Quotes(at least three)
- Do include the cost of Machinery/ Chemical / Electricity/ Water Charges etc wherever applicable.
- Do get the Non-stock certificate for indenting item from concerned Stores Officer.
- Procurement of commonly used goods and services restricted to GeM should be invariably from GeM platform.
- Power of purchase and procedure to be followed as stipulated.
- Do include all commercial clauses including taxes, duties of all types, and other statutory charges.
- In case estimate is prepared based on quotations, all quotations must be signed by competent authority.

Don't-

- Don't make vague estimates without adequate details, which may lead to huge quantity variations and the creation of extra and substituted items.
- Don't try to procure items without standard specifications.
- Don't include such items or scope of work which are not needed in the work, which may unnecessarily load and vitiate the tender.
- Do not submit non-stock indent for a stock item.
- Do not certify urgency unless you are fully and personally satisfied about it as this may lead to purchase at a higher rates.

2. Eligibility criteria:-

Dos:

- Similar nature of work should be defined before the invitation of tenders, the same should be wide and not be a restrictive description.
- Similar nature of works should be approved by PHOD.
- Do prepare the Eligibility criteria with the approval of competent authority, in case of store tender.
- Do prepare the Eligibility criteria/Similar nature work definition specific to the requirement of the work in clear terms.
- To ensure that the Eligibility criteria/Similar nature work definition are stipulated in unambiguous terms in the bid document.
- Any dispensation and exemption from eligibility criteria as per railway board letter must be pre approved by PHOD and indicated in NIT & tender document.

Don't-

- Don't fix stringent Eligibility criteria/Similar nature work definition as it results in poor competition.
- Don't relax the Eligibility criteria/Similar nature work definition after the issue of NIT.
- Don't deny participation to any bidder during pre-qualification/post-qualification for reasons unrelated to its

capability and resources to successfully perform the contract unless such parties are blacklisted.

3. Preparation of Tender documents:-

Dos:

- Do mention various conditions of contract such as "General conditions of contract (GCC)", "Special Conditions of Contract (SCC)" "Conditions of Particular Application (COPA)" and "Technical Specifications (TS)".
- Do mention the form in which EMD is acceptable clearly in the tender documents.
- Do incorporate in the bid documents detailed generic technical specifications along with a list of preferred makes of major equipment.
- Do mention the order of precedence in the tender documents to overcome some contradicting and conflicting specifications/conditions.
- Do specify in unequivocal terms in the bidding documents, the performance parameters and the technical/price evaluation criteria, if any.
- Do send NIT to CPRO
- Do Published NIT in local & national Newspapers
- All the corrigenda for any amendments or postponement of the date of tender opening are to be posted on the website and proof of the same should be available in the case file.

Don't-

- Don't forget to mention important clauses about Earnest Money Deposit (EMD), completion schedule, testing of equipment, performance bank guarantee (security deposit or performance security), payment terms, the penalty for delayed completion, contractor's liability, safety arrangements, statutory requirements for Labour welfare, arbitration clause, etc. properly and explicitly.
- Ensure exemption from EMD if any as per GCC/IRS condition.
- Don't provide unrealistic periods of completion of work as unworkable period leads to frequent grant of extension of time and litigation.

B) Tender Stage:-

1. Opening of Tender & filing of offers:-

Dos-

- Do open quotation in the presence of the nominated representatives.
- Do maintain transparency in the opening of quotation.
- Do ensure that each page of the quotation, particularly the price and important terms and conditions should be closely encircled and initialed with the date by the nominated member authorized to open.
- Do also ensure that the nominated member encircles any cutting/overwriting and initials in red ink.
- Do prepare a statement giving details of the quotations received and other particulars like the prices, taxes/duties, EMD, any rebate, etc. as read out during the opening of tenders.
- Do maintain a proper quotation opening register.
- Do record reasons for the postponement of tender and Do notify through the publication of the corrigendum in the media and website.

Don't-

- Don't consider bids that are received after the scheduled due date and time of receipt of quotation .
- Don't accept unsealed quotations.

C. Tender Finalization Stage

1. Tender Committee

Dos

- Accepting Authority nominates TC as per delegation of power.
- The responsibility of TC is generally Joint and Collective.
- TC should physically meet and discuss the tender and taking decisions by circulation of the file among the members is not permitted.
- Reasonableness of Rates can also be decided by working out rate analysis in case no LAR is available or the same is old.

- Counter Offer may also be resorted to but it is risky as in case of non-acceptance of the same by the bidder, the tender needs to be discharged.
- In case a single Offer is received against an open Tender, the TC should not straight away accept without the examination of reasonableness of rates.
- A uniform/consistent approach is to be adopted while evaluating the offers.
- Do finalize tenders within the validity period.
- Do ensure that L-1 is not ignored on flimsy grounds.
- Do establish the reasonableness of rates based on estimated rates and the prevailing market rates before accepting the offer.

Don't

- Don't relax tender conditions as it will create discriminatory treatment of others.
- Don't evaluate bids based on information not furnished by the bidder/tenderer in his bid.
- Don't entertain any new information/document after the tender is opened and evaluated unless the same is called for.
- Don't disclose details of the evaluation of the tender till it is officially accepted/rejected.
- Don't conduct post-tender negotiations, unless unavoidable, without recording valid reasons and approval of the competent authority.

2. POST TENDER NEGOTIATIONS

Dos

- Do avoid post-tender negotiations with L-1 except in certain exceptional situations like procurement of proprietary items, with limited source of supply and items where there is suspicion of a cartel formation.
- Do go for a re-tender in case L-1 backs out.
- Do record and document without any loss of time, the justification and details of such negotiations, if any.

Don't

- Don't ask for counter-offers to L-1 to arrive at an acceptable price as it shall amount to negotiation.

