



মেট্রো রেলওয়ে, কোলকাতা
মেট্রো রেলवे, कोलकाता
Metro Railway, Kolkata

प्रयास

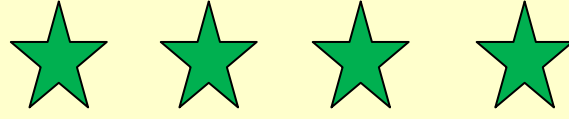
प्रयास

PRAYAS



সতর্কতা বুলেটিন, সতর্কতা বুলেটিন
VIGILANCE BULLETIN-2020

સતર્ક ભારત, સમૃદ્ધ ભારત
सतर्क भारत, समृद्ध भारत
Vigilant India, Prosperous India



FIGHT AGAINST VIRUS



FIGHT AGAINST CORRUPTION



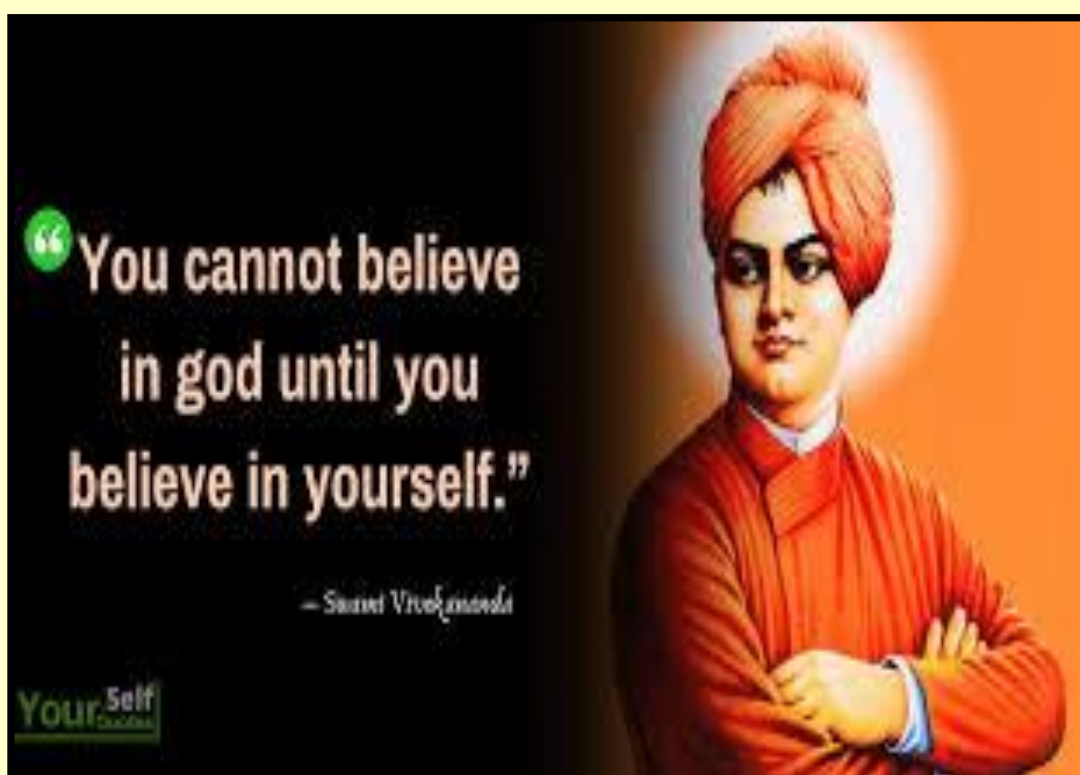
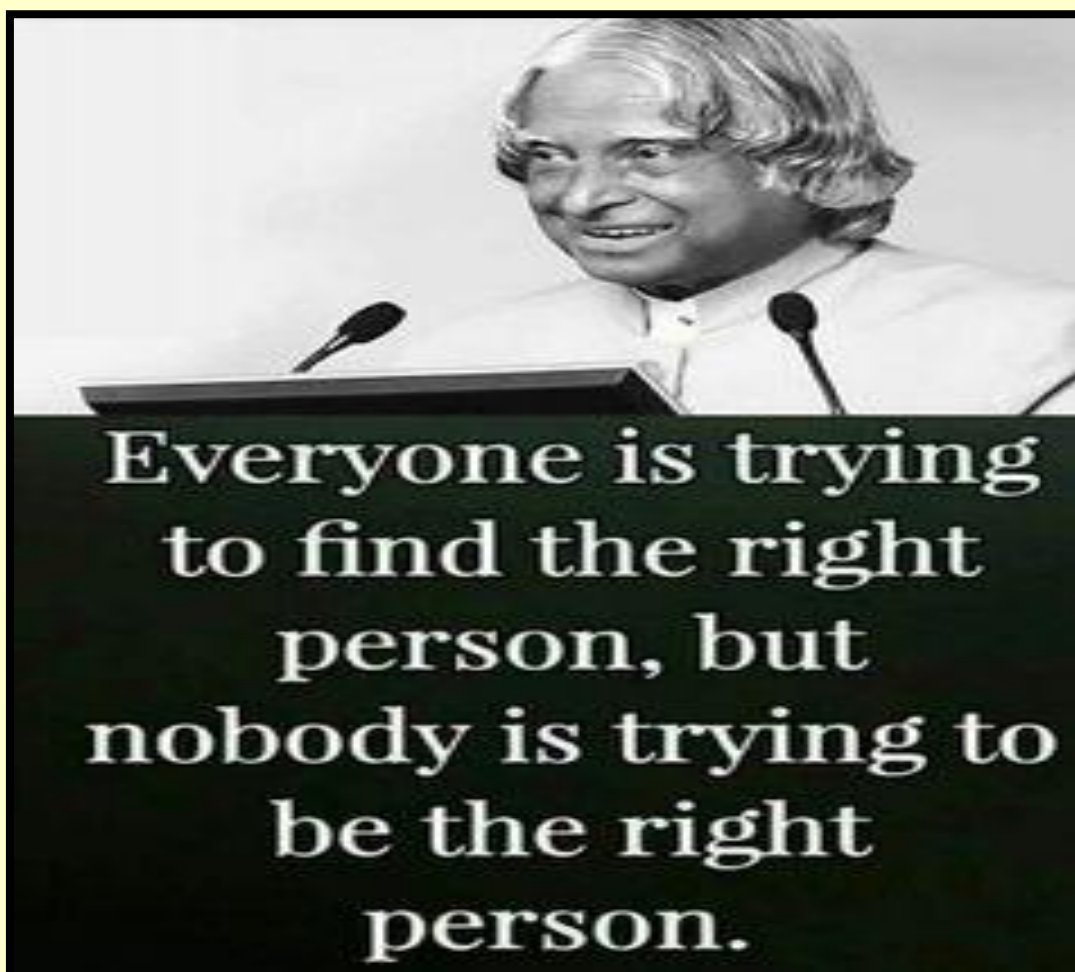
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Metro Railway, Kolkata

৩৩/১, জে.এল. নেহেরু রোড, কোলকাতা – ৭০০ ০৭১
33/1, জে.এল. নেহেরু রোড, কোলকাতা- 700 071
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সতর্কতা বুলেটিন
सतर्कता बुलेटिन
VIGILANCE BULLETIN

