

Details of important System Improvements implemented during 2022:-

SN.	Name of System Improvement
1	<p>During preventive check it has been observed that the actual wages being received by labours are not in accordance with minimum wages to be paid as per guideline of Ministry of Labour & Employment which is violation of Minimum Wages Act and Payment of wages act.</p> <p>Inspite of the fact that the payment of monthly wages is deposited in bank account of the labours, they get less payment in hand due to suspicious activities of contractors.</p> <p>Labours data on Shramik Kalyan Portal are not being updated regularly. Unawareness of workers towards their EPF & ESI accounts.</p> <p>SI advised: Keeping in view the above irregularities, the concerned executive are advised to ensure following points to restrain such type of activities and other issues in future:-</p> <ol style="list-style-type: none"> i. Contractors have to pay full and timely payments of wages as per provisions of Minimum wages Act and Payment of Wages Act. Short payment, if any, should be deducted from contractor's bill to pay to the concerned labours. ii. If the contractor fails to make payments to contractual workers, then it is incumbent upon the Principal employer to make such due payments to worker and recover the same from the due bills of contractor. iii. Deployment of the workforce and its physical presence should regularly be checked and amount paid to pseudonymous workers be recovered from the contractor. iv. The Railway Official/Supervisor should ensure that the workers are aware about their Universal Account Number (UAN) for EPF contribution and Insured Person Number (IPN) for ESI contribution. v. These UAN & IPN numbers should be printed on the I/Cards provided to workers by the contractor. vi. It must be ensured that before passing the periodic bills of the contractor, he has submitted a certificate to the executive that he had paid full monthly wages to the workers during the bill period including timely remittance of EPF & ESI contributions and details thereof uploaded on Shramik Kalyan Portal in terms of Railway Board letter no. 2018/CE-I/CT/4 dated 17.10.2018. vii. In terms of Railway Board letter no. 2021/E(LL)/AT/EPF/1 dated 06.12.2021, the Principal Employers should view and record the EPF compliance of their contractors at regular intervals. viii. If any complaint regarding violation of GCC or labour laws is received against a contractor, a notice to that effect may be served to him immediately.
2	<p>In a preventive check of 'Maintenance and upkeep of in-motion weighbridges', following discrepancies were observed:</p> <ol style="list-style-type: none"> i) New Weigh Bridge capacity 60MT has not brought under the ambit of JPO which was issued as per Railway Board letter no.2018/RS(S)/709/23 dated 06/11/2018. As per this JPO, Road Weigh Bridge should be checked by conducting joint inspection periodically and periodicity of calibration be reviewed by nominated committee. ii) It was noticed that Firms representative after calibrating the weigh bridge did not issue the Calibration report separately in detail. He simply mentioned on firm's authority letter that calibration has been done on 12/11/2021 only. iii) CCTV cameras are not installed at the site of weigh bridge 60 MT. iv) Weigh bridge was not properly secured. There was no enclosure around the weigh bridge. It was seen that Staff from Phase-II shops pass frequently through the passage (road) meant for Weigh Bridge. To avoid the passing of shop staff through the passage meant for Weigh Bridge and eliminate any foul play/tampering with Weigh Bridge, enclosure should be arranged around it.