- Don't conduct post-tender negotiations, unless unavoidable, without recording valid reasons and approval of the Competent Authority.
- Don't disclose the gist of the negotiation, if any, till the tender is finalized

D) Post Tender Stage (After tender award Stage).

1. AWARD OF WORK AND SIGNING OF CONTRACT AGREEMENT

Dos

- The agreement should be complete with all relevant papers.
- The agreement should be page-numbered, signed, and sealed properly
- Labour license and performance guarantee should be taken as per contract.
- Retention Money/Security deposit should be deducted as per contract.
- Recovery of I. Tax & works contract tax should be made as per the provision in the contract.
- In Case of Direct Acceptance of Tender, LOA requires vetting by Associate Finance prior to Issue
- Do make the contractor sign the detailed agreement within the time frame to avoid any complication in the contract at a later date.
- Do ensure fund availability before issue of LOA.

Don'ts-

- Don't keep a file pending for a decision by the approving authority after the recommendation of the tender committee has been received.

2. Performance Guarantee/Security Deposit

Dos -

- Security Deposit @as per GCC/IRS is paid in advance for faithful execution of the contract by the Contractor.
- SD to be returned after expiry of the maintenance period and after passing the final bill based on No Claim Certificate.
- Successful bidder must submit PG @as per GCC/IRS of

contract value within prescribed days from date of issue of LOA/PO.

- Immediate verification of its genuineness and monitoring of the date of expiry must be done.
- The PG is released after completion of work based on “Completion Certificate” issued by the competent authority.

Don't-

- Don't hand over BG to supplier/contractor for getting its extension or verification but through speed/ registered post only.
- BG must be confirmed from the head office of the Nationalized bank by post.

3. EXECUTION OF CONTRACT

Dos

- Maintain the requisite contract-related site registers viz. staff attendance register ,M&P register, material issue register, work progress register, correspondence file etc.
- Take proper inventory of material to be released and obtain the contractor's signature.
- Ensure that the contractor's representative is nominated in writing.
- Departmental tools & plants are to be given to the contractor as per agreement conditions.
- Ensure proper gate passes & correct leads with regard to the transportation of materials
- Do ensure that the proper technical staff is employed by the contractor and work is executed qualitatively and timely.
- Don't forget to record delays on the part of the contractor and recover LD or impose penalty as per the provision of the contract.
- Don't go for unreasonable variations in terms of quantities and items unless and unless otherwise required.
- Counter-signing is not allowed in MB, only test checks of specific & locations to be mentioned.
- Material receiving Challan must be counter signed by railway representatives with date and quantity received.
- Any communication with contractor must be in writing.

4. MODIFICATIONS OF CONTRACT CONDITIONS / SPECIFICATIONS/ QUANTITY VARIATION

Dos

- Do discourage any relaxation in the contract terms/ specifications after the conclusions of the contract.
- Any Extension of the completion period or short closure of the contract must be done as per relevant SOP Para & GCC.
- In case any change in the quantity of item should be as per relevant SOP Para & GCC.

Don't

- Don't modify any condition of the contract as it would vitiate the contract and give a chance to the other party to go to court for a claim of damages.
- Don't make any modification in contract conditions without mutual consent and the competent authority's approval.
- Don't change the nature of the contract as approved by the Competent Authority.

General DO's & DON'Ts on Common Activities/Conduct

GENERAL

DOs

- Keep a good image before the public/staff by being honest, impartial and just. Always be punctual in attendance.
- Be conversant with the current rules and regulation before taking any decision.
- Be conversant with the relevant clauses of the Conduct Rules and ensure that these Rules are not infringed.
- Use your discretion properly to avoid any miscarriage of justice.
- Be dispassionate while taking decisions so that no undue favour accrues to anyone. While occupying Rest Houses, ensure filling up the Register and also indicating whether on duty/leave.
- Maintain proper record of CLLAP availed and ensure that it is properly debited to your account.

DON'Ts

- Do not delay files/papers put up to you.
- Do not forget to put a date under your signature. Absence of date may give rise to doubt about your motives in certain situations.
- Do not misuse staff cars/vehicles, Railway labour, Railway materials, catering etc.
- Do not misuse Duty passes for journeys performed which are not for official work or for persons not entitled to such travel.
- Do not sit on the Selection Board before whom any relative of yours is appearing for selection.
- Do not take part in the Tender Committee meetings if any of your relative is one of the tenderers.
- Avoid sanctioning a privilege to yourself even if it is within your competent. Let such sanction be accorded by your superior.

Medical Department (Tenders & Contracts)

Dos

- Ensure that justification of work and estimate for requirement of material/stores to be procured, are properly done with proper case in realistic manner, with the approval of the competent authority.
- Ensure adequate publicity of tender notices through newspaper and website.
- Ensure adequate time for participation in tender.
- Clearly mention the eligibility criteria in the tender notice as well as in the tender document.
- Ensure that the reasonableness of rates is examined critically, logically and technically, economically, particularly, both in respect of total cost and rates of important individual items.
- Ensure that tender committee constituted is of competent level of officers, specified as per extant rules and nominated at an appropriate level.
- Ensure that all special conditions, having financial implications are evaluated, to arrive at correct interposition of the offers.
- Ensure that comparative statement and briefing note have been prepared and duly signed by the concerned officials on each page, with dates.
- Record the relevant and valid reasons, both technical and /or financial, for by passing the lowest offer, if it is not acceptable.
- Before awarding of contract, ensure genuineness of the credential certificate including financial credential in original.