সতর্কতা সচেতনতা সপ্তাহ, ২০২০
২৭ শে অক্টোবর থেকে ২ রা নভেম্বর, ২০২০
সতর্কতা জাগরুকতা সপ্তাহ, 2020
27 অক্টোবর সে 2 নবंबर, 2020

VIGILANCE AWARENESS WEEK, 2020
27th October to 2nd November, 2020





সরদার বল্লভ ভাই প্যাটেল
सरदार वल्लभ भाई पटेल
Sardar Vallabh Bhai Patel

(31st October, 1875 – 15th December, 1950)



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।

मेरा मानना है कि प्रत्येक नागरिक को सतर्क होना चाहिये तथा उसे सदैव ईमानदारी तथा सत्यनिष्ठा के उच्चतम मानकों के प्रति वचनबद्ध होना चाहिए तथा भ्रष्टाचार के विरुद्ध संघर्ष में साथ देना चाहिए।

अतः, मैं प्रतिज्ञा करता हूँ कि :-

- जीवन के सभी क्षेत्रों में ईमानदारी तथा कानून के नियमों का पालन करूँगा;
- ना तो रिश्वत लूँगा और ना ही रिश्वत दूँगा;
- सभी कार्य ईमानदारी तथा पारदर्शी रीति से करूँगा;
- जनहित में कार्य करूँगा;
- अपने निजी आचरण में ईमानदारी दिखाकर उदाहरण प्रस्तुत करूँगा;
- भ्रष्टाचार की किसी भी घटना की रिपोर्ट उचित एजेन्सी को दूँगा।



Integrity Pledge for Citizens

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country. I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realise that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behaviour;
- To report any incident of corruption to the appropriate agency.



Integrity Pledge for Organisations

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 Organisation, 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.

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No....019/VGL/029.....

दिनांक / Dated..08.10.2020.....

MESSAGE

Vigilance Awareness Week (27th October to 2nd November 2020)

The Commission observes the Vigilance Awareness Week to emphasize the importance of integrity in public life. We are fully committed to implement the policy of "Zero Tolerance against Corruption".

"सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)" has been chosen as the theme this year. Development and progress of the nation takes place when individuals and organisations are vigilant in safeguarding integrity as a core value.

The Commission believes that citizens and organisations must look inwards at a time when the world is facing an unprecedented crisis. All organisations may focus on improvement of internal processes and activities during this year. Systemic improvements may be carried out to improve the delivery of public services in all organisations. Training and capacity building of staff is an important component supporting this objective. We have been encouraging organisations to implement these initiatives.

The Commission appeals to all citizens to actively work towards promotion of integrity in all aspects of life for the progress of the country.

(Sharad Kumar)
Vigilance Commissioner

(Suresh N. Patel)
Vigilance Commissioner

(Sanjay Kothari)
Central Vigilance Commissioner

Ramesh Kumar Jha
Principal Exec. Director(Vig.)
&
Chief Vigilance Officer



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

The Central Vigilance Commission observes the Vigilance Awareness Week each year to emphasize the significance of probity and integrity in public life. The theme chosen this year by Commission **"Vigilant India, Prosperous India (Satark Bharat, Samriddh Bharat)"** is very relevant as corruption crumbles the vital functions of the country.

Vigilance Organisation of Ministry of Railways endeavours to promote integrity, transparency and accountability in public life with the ultimate objective to bring about improvements in governance.

The observance of such events helps in developing awareness about the consequences of corruption and educating the public to create a corruption free society. While observance of mass awareness, Covid-19 prevention guidelines besides adopting economy measures issued by Ministry of Finance should be strictly adhered.

We will make every effort to promote integrity and eradicate corruption with the active support and participation of all stakeholders. I do believe that public participation plays a very crucial role in combating corruption and in nation building. Outreach activities for dissemination of anti-corruption measures and stressing the necessity of Vigilant India would lead to Prosperous India.

Publication of special E-edition of Vigilance Bulletin on this occasion would really help in spreading awareness amongst all Railwaymen and go a long way in making corruption-free India.


19/10/20
(Ramesh Kumar Jha)



Manoj Joshi
General Manager
Metro Railway
Kolkata



MESSAGE

Metro Railway is the lifeline of Kolkata and it interacts with various stakeholders including common public. We are a service organization and our customers always expect quality service from us even in a pandemic situation in this year. We should always follow laid down rules, regulations and procedures and be vigilant while performing our duties.

This year the Vigilance Awareness Week observes the theme of “सतर्क भारत, समृद्ध भारत **Vigilant India, Prosperous India**”.

I am glad to know that the vigilance organization of Metro Railway, Kolkata is bringing out a special Vigilance e-bulletin on the occasion of Vigilance Awareness Week 2020. This bulletin covers various case studies, system improvements, Do's and Don'ts on important topics as well as latest circulars issued by Railway Board. I expect that this will be widely read by all the employees of Metro Railway and hope it will be useful to them in performing their duties honestly, sincerely and effectively.

(Manoj Joshi)



VIPIN KUMAR
Chief Vigilance Officer
Metro Railway, Kolkata

FOREWORD

I am very glad to know that on the occasion of Vigilance Awareness Week – 2020, to be observed from 27th October to 2nd November, a special Vigilance e-bulletin is being brought out by the Vigilance organisation of Metro Railway. The Central Vigilance Commission has decided the theme of this year as “सतर्क भारत, समृद्ध भारत **Vigilant India, Prosperous India**”.

To enhance the ethical value of a society it is very much essential to enhance the social environment by reducing the corruption and increasing the integrity by way of life. This can be only done by a vigilant view to the society. As much as the society remains vigilant, India will prosper in every aspect.

Indian Railway is a vast organisation and a vigilant individual can provide an impact on the prosperity of the organisation. Vigilance organisation can not merely be considered as the only institution to look after the integrity and remain vigilant whereas it is the responsibility of each and every executive Department that all officers or supervisors remain vigilant at all times to ensure transparent system of working to eliminate any chances of corruption and maintain integrity to build a new prosperous India.

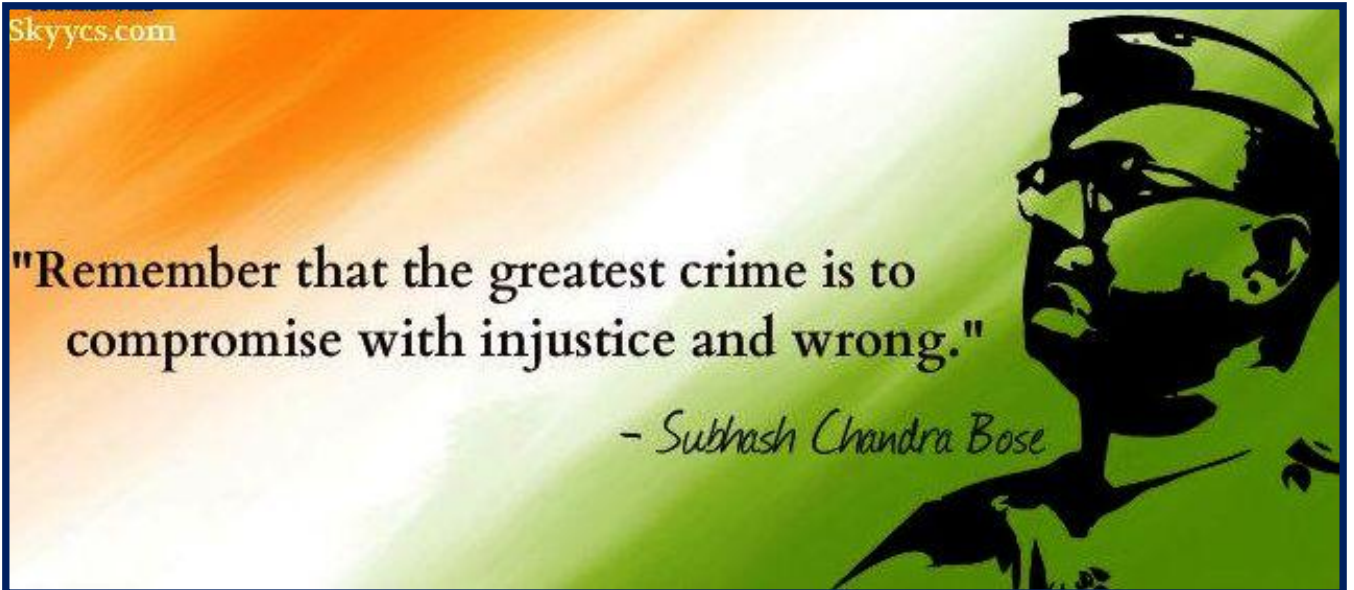
This bulletin containing “Do’s and Don’ts”, case studies, system improvement and latest circulars will definitely assist the Railwaymen to perform their duties and responsibilities in more efficient and transparent manner.

