

Details of important System Improvements implemented during 2023:-

SN	Name of System Improvement
1	<p>During vigilance check in Delivery of Scrap, It is observed that interest rate on delayed payment has been charged @15.45% p.a by Store Depot/PLW/Patiala. Railway Board's letter No-2010/RS(S)/709/36 dated 09.10.2018, provides that the rate of interest charged on delayed payment shall be 7% (Seven percent) above the base rate of State Bank of India, as prevailing on the day of auction or the day of the payment being made by the bidder, whichever is higher.</p> <p>During investigation, vigilance/PLW approach to SBI Admin Office, Patiala to know current SBI base rate. Staff was also deputed to Jagadhari Workshop/NR to discuss, how the interest rate is being charged there. C&W/Alambagh also contacted in this regard and it is found that there is no uniformity in interest rate being charged in case of delay payment over the railways.</p> <p>It was observed that Store Depot/PLW has not updated the interest rate since February, 2020, which resulted in monetary loss to PLW. After vigilance investigation, Store Depot took latest base rate from SBI/DCW Depot/PLW is now charging interest on delayed payment @17.10%.</p> <p>Railway Board has not mention the source, from where Railways have to take SBI base rate. Different Railways are taking SBI base rate from different sources. To take base rate officially from a bank branch is time consuming process and it is difficult to take SBI base rate twice within a period of few days i.e. on the day of auction or the day of the payment being made by the bidder, whichever is higher.</p> <p>SI advised to Store Depot/PLW It is recommended that Store Depot/PLW/Patiala may take base rate intermittently from official website of SBI under web link https://sbi.co.in/web/interest-rates/interest-rates as advised by Chief Manager (sale & Business development), SBI and accordingly charge interest on delayed payments till any online source of SBI base rate is advised by Rly. Bd.</p> <p>SI advised to RB Railway Board may be requested to advice an online source to take current SBI base rate for working out interest rate on delayed payments and issue guide line across the Railways accordingly.</p>
2	<p>The government has made various statutory provisions for welfare of contractual labours and to prevent their exploitation. These provisions are applicable on Railways as well. Railway Board vide letters under reference above have instructed that Railways being Principal Employer should ensure compliance of these provisions by the contractors.</p> <p>In a various preventive checks, it has been observed that these statutory provisions are not being complied with by the contractors inspite of the fact that these are the part of tender documents.</p> <p>The main areas of non-compliance notice in the investigation, are – payment of less wages, use of suspicious means in payment of wages, deduction of EPF/ESI of the labourer, issue of I/Cards to labour and other labour related welfare schemes.</p> <p>Keeping in view of the above, it has been felt appropriate to prepare check-list based on the provisions advised by Railway Board through various letters and circulate the same to all concerned departments for ensuring total compliance of these rules/provisions.</p> <p>Therefore, the Vigilance Deptt. has prepared a checklist which is sent herewith with a request to introduce this checklist in all contract execution files and compliance of all the conditions should be made a pre-condition for payments to the contractor so that the each bill passing officer should be bound to fill up the checklist before the bills are forwarded to Accounts for payment.</p> <p>All departments may take necessary measures to achieve total implementation of the labour provisions in all contracts adopting zero tolerance policy in this regard. Notices may be served to the contractors for non-compliance as well as administrative action may be taken against the all concerned responsible for implementation of these provisions.</p>