DON'ts

- Do not split work or split the quantity to be procured, to call for separate tenders, to keep the value of the value of the work within the powers of a particular executive.
- Do not draft tender conditions/eligibility criteria or specification of material or working schedule, favouring a particular tendered/contractor.
- Do not alter the eligibility criteria laid down while calling tender during consideration of the offers received, after opening of the tender.
- Do not advice the tender committee prior to their deliberations on the suitability or otherwise of any particular offer.
- Do not operate/incorporate any non-schedule items without sanction of the competent authority. In exceptional cases where it has to be done, maintain necessary site records, with the approval of the competent authority.
- Do not accept a single tender received in response to a call for a limited tender.
- Unless it is very urgent and permission from the competent authority is obtained.
- Do not twist, suppress, exaggerate or manipulate facts in the TC.
- Do not incorporate any items for maintenance, which are not exist at site.

DO's & DON'TS FOR EXECUTION OF CONTRACTUAL WORKS

Dos

- Get approval of competent authority before asking the contractor to do any additional work not covered in the contract.
- Methodology for return of excess of material/scrap should be specified in detail.
- The point of handing over/taking over the material of extent of transport of material should be specified clearly.
- Maintain filed Book consisting of details of daily progress recoding particulars with reference to works in progress location wise.
- Maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor.
- Ensure before accepting that the materials are as per Approved List and as per specification.
- Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M-book certification to enable recovery.
- Verify inspection certificate to enable recovery.
- Verify inspection certificate and manufacturer's purchasing vouchers as per contract requirements.
- Ensure proper accountal and disposal of released material.
- On completion of work, site order book and other important field records should be handed over to the competent authority under whom the work is carried out.
- Joint inventory is to be carried out for the material to be released, before commencement of the work.

- PG to be submitted within 21 days from the date of issue of LOA if it is submitted between 21-60 days-penal interest of 12% to be recovered, if it is beyond 60 days-contract is liable to be terminated.

DON'ts

- Do not record measurements without carrying out the work.
- Do not accept the material without original bills and invoices.
- Do not deviate the location without approval of sanctioning authority of the work.
- Do not execute the contract work without currency extension.
- Do not issue excess quantity of railway material/equipments to the contractor.
- Do not accept the left over material, which is defective, from the contractor after completion of work.
- Do not accept the materials more than the schedule quantity without obtaining approval from competent authority.
- Do not allow to pass the bills without Test Check.
- Below JA grade Officer should not issue any credentials.
- Do not overlook the inspection clause or alter the inspection clause.

DO'S & DON'TS FOR STORES TENDERS

DOs

- Ensure that the approval of competent authority has been taken for tendered quantity and for mode of tender.
- Ensure that tender notice has been given wide publicity and put on website.
- Ensure that drawings/descriptions/specifications are uploaded properly for easy access of tenderers.
- Ensure while issuing the limited tenders, the name of past successful suppliers should be included invariably, except defaulters.
- Ensure while issuing the tenders with splitting criteria are decided as per extant instructions/guidelines.
- Ensure that the Technical as well as commercial deviations are deliberated upon.
- In case where the performance of the lowest / lower offer is not satisfactory and the next offer is considered for full /part quantity order, performance of the such firm should be also assessed and placed on record.
- Ensure Post tender clarifications from the bidders are not done except in exceptional situations keeping the substance of offer unchanged.
- In case of purchase from RDSO/PUs approved sources, ensure to check the current status of RDSO/PUs approved list as on date of tender opening as available on UVAM.
- Ensure that the Rules for MSE/Public procurement policy are being followed as per the extant instructions on the subject matter.
- In all cases, where the lowest or lower tenders are rejected, full reasons for the rejection should be recorded.

- Ensure as Tender Accepting Authority that detailed reasons are recorded if there is disagreement with tender committee members.

DON'ts

- Do not proceed for procurement where drawings/ descriptions/specifications are incomplete/vague.
- Do not proceed for non stock procurement wherever demands are not vetted and/or not signed by Competent Authority as per extant instructions.
- Do not reject the tender of new bidder(s) on flimsy or unrealistic grounds in order to favour the bidder(s) who are previous suppliers.
- Do not hide any favourable/ unfavourable information in TC discussions.
- Do not change the tender committee members once constituted without prior approval of competent authority.
- Do not entertain modifications of tenders subsequent to the opening of tenders.
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and approval from competent authority has been obtained.
- Do not exercise the powers of the accepting authority in case you have been a member of the tender committee.
- Do not procure the quantity more than the occasion demands or requirement.
- Do not overreach the financial power given as per Model SOP.

ACCOUNTS DEPARTMENT

DO'S

- Ensure that all corrections / alterations in bills are attested by the competent person, authorized to do so.
- Prepare checklists for each type of expenditure/bills and follow them scrupulously.
- Ensure that the expenditure incurred by an officer is within his competency.
- Ensure that the payments made are witnessed by the authorized person only.
- Preserve vouchers/documents, as prescribed in the code of Accounts Department. Ensure that no time barred cases are admitted without condonation / sanction, from competent authority.
- Follow prescribed time schedule for passing of accounts and financial bills.
- Ensure vetting of quantity to be purchased with proper justification.
- Ensure vetting of estimate to be realistic.
- Before issue of tender inquiry, ensure the existence of the firm.

DON'TS

- Do not pass duplicate bills without investigating/verifying the reasons, for submission of duplicate bills.
- Do not admit and pass supplementary bills without properly verifying the main claim and making necessary endorsement in the main / original bill.
- Do not entertain bills with corrections / alterations, which have not been attested by the competent authority.
- Do not admit and pass bills out of turn, unless the officer concerned has authorized to do so.
- Bills which have some discrepancy, in emergent cases, should not be passed without approval of the Officer concerned. It may also be ensured that the amount is entered in "objectionable items".