विपिन

(विपिन कुमार)

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**Satark Bharat, Samriddh Bharat – Vigilant India, Prosperous India****Subrata Dey, Dy.CVO**

Vigilance is the action or state of keeping careful watch for possible danger or difficulties. Being vigilant is being aware of your capabilities, your limitations which eventually help in making our vision a reality. Vigilance Awareness Week as initiated by the government can only realize its full potential if only we are vigilant ourselves. It is corroborating the cause of self awareness. Just as there are two sides of a coin, the easy accessibility of social media has its fair share of boons and banes. There is a plethora of miscreants providing disharmony on several levels, using social media as their aids whereby they perpetuate wrong notions, ideals unbridled through fake articles. If only we are aware, they will not succeed. So the prima facie of the hour is to educate individuals of every age as to how and why we need to be vigilant. Introducing curriculums on this topic at schools would be a good start in the right direction as the student will always be the future of the nation. Regular workshops for the elderly are also necessary so that they do not fall prey to the rampant phishing rackets these days. The middle aged should also come forward to support this cause.

In the pandemic situation of the world today, we should be very vigilant to our own health, our family, our society as well as our nation by following the guidelines issued by the Government and local authority to fight against the covid-19 virus. As much as we should be vigilant and careful, lesser will be the spreading of this virus and the day will come sooner when we will be again free from this virus and will again be in the pace of prosperity of the country as earlier days. We should not only take pledge to fight against this virus but also should encourage our family members, friends, neighbour every one to take pledge and act accordingly.

The prosperity of the country can achieve its goal by the vigilance of the individuals whether he is in a government organization or in other places. Being a government servants our motto should always be to educate the common people irrespective of their caste, creed, age, qualification, social status to fight against the evils of corruption keeping themselves vigilant in every sphere of life.



सतर्क भारत : स्वस्थ भारत

किरण बोस

राजभाषा अधिकारी

इतिहास गवाह है कि किसी भी देश की तरक्की तभी संभव हो पाई है, जब उस देश के नागरिकों ने यह बीड़ा उठाया कि पुरातनवादी सड़ी-गली परम्पराओं, रूढ़ियों को अमान्य कर, नूतन-नवीन सोच के साथ 'सबका साथ – सबका विकास' के तर्ज पर मनुष्य एवं मनुष्यता के सर्वांगीण विकास, कल्याण एवं उत्थान के ध्येय से कार्य किया है।

हमारा विषय है “सतर्क भारत : समृद्ध भारत।” भला सतर्कता से समृद्धि कैसे संभव है? संभव है, यदि हम अपने परिवार, समाज और अंततः राष्ट्र की सुरक्षा, संरक्षा और समृद्धि के लिए स्वयं और अपनी अगली पीढ़ी को सतर्क एवं चौकस नागरिक बनायें। जिस प्रकार मानव शरीर की समस्त इंद्रियां आपसी समन्वय और तालमेल बना कर जीवन को सहज-सरल बनाती है, उसी प्रकार यदि हम निम्लिखित बिन्दुओं पर सतर्क, चौकस बने रहें तो समृद्धि की ओर यह हमारा एक कारगर कदम हो सकता है।

कहते हैं, शिशु जीवन का प्रथम पाठ अपने घर-परिवार और अपनी माता से अपने अंदर आत्मसात करता है। अतः इस दिशा में हमें सतर्क रहना होगा कि घर की स्त्री, चाहे वह बहन हो या पत्नी हो या बेटी हो, उसे परिवार में यथोचित सम्मान और समान शिक्षा का अधिकार मिले। घर का माहौल ऐसा हो, जहां स्त्रियों का आदर हो और रिश्तों में समानता हो।

वेदों में कहा गया है -- 'यत्र पूज्यन्ते नार्यास्तु, रमन्ते तत्र देवता।'

एक शिशु, एक बालक अपने घर में यदि समानता का पाठ पढ़ेगा तो बाहर भी उसका व्यवहार संतुलित एवं संयमित रहेगा। इससे यह फायदा होगा कि स्त्रियों के प्रति हिंसा, अत्याचार और उत्पीड़न की घटनाएँ कम होंगी।

- दूसरी जागरूकता हमें अपने समाज में लानी होगी। ऊँच-नीच, छुआछूत और जाति-धर्म की मानसिकता से उबर कर भारत के नवनिर्माण के महती लक्ष्य के साथ एकजुट होकर कार्य करके।

एक नागरिक के तौर पर-

- अपने आस-पास के क्षेत्र, नगर, शहर में स्वच्छता एवं साफ-सफाई का ध्यान रखें
- सरकार द्वारा बनाए गए नियम-कानून का न केवल पालन करें, बल्कि औरों को भी प्रोत्साहित करें ऐसा करने के लिए। शहर की बढ़ती भीड़ पर नियंत्रण हेतु ट्राफिक नियम का पालन। चोरी, उपद्रव, आतंकी अवयवों से बचने के लिए पुलिस एवं कानून व्यवस्था का पालन, संविधान में दिए गए विनिर्देशों के तहत अन्य धर्म, मज़हब, संप्रदाय का सम्मान के प्रति जागरूक रहें। अपने अधिकारों एवं कर्तव्यों के लिए सचेत रहें।



