

MECHANICAL

Do's

- ❖ Ensure declaration of private cash with denomination by OBHS & Linen staff engaged by the Contractor.
- ❖ Ensure corrections are attested without fail.
- ❖ Ensure proper working and Calibration of flow meter in Railway Consumer Depots (RCDs).
- ❖ Ensure correct measurement of buffer height in Luggage/heavy duty parcel vans before despatching.
- ❖ Ensure the issue of HSD oil through flow meter only and cumulative reading of flow meter should be recorded for all the issues in RCDs.
- ❖ Ensure Valid Identity Cards are provided to all the contract staff engaged by the contractor.
- ❖ Read the scope of work thoroughly and adhere to the terms and conditions stipulated as per LOA/Agreement.
- ❖ Ensure that the copy of the LOA and Contract Agreement are available with the

- field staff who is executing the contract work.
- ❖ Ensure officer's inspection of EIMWB'S at regular intervals as specified by Railway Board.
 - ❖ Ensure compliance of RB/CVC instructions regarding negotiation and Negotiate only with eligible L1 Firm.
 - ❖ Send enquiry for quotation through a Registered Post with Acknowledgement Due. In no case fictitious vendor/contractor should be considered.
 - ❖ Ensure Minimum Wages are paid to all the contract staff. Also ensure payment is made through Bank only. Obtain the details of bank account or pass book of the contract staff in this regard for your reference and record.
 - ❖ Ensure maintaining bio metric attendance for the contract staff; wherever applicable as per the contract conditions.
 - ❖ Ensure the use of chemicals/solutions of approved brand(s) for interior cleaning of coaches by the contract staff as per LOA/agreement conditions.

- ❖ Ensure the usage of Personal Protective Equipments (PPEs) by the contract staff while working.
- ❖ Obtain NOC/prior permission from Railway administration before proceeding on Ex-India leave.

DON'Ts

- ❖ Don't take any gratification award, money from any person/organisation with whom you are having official dealing., if unavoidable, prior permission of competent authority should be obtained.
- ❖ Don't perform journey in trains without proper/ valid travel authority.
- ❖ Don't make over writings on the fuel vouchers and other fuel registers in RCDs.
- ❖ Don't use bent /worn out dip rod/dip tape in RCDs
- ❖ Don't use Railway labour, material and vehicle for personal use as well as contract work.
- ❖ Don't allow working of fuel clerks for longer duration at RCD's being a sensitive post.

- ❖ Don't split indent to avoid accounts concurrence. In case, any item is frequently indented, concerned dealing clerk/OS/Ch .OS should immediately bring to notice of the controlling officer by putting this fact on record.
- ❖ During commissioning of M&P, the delay calculation should be done as per the Contract/AT conditions.
- ❖ Don't hide any factual information to Railway Administration when involved in a criminal case(s).