3	<p>Preventive check on proper implementation of NIPs and entries thereof in Service Books.</p> <p>Following observations have been made during a preventive check carried out on above subject:</p> <ul style="list-style-type: none"> ➤ It has been observed that entries in Service Books of concerned employees are being made but after a gap of months by the concerned officials in Personnel Deptt. Such entries also need to be made in eSR of concerned employee in HRMS also. But, NIPs issued have not been entered in eSR in HRMS by the RPF. ➤ It has been observed that the NIPs related to withholding of Pass/PTOs, were not properly implemented. In cases of 13 employees who had been punished with such penalties in year 2022, the concerned officials have failed to debit the pass accounts of such punished employees and due to this, some employees availed their withheld passes/PTOs. ➤ It has further been observed that the concerned officials have not taken necessary action to ensure the implementation of imposed pass/PTO related penalties. In maximum cases, there is 'presumed' implementation on the basis that sufficient sets of Pass/PTOs were available in the pass accounts of the concerned employees which they had not availed in that year obeying/respecting the NIP order. ➤ Since the Pass/PTOs are generated by the employee himself through HRMS Pass module now, therefore, the entries of withholding of Pass/PTOs related penalties needs to be entered immediately in Pass module to ensure immediate implementation. ➤ Keeping in view that the implementation of the penalty imposed is the most important step of the process aimed at, it was recommended– <p>All the executive departments should ensure immediate entries of NIPs issued in service record of concerned employees and also in eSR module of HRMS. Pass accounts of delinquent employees should also be debited suitably to ensure timely implementation of Pass/PTO penalties.</p> <ul style="list-style-type: none"> • Concerned employees dealing with Pay bills/Pass/PTOs needs to be counselled to ensure that the NIPs of withholding of Pass/PTOs should be entered immediately in pass accounts of concerned employees and pay related penalties in AIMS by the Bill clerk. Concerned Officers should also keep regular watch on timely implementation of the imposed penalties. • As of now, the Disciplinary Authority signs the entry of NIP in the service book. But the entry of NIP in the service book does not ensure its implementation which is the most important step of the process aimed at. <p>Therefore it is proposed that henceforth before putting up the service book to the Disciplinary Authority for signing NIP entry, the concerned Personnel officers/authorities will also make an endorsement in the service record stating that the necessary action has been taken for implementation of the imposed penalty.</p>
4	<p>'Checking of Date of Birth of Pensioners/ Family Pensioners in scroll sheet of the Bank with special attention to pensioners > 80 years.</p> <p>A preventive check on the above subject has been carried out and during investigation, following irregularities have been observed -</p> <ul style="list-style-type: none"> ▪ In 07 cases, the Family Pensioners were getting age related additional pension but the DOB figuring against their name in the Bank Scroll was the DOB of pensioners. Additional pension payment start date in these cases may be checked and overpayment if any should be recovered. ▪ It has been noticed that the wife of a deceased employee got appointed on compassionate ground. During investigation, it has come to notice that she is drawing Fixed Medical Allowance alongwith family pension She had also been issued medical card as serving employee. There may be other similar cases which need to be examined. <p>Bank master data available on ARPAN portal is not updated because in most of cases, the particulars of family pensioner, as available in PPO, are missing. Wherever some partial detail is entered, is not correct.</p>

	<p>Keeping in view the irregularities detected in cases mentioned above, the following has been suggested to Accounts Deptt.-</p> <ul style="list-style-type: none"> • Immediate action may be taken to check the payment of additional pension in following 07 cases where age related additional pension is being paid to these family pensioners but their DOB figuring in Scroll was the date of birth of deceased pensioners. <p>To scrutinize the scrolls of all banks and prepare the list of pensioners/family pensioners getting age related additional pension and the dates from which it had been started.</p> <ul style="list-style-type: none"> • While checking the Bank Scrolls, it may be ensured that the data of pensioners/family pensioners i.e. DOB, commuted pension, FMA option etc. is correct. • To prepare list of pensioners/family pensioner getting payment of Fixed Medical Allowance and to check in coordination with Medical Deptt. if any of these FMA beneficiaries is also availing the OPD facility as well. Similar check may be made for serving employees appointed on compassionate ground. • Continuous attention is required to watch the recovery of commuted pension and revised commuted pension, periodicity of enhanced family pension and payment of FMA keeping in view the overpayments detected in these areas in past. <p>Where the family pension is being paid to a family member other than spouse, it need to be stopped when he/she is appointed on compassionate ground or gets married. Such cases may be kept in list of special consideration in coordination with Personnel Deptt..</p>
5	<p>In vigilance investigation of case of Work of Extension of Cycle/Scooter Stand / Car parking near Admn. Building against Contract No. DMW/CE/WA/CS/929 dated 18.04.2022; following recommendations / System Improvements are advised:</p> <ol style="list-style-type: none"> 1. In above contract, Trapezoidal Galvalume Sheet of TCT 0.45 mm thick has been fitted instead of 0.50 mm minimum by contractor. Administrative action is recommended against Sh. Manoj Kumar, the then SSE (W) now AEN/PLW for not inspecting the Trapezoidal Galvalume sheet before fitment and allowing to make payments for the Sheet @ the rate of TCT 0.50 mm thickness till CC-IV dated 14.11.2022. Sh. Manoj Kumar , AEN admitted that back date entry of deduction due to less thickness was inserted in site order book at later stage & finally got it signed & approved from SEN and Dy.CE in back date in loose case. To avoid such things in future, appropriate action may also be taken against concerned officials for showing such carelessness. 2. To avoid delay in processing of bills as was noticed in this case, Civil Department may be advised to implement IR-WCMS; Works Contract Management System in PLW. Railway Board may also be requested to implement IR-WCMS in PLW at the earliest. 3. During checks, it has been seen that almost entire space in new stand was vacant, where as scooters and cars were parked on roads around Admn. Building by staff in unorganized manner. It looks that unnecessary expenditure has been incurred on new Cycle / Scooter Stand/ Car Parking. RPF/PLW and Civil Department may be advised to encourage/direct staff to park scooters and cars in new Cycle / Scooter Stand/Car Parking.
6	<p>Maintenance of Service Records</p> <p>A preventive check has been carried out on maintenance of service records recently and following has been observed –</p> <ul style="list-style-type: none"> ➤ The details of genuineness verification of educational and technical qualification & caste certificates from the concerned issuing authorities were not placed in SR/P.Files. There is no mention about it in service book in form of entry. These records are being maintained separately in Rectt. Section. ➤ No copy of any original certificate was available in personal file of an employee. ➤ In case of another employee, copy of original ITI certificate was not in record. Only copy of provisional certificate has been filed.