- कार्यस्थल पर न केवल स्वयं ईमानदार बनें रहें बल्कि यदि कोई सहकर्मी या अधिकारी भ्रष्टाचार में लिप्त हों, तो उन्हें ऐसा करने से रोकें। आज के आधुनिक समय में मानों होड़ लगी है कि आर्थिक दृष्टि से एक-दूसरे से आगे जाया जाए। यह प्रतिस्पर्द्धा की भावना अपने-आप में बेशक गलत न लगे किन्तु अपनी संपन्नता के लिए भ्रष्टाचार का सहारा लेने के दूरगामी परिणाम बेहद भयंकर एवं मारक साबित होते हैं।
- 'Easy Money' आसानी से उपलब्ध हो जाए, तो न केवल यह मनुष्य को पतन के गर्त में ला पटकता है, बल्कि परिवार एवं संस्कार व्यवस्था की भी धज्जियां उड़ा देता है। नज़र रखें कि आपके आस-पास ऐसा माहौल न बने, न पनपे।
- युवाओं में अनुशासन, एकता एवं स्वस्थ मानसिकता विकास संबंधी जागरूकता की नितांत आवश्यकता है। एक नागरिक के तौर पर नज़र रखें कि युवा स्कूल, कॉलेज, यूनिवर्सिटी में विद्यार्जन के लिए जाएं, न कि राजनीति और मौज-मस्ती के लिए। युवाओं में बढ़ती नशे की प्रवृत्ति और शिक्षा के गिरते स्तर की रोकथाम के लिए पुलिस-प्रशासन की मदद लें।
- अंततः विश्वपटल पर हमारी पहचान, हमारे अपने देश – भारतवर्ष से है। इस नाते हमारा परम कर्तव्य है, देश की एकता-अखंडता को बनाए रखने में अपना सहयोग दें। हाल ही में चीन द्वारा भारत की सीमाओं पर घुसपैठ की घटना सामने आई। सीमा पर हमारी वीर जवानों ने चीनी सैनिकों के दांत खट्टे कर दिए। तो हमें भी चाहिए कि हम सेना के प्रति सम्मान और जवानों के प्रति आदर व गर्व की भावना रखें।
- दुर्भाग्य यह भी है कि कश्मीर, जो कि भारत का अभिन्न अंग है, के सीमाओं की रक्षा करने के लिए जवानों को पत्थरबाजी का सामना करना पड़ता है। आवश्यक है कि हम अपनी अगली पीढ़ी के देशप्रेम की भावना को जागृत करने की पहल करें। स्वाधीनता संग्राम के सेनानियों, यथा भगत सिंह, राजगुरु, चन्द्रशेखर आजाद, सुभाषचंद्र बोस की जीवनी को पाठ्यक्रम में शामिल करें। 26 जनवरी एवं 15 अगस्त को राष्ट्रपर्व के तौर पर आयोजित करें न कि केवल खानापूर्ति और छुट्टी के दिन के तौर पर।
- अलगाववादी प्रवृत्तियों की निंदा-भर्त्सना और कड़ा विरोध करें ताकि देश टुकड़ों में न बंट जाए।
- अपना 'कर' (Tax) समय पर दें ताकि देश के विकास कार्यों की गति अविरल चलती रहे।

शपथ लें कि राष्ट्र की सभ्यता-संस्कृति और समाज के हित में हम सतर्क और जागरूक रह कर देश की समृद्धि के कारक बने रहेंगे।

নিঃশর্ত নিঃশঙ্ক হব – সে আবাসে গিয়া

-দেবলীনা সান্যাল
প্রেসিডেন্সি বিশ্ববিদ্যালয়

"কোথায় জুড়াই ?

হায় কোথা স্থান পাই ?

নিশ্চিত নিঃশঙ্ক হব --সে আবাসে গিয়া "

পূর্বের মেঘমালা থেকে পশ্চিমের উষ্ম মরুভূমি, উত্তরে প্রাগৈতিহাসিক মুকুট পরিহিত মৌনী হিমালয় থেকে দক্ষিণের জলধি--কোটি কোটি মানুষের ফোঁটা ফোঁটা অশ্রু ঘাম রক্ত দ্বারা নির্মিত এক নির্মল , সবল , সরল এক ভূমিখণ্ড যার নাম ভারত! এর জন্মের ইতিহাস জানতে হলে অনেকটা পথ পিছনে পাড়ি দিতে হবে । সিঙ্কুনদের কূলবর্তী এক অতিপ্রাচীন সভ্যতা , তারপর উত্তরে নর্ডিক এবং দক্ষিণে ড্রাবিড়দের বাসস্থান, সময়ের সাথে সাথে এরপর মুঘল , পর্তুগিজ এবং শেষে ইংল্যান্ডের শাসনকাল। কালির আঁচড়ে বহুবার এদেশ হয়েছে ক্ষতবিক্ষত, তার মানচিত্রে পড়েছে কালির দাগ । ঘাতকের স্টেনগান যেমন ঝাঁঝেরা করেছে বুলেটে বুলেটে তেমনই দেশের মানুষের অন্তহীন ধান ও গানের স্বপ্ন তার উপর দিয়েছে শুষ্কতার প্রলেপ । বহুযুগ ধরে হাতে হাত মিলিয়ে পাশাপাশি বসবাস করে আসছে নানা ভাষা নানা মত নানা পরিধান নানা ধর্মের মানুষ । মিলিত হয়েছে উত্সবে আড়ম্বরে বিপদে আপদে সুখে শোকে , উত্তপ্ত সময়ে কাঁধে কাঁধ মিলিয়ে লড়াই করেছে একসাথে ! তবু সময়ের সাথে তাতে মরচে ধরেছে- অবিশ্বাস , ঘৃণা , দারিদ্র আর তার থেকে সুবিধাপ্রাপ্ত স্বার্থকায়েমী কিছু মানুষ প্রতিনিয়ত ঐকে চলেছে সীমারেখা , মানুষে মানুষে ভেদাভেদ রচনা করেছে প্রতিনিয়ত । ফলস্বরূপ একদল শোষণ করে চলেছে অন্য কিছু মানুষকে আর জন্ম নিচ্ছে শ্রেণিনির্ভর , স্বার্থকায়েমী এক সমাজ । ভুলতে বসেছি আমরা আমাদের বেদ-পুরাণ-অশোক-বুদ্ধের ভারতবর্ষকে ! চা বাগান , কয়লা খাদান , পাহাড় অরণ্য সমতলের এক সুকোমল বোধকে । রবীন্দ্রনাথের লেখাতেও আমরা পাই "

আচার হচ্ছে মানুষের সম্বন্ধের সেতু, সেখানেই পদে পদে আমরা নিজের বেড়া তুলে রেখেছি ।...অন্য আচার অবলম্বীদের অশুচি বলে গণ্য করার মত মানুষের মিলনের এমন ভীষণ বাধা আর কিছুতেই নেই।" তাই অনর্থক দলাদলি করে দলছুট হওয়ার আগে একবার অন্তত এইসব অবিশ্বাস, ঘৃণার ছোট ছোট দরজা জানলা ভেঙ্গে সেই বিস্তীর্ণ মাঠের উপর গিয়ে দাঁড়ানো প্রয়োজন। কপাল থেকে দাগার রক্ত মুছে ফেলে সমাজধর্মের বর্ম আঁটা প্রয়োজন । তবেই তো আবার কঠিন কাতর অসহায় প্রতিটা ভাষাহারা বুকে জন্ম নেবে স্বপ্নের বিদ্রোহ , লেখা হবে মাইল মাইল অভিমান আর ভালোবাসায় বোনা , মানুষের প্রবহমান পদচারণায় রচিত এক প্রশান্ত অনুভূতি --- সমৃদ্ধ ভারত ।



NILANJANA
Daughter of Sri Sankar Deb, CVI



Guidelines for DOs & DON'Ts on Common Activities

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 CL/LAP 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.



ACCOUNTS DEPARTMENT

DOs

- 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.



