

Document Name	:	SYSTEM IMPROVEMENT
Suggested Date	:	28.01.2019
Implemented Date	:	29.11.2019
Implementing Authority Letter No	:	PCSTE/MAS Lr.No: SG.CST/Vig/21 (B) Dt 29.11.2019
Implementing Authority	:	PCSTE
Applicable to Department(s)	:	S&T
Subject Title	:	Accounting of Materials with Different ratings and Capacity

Background:

Vigilance investigation revealed that, different rating materials of similar Type are accounted in same head.

Implemented System Improvements:

- I. In order to standardize the process of materials transaction to Inter-yard, it is suggested to open an "Inter-yard register". Whenever any such transactions are carried out, appropriate entry in the respective ledgers and Inter-yard register should be made and hence all the materials are handled with proper accountal"
- II. "Materials with different ratings and capacity should be accounted separately instead of clubbing them together under single head. For example, chargers of different types such as 230V/48V/40A, 230V/24V/40A, 230V/24V/20A, 230V/110V/ 10A, 110V/110V/20A, 110V/24V/10A etc. should be accounted separately instead of under a single head like Chargers, so that exact of quantity of different capacity and ratings are clearly traceable against various transactions. Similarly, other materials such as transformers, inverters, batteries, PBT terminals, LED Aspect units, Relays, etc. of different types/ratings/specification should also be accounted separately. However, make-wise distinction is not essential.

Benefits:

- I. Materials of different specification have different usage purpose.
- II. Accounting of materials of different specification separately shall:
 - a. Eliminate the false impression of shortage of certain type of materials can be avoided.
 - b. Help to monitor and assess the availability, non-availability, and surplus or shortage of the materials and hence procurement requirement can be correctly assessed.

Remarks, if any

Document Name: : **SYSTEM IMPROVEMENT**
Suggested Date: : 14.02.2019
Implemented Date: : 26.11.2019
Implementing Authority Letter No : PCSTE/MAS Lr.No: SG.CST/Vig/21 (B) Dt 26.11.2019
Implementing Authority : : PCSTE
Applicable to Department(s): : S&T
Subject Title: : To incorporate the date in ledger with carry forward & brought forward ledger entry

Background:

Vigilance investigation revealed that, the date of carried forward and brought forward from old ledger to new ledger is not being recorded.

Implemented System Improvements:

- I. Whenever records are carried forward and brought forward from old ledger to new ledger, date should be incorporated along the corresponding carry forward/brought forward entry in both the registers.

Benefits:

- I. Eliminate the insertion of entry in transactions on back date.

Remarks, if any

Document Name: : **SYSTEM IMPROVEMENT**
Suggested Date: : 30.07.2019
Implemented Date: : 03.12.2019
Implementing Authority Letter :
No : PCSTE/MAS Lr.No: SG.CSE/2019 Dt 02.08.2019
Implementing Authority : : PCSTE
Applicable to Department(s): : S&T
Subject Title: : Preventive Maintenance under AMC Contracts

Background:

Vigilance investigation revealed that, the records of maintenance carried out during AMC visits and Spares cards to be Kept at site by AMC executing agency during AMC period was not maintained properly at site.

Implemented System Improvements:

- I. In order to ensure that details of the equipment, records of maintenance carried out during AMC visits and spares cards to be kept at site, if any, during the AMC period, are available at site for verification, following registers may be maintained:
 - a. AMC Maintenance Record Register
 - b. AMC Equipment Spares Register

Benefits:

- I. It shall ensure improved Quality of maintenance by AMC officials
- II. It will help to enhance the knowledge of the staffs also regarding installation, maintenance and troubleshooting of the equipment

Remarks, if any: Nil

Document Name: : **SYSTEM IMPROVEMENT**
Suggested Date: : 30.07.2019
Implemented Date: : 03.12.2019
Implementing Authority Letter No : PCSTE/MAS Lr.No: SG.CSE/2019 Dt 03.12.2019
Implementing Authority : : PCSTE
Applicable to Department(s): : S&T
Subject Title: : Adhering to periodicity of maintenance by AMC

Background:

Vigilance investigation revealed that, the Commencement of AMC after issuing of LOA is not immediate in some of the AMC. Also no penalty clauses are available in some of the contract for the delay in commencement of first AMC Visit.

Implemented System Improvements:

- I. If the periodicity of AMC preventive maintenance is 30 days (i.e. one month) or more the first preventive maintenance of the equipments by the AMC representative/engineer shall be carried out within one month from the date of issue of LOA. If periodicity of AMC preventive maintenance is less than 30 days (i.e. one month), the first preventive maintenance of the equipment by the AMC representative/engineer shall be carried out within first spell duration from the date of issue of LOA.”
- II. “In case of failure to compliance to the above regarding the first preventive maintenance, necessary penalty clause may also be clearly stated in the tender condition.”

Benefits:

- I. Maintenance of the equipment by AMC officials shall be started immediately after award of the LOA.
- II. There shall not be inordinate delay between the consecutive maintenance

Remarks, if any: Nil

Document Name: : **SYSTEM IMPROVEMENT**
Suggested Date: : 10.10.2019
Implemented Date: : 28.11.2019
Implementing Authority Letter No : PCSTE/MAS Lr.No: SG.CST/Vig/21 (B) Dt 26.11.2019
Implementing Authority : : PCSTE
Applicable to Department(s): : S&T
Subject Title: : Tracking of high value T&P items duly providing register and Recording "Issue/ Receipt of High value T&P items with the equipment and relevant details of transactions.