- Do not allow amount passed as advance, for incurring expenditure beyond the reasonable period and call for the final bills, for clearing the suspense head (MAR).
- Do not allow unconnected items in PF accounts to figure in the PF ledger for a long time, as passage of time would affect PF account of employee.
- Do not forget to conduct periodical checks, wherever prescribed. Do not pass pay orders for short passed amounts until written communication is received from the DCP and after through verification of the bill.
- Don't raise objections in piece meal fashion.
- Don't break the sequence of payment of bills on unjustifil grounds.

Instruction for Handling Financial Matters
Railway Protection Force

DOs

- Do establish clear and transparent financial procedures and guidelines to ensure accountability and prevent misuse of funds.
- Do maintain accurate and up-to-date financial records, including receipts, invoice and payment vouchers.
- Do provide adequate training to staff dealing in financial matters to ensure that they understand their responsibilities and are aware of relevant policies and procedures.
- Do use secure methods for handling and storing financial documents and sensitive information, such as encryption and password protection.
- Do conduct regular internal audits to verify the accuracy of financial records and detect any irregularities.
- Do report any suspected financial misconduct or fraudulent activities to the appropriate authorities.

DON'Ts

- Don't mix personal finances with government funds. Keep personal expenses completely separate from office finances.
- Don't make cash withdrawals from office Imprest for personal use. Imprest funds should only be used for official purpose and be properly documented.
- Don't bypass or ignore established financial procedures and approvals. Always follow the prescribed protocols to maintain transparency and accountability.

- Don't engage in fraudulent activities such as bribery. Such action are illegal and can lead to server consequences.
- Don't disclose confidential financial information to unauthorized individuals. Maintain the confidentiality and integrity of sensitive financial data.

SYSTEM IMPROVEMENT



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Confidential

No. G/MCF/RBL/Vig./Elect./PC-13

Date: 08.01.2024

**All PHOD,
MCF/RBL.**

Sub: System Improvement regarding timely completion of
D & AR inquiry.

In a preventive check conducted by MCF vigilance regarding timely completion of DAR inquiry resulting out of vigilance investigation, it has been observed that in a Major penalty case concerning to Electrical Department, disciplinary proceedings is still pending from 17.11.2022.

As per timeline given in Railway Board letter no. E (G) 2017/Employees/charter/1 dated 25.10.2017 (RBE no. 157/2017), Major Penalty disciplinary proceedings should be completed within 150 days.

In view of above, it is advised to take suitable necessary step for the timely completion of the disciplinary proceedings, keeping Railway Board's timeline as mentioned above, to avoid any inconvenience, loss and prejudice to the rights of the delinquent employee. Also, ensure to send the intimation of outcome of disciplinary proceedings, to Personnel Department for the maintenance of records.

This has the approval of competent authority i.e. SDGM&CVO,
MCF/RBL

(Sanjaya Tiwary)
SVO/MCF/RBL

For General Manager/Vig.



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Confidential

No. G/MCF/RBL/Vig./Mech./PC-49

Date: 13.02.2024

**ALL PHOD,
MCF/RBL.**

Sub: System Improvement regarding rotation of officials working at sensitive post.

- Ref:** (i) Railway Board letter no. 2017/V-1/ALSL/1/1, dated 04.02.2019 & 2019/V- 1/ALSL/1/1 dated 19.02.2021.
(ii) MCF Vig. Letter no. G/MCF/RBL/Vig./CVO Compliance dated 12.04.2022.
(iii) MCF Vig. Letter no. G/MCF/RBL/Vig./RT, dated 07.10.2022.

In investigation of a Preventive check regarding rotation of officials working at sensitive posts, it has been observed that-Railway Board's guidelines as well as this office advice issued time to time, regarding rotation of officials working at sensitive post have not been followed. Also, in categorisation of sensitive/non-sensitive posts and their duration, as per Railway Board's guidelines have not been complied.

In view of above, it is advised to take suitable necessary step for strict compliance of guidelines regarding rotation of officials working at sensitive post at your end.

This has approval of competent authority i.e. SDGM&CVO, MCF/RBL.


(Trilochan Anthwal)
Dy.CVO/MCF/RBL
For General Manager/Vig.



Office of the General Manager/Vig.
Modern Coach Factory,
Lalganj, Distt.- Raebareli,
Uttar Pradesh - 229120
Tele (Rly) : 039-61925
Fax (P&T) : 0535-2704381

Confidential

No: G/MCF/RBL/Vig./Sys. Improvement

Date: 13.05.2024

**PCPO,
MCF/RBL.**

**Sub:- System improvement regarding Examination
within group C promotion.**

Based on the past examination conducted in MCF for Departmental promotion within Group C. it is seen that examination has been cancelled by many times without reason. As per IRVM Para, it is irregularity "Any undue/unjustified delay".

It is advised that Conduct of written examination in schedule time with CCTV surveillance, communication of necessary instruction to candidate as well as invigilator before commencement of examination.

It is felt that suitable action on these points may avoid many future problems and complaints.

This has the approval of CVO.

**(Trilochan Anthwal)
Dy.CVO/MCF/RBL
For General Manager/Vig.**

**Copy to,
Secy. to GM for kind information of GM.**



Office of the General Manager/Vig.
Modern Coach Factory,
Lalganj, Distt.- Raebareli,
Uttar Pradesh - 229120
Tele (Rly) : 039-61925
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Confidential

No. G/MCF/RBL/Vig./Mech.-I/PC/2023-05

Date: 11.07.2024

**ALL PHOD,
MCF/RBL.**

**Sub: System Enhancement for Issuance of Gate Passes
and Mandatory Use of PPE (Personal Protective
Equipment).**

During a recent preventive Check conducted by MCF Vigilance, it was observed that the gate passes issued to private/contractual staff working in the MCF/Factory area did not include photographs. Additionally, it was noted that some personnel were found working without the requisite PPE.

In light of these findings, please ensure that all private/contractual staffs are equipped with valid gate passes that include their photographs for identification purposes. Moreover, the mandatory use of PPE must be strictly enforced to ensure safe working conditions.