ELECTRICAL DEPARTMENT

DOs

- Ensure safety of train operations' and passengers.
- Ensure cleanliness of trains, stations and offices.
- Ensure correct technical evaluation of the offer.
- Ensure assessment of quantity realistically.
- Ensure proper verification of credential of the firm.
- Finalize tenders within validity period.
- Be vigilant about requests for change of inspection clauses as request may come from the supplier for such a change. However inspection agency should not be changed frequently and in no circumstances after issuing of LOA.
- Please ensure that items procured under non stock must be consumed in timely manner.
- Always maintain Site register (Daily works progress register & Material register) and Hindrance register for works contract at the site.
- Before inspecting any material procured through works/stores contract please make yourself well aware of the specified standards and inspect the materials as per the contracts.
- Ensure PG in works contract must be submitted within the stipulated period as per GCC clause 16(4).
- Ensure proper supervision of works at site.
- Mark the item nos. have been checked for transparency before signature.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.
- Ensure good workmanship by proper supervision.
- Keep proper accountal of Railway materials issued to the contractors at the site of work.
- Issue materials to the contractors only through authorized agents and control the issues commensurate with progress works.
- Ensure that the installation register for electrical fittings provided in Quarters/Service buildings are maintained upto date.
- The average electric consumption of different type of quarters should be worked out and in case of very low consumption, the reasons for it should be sorted out.
- Ensure that the defective house service meters are promptly repaired/replaced.
- Carry out inspections in workshops to ensure compliance of work allotted to individuals.



DON'Ts

- Don't sub divide/split a bigger work into smaller work.
- Don't relax tender conditions as it will create a discriminatory treatment to others.
- Don't forget to put a date under your signature. Absence of date may give rise to doubt about your motives in certain situations.
- Don't allow delays in passing contractor's/supplier's bill.
- Don't delay refund of earnest money to the unsuccessful tenderers on finalization of the tenders.
- Don't split demands for stores procurement for avoiding accounts vetting.
- Don't certify in MB or Bill without checking of Measurement physically.
- Do not tamper with the electrical wiring of Quarter/Service building for additional points.
- Do not take temporary connections without depositing the necessary fee/charges with Railway.
- Do not accept the material of other 'make' which is not included in work order.
- Do not miss to note the proper chainage/kilometers in MB for cable laying work to facilitate site checks at a later date.
- Do not issue excess quantity of Rly. materials/equipment's to the contractor.
- Do not accept the unused i.e. left over material, which is defective/deteriorated in condition, from contractor after completion of work.
- Do not mention such 'makes' of electrical items in works contracts that are not equivalent cost-wise or quality – wise.
- Do not increase the standard number of electrical points in any type of Quarter without competent authority's sanction.
- Do not indent electric items, which do not conform to IS.
- Do not take anything for granted and verify it personally.
- Do not allow staff under your control to work for the contractors under any pretext.
- Do not allow a second/third contractor to start execution of a terminated work before recording measurements & preparing completion plan for the work already executed by the previous contractor. The measurements & completion plan should also be got signed by the new contractor as a token of acceptance.
- Do not accept the material if the same does not confirm to specification/drawing.



ENGINEERING (TENDERS & CONTRACTS)

DOs

- Ensure that justification of work and estimate for requirement of material/stores to be procured, are properly done with proper care in a realistic manner, with the approval of the competent authority.
- Survey the market rates, consider the rebates offered by the manufacturers/suppliers on the rates quoted in the price list and make a proper/realistic rate analysis, before finalization the estimate and tender schedules.
- Ensure adequate publicity of tender notices through newspapers 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, practically, 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 interse position 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 certificates including financial credential in original.
- Ensure proper supervision of site works.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.

DON'Ts

- Do not split work or split the quantity to be procured, to call for separate tenders, to keep 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 tenderer/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 new 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 T.C.
- Do not incorporate any items for maintenance, which are not exist at site





MEDICAL DEPARTMENT

DOs

- Follow rigidly the procedure regarding issue of sick/fit certificates and in case of departure, give specific reasons.
- Specify period of sickness, indicating period of absence if any and enter date, in the fit certificate. Maintain attendance register, as applicable.
- Ensure sample test for drugs, to guard against procurement of substandard/ spurious drugs.
- Keep proper accountal of all medicines, irrespective of the cost involved.
- Purchase less shelf-life drugs as per requirement.
- In case of bulk purchase, ensure staggered delivery of medicines at regular interval.
- Ensure utilization of medicine well before expiry.
- Keep records of each medicine in the register, showing their date of expiry. Keep separate register for high value medicines.
- Ensure proper procedure for purchase of high value medical instruments/ apparatus.
- To prevent theft/misuse, ensure that name of unit/Railway, date of receipt & stamp of medical unit, is labelled on the medicine.
- Ensure that pharmacist of unit/ hospital checks actual stock of medicines, on periodic basis.
- Medical officer should conduct surprise checks in regard to the quantity available in ledger balance and physical/ground balance and ensure that both are matching correctly.
- Ensure regular checking of available stock of linen/bed sheets/blankets, etc. and follow the prescribed procedure for declaring linen/bed sheets/blankets, etc., as scrap.
- Ensure proper maintenance of vehicle/ambulance and accountal of petrol/diesel etc.
- All re-imburement cases should be recorded in a register.
- Reimbursement should be made first cum first serve basis except in exceptional cases with the approval of the Competent Authority.
- Before passing the bills it must be ensured that all contract conditions are complied properly.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.
- Ensure proper cleanliness in all medical units and Hospital premises.

DON'Ts

- Avoid leaving blank entries in the Medical Attendance Register.
- Avoid issuing back dated certificates, without specifically recording reasons.
- Avoid delay in sending the certificates pertaining to Railway employees, to the Department concerned.
- Avoid simultaneous use of two sick/fit certificate books, in one unit.
- Do not use medical pass in a routine manner.
- Do not purchase spurious/ inferior quality of medicine.
- Do not show wrong transaction of medicine, so as to hide some lacuna.
- Do not put signature on scrap register, without physical verification of scrap items and duly observe the prevalent procedure for disposal of scrap.
- Do not handover sick/ fit certificate book other than the nominated employees of the hospital.





OPERATING / COMMERCIAL

Dos

- Keep the money value books under safe custody of Station Master.
- Make sure usage of double sided carbon for issuance of EFT. All columns of EFT must be filled legibly and passenger's signature obtained therein.
- Avoid over writing and alteration in DTCS.
- Declare personal cash in figure and words in prescribed Register. Any amount of personal cash which is excess to that permitted codal provisions must be verified by the Shift-In-charge.
- Keep the standing order book up to date and acknowledged by the staff.
- Deposit cash at the end of the shift with station master under clear acknowledgement.
- Station Master should check special cancellation register of token on daily basis.
- Ensure entry of non-issued token in appropriate register.
- Ensure safety of train operations and passengers.
- Ensure cleanliness of station, booking offices other service rooms.
- Announce through PA system for passengers' guidance in case of unusual occurrences.
- Ensure issuance of correct token with correct fare.
- Before issuance of smart card against RTC booking clerk must compare the signature with the authorized signatories and validity of the RTC coupons.
- Ensure deduction of one ride plus a penalty of rupees 250/- when card holder of student smart card oversteps his station of exit or detrains short of his exit point.
- A new CST is to be issued for replacement of corrupt and unreadable CST.