	<p>v) It was also noticed that flood light cover was not provided to weigh bridge.</p> <p>SI advised: Following was advised to Dy.CMM/Depot on 18/01/22:</p> <p>i) To install CCTV camera at the site of weigh bridge and there should be enclosure around the weigh bridge.</p> <p>ii) To provide flood light cover to the weigh bridge.</p> <p>iii) This Weigh Bridge of 60MT should also be brought under the ambit of JPO at the earliest.</p> <p>Compliance received on 24/03/2022.</p>
3	<p>In a preventive check of 'Memorandum of Difference for Salary Payment', following discrepancies were observed:</p> <p>i) The IPAS system generated MOD provides the information about the changes in various head – Transfer out/Retirement, Transfer in/New Railway Joining, Increment, Promotion/Reversion, Pay Change, Leave, Last wage prepared etc. The Last wage prepared relates to the details of employees retiring in that month and their pay is not being charged in the regular bill unit. But their pay is not mentioned against their names which is necessary for calculation of difference.</p> <p>ii) The names of these retired employees again appear in next month MOD with pay rate against the head Transfer out/Retirement, which seems irrelevant as they have already out from the regular Bill Unit in the previous month.</p> <p>iii) It was also noticed from the MODs of December-2021 for bill unit 21D that the name of three employees (Sh.Jagdev Singh, Sh.Aashish Puri and Sh.Jagdeep) mentioned under head Transfer out/Retired. It was not clear that they have been transferred or retired.</p> <p>Above irrelevant entries were corrected by dealing staff of Accounts Department manually.</p> <p>SI advised: Following was advised to Sr.EDPM and APO/Bills on 21/03/22:</p> <p>i) Since MOD is a very important document for checking the correctness of salary payment. Therefore it should be containing of very specific and clear information about differences between last month and current month salary bill. Hence it was advised to approach CRIS to improve/Modify the format of IPAS generated MOD to the extent that it provide all the relevant and factual information about differences occurred in a particular month as compared to preceding month which may be helpful to remove the manual calculation/corrections.</p> <p>ii) Bill section of P Branch was also advised to clear such entries by mentioning it in remarks column of MOD's whether an employee has been transferred or retired etc.</p> <p>Compliance received on 29/03/2022.</p>
4	<p>In a preventive check of 'Scrutiny of Contract of Development and maintenance of Horticulture work where variation is over and above 25%', following discrepancies were observed:</p> <p>It has been seen that every year plantation is done by Horticulture Department against contracts for Development & Maintenance of Horticulture works in PLW area, but permanent record of plantation is not maintained.</p> <p>SI advised: Following was advised to Dy.CE on 09/03/22:</p> <p>It has been advised that Horticulture Department of PLW should maintain a permanent record of Plants and Trees area wise for sustainable management of forest cover in PLW area.</p> <p>Compliance received on 19/03/2022.</p> <p>Further it has also been advised that Area wise map of plants and trees should be created and their numbering be done. Year wise progress of plants and trees may be recorded in the map.</p>

5	<p>A PC was conducted on payment of salary during CCL beyond 365 days. It was noticed that such beneficiaries are being paid 100% salary instead of 80% salary. Recoveries for overpayment from such employees was advised.</p> <p>SI advised: Following was advised to Dy.CPO & Sr.EDPM on 28/06/22: Personnel Department has been advised to make efforts for porting of PRIME CCL data upto 30.06.2017 in AIMS in consultation with EDP centre, CRIS and nodal Railway i.e. Western Railway and ensure auto-cut provision in AIMS for reduction in pay beyond 365 days of CCL.</p> <p>Maintenance of CCL account in prescribed format and its admissibility for two eldest surviving children may be ensured by writing their names and date of birth on top of CCL account.</p> <p>EDP Centre has been advised to port CCL data of PRIME in AIMS module at the earliest.</p>
6	<p>In a preventive check of 'Internal check machinery in bill passing of contractors and suppliers claims', following discrepancies were observed:</p> <ul style="list-style-type: none"> i) Firm could not complete the work order no.6 and dispute of vitiation was arised. Firm's 2nd & final A&C, could not be vetted by finance due to non regularization of vitiation amount by finance. Firm was not agreed to deduct vitiated amount. Dispute of vitiation amount seems on account of firm M/s.Ekta Builders because they had not completed the work order no.6. Because of non-completion of work order no.6, penalty of Rs.135835.00 was imposed on firm. ii) As firm was not agree to deduct vitiation amount and penalty amount, matter was referred to Arbitration. Sole Arbitrator had directed to Railways to pay a sum of Rs.228267.00 within 60 days to M/s. Ekta Builders (Rs.20000.00 as EMD + Rs.71904.00 as SD + Rs.136363.00 for work executed against the subject contract) in full and final settlement of all claims/Counter claims of both the parties arising out of the disputes and counter disputes. iii) But M/s.Ekta Builders had not accepted the award issued by Arbitrator and filed suit before the Court. Court had dismissed the petition on 09/09/2021 giving reasons that court is not competent to look into the dispute of interest raised by the petitioner. iv) It is concluded that matter has already been decided in Arbitration. Firm had not agreed with the Award and filed petition in the court. Court has also dismissed the petition. <p>SI advised: Following was advised to Dy. CE on 18/04/22:</p> <ul style="list-style-type: none"> i) That if there is non completion of work against any contract/work order, proper notice to firm should be issued by registered post in future. And all important letters like Penalty letter etc. should also be sent to firm by registered post and be maintained in concerned file. Files of disputed case like Arbitration, Court case etc. should be kept intact with special care. ii) Regarding dispute of Vitiation, a condition should be added in the tender as well as in contract agreement that if there is a vitiation on the part of contractor during the execution of contract and vitiation is on higher side then vitiated amount will be deducted from firms pending bills. <p>Compliance received on 25/05/2022.</p>
7	<p>In a preventive check of 'Internal check machinery in bill passing of contractors and suppliers claims', following discrepancies were observed against Works Contract:</p> <ul style="list-style-type: none"> i) Firm had executed work order no.3 and payment was also made. Then due to acute shortage of cement, firm was asked to arrange cement from outside Patiala. So, 1st A&C was issued against work order no.3, whereby 4 SOR items related to transportation were added and cost of work order no.3 was revised from R.39614 to 97141.00. Accordingly CC-II was prepared against w.o.no.3 and was forwarded to finance for payment. But finance raised objections and returned the bill. In this way CC-II (bill) was tossed between Civil and Accounts seven times, but no decision was made. Payment against work order no.3 was made to firm after 5 years of completion of work. This Delay was due to procedural flaw.

