



ENGINEERING

DO's

- Before starting the contractual works, be conversant with GCC, Special conditions of contract and technical specification of agreement conditions..
- Maintain all the site registers as per CGE's letter no.W.146/P/O/VIG & Sys.imp dated 24.03.2004.
- In zonal Contract Work orders maintain registers for all important aspects.
- Enter date of handing over of site and get the signature of the contractor in the site order book immediately after the handing over of site.
- Ensure deployment of qualified Engineer as per the clause 26A of GCC AND Railway Board's letter No.2012/CE-I/CT/O/20 dated 10.05.2013. Initiate action for recovery from contractor in case of default.
- Ensure casting of Trial cubes after getting approval for design mix.
- Ensure copies of cement / steel bills for the receipt in the works contract.
- Ensure to get the signature of contractors representative while issuing Railway materials and also ensure proper recovery of hire charges.
- While dealing with the ballast supply contract the guidelines issue vide RB circular 2006/CE-II/MB/2 dated 25.05.07 and RDSO IRS-GE-1"specification of track ballast, June 2016 should be followed.
- To avoid encroachments maintain land boundary physically and update land boundary register.
- Maintain records of authorized way leave facility such as pipeline/cable crossings and land license agreements and ensure that action is initiated for renewal well before their expiry dates.
- For hiring of vehicles and machineries such as JCB, Lorries and cranes, log books and proper records for the quantum work done or output achieved should be maintained.
- Ensure the account of material transactions as per procedure through DMTR and ensure accountal of materials purchased through imprest.
- Maintain the movement register and diary for all staff.

DON'Ts

- Do not disturb stacked materials lots after submitting DS-8.
- Do not operate any major item, 25% more than AGT quantity without proper approval.
- Do not make final bill to the contractor unless all the Railway materials are handed over to custodian.
- Do not club contractor staff and department staff for the same work.
- Do not allow ballast collection without proper depot sketch approved, GLC from competent authority.
- Do not allow earth work before taking initial levels recorded in level book and signed by SSE/W, contractor and by AXEN/ADEN..
- Do not allow to collect the ballast samples unless tested for mechanical



properties as per the AGT condition and RLY Board guidelines and avoid simultaneous collection and dumping.

- Do not allow