DON'Ts

- During unusual occurrence full refund should not be granted against partially travelled CST.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not use single sided carbon to prepare EFT.
- Do not mix private cash with Railway cash.
- Do not fail to keep safety circular updated.
- Do not keep cancelled journey token in hand without proper cancellation.
- Do not make special cancellation of token without the knowledge of Station Master.
- Do not make short cut method in train operation.
- Do not suppress any unusual occurrence.
- Do not allow to carry offensive and dangerous materials in train and station premises.
- Any refund on card purchased through RTC is to made only to state government not to the card holder/individual member.
- Do not adopt dilatory tactics in your dealings with public.



PERSONNEL DEPARTMENT

DOs

- Maintain all basic documents, records, policy instructions and guard files properly and up to date.
- Ensure the correct verification of Educational certificate, birth certificate, caste certificate before appointment.
- Ensure original voucher & signature before pay any bill.
- Ensure self-contained notes are put up, connecting relevant instructions.
- Have an Action Plan for filling up both Direct Recruitment and Promotee Quota vacancies, duly assessing anticipated vacancies and lead time required for filling up of posts.
- Attend to employee grievances with promptness and a positive attitude.
- Educate employees on their dues and benefits and ways to avail the same.
- Remember to follow check lists for important activities, like selections, promotion, settlement dues of staff etc.
- Ensure before accepting the bills that the bills are in original and signed by the claimant.
- Plan in advance. Do not keep delaying till the last minute.
- Remember that you are a service department and meant to look after staff welfare.
- Service record of the employee should be kept with up to date entry with signature & date of the concerned staff & officer.
- Leave record of the employee to be kept with up to date entry in regular manner.
- Before issue of tender inquiry, ensure the existence of the firm.

DON'Ts

- Do not cause delay in disposal of pending matters. It can harm an employee severely.
- Do not accept any favours for doing / completing a work.
- Do not ill-treat or misbehave with an employee.
- Do not give un-due favours, not due to an employee. Check all claims properly.
- Do not work casually and somehow complete the work - mistakes can occur, causing serious problems.
- Do not close your mind to new ideas or new ways of doing things, keep abreast of technological developments.
- Do not neglect to prepare and send periodic reports and statements.
- Do not expect others to complete your work or allow others to handle your work.
- Do not fail to update yourself on changes in policies, instructions



SIGNAL & TELECOM DEPARTMENT

Dos

- Ensure correct quantity estimate and correct description & specification for procurement of materials and correct and realistic estimate for works to be executed.
- Ensure to receive correct materials as per description, specification, drawing number, quantity etc.etc. as per the purchase order/ contract.
- The execution of work should be documented chronologically in work site register.
- Cable-While laying new cables check the depth, bricks, sand filling, protective pipes etc. before filling up the earth.
- Follow guide lines published by Railway Board strictly.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.
- During receiving of material Inspected by RITES / RDSO the inspection mark / Hologram affixed on the materials should be verified carefully.
- Be vigilant about requests for change of inspection clauses, as request may come from the supplier for such a change. However inspection agency should not be changed frequently and in no circumstances after issuing of LOA.
- Tender file should be scrutinized thoroughly and the document should be kept in file chronologically.

DON'Ts

- MB (Measurement Book)-Overwriting should be avoided and measurements should be specific.
- Don't forget to make "No claim certificate" from both the concerned executive & Contractor as a part of final bill.
- Don't change description & specification after award of the work.
- Don't forget to prepare vitiation statement while doing variation.



STORES DEPARTMENT

DOs

- Ensure correct description, specification, drawing numbers, quantity etc. in the purchase order.
- Indicate quantity, both in figures and words.
- Ensure that the quantity indented is as per approval of the approving authority.
- Ensure stock verification of materials as per schedule programme.
- Receipt and issue of materials must be entered in the BIN card/Register/Ledger properly with date & sign.
- Ensure delivery of scrap only from the sold lot.
- Specify a reasonable delivery period. Avoid items like “Urgent” and “Immediate” and be specific about the date by which the material is required.
- Avoid calling for supplies to sample as far as possible.
- While approving quantity on indents, ensure that the quantity is fully justified in relations to the asset (s) for which the procurement is to be made.
- Ensure attestation of corrections if any in quantity, estimated last purchase rates and description on the indent by the competent authority.
- Before signing/countersigning any indent, satisfy yourself for the requirements, estimated rates, description and specification.
- Ensure correct description & specification of materials as per Purchase order & Drawing while accepting the materials.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.
- Estimated rate should be based on last purchase rate or budgetary quotation collected after survey supported by price list.
- Indicate rate and quantity both in words and figures on indent.
- Genuine likely supplier should be incorporated on the indent.
- Funds available should be enclosed.
- Get the Non-stock certificate for indenting item from concerned Stores Officer.
- Purpose and indenting quantity should be clear and justified.
- Rate reasonableness should be carefully examined before accepting the offer.
- Restricted items of RDSO/CLW/ DLW/MSME/GeM etc. should be procured only from restricted sources.
- DP extension should be granted only after receipt of request either from firm or consignee.
- In case of acceptance of offer in deviation to firm’s original offer, Purchase Order should be issued only after obtaining consent from the tenderer.
- 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.

DON'Ts

- Do not furnish specifications that are tailor made to attract offers from only one or two suppliers.
- Do not submit more than one indent for each quantity approval.
- Do not submit non-stock indent for a stock item, except under special circumstance recording the reasons for the same.
- Do not split the demand to bring within certain limit.
- Do not certify urgency unless you are fully and personally satisfied about it as this may lead to purchase at a higher rates.
- Do not delay in disposal of tender cases.
- Do not receive & issue materials without proper/relevant documents.
- Do not furnish names of fictitious/non existent vendors on the indent.
- DP should not be re-fixed to mere benefit of the supplier.
- Do not procure any item from open market which is enlisted in GeM



SECURITY DEPARTMENT

DOs

- Ensure safety & security of passengers & Rly. personnel.
- Contract vigil to all stations & offices regarding movement of passengers & Rly. Personnel.
- Any suspicious thing noticed immediately inform to the higher authority.
- Ensure safety of Railway Property.
- Ensure to keep proper record for entry and exit of the persons, materials & vehicles in the Railway premises, workshops etc.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.

DON'Ts

- Do not allow any unwanted things inside the Railway Stations and offices.
- Don't allow any body in the office without entry in the visiting register.
- Don't allow any body in side Railway platform without proper valid ticket.
- Don't allow vehicle & materials inside the workshop and Railway premises without proper entry in the register at RPF post of entry gate.
- Don't allow to pass any material & vehicle from the Railway workshops / sheds without proper gate pass & other relevant documents and also without entry in the RPF gate register.





SOME SUGGESTED SYSTEM IMPROVEMENT

1. Wrong Input in IREPS Portal

During investigation of a tender case, uploaded NIT was thoroughly checked item wise as well as quantity wise.

During vigilance checking it is found that in a particular item quantity and rate was interchanged in the respective column as such total value was unchanged, but the rate was abnormally high and the quantity was abnormally low.

Concern SSE, SEE and Dy.CEE overlooked the wrong entry and the tender was uploaded.

As such following system Improvement is issued by Electrical department.

“All Concern Officers and Supervisors/Dealers associated with Tendering activity to ensure that after entering the data/value to website the hard copy of the draft tender shall be verified at two level (Supervisor & Officer) before submitting it to tender document approving authority. The verification by SSE/Tender, JS/SS/JAG (as the case may be) shall record the verification on the file.”

Life can be wonderful if you're not afraid of it. All it needs is courage, imagination ... and a little dough.