This directive has been approved by the CVO

**(Trilochan Anthwal)
Dy.CVO/MCF/RBL.
For General Manager/Vig.**



Office of the General Manager/Vig.
Modern Coach Factory,
Lalganj, Distt.- Raebareli,
Uttar Pradesh - 229120
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Confidential

No. G/MCF/RBL/Vig./PC/Engg./10

Date: 22.07.2024

**ALL PHOD,
MCF/RBL.**

Sub: System Improvement regarding Similar nature of work
in works tender.


Ref: Railway Board letter no. 2012/CE-I/CT/0/5, dated
09.04.2012.

In investigation of case regarding similar nature of work in, it has been observed that similar nature of work of other Railway was proposed by concerned dealer for approval.

Further, Dy. HOD has requested to define similar nature of work but concern PHOD has only signed on noting without clearly defining the similar nature and the tender was uploaded.

In view of above, it is advised that in compliance of Railway Board's guidelines referred above, similar nature of work should be clearly defined by the PHOD concerned and the same should be indicated in NIT/Tender documents also. So that delay in finalization in tender and disputes/complaint with regards to definition/application of the eligibility criteria should be minimized.

This has approval of SDGM & CVO, MCF/RBL.


(Trilochan Anthwal)
Dy.CVO/MCF/RBL
For General Manager/Vig.



आधुनिक रेल डिब्बा कारखाना, रायबरेली
Modern Coach Factory, Raebareli
सतर्कता विभाग
Vigilance Department

Office of the General Manager/Vig.
Modern Coach Factory,
Lalganj, Distt.- Raebareli,
Uttar Pradesh - 229120
Tele (Rly) : 039-61925
Fax (P&T) : 0535-2704381

Confidential

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

Date: 10.09.2024

**ALL PHOD,
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.



(Trilochan Anthwal)

Dy.CVO/MCF/RBL

For General Manager/Vig.

**IMPORTANT
RAILWAY BOARD
CIRCULARS**

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

No. 2023/RS(G)/779/4 (E3423823)

नई दिल्ली New Delhi Dated: 12.08.2024

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

Sub.: Eligibility criteria for turnkey contracts for furnishing of coaches
Ref: Railway Board's letter No. 2023/RS(G)/779/4(E3423823) dated 19.06.2023.

Vide letter under reference, Railway Board had Issued instructions on Eligibility Criteria for Turnkey Contracts for furnishing of AC and Non-AC Railway passenger coaches, with or without supply of items, to be followed by three coaching PUs and ZRs.

2. The matter has further been examined in this office and **Revised Eligibility Criteria** for Turnkey Contracts for furnishing of AC and Non-AC Railway passenger coaches, with or without supply of items, to be followed by three coaching PUs and ZRs, is at Annexure-A. This circular supersedes earlier circular dated 19.06.2023 on the subject.

This is issued with the approval of MTRS.

End: As above

(Anurag Grover)
Dy. Director Railway Stores (G)
Railway Board
Email- ddrsg1@rb.railnet.gov.in
Tele- 011-23047529

LIST FOR DISTRIBUTION

Directors of all CTIs,
CMDs/ MDs of Indian Railway PSUs/ Autonomous Bodies / Societies
PCMMs, PFAs, PCEs, PCMEs, PCEEs, PCSTEs, All Indian Railways & PUs, COFMOW,
CORE, WPO/Patna and RWP/Bela
Sr. Prof. (Material Management), NAIR, Vadodara, ED (Stores), RDSO,
Chief Commissioner, Railway Safety, Lucknow
Zonal Railway Training Institute, Sukadia Circle, Udaipur

Copy to:

The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
The Secy. Gen., RPOF, Room No. 288., FROA, Room No. 256-D & AIRPOA, Room No.
256-D Rail Bhavan

Annexure A to Railway Board's letter No. 2023/RS(G)/779/4 dated 12.08.2024.

A. Eligibility for bulk/regular orders

1. Technical Eligibility

1.1 Requisite Quality Certifications

The bidder shall have ISO 9001:2015 Certification valid as on date of bid closing. Copies of the Certification shall be provided.

1.2 Proven Capability and Capacity

- i. Bidder shall have successfully completed turnkey furnishing of either 20 % of the tendered quantity or 25 nos of Air Conditioned railway passenger coaches, whichever is lower, of gauge 610 mm and above with axle load of 5 tonnes and above for any public passenger railways of the world, in a single order within a period of previous three financial years and current financial year as on the date of bid closing.

Turnkey means single work including Paneling, Seat/Chair or Berths., AC ducting, Roofing, Flooring (i.e. Installation and Commissioning of Sound insulation board or Compreg board flooring or PVC flooring or Chequered sheet flooring.), Toilets and Electrical works (installation and commissioning of complete electrical wiring of coach OR installation and commissioning of all electrical fittings in the coach) on the stipulated coaches.

- ii. Successful completion shall mean completion of work as per the contract scope including quality checks. In case of Indian Railway, completion certificate by executive department of purchasing unit and in case of entities other than Indian Railway, certificate from purchaser shall be considered for successful completion.

NOTE:

If scope of the tender does not include any of the above activities (i.e. Paneling, Seat/Chair or Berths., AC ducting, Roofing, Flooring (i.e. Installation and Commissioning of Sound insulation board or Compreg board flooring or PVC flooring or Chequered sheet flooring.), Toilets and Electrical works (installation and commissioning of complete electrical wiring of coach OR installation and commissioning of all electrical fittings in the coach) on the stipulated coaches), those activities should be removed from the eligibility by the concerned contracting unit.