	<p>ii) Firm had not executed the work order no.4 as per terms and conditions. Firm had used sub standard material. Against the sub standard work executed by plaintiff the Vigilance Department had conducted an inquiry, whereby plaintiff was found to have executed sub standard work and on this account, against w.o.no.4, the entire security money was forfeited in accordance with clause no.62 of General Conditions of contract 1999.</p> <p>iii) All the recoveries made by DMW were reasonable because firm had done sub standard work against w.o.no.4 and had not returned the Railway material back like Steel, Shell and cement.</p> <p>SI advised: Following was advised to Dy. CE and Dy.FA&CAO/I on 18/04/22:</p> <p>i) That in a condition where additional work has to be got carried out against any work order, contractor may not be impressed upon/ allowed to execute work, before incorporation of A&C in the contract as per terms and conditions of contract.</p> <p>ii) In the same case it was observed that a CC/Bill against a work order was returned by accounts department several times for compliance of observations. It was advised that a check list should be prepared in consultation with accounts department mentioning all the formalities required for bill passing. Before, sending the bill to account department for payment, it should be ensured that all the formalities have been complied and check list is attached with bill duly signed.</p> <p>Compliance received on 25/05/2022.</p>
8	<p>During the preventive check on 'Maintenance of leave record' of Technical Supervisors and Ministerial Staff , it was found that about 23 Shops/Sections have not logged in to IPAS to check the correctness of entry of the leave of their staff as advised in system improvement recommended by vigilance.</p> <p>Action Recommended:</p> <p>It was recommended that warning may be issued to all 23 officials who failed to log in leave module of IPAS and administrative action is recommended against. OS/TMS, who has not logged in to IPAS to verify the leave entries in IPAS for the period from 13.12.2021 to 12.02.2022 for two months. Hence, non entry of cancellation of 03 days LAP could not be detected in leave account of one SSE/TMS.</p> <p>Compliance received.</p>
9	<p>On the basis of Preventive Check conducted on subject 'Local Purchase of Medicines in PLW/Hospital', following System Improvements are advised to PLW/Hospital:</p> <p>SI advised:</p> <ol style="list-style-type: none"> 1. It has been noticed that rates of medicines purchased through Stores (NS) are substantially lower than purchases made through LP. Therefore, a system of periodic review of medicines purchased through LP should be put in place with clearly defined responsibility. Periodicity of review should not be kept more than 3 months. 2. For medicines, identified as frequently purchased medicines through local purchase, safety stock level and Minimum Order Quantity (MOQ) should be affixed considering the consumption pattern and lead time of procurement through non-stock purchase. As and when the stock level falls below the safety stock level, an NS purchase case should be initiated immediately. 3. When preparing the NSR, all equivalent brands of approved suppliers (along with details of salts) and addresses of Sales Offices/Authorized Dealers or drug manufacturers should be incorporated in the NSR so that better response can be obtained in the tender. 4. A system should also be put in place for monitoring timely supply against the PLW Purchase Orders so that timely action can be taken against the suppliers whose supplies are getting delayed or are likely to fail. 5. Action may be taken against M/s Raymark Distributors-New Delhi, who failed to supply 1st lot of 12500 Tab. Of Clopidogrel 75 mg by 31.05.2022 as per terms and conditions of the Purchase Order. 6. M/s Modern Medical Hall-Jalandhar may be advised to expedite the supply of the Tab Azmarda-50. <p>Compliance is awaited.</p>