Charles Chaplin



2. Proper Maintenance of PME Record

In course of preventive check at a particular station, some irregularity was detected in connection with PME of employee in medical category A-2 of Traffic Branch, Metro Railway, Kolkata.

It is observed that concerned SS of concerned station did not adhere to the instructions and guidelines contained in paragraphs 514&515 of medical manual and did not follow the instructions by not sending the staff under their control falling in A-2 category for PME in due time.

On going through the PME register of the station in question, it is observed that PME register was not properly maintained, dates of PME altered frequently by applying whitener, cutting and over writing etc. Moreover on examining the PME Register, it revealed that the PME date of some staff had been carefully manipulated by recording the fictitious date in PME Register. Furthermore, on investigating the hospital as well as station records, it is found that the staff concerned had not gone through any PME on the mentioned date, recorded in the register.

Apart from that concerned SS of that particular station had altered the PME date (due) fraudulently in his/her sparing letter, while transferred from that particular station to another station of Metro Railway, Kolkata.

Considering, the aforesaid irregularities, some rectification/ Improvements are suggested as under:-

- All the operating staffs are required to be periodically examined to ascertain their fitness in A-2 medical category and any other special prescribed tests, if any. At the stations a register **(New format)** may be maintained to record particulars of periodical medical examination. Presently most of the stations do not have proper PME register.
- On transfer from one station to another station, last PME certificate (Photo copy) should be annexed with the spare memo.
- It is also observed that most of the staffs are un-aware of the PME rules & regulation as well as PME schedule. So, it is also requested to arrange for awareness amongst the concerned staff.



Some selected Vigilance Case Studies

CASE STUDY-01

MANIPULATION OF PME REGISTER

- In course of Preventive check at a Metro station in connection with PME of employee in medical category A/2 of Traffic Branch, it is revealed that staff falling under A/2 category have not been sent PME in due time by manipulating PME Register and dates of PME of staff also found altered by applying whitener, cutting and overwriting etc.
- Most importantly it is noticed that one staff in medical category A-2 had evaded two PME dates. On investigation it is noticed that the concerned staff inserted fictitious PME dates by fraudulent means in the PME Register. The concerned staff made entry a false dates of his PME in the Register. As such he escaped PME two times.
- Subsequently after checking the same Register with Hospital Register, it proves false.
- The concerned staff was taken under DAR.
- Apart from that the SS of that station was also involved in this fraudulent activity. During transfer from that station she mentioned false PME dates in her spare memo by not following the instructions as per Medical manual for PME of A/2 category staff.
- The concerned SS was also taken under DAR.
- Detailed system improvement was also circulated for all Metro Railway office.



CASE STUDY-02

MISUSE OF CASH IMPREST

- A preventive check was conducted at a Metro station, Kolkata with an aspect of misuse of cash imprest.
- During the investigation it is noticed that SS of that station has manipulated the vouchers submitted towards the expenses for recoupment, incurred against procurement of destocked cleaning items.
- When physical verification was made to the stores, from where procurement was made, the shop owners clearly stated in writing that the items, quantity and amount incorporated in the vouchers are not their handwriting even some items mentioned in the voucher are not dealt by them.
- From detail investigation, it is found that the concerned SS of that station carefully manipulated the bill documents by modifying the description column, quantity and Amount column to get undue and illegal monetary benefit.
- The concerned SS was taken up under DAR.

Develop your character so that you are a person of Integrity

Peter Cain

CASE STUDY-03**IRREGULARITY IN REFUND PROCEDURE**

- During inspection of refund register in a Metro Railway station it is noticed that the refund procedure against defective / unserviceable (General & Student) are not being maintained properly.
- Business Rule Para 5.6 & 5.7 of Commercial manual clearly indicates the system to be adopted during refund.
- The particular station was not maintaining proper refund register by clear acknowledgement of the passenger and such violating Business Rule 5.6 & 5.7 as such there was a chance of leakage of revenue.
- All other stations were maintaining these register properly as per Business Rule 5.6 & 5.7.
- Concerned Station Superintendent was taken up under DAR action.
- And clear instruction was issued by the concerned department to maintain identical register for granting of refund of cash to be maintained at all stations of Metro Railway/Kolkata

**Winning is nice if you don't lose
your integrity in the process.**

Arnold Horshak



www.diarystore.com



CASE STUDY-04

IRREGULARITY IN CHILDREN EDUCATION ALLOWANCE

- On investigation it is revealed that one staff claimed for reimbursement of Children Education Allowance by Submitting Fake & False Tuition fees Bill in favour of his child and received illegal and un-due reimbursement of Rs.1,16,973/- through his salary for the year 2011 to 2016.
- After verification of the Bill from concerned School, it is revealed that the child of the concerned staff was student of that particular school for the year 2008 to 2010, after that he discontinued his studies.
- Even though the concerned child was not student of that particular school for the year 2011 to 2016. The guardian (Railway Servant) claimed Children Education Allowance by Submitting Fake & False Tuition fees Bill.
- The concerned Staff was taken up under DAR and recovery of illegal reimbursement from his salary.

“Children must
be taught
HOW TO THINK,
not what to think.”

Margaret Mead



**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2019/V1/IRVM/1/2

New Delhi,

Date 22.11.19

**The General Managers
All Zonal Railways**

**CAO/COFMOW
DMW/Patiala**

**The SDGMs/CVOs
All Zonal Railways/PSUs/Pus**

**CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO**

Sub: CVC/CVO advice in vigilance and CBI cases

It has come to notice of Railway Board vigilance that in a case pertaining to Regular Departmental Action (RDA) arising out of CBI investigation, Disciplinary Authority, without consulting CVC, exonerated the charged official. In disciplinary cases arising out of CBI/Vigilance investigation, the DA before initiating action or passing the final order of exoneration or penalty is expected to follow proper consultation procedures with UPSC/CVC/Vigilance as prescribed in IRVM-2018.

In such cases, first stage advice of CVC/CVO shall be sought after conclusion of investigation and before issue of charge sheet. In cases where charge sheet has been issued on the basis of first stage advice and if the disciplinary authority proposes to impose a penalty which is not in line with first stage advice then second stage advice shall be sought before taking final decision on conclusion of disciplinary proceedings. Further, there are certain provisions in IRVM 2018 to approach CVC/CVO for reconsideration of its 1st stage or 2nd stage advice for one time at each stage when there are new facts which have been not considered earlier. In this regard, the provisions of paras 319, 526, 527 & 528 of IRVM-2018 shall be referred. It may please be noted that any deviation from above consultation procedures stipulated in IRVM 2018 may be viewed adversely by CVC.

This issues with the approval of PED(Vig) & CVO of Ministry.

(Srinivas Malladi)

**Director Vigilance Engg(I)
Railway Board**



Government of India
Ministry of Railway
Railway Board

2020/V-1/CVC/1/2

Dated .2020

The SDGMs/CVOs
All Zonal Railways/PUs

The CVOs
All PSUs

CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO

CAO/COFMOW
DMW/Patiala

Sub: Request for reconsideration of CVC advice

In a case arising out of preventive check conducted by Zonal Railway, reconsideration was sought by DA on first stage advice after a delay of more than 7 months, that too without recording cogent reasons. CVC has taken it very seriously and commented adversely on undue delay and directed Board vigilance for reiteration of existing instructions.