2. Financial Eligibility

- i. Firm's total gross revenue/turnover within a period of previous three Financial Years preceding the bid closing date must be minimum 100 % of the estimated tender value.
- ii. Copies of Audited Profit and Loss account and balance sheet should be provided. Where the same is not available for the latest financial year,

certificate of statutory Auditor stating that the same is not available should be enclosed. In such case, the bidder shall provide audited profit and loss account and balance sheet for 3 years preceeding the year for which the audited annual report is not being provided. These financial statements must be certified by a chartered accountant or any statutory auditor.

3. Electrical Contractor License: (This clause shall be included wherever applicable)

The bidder shall undertake in the bid to submit a valid class "A" Electrical contractor's License as applicable from the concerned statutory authority before start of execution of the work.

OR

The bidder shall provide an undertaking in the bid to submit a formal agreement with suitable Sub contractor, holding a valid class A* Electrical contractor's license as applicable from the concerned statutory authority, for executing electrical portion of work. The bidder shall submit a formal agreement duly notarized, legally enforceable in the court of law, between the bidder and sub-contractor for the Electrical component of work proposed to be executed by the sub-contractor, before start of execution of work.

4. Performance

Out of the turnkey furnishing completed by the bidders during the last 5 financial years preceding the bid closing date, at least 10 coaches must be in successful operation for minimum 02 years after commissioning ending 30 days prior to bid closing date. The certificate for successful operation will be submitted from User Railway (in case of Indian Railway, the certificate shall be submitted from Head of Quality Unit of the contracting Production Unit).

B. Eligibility for developmental orders

1. Technical Eligibility

1.1 Proven Capability and Capacity

- i. Furnishing/building of at least 25 passenger transport vehicles (capacity more than 10 passengers) for rail/road/water/air ways on turnkey basis within a period of previous three financial years and current financial year as on the date of bid closing.

Turnkey means single work including Paneling, Seat/Chair or Berths., AC ducting, Roofing, Flooring (i.e. Installation and Commissioning of Sound insulation board or Compreg board flooring or PVC flooring or Chequered sheet flooring.), Toilets and Electrical works (Installation and commissioning of complete electrical wiring of vehicle OR installation and commissioning of all electrical fittings in the vehicle) on the stipulated vehicles.

NOTE:

If scope of the tender does not include any of the above activities (i.e. Paneling, Seat/Chair or Berths., AC ducting, Roofing, Flooring (i.e. Installation and Commissioning of Sound insulation board or Compreg board flooring or PVC flooring or Chequered sheet flooring.), Toilets and Electrical works (installation and commissioning of complete electrical wiring of vehicle OR installation and commissioning of all electrical fittings in the vehicle) on the stipulated vehicles), those activities should be removed from the eligibility by the concerned contracting unit.

Financial Eligibility

Firm's total gross revenue/turnover within a period of previous three Financial Years preceding the bid closing date must be minimum 20 % of the estimated tender value.

Copies of Audited Profit and Loss account and balance sheet should be provided. Where the same is not available for the latest financial year, certificate of statutory Auditor stating that the same is not available should be enclosed. In such case, the bidder shall provide audited profit and loss account and balance sheet for 3 years preceding the year for which the audited annual report is not being provided. These financial statements must be certified by a chartered accountant or any statutory auditor.

Clauses on Requisite Quality Certification and Electrical Contractor License, applicable for bulk/regular orders, shall also be applicable.

Eligibility for Trial orders

Technical Eligibility

Trial order upto 5% of the NPQ subject to a maximum of 25 coaches may be given to firms who satisfy either of the following eligibility criteria:

- i. Firm who have successfully carried out supply and installation activities of any one of the following items on minimum 25 passenger transport vehicles (capacity more than 10 passengers) for rail/road/water/air ways within a period of previous three financial years and current financial year as on the date of bid closing:
 - a. Paneling
 - b. Seat/Chair or Berths
 - c. AC ducting
 - d. Roofing
 - e. Flooring (i.e. Installation and Commissioning of Sound insulation board or Compreg board flooring or PVC flooring or Chequered sheet flooring.)
 - f. Toilets

- g. Electrical works (installation and commissioning of complete electrical wiring of vehicle OR installation and commissioning of all electrical fittings in the vehicle) on the stipulated vehicles),

OR

- ii. Firms who have successfully supplied any one of the following items for 400 coach sets on Indian Railway during the last three financial years and current Financial Year as on date of bid closing:

- a. Seats/Berth or Chairs;
- b. FRP Ceiling panel or FRP Sidewall panel
- c. AC Ducting
- d. FRP Lavatory Module
- e. Honeycomb partition frame

2. Financial Eligibility

- i. Firm's total gross revenue/turnover within a period of previous three Financial Years preceding the bid closing date must be minimum 20 % of the estimated tender value.
- ii. Copies of Audited Profit and Loss account and balance sheet should be provided. Where the same is not available for the latest financial year, certificate of statutory Auditor stating that the same is not available should be enclosed. In such case, the bidder shall provide audited profit and loss account and balance sheet for 3 years preceding the year for which the audited annual report is not being provided. These financial statements must be certified by a chartered accountant or any statutory auditor.

- 3. Clauses on Requisite Quality Certification and Electrical Contractor License, applicable for bulk/regular orders, shall also be applicable.

D. Documents to establish eligibility should be submitted by bidder along with the bid.

E. For Turnkey Contracts for furnishing of Non-AC Railway passenger coaches, experience of non- AC coaches shall also be considered in above criteria.

F. Joint Venture/ Consortium

Joint Venture/ Consortium (JV; for clarity it is reiterated that the term JV includes consortium) is permitted to participate in tenders for turnkey contracts. A JV shall be eligible for an order (bulk, developmental or trial) as per the level of eligibility criteria satisfied by it. The eligibility criteria, wherever indicated below in percentages, shall be taken as percentage of the eligibility criteria for bulk or developmental or trial order.

i. Technical Eligibility Criteria:

- a. The technical eligibility shall be satisfied by the JV in its own name & style. The JV in its own name and style should have requisite quality certifications.
or
- b. JV should jointly satisfy the technical eligibility criteria. Lead member of the

JV should satisfy atleast 60% of the technical eligibility criteria. Other (non-lead) members of the JV shall meet the criteria of atleast trial order.