Background:

Vigilance investigation revealed that, records for transaction of the high Value T&P items such as Cable Route Tracer, Fluke Meters not being maintained at site

Implemented System Improvements:

- I. A login based application/ mechanism may be developed and introduced to record the transfer/ transaction and hence enable tracking of high value T&P items such as Data-Analyzers, Cable fault locators, Cable Route Locators, Fluke Meters, Splicer's, OTDR, Local Crafts, portable Maintenance terminals, etc. so as to enable to trace immediately these items as and when required. It shall be possible to generate a report regarding the transfer history of an item or a summary of current location of all items.
- II. As an immediate measures, a register may immediately be opened at all depots regarding "Issue/ Receipt of High value T&P items" and issue and receipt of all such high value T&P items should invariably be recorded with the equipment Name, Serial Nos., Make, Mfg Date if available, Date of Receipt, Received From, Signature of Depot official or Receiving official, Remarks if any, Date of Issue, Issued to, Signature of the official to whom has it been issued, Remarks if any, etc.

Benefits:

It ensures proper tracking of high value T&P items

Remarks, if any: Nil

Document Name: **SYSTEM IMPROVEMENT**
Suggested Date: 21.10.2019
Implemented Date: 05.11.2019
Implementing Authority Letter No Personnel Branch Circular No: 255/2019 Dt 05.11.2019
Implementing Authority : PCPO
Applicable to Department(s): All
Subject Title: Reporting of Unauthorized Long Absentees

Background:

Vigilance investigation revealed that, in some sections, long absentees are not properly intimated to the officer in charge and resulting in to continuous long absentees are listed without any further follow-up.

Implemented System Improvements:

- I. A list in the form of “Unauthorized Long Absentees Report” may be submitted by all the offices/ units along with the monthly muster role position.
- II. In this connection, if any employee continues to be absent in unauthorized manner for more than 30 days from his 1st day of absence, he or she may be certainly listed in the above “Unauthorized Long absentees Report” as long as he or she is part of his office/ unit, ie. along with every month’s muster roll position submitted until the employee returns or is removed or transferred from that unit.
- III. However, if an employee is absent for less than 30-days, then supervisor or OS/Ch.OS may decide on his own to place him or her in the above “Unauthorized Long absentees Report”.
- IV. In this regard, it is clarified that an employee, who proceeded on a sanctioned Leave and subsequently gone absent, his or her absenteeism shall be counted from the date of expiry of his leave. If sanction period of leave extended, then his or her absenteeism shall be counted from the date of expiry of his extended leave.

Benefits:

It ensures proper Follow-up action against the Un authorized Long absentees.

Remarks, if any: Nil

Document Name: : **SYSTEM IMPROVEMENT**
Suggested Date: : 22.10.2019
Implemented Date: : 04.12.2019
Implementing Authority Letter No : PCSTE/MAS Lr.No: SG.CST/Vig/21 (B) Dt 04.12.2019
Implementing Authority : : PCSTE
Applicable to Department(s): : S&T
Subject Title: : Sample Testing of S&T materials

Background:

Vigilance investigation revealed that, the reinforcement rods used in RCC cable marker found not suits the Drawing

Implemented System Improvements:

Wherever items such as RCC Cable route marker, concrete or metallic or reinforced plastic or composite materials, etc., in which there are such hidden parts which are vital/ essential to ensure good quality or strength of materials, are to be supplied in bulk quantity, and acceptance of such items shall be subject to consignee inspection, same shall be inspected by the nominated consignee/ railway supervisor/ railway engineer through destructive test or any other appropriate method or as advised by the original manufacturer or competent agency or authority, and the findings of the destructive test shall be recorded in the Consignee Inspection Certificate. Selection of the sample shall be random from the lot supplied by the contractor. There shall be no payment against the samples tested during the above Consignee Inspection

Benefits:

- I. Quality of the Consignee inspected materials can be ensured.

Remarks, if any: Nil

Document Name: : **SYSTEM IMPROVEMENT**
Suggested Date: : 23.10.2019
Implemented Date: : 29.11.2019
Implementing Authority Letter No : PCSTE/MAS Lr.No: SG.CST/Vig/21 (B) Dt 29.11.2019
Implementing Authority : : PCSTE
Applicable to Department(s): : S&T
Subject Title: : Issuing of Challan for the materials in S&T works

Background:

Vigilance investigation revealed that, the Challans are issued to the Contractors on request of supervisor at work site, in connection with execution of a work.

Implemented System Improvements:

Whenever any material is to be issued to the contractor on request of supervisor at work site, in connection with execution of a work, the depot official shall issue the challan in favour of the supervisor at work site, who shall verify the materials on receipt at work site and send back the copy of the challan to depot for pairing as per the procedure. Issue of material to the contractor shall be done by the supervisor at work site, duly recording the same in the appropriate work site/material register kept at site in connection with execution of work

Benefits:

- I. Ensuring proper transaction of materials to site.

Remarks, if any:Nil