In terms of Para 606.4 of IRVM 2018, no proposal for reconsideration of the Commission's advice would be entertained unless new additional facts have come to light which would have the effect of altering seriousness of allegations/charges levelled against delinquent official. Such new facts should be substantiated by adequate evidence and should also be explained as to why the evidence was not considered earlier, while approaching the Commission for its advice. The proposals for reconsideration of the advice, if warranted, should be submitted at the earliest, but **within two months of receipt of the Commission's advice**. The proposals should be submitted by the Disciplinary Authority or it should clearly indicate that the proposal has the approval of Disciplinary Authority.

In view of the above, it is advised that Para 606.4 of IRVM 2018 may be brought to the attention of all concerned for compliance in true letter and spirit to avoid undue criticism from the Central Vigilance Commission.

This has the approval of PED/Vigilance & CVO of Ministry of Railways.


26.6.20
(Srinivas Malladi)

Director Vigilance(Engl)
Railway Board

Copy to:- All General Managers/Railways & PUs, Secretary/RB, EDs/Directors of Board Vigilance for information and necessary action.



Officers and staff taking Integrity Pledge in Metro Railway Head Quarter on 29.10.2019, the commencement of Vigilance Awareness Week



Officers and staff taking Integrity Pledge on 29.10.2019 at Noapara Cardepot



Swami Muktikamananda Maharaj Acharya Ramakrishna Math Benipal, addressing the work shop on 29.10.2019



Workshop for employees on 29.10.2019 at Metro Rail Bhavan

Slogan Writing Competition on 29.10.2019 at Metro Rail Bhavan**Best Slogan**

VIGILANCE AWARENESS WEEK-2019
SLOGAN COMPETITION AT METRO RAIL BHAVAN ON 29.10.2019
"Integrity-A way of life"
(ईमानदारी - एक जीवन शैली)

NAME: SUMIT BANERJEE

DESIGNATION: Sr Estimator DEPARTMENT: Engg

PF NO: 221-77203420

Keep it in your mind,
keep it in your heart,
integrity is unique,
integrity is broad.

①
V.B.
29/10/19

Quiz Competition on 29.11.2019 at Metro Rail Bhavan



Passengers Grievance Redressal Camp at Park Street Station on 29.10.2019



Joint Seminar for officers at Belvedere Park on 31.10.2019



Joint Seminar for officers at Belvedere Park on 31.10.2019



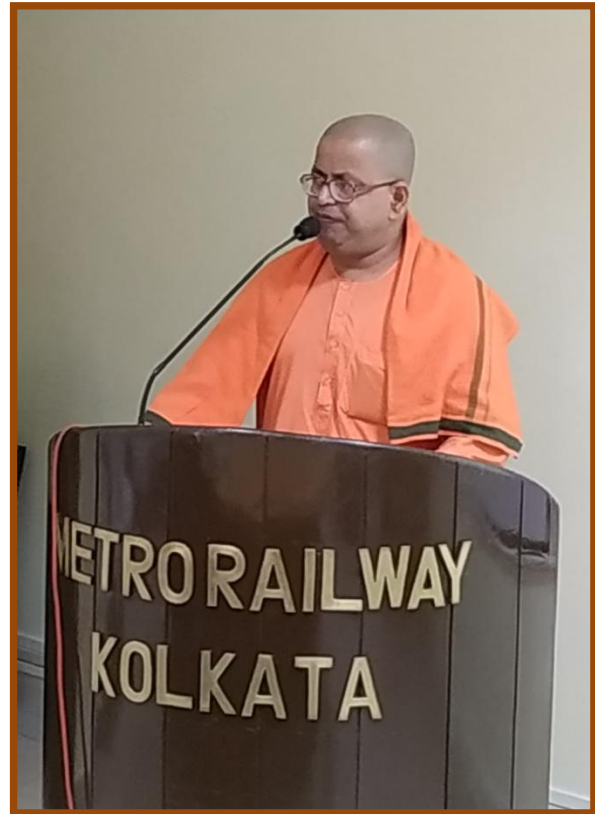
Releasing of Vigilance Bulletin 2019 by GM Metro Railway on 31.10.2019.



Officers Seminar at Metro Rail Bhavan on 01.11.19.



**Former Chief of the Air Staff Sri Arup Raha
addressing the seminar on 01.11.2019**



**Swami Pranamayananda Maharaj Ramakrishna
Mission, Barahnagar addressing the seminar on
01.11.2019**



Officers Seminar at Metro Rail Bhavan on 01.11.19.

Walkathon at Belgachia Quarter Complex on 02.11.2019



Skit at Metro Rail Bhavan on 01.11.2019



Skit at Belgachia Quarter Complex on 02.11.2019



Sit and Draw competition at Calcutta Girls High School on 21.10.2019

Vigilance Awareness Programme at Kendriya Vidyalaya Fort William on 24.10.19.

**Prize Distribution to the Winner of the Elocution competition at Kendriya Vidyalaya
Fort William**



Winner of the Elocution competition at Kendriya Vidyalaya Fort William

**Vigilance Awareness Programme at Calcutta Institute of Engineering & Management
College on 25.10.2019**



**Elocution Competition Calcutta Institute of Engineering & Management
College on 25.10.2019**



Winner of the Elocution competition at Calcutta Institute of Engineering & Management



Small Drama at CIE & M College on 25.10.2019

Vigilance Awareness Programme

Gram Sabha at Barackpur Block-II Muragacha on 31/10/19



DISPLAY OF BANNER DURING VIGILANCE AWARENESS WEEK-2019





CORRUPTION

Your NO Counts

LET US TOGETHER FIGHT CORRUPTION

BE A “WHISTLE BLOWER”

**Make use of Public Interest Disclosure &
Protection Of Informers’ Resolution (PIDPI)**

Report any corruption by railway staff without fear. Your identity will not be disclosed. Written complaints or disclosure on any allegation of corruption or misuse of office may be addressed to the PED (Vigilance), Railway Board, Rail Bhavan, Raisina Road, New Delhi 110 001 in enclosed / secured envelope and should be superscribed “Complaint under The Public Interest Disclosure”.

Witness or complainant, protection if required shall be provided.

If any clarification is required, Complainant will be contacted.

It is assured that action will be taken if facts of the case are verifiable.

Detailed notification is available at <http://www.cvc.gov.in> (Whistle Blower Complaints under CITIZENs CORNER)

No action will be taken in case of anonymous complaints.

Complaint, if found motivated or vexatious, appropriate action will be taken against the complainant under resolution.

For any complaint regarding corruption over the jurisdiction of Metro Railway,
Please inform VIGILANCE through
e-mail: dycvo@mtp.railnet.gov.in
or by Fax (033) 2217 1523

VIGILANCE AWARENESS WEEK
27th October to 2nd November, 2020

METRO RAILWAY / KOLKATA
VIGILANT AND TRANSPARENT

अस्वीकरण / *DISCLAIMER*

यह पुस्तिका केवल मार्गदर्शी है और यह किसी भी रूप में संपूर्ण नहीं है। यह नियमों का विकल्प के रूप में प्रस्तुत नहीं है। इस पुस्तिका का किसी भी न्यायालय में प्रस्तुत नहीं किया जाना चाहिए और जहाँ कहीं आवश्यक हो, विषय पर मूल नियम का संदर्भ दिया जाना चाहिए।

This booklet is only indicative and is by no means exhaustive. It is not intended to be a substitute for rules. This booklet should not be produced in any Court of Law and wherever necessary, reference should always be made to the original rule on the subject.

