

Details of important System improvements implemented during 2021:-

Sl. No.	Vigilance Case No.	Name of System Improvement
1.	DMW/Vig./Dy.CVO/PC-1046	Store Department advised regarding check list as per JPO, with regard to checking of quantity, quality and decantation of HSD oil has not been filled, signed and kept in case file of receipt section of depot-I. Dealing person may please be advised to do the needful and also ensure compliance in future supplies.
2.	DMW/Vig./Dy.CVO/PC-1099	<ul style="list-style-type: none"> • Sr. EDPM was advised to take suitable administrative action against nominated inspection committee so that responsible officials should be more careful in future. • Stores department was advised to record reasons for accepting any deviations between tender and PO for better appreciation of the case.
3.	DMW/Vig./Dy.CVO/PC-1105	<p>Civil Engineering department advised to Draft & implement procedure/ Checklist for the Works Supervisors of DMW/Patiala, to rein the manipulations of the contractors keeping in view the reports, nature and methods being used by the contractors in violation of rules and to ensure that –</p> <p>Names of all the Contract Labourers have been registered at “Shramikkalyan Portal” and updated regularly.</p> <ul style="list-style-type: none"> • All the Contract Labourers are being paid Minimum Wages as per extant orders of Ministry of Labour & Employment. • Payment is made to the contract labour through bank. • To prevent the contractors or their representatives not to harass the worker by getting their ATM cards and making transactions from their Accounts etc. Wage-slips are being issued to contract labour.
4.	DMW/Vig./Dy.CVO/PC-1106	Medical Deptt. advised that addition or deletion in the list of empanelled hospitals should be carried out at the earliest as and when any change occurs.
5.	DMW/Vig./Dy.CVO/PC-1132	<p>Following System improvement were suggested:</p> <p>(1) WM/ECS/DMW was advised to take all necessary actions for proper utilization of Logic boxes (i.e. for BUR- 1 & for BUR-2&3) either in DMW or in other Railways. The matter should be brought to the notice of CLW for issuing required amendment to CLW specification no. CLW/EL/3/0538 Alt. A for giving categorical indication that Logic boxes for BUR-1 & BUR- 2&3 are meant only for IGBT based Locomotives.</p> <p>(2) Dy.CEE/Loco & Dy. CMM-IV/DMW was advised to devise a system to ensure that all the documents attached with NSR are signed as per current SOP before sending it to Stores department for procurement action. Store officials should check properly the NSR and attached documents that they are signed by competent authority as per current SOP before processing for procurement.</p>

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6.	DMW/Vig./Dy.CVO/PC-1135	Various advisory regarding written test for promotional examinations has been issued to Personnel Department through PCPO for the purpose of System Improvement in addition to what has already been advised vide this office letter no. DMW/Vig/Dy. CVO/PC-1118 dated 12.12.2020
7.	DMW/Vig./Dy.CVO/PC-1138	Dy. CMM/Depot-I was advised to take suitable administrative action against concerned staff engaged in lot formation so that he should be more careful in future. It was advised to do adequate improvement in the system of lot formation to avoid variation in the weight of lot.
8.	DMW/Vig./Dy.CVO/PC-1139	In non stock procurement, PAC was signed by Junior Scale Officer instead of Senior Scale Officer. Dy.CMM-III/ DMW was advised to devise a system to ensure that all the documents attached with NSR are signed as per current SOP before taking procurement action.
9.	DMW/Vig./Dy.CVO/PC-1151	Store Department advised to devise a fool proof system to advise every recovery against RP or GD case to PFA/DMW. A follow up mechanism should be devised which should work till completion of recovery and this should also include necessary advise to PFA,s of zonal Railways and other Production Unit for early recovery.
10.	DMW/Vig./Dy.CVO/PC-1153	<p>Personnel Department is advised as under:</p> <ol style="list-style-type: none"> 1. Staff of HRMS section of Personnel Department, responsible for leave data entry may be counseled to be very careful while entering leave data in the system. 2. Findings in the investigation are serious and such lapses observed on a small sample indicate that problem may be serious on organization level as a whole. System improvement is advised that HRMS loop should be closed and final entries in HRMS should be reported back to the originating section in the form of a report every month, so that in case of any discrepancy, necessary corrections may be applied in time.
11.	DMW/Vig./Dy.CVO/PC-1161	<p>Civil Department shall take following documents regarding deployment of site engineer from the contractor before commencement of work:-</p> <ol style="list-style-type: none"> i) Proper agreement of appointment of site engineer between the contractor and site engineer. ii) Attested copy of academic certificate of site engineer. iii) ID proof of site engineer (duly self attested). All the above documents submitted by the contractor should be accepted by competent authority under their signatures and date.
12	DMW/Vig./Dy.CVO/PC-1166	Personnel Deptt. & Accounts Department advised regarding partial withdrawal from NPS.

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13	DMW/Vig./Dy.CVO/PC-1167	<p>AWM/P&D advised as under</p> <p>i) Administrative action may be taken against concerned section in charge for not closing the attendance register from 01/12/2020 to 18/12/2020.</p> <p>ii) Attendance register should be closed in the morning on daily basis so that staff who comes late can be recorded in the attendance register by mentioning his time of arrival in the office or if any staff does not come office on that day he is supposed to give leave for his/her absentee period.</p>
14	DMW/Vig./Dy.CVO/PC-1169	<p>EDP center 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>
15	DMW/Vig./Dy.CVO/PC-1175	<p>All Dy. HODs are advised to conduct a onetime exercise for checking and cleansing the data of employees maintained in shop/sections under their control and ensures that it matches with data in IPAS. Any correction required to be made in employee master data in IPAS may be carried out in coordination with Personnel Deptt.</p>
16	DMW/Vig./Dy.CVO/PC-1176	<p>Store Deptt. advised to take joint initiatives to curtail undue time taken for issue of DP extension amendment and receipt of RITES/RDSO IC to avoid delay in issue of Receipt Note/Receipt order.</p>
17	DMW/Vig./Dy.CVO/PC-1181	<p>Mechanical Deptt. Advised to prepare and issue a procedure order/guideline to issue of tooling items to staff to prevent any misuse.</p>
18	DMW/Vig./Dy.CVO/PC-1184	<p>Store Department advised:-</p> <ol style="list-style-type: none"> 1. Tank of the diesel pump was last cleaned on 19.01.2015. The periodicity of cleaning is 5 years. Next cleaning is due since 18.01.2020, which is overdue and has already been advised vide this office letter of even number dated 05/02/2021. Cleaning of diesel tank may be arranged at the earliest. 2. Check list as per JPO, with regard to checking of quantity, quality and decantation of HSD oil has not been filled, signed and kept in case file of receipt section of depot-I. Dealing person may please be advised to do the needful and also ensure compliance in future supplies.
19	DMW/Vig./Dy.CVO/PC-1185	<p>Mechanical Deptt. advised to user shops/sections that whenever production plan of DMW manufactured item is revised, requirement of tooling items related to that item shall also be revised proportionally. shop floor stock may also kept in consideration while advising qty review and working out net procurable quantity of tooling items.</p>

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20	DMW/Vig./Dy.CVO/PC-1197	Personnel Deptt. advised to write higher authorities of all departments for ensuring that the users under their control should login in their use rids regularly to check that the leave statements sent by them are correctly fed in system and if any discrepancy is noticed, the same should immediately be advised to personal department for correction.