10	<p>In a Preventive Check on GeM procurement above 10 lakh some irregularities were observed on the part of both – the indenting office and Stores Deptt. which ultimately resulted huge delay in procurement and payment of higher cost on this account.</p> <p>SI advised: Following was advised to Indenting Deptt. & Stores Deptt. on 28/06/22: Indenting department has been advised to broadly go through the specifications of products of various manufacturers available on GeM portal and critically examine & analyse the same with the Railway specification. Necessary changes in parameters and allowed marginal values of the product should be carefully drafted and carried out in Railway specification with the approval of competent authority before sending the procurement proposal. All non-stock requisitions should invariably be put up to the competent authority for signature as per rule.</p> <p>Store Department has been advised to draft checklist for examining the Non Stock Requisitions received from Executives of all departments before initiating procurement action. Bid/tender documents should be carefully prepared and checked before issue/uploading these on portal. Time bound procedure order/instructions be issued to avoid un-necessary delay in procurement process.</p>
11	<p>A preventive check on medical reimbursement bills of serving employees and pensioners was carried out. As part of this PC, a list of reimbursement cases was sought from the Medical Dept. which was received on 14-07-22. After detailed examination of the documents submitted by Medical Dept. and other details obtained from Accounts Dept., following procedural irregularities were noticed:</p> <ol style="list-style-type: none"> 1. No systematic record was being maintained about the receipt of claim bills in Medical Dept. The hospital could not provide even the date of receipt of the claim bills submitted by various beneficiaries. 2. No register was being maintained for allotting a running serial number and recording the date of receipt of claim to ensure "First-in-first-out system" which is in gross violation of the Railway Board instructions issued vide letter no.2015/H/28/Claim Disposals dated 20-08-19. 3. No records could be made available by Hospital about the date of forwarding the case to Accounts Dept. 4. The timelines described in the JPO dated 12-05-16 and 3-months time limit given by Railway Board vide letter no. 2015/H/28/Claim Disposals dated 19-04-18 are not being complied with in many cases. <p>There is an urgent need to make system improvements, so as to establish a transparent and accountable system and for speedy clearance of Medical reimbursement bills of the serving employees as well as pensioners. Following System Improvements are advised for immediate implementation:</p> <ol style="list-style-type: none"> a. The dealing official shall maintain a register for receipt / registration of medical reimbursement claims containing details of – date of receipt, category of case (referred/non-referred), provisional diagnosis, complete contact details like name, design, Emp. No./PPO No, Residential Address, Mobile no. etc. Each claim should be acknowledged by the dealing person under clear name & signature and should be entered in receipt register allocating running serial number. b. The columns should also be kept in register regarding Bill passing amount & date, IPAS bill generation date, hard copy of bill & documents sent to Accounts and other relevant details about objections, if any, by Accounts before payment. c. Separate Checklists for referred/non-referred cases containing details of documents required and other necessary issues should be drafted for the applicant for preparing the claim and immediate checking of claim on receipt before entry in register by the dealing official.

	<p>d. Every objection raised on medical reimbursement claims should be communicated in writing to the claimant each time. A standard list all the likely objections may be prepared for quick disposal of the case.</p> <p>e. The reimbursement claim form should also be redesigned in a user-friendly format with adequate space for each entry and to capture all relevant information from the applicant.</p> <p>f. The register should be updated on day-to-day basis by the dealer & to be checked by the nominated medical officer every week. It should also be made available fortnightly to the higher authorities for cross checking who will put signatures with date as a token of audit.</p> <p>g. It must be ensured that the Time frame fixed in JPO is being adhered to and the principle of "First-in First-out" is followed in all cases without any exception.</p> <p>h. Existing JPO should be complied with strictly to ensure the expeditious disposal of claims of medical reimbursement. Any violation of it should be viewed seriously and action under D&A Rules should be taken against the responsible persons. Instructions issued from time to time vide Railway Board letters dated 20.04.2012, 29.04.2015, 31.05.2016, 19.04.2018 and 20.08.2019 should also be implemented in true spirit for speedy finalization of medical reimbursement claims.</p> <p>i. Finance concurrence cases of Medical reimbursement claims of serving employees and pensioners has were also checked and found that some cases were got delayed beyond the time limit of 10 days prescribed in JPO. In some cases the time taken was up to a month or more. Accounts department also advised to adhere the prescribed time limit for concurrence of medical claims.</p>
12	<p>In a Preventive Check on procurement case of Traction Motors having three vendors in the approved list of RDSO/PUs.</p> <p>It was found, that the developmental sources are not getting approved despite supplying large no. of Traction Motors and successful field trials. In the check, it was observed that the specification of Traction Motors provides for a Converter Test. This test has been made precondition for approval of any new source by CLW.</p> <p>Advise to Railway Board:</p> <ol style="list-style-type: none"> 1. The case may be investigated in detail by CLW or Railway Board Vigilance for any vigilance angle involved in the case. 2. In the meantime, Railway Board Vigilance is requested to recommend the Traction Directorate of Railway Board to issue instructions to CLW to remove the restrictive condition of Converter Test for all new vendors. The field performance criteria given in Annexure -I of CLW WI No. CLW/MLAS/EL/WI/Rev.04, valid from 12.05.2022 (CP#400) should be considered enough for approval of new vendors. 3. Since four sources have now been approved for Traction Motors, all the PUs may be advised to re-consider the in-process tenders and go for e/RA mode of tendering for ensuring adequate competition.