Note: Turnkey contract experience of a Member in an earlier JV shall be reckoned only to the extent of the concerned member's share in that JV.

ii. Financial Eligibility Criteria:

The JV shall satisfy the requirement of financial eligibility.

The arithmetic sum of individual member's gross revenue/ turnover for all the members shall be taken towards financial eligibility of JV.

iii. Electrical contractor License requirement:

Atleast one of the JV member, who shall be executing the electrical component of the contract, shall have requisite license.

iv. Performance (only for bulk/ regular order).

The arithmetic sum of individual "performance" of all the members shall be taken as JV's "performance" to satisfy this requirement.

Note: Performance by a member in an earlier JV shall be reckoned only to the extent of the concerned member's share in that JV.

v. Eligibility for a JV to participate in the tender:

a. The JV shall not have more than three members.

b. Lead member shall be an Indian entity and shall have more than 51% participation in the JV.

c. The lead member shall execute at least 51% of work (in monetary value terms).

d. No member of the JV shall have less than 20% participation in the JV.

e. A member of JV shall not be permitted to participate either in individual capacity or as a member of another JV in the same tender.

f. The constitution of the JV shall not normally be allowed to be modified after submission of the bid by the JV, except when modification becomes inevitable due to succession laws etc., provided further that there is no change in qualification of minimum eligibility criteria by JV after change of composition. However, the Lead Member shall continue to be the Lead Member of the JV. Failure to observe this requirement would render the offer invalid.

NOTE: The PU/ ZR shall build in necessary safeguards, especially related to JV, in the tender conditions.

Modern Coach Factory, Raebareli

All PHODs
MCF/RBL

Sub: Review of similar nature of work and Non-Stock items.

It has come to notice that in a particular tender case of Civil Department in a PU, the rates were phenomenally high and competition was restricted in the name of past experience in an item, which can ordinarily be done by any contractor.

Please review all your contracts pertaining to similar nature of work and ensure that competition is not restricted on flimsy ground. Similarly, non-stock items are varied conveniently and particularly those items which need not be varied. Please desist from continuing this practice. The variation in NS items should be minimal and only when it becomes inevitable to do so.

No. MCF/RBL/Accts/G.File/2023
Dated: 17.01.2024


17-01-24
PFA/MCF/RBL

RBE No. 72/2024

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2024/2/28

New Delhi, dated: 08.10.2024

The General Managers,
All Indian Railways & Production Units.

[Kind Attn.: PCPO / PFA / Dy. CPO (G) / Dy. CAO (G)]

Sub.: Promotions from Group 'C' to Group 'B' posts - Centralized CBT.

In terms of Para 203.4 of Indian Railways Establishment Manual Vol. I, the Zone of Consideration of eligible candidates for Selections for promotion to Group 'B' posts is determined in accordance with sliding scale in the order of seniority. In this regard, it has been decided by Board that henceforth, in respect of Selections (70%) to Group 'B' posts in all departments, all employees who are eligible and who volunteer for the Selection, should be considered without any limitation of number, as is being done in case of Selection to the Group 'B' post of Assistant Personnel Officer.

2. It has further been decided that in partial modification of Board's letter no. E(GP)2018/2/31 dated 19.03.2019, there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis. However, negative marking @ 1/3rd of a mark for every wrong answer in the LDCEs (30%) where panels are prepared on the basis of merit shall continue.
3. The aforesaid instructions would apply to Selections / LDCEs notified after the date of issue of these instructions. Any Selection which has already been notified should be dealt with in terms of existing instructions only.
4. These instructions should be widely circulated.
5. Please acknowledge the receipt.
6. Hindi version will follow.



(Arti Singh Lal)
Dy. Director-II/ Estt.(GP)
Railway Board
Ph. No. 23047250
Email ID - arti.singh1@gov.com

RBE No.: 96/2024

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड (RAILWAY BOARD)

New Delhi, dated 15.10.2024

No. E(NG)/II/2024/RC-4/9

The General Manager (P),
All Zonal Railways/PLs & RDSO,
(As per Standard mail list)

Sub: Re-engagement of retired staff against vacant posts on contractual basis.

Keeping in view the difficulties being experienced by Zonal Railways due to vacant posts of supervisors / staff, it has been decided by the Board that Railways may re-engage retired staff in exigencies of the services against the vacant posts, with following conditions:

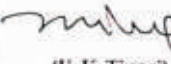
- i. Non-gazetted Railway staff retired in Pay Level-1 to Pay Level-7 may be considered for re-engagement against the vacant posts subject to stipulation that he/she may be re-engaged against the post having the same pay-level held by him/her at the time of retirement.
- ii. Powers to re-engage retired employees will be with **General Managers** only.
- iii. Railway should give adequate publicity to such re-engagement, including by putting it on Railway websites.
- iv. While re-engaging such staff, medical fitness of the appropriate category should be obtained from the designated authorities as per existing practices.
- v. Retired employees being re-engaged should not have been covered under the Safety Related Retirement Scheme/ Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).
- vi. Suitability/competency of the staff should be adjudged by a committee at an appropriate level before such re-engagement duly taking into account safety and other operational requirement. The level of the said committee shall be decided by the General Manager. Re-engaged employees should also be free from DAR/Vigilance cases.

Rail Bhawan, Raisina Road, New Delhi-110001

- vii. For the purpose of re-engagement, last 5 APARs of the retired employees seeking re-engagement should be taken into consideration and only those having at least "Good" grading in all 5 years should be considered.
- viii. Maximum age limit for which re-engagement shall continue will be 65 years.
- ix. Remunerations, allowances and leave of re-engaged retired staff will be as per OM No.F.No.3-25/2020-E.IIA dated 09.12.2020 of Department of Expenditure, Ministry of Finance, Government of India which are as under:
 - a. A fixed monthly amount shall be admissible as remuneration during the contract period, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
 - b. No increment, Dearness Allowance and HRA shall be allowed during the term of the contract.
 - c. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, they may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
 - d. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
- x. Each engagement should be decided on merits of the requirement and the suitability of the person for the job. The Committee should take in account working experience of staff so that they are useful for the purpose for which they are selected.
- xi. The scheme will remain in vogue for an initial period of 2 years from the date of issue of instruction or till further orders, whichever is earlier. Engagement period of an individual retired staff will be for a period of 01 year or till further orders, whichever is earlier. However, based on satisfactory performance of a re-engaged retired staff, his/her period of engagement can further be extended for a further period of one year or till attainment of 65 years of age, whichever is earlier.
- xii. Re-engaged staff should be discharged immediately on joining of selected candidates from RRBs. Panel of Level-1, Train Manager, Junior Engineer, Technician etc have been made available in last 1 year. Candidates of these panels might have completed their training or will be completing their training. Further, panels of all important categories viz ALP/Technicians/Sub Inspector/Constable/Para-medical/NTPC(UG) and NTPC(Graduate)/Level-1 will

be made available approximately within next 1-1.5 years. The position of available and future panels may be kept in mind before formulating requirement of re-engagement.

- xiii. Re-engaged staff shall not be made in charge of the unit in the Division or in the Construction unit. Re-engaged staff shall not be given the financial and D&AR powers and shall not be authorised to issue any safety certificate. Re-engaged staff may recommend their suggestions on financial and other matters to regular or in-service staff/officer.
 - xiv. The integrity aspect should also be checked while permitting such re-engagement.
2. This issues with the approval of Board and concurrence of Associate Finance of Ministry of Railways (Railway Board).


(U. K. Tiwari)
Director, Estt.(N)
Railway Board

No. E(NG)II/2024/RC-4/9

New Delhi, dated 15.10.2024

Copy to:

1. The Principal Financial Advisor, All Indian Railways/PUs.
2. The Principal Director of Audit, All Indian Railways/PUs.
3. The Dy. Comptroller and Auditor General of India (Rlys) Room No.224, Rail Bhawan, New Delhi.


For Member Finance/Railway Board

No. E(NG)II/2024/RC-4/9

New Delhi, dated 15.10.2024

Copy to:

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi (35 spares).
2. The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi (35 spares).

Rail Bhawan, Raisina Road, New Delhi-110001

2007/TG-I/20/P/ARP/e-file

c - 1909431

1/3107565/2024



GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)



No.2007/TG-I/20/P/ARP/e-file

New Delhi, dated 16.10.2024

Principal Chief Commercial Manager,
All Zonal Railway

Managing Director,
CRIS Chanakyapuri, New Delhi.

(Commercial Circular No. 10 of 2024)

Sub: Time limit for Advance Reservations.

Ref: Instructions issued vide No. 2007/TG-I/20/P dated 27.02.2015
(Commercial Circular no. 11 of 2015)

It has been decided that w.e.f. 01.11.2024, the existing time limit for advance reservations by trains will be reduced from 120 days to 60 days (excluding the date of journey) as mentioned below:-

- With effect from 01.11.2024, the ARP will be of 60 days (excluding the day of journey) and bookings will be done accordingly. However, all the bookings done upto 31.10.2024 under the ARP of 120 days will remain intact.
- Cancellations of the booking made beyond the ARP of 60 days will, however, be permitted.
- There will be no change in the case of certain day time express trains like Taj Express, Gomti Express, etc. where lower time limits for advance reservations are, at present, in force.
- There will also be no change in the case of limit of 365 days for Foreign Tourists.

2. Wide publicity through all possible means may be given for information of general public.

Signed by Sanjay Manocha

Date: 16-10-2024 22:32:13

(Sanjay Manocha)

Director/Passenger Marketing-II,

Phone No. 011-23047367

E-Mail ID- manocha.421sanjay@gov.in

Room No. 415-A, 4th Floor,

Railway Board



आधुनिक रेल डिब्बा कारखाना, रायबरेली MODERN COACH FACTORY, RAE BARELI

कृपया हमारी वेबसाइट पर जाएँ – www.mcf.indianrailways.gov.in



भ्रष्टाचार न करने की बात कहें

शिकायत?

मॉडर्न कोच फैक्ट्री, रायबरेली से संबंधित किसी भी भ्रष्टाचार संबंधी शिकायत को निम्नलिखित पते पर भेजा जा सकता है:

मुख्य सतर्कता अधिकारी,

सतर्कता विभाग,
मॉडर्न कोच फैक्ट्री, रायबरेली
उत्तर प्रदेश-229120

या

ई-मेल द्वारा भेजें: CVO@rcfrbl.railnet.gov.in

टेलीफोन नंबर पर कॉल करें: 0535-2704381

(शिकायत सोमवार से शुक्रवार तक सभी कार्य दिवसों में)

समय: 10:30 बजे से 17:00 बजे तक)

VIGILANCE AWARENESS WEEK
28 October To 03 November, 2024



MAHATMA GANDHI

02.10.1869 - 30.01.1948

खुद में वो बदलाव लायें
जो आप दुनिया में
देखना चाहते हैं।

“भ्रष्टाचार मिटाओ - नया भारत बनाओ”



सतर्कता विभाग **आधुनिक रेल डिब्बा कारखाना** **रायबरेली**

