

SIGNAL & TELECOMMUNICATION

DO's

- ❖ Ensure Consignee inspection are carried out properly and approved standard format for Consignee Inspection Certificates are used. Separate approved should be used for different kind/category of items.
- ❖ While preparing tender schedules avoid specifications which lead to duplication of schedules.
- ❖ Before laying any cable, it should be meggered and all relevant parameters of the cable should be measured and recorded. This is mandatory even if the cables have been inspected by RDSO/ RITES/ Consignee.
- ❖ Whenever records are carried forward and brought forward from old ledger to new ledger, date should be Incorporated along with the corresponding carry forward/brought forward entry in both the registers
- ❖ Wherever AMC is in progress, keep AMC Maintenance Record Register and AMC

Equipment Spares Register at site duly maintaining proper record of the equipment, AMC visits, spare cards to be kept at site etc., and indicating the functional status of the all the modules with date of failure/ restoration, if any.

- ❖ Where AMC is in progress, if AMC periodicity is more than 30-days, the first preventive maintenance by the AMC representative/ engineer shall be carried out within a month. If AMC periodicity is less than 30-days, then first preventive maintenance by the AMC representative/ engineer shall be carried out within the first spell from the date of LOA.
- ❖ While issuing or sparing high value T&P items to other units, ensure maintenance of proper records including date of issue/sparing so as to enable tracking of the items.
- ❖ Ensure receipt of spares/ modules and proper accounting of the Electronic Interlocking, Datalogger, IPS, Axle Counters, MSDAC, AFTC, TPWS, etc. which are supplied by the contractor as per the agreement condition.

- ❖ Ensure and cross check the serial numbers of the cards/ modules of Electronic Interlocking Datalogger, IPS, Axle Counters, MSDAC, AFTC, TPWS, etc. with RDSO inspection certificate before acceptance of materials, including spares. Record Serial numbers while accepting/ issuing/condemning such materials.
- ❖ Before sanctioning the leaves such as CL to an employee, check whether employee is having sufficient leave balance in his account as per record.
- ❖ If any employee is unauthorise absent for longer duration, bring it to the notice of your higher official immediately and by sending regular reports.
- ❖ Ensure that a perishable item is used within its codal life. Check the expiry date before issuing to any other depot/unit or receiving from any other unit/depot.
- ❖ Ensure execution of work as per drawing/specification in the agreement.
- ❖ Ensure that the telephone numbers figuring in the BSNL statement pertains to the

Designated Office/ Officer and accordingly recovery of excess call charges for Residential BSNL Landline connections are done on monthly basis.

- ❖ Ensure the Measurement recorded in M-Book is as per actual at site and breakup details are recorded.
- ❖ Ensure Eligibility criteria clause of the tender document is properly compiled to avoid ambiguity while deciding the L1.
- ❖ Ensure self stock verification is conducted as per stores code at all depots by the custodian. Ensure Label card is provided to store material and ledger balance regularly updated.
- ❖ Ensure proper justification and approval of the competent authority obtained before issue of corrigendum for modification in open tenders.
- ❖ Ensure validity of the offer/EMD before issuing of LOA.
- ❖ DMTR transactions must be closed on every day and initial the DMTR once in a week and send statement to Divisional Headquarters

once in a month.

- ❖ Any materials issued for works/repairs to contractor/outside agencies shall be done with proper documentation, including recording the quantity, date of issue. Record the date of receipt as and when the same is returned by the contractor.
- ❖ Ensure separate ledger for issue of materials to contractor made based on the competent authority's approval.
- ❖ Ensure proper accounting and tracing of spare materials supplied by contractors especially in EI/BPAC /IPS installations.
- ❖ Ensure that, in works tender which makes provision for AMC after completion/ Commissioning of work, the terms and conditions, including response time, penalty clause are clearly mentioned.
- ❖ When issuing the material against the request of supervisor in-charge of the work, challan should be issued in favour of the concerned supervisor only, and not in favour of the contractor

DON'Ts

- ❖ Do not club Materials with different ratings and capacity under single head. They should be accounted separately. For example, Chargers of 110V/24V/5A, 230V/110V/10A, 110V/5A/4-Cells Track TJs, 110V/10A/4-Cells Track TJs, etc. should be accounted separately. Similarly, QTA2, QBAT, QNA1, QN1, QBCA1, QT2, QSPA1 etc., Relays should be accounted separately.
- ❖ Do not accept supply of pre-inspected items by agencies like RITES, DGS&D, RDSO etc., without checking the seal and the supporting inspection certificate.
- ❖ Do not keep unaccounted released materials at store depot. DBR/DBI entries against any issue/Receipt should be made immediately without delay.
- ❖ Do not record back-dated entries for the account of material in the store ledgers.
- ❖ Do not pass the bill for payment for AMC contracts before ensuring penalty clauses are adhered to activities of different nature should be kept under different item of

schedule to avoid ambiguity and bring clarity in the contract/tender.

- ❖ Even if a material is part of the sanctioned estimate, do not purchase that material through works-contracts if it can be procured through stores/ GeM.
- ❖ Do not forget to maintain site order book/field book for each work separately.
- ❖ Do not forget to provide the copy of LOA along with technical specification to executive in-charge for the work.
- ❖ Do not change the specified site/ location without prior approval of the competent authority of the work.
- ❖ Do not keep blank copies in the Challan Book. If 4th and 5th copies of the Challan are not used, it should be struck out.
- ❖ Do not keep unrealistic Completion Period for the works. Completion period should be assessed and worked out duly considering the volume of field works, availability of materials, field constraints and overall cost of the work etc.