	<ul style="list-style-type: none"> ➤ In some service books, the caste column was found blank. It must have been filled up with appropriate words – SC/ST/UR. ➤ As provided in Para-1009 of IRAC Vol-1 and Para-9 of MC-5, annual verification of qualifying service and entry of contribution towards CGEGIS are not being complied with. ➤ Source of DOB entered in SR is not written below the DOB as desired in RBE- 06/2000. ➤ As mandated vide RBE 83/2016 dated 11.07.2016 & MC-54 dated 14.10.2019, Verification of qualifying service after 18 years and its communication to employee are not complied with. ➤ It has also been observed that the service book is not shown every year to the employees in violation of provisions contained in Para-10 of MC-5. <p>SI advised:</p> <p>Keeping in view the above observations, the following points are advised for system improvement in maintenance of service records:-</p> <ol style="list-style-type: none"> i. To ensure that the provisions of MC-54 dated 14.10.2019 regarding verification of qualifying service of employees on completion of 18 years of service or on being left with 05 years of service before the date of retirement are complied with and the verified service should be communicated to concerned employees in form 15. Service book should be shown to employees at regular intervals. ii. Henceforth, it may be ensured that the yearly entry of CGEGIS contribution in service books is being made. For the past years, one time entry may be carried out. iii. Genuineness verification of various certificates may necessarily be entered in service books and their copies be placed in P.files. iv. Source of date of birth entered in service book necessarily be written below the DOB. v. In case of staff joining PLW on transfer from other Railways/PUs, their SR may be accepted if the above entries are complete. Similarly, if any employee transferred to other Railways/PUs, his SR required to be sent completing all these provisions. vi. Each entry in service book should be given a running numeric serial number. vii. Appropriate information pertaining to concerned employee should be filled against each column on first page of service book without leaving any column blank. <p>It must be ensured that the attested photocopies of original educational/technical qualification on the basis of which the employee was appointed in service and caste certificate (in cases of reserve community) are available in personal file.</p>
7	<p>In vigilance investigation conducted on case related to up gradation of bath room, WC and kitchen in Type-I and Type-II qtrs. in Colony-II/PLW, irregularities have been noticed and following recommendations were made by PLW/Vigilance:</p> <ol style="list-style-type: none"> 1. It is noticed that there is a mistake in Detailed Estimate while working out the average % age of LAR of Chapter-2. Average LAR % age should have been -17.19 % instead of -7.45%. This has increased the total cost of detailed estimate by Rs.1890.67. However, impact of this error seems to be negligible on overall cost of detailed estimate, but here internal check machinery including finance failed to detect the error; this shows the casual approach of concerned officials. It is recommended that officials, who failed to notice the error in detailed estimate and recommended the case for vetting, may be counseled and trained to work carefully. <p>Up gradation work has also been done in 27 no. vacant qtrs. which caused infructuous expenditure as likely allotment of these qtrs. is rare because large number of Type-I & Type-II quarters are already vacant. Therefore, it is recommended that in future Accounts Department may not concur in any proposal for up gradation of Type-I&II quarters without recommendations of CIG to avoid infructuous expenditure.</p>

8	<p>In investigation of Tender Case No. 02221417 of Complete Rotor and Complete Stator/PL no. 29940758 & 29940989, it is observed that Store Department fails to take policy decision timely for implementation of Railway Board's letter dated 18.01.2022 for consideration of developmental sources for placement of bulk orders for RDSO and all other vendor approving agencies of Railways, where number of approved vendors are three or less. PLW's IBD could be revised on 11.08.2022.</p> <p>SI advised:</p> <p>Store Department may be advised to implement Railway Board's letters immediately.</p> <p>It is recommended that action may be taken as per extent rules against M/s Saini Electricals for taking benefit of excess payment of Rs. 672143.40 by supplying 12 Nos. of Rotors of higher rate first against new P.O.No.02221417101745 dated 12.08.2022 @ Rs. 1098777.95, where as 22 Nos. of lower rate Rotors were pending against old P.O.No.02212951100311@ 1042766.00.</p> <p>Latest IBD documents may be provided in receipt sections of the Depot-I & II to make the persons aware of latest rules/provisions related to receipt and accountal of material to avoid irregularities mentioned in above para.</p>
9	<p>Periodical rotational transfer of non-gazetted employees working on sensitive posts:</p> <p>A preventive check has been carried out on above subject recently and following has been observed :</p> <ul style="list-style-type: none"> • The policy of periodical rotational transfer of non-gazetted employees working on sensitive posts is not being implemented in true spirit in Personnel Dept. and in Civil, Mech, Elect and Medical departments. • It has been seen that the staff required to be transferred is kept on same work place by changing his seat. It has been observed that some of such employees in these departments are working on same place upto last 20-22 years. <p>Para 6.2 of Master Circular-24 provides that "For clerical staff working on sensitive posts/seats, rotational shifting from desk to desk will meet the requirement of periodical transfer".</p> <ul style="list-style-type: none"> • But Railway Board vide RBE No. 17/2012 has clarified that 'the thrust of these instructions is on transfer from one place to another. However, when transfer of such employees to a different place is not possible, they are to be shifted to a different seat in the same place to meet the requirement of periodical transfer'. Thus the transfer policy of the officials working on sensitive posts is not being implemented properly. • The working of a number of posts viz-a-viz Pass dealing staff, holder of cash imprest and canteen manager etc, which are not covered under sensitive list, needs to be reviewed and submitted to PCAO for taking appropriate decision. In view of above, the following system improvement has been suggested: • The staff working on sensitive post necessarily be transferred to a different workplace. If any employee is retained at same workplace, it should be done with the approval of HOD. • The work of the officials not covered under sensitive should be reviewed immediately and put up to PCAO for taking appropriate decision.

10	<p>In Preventive Check of Local Purchase of Medicine in PLW, it is observed that considerable number of medicines having significant requirement have also got nil stock and procurement process has yet to be finalized. Safety stock level of common use medicines and surgical items have not been maintained properly by PLW Hospital. Even common use surgical items are also purchased through local purchase. T&P item such as electric needle destroyers have also been purchased through LP.</p> <p>SI advised:</p> <ol style="list-style-type: none"> 1. Safety stock level of common use medicines and surgical items may be maintained so that LP of these items is avoided/ minimized. 2. T&P items may not be procured through LP. 3. Store tenders not getting finalized in time may also be analyzed by medical & store Deptts. Jointly to find alternate sources for such medical items. 4. Platform of Pradhan Mantri Bhartiya Janaushadhi Kendra (PMBJK) may also be explored for local purchase of medicines.
11	<p>During the preventive check conducted Horticulture work in Stadium Area, followings have been observed that–</p> <ol style="list-style-type: none"> 1. From the inception of the contract, the contractor has neither complied the monthly scheduled work nor complied the conditions of the contract in spite of repeated advices from Civil Deptt. in this matter requesting him to complete the work and submit the labour related documents. No site supervisor of the contractor was available from 24.11.2022 to 16.07.2023. 2. He has made false claims of work execution in response of letters written by Civil Deptt. with regard to unsatisfactory work. In his replies he always claimed that the work has been completed as per targets and blamed that the officials are not presenting factual position with some malafide intentions. Even he levelled allegation of deliberately damaging the Green Mover Machine by the Hort. Inspector. 3. Grass cutting work and proper maintenance of Greens affected because of breakdown of Green Mower Machine. The contractor could not provide alternative arrangement of it resulting in Greens become of shabby look and unplayable. Ultimately the machine of Sports Deptt. was used for maintenance of Greens. 4. But some improvement in maintenance work has been reported after serving of the contract termination notice. However, necessary recoveries have been made from the CC- I & CC-II bills for the shortcomings on part of contractor. <p>SI advised:</p> <p>Keeping in view the unsatisfactory maintenance of the Stadium area & Greens, the following is proposed –</p> <ol style="list-style-type: none"> 1. Civil department may implement the provisions of Railway Board letter no. 2018/CE-I/CT/30/Pt-2 dated 07.08.2023 in all works contracts awarded after 08.08.2023 and ensure that all these contracts are handled online on IR-WCMS only. 2. Maintenance of golf green is the most important part of this contract. The contractor has not done the work as per requirements set in the current contract which has adversely affected the maintenance of the greens and made it difficult to keep the greens in playable condition. Therefore, it is suggested that the Civil Department may consider the possibility of issuing a separate tender only for the maintenance of the greens to a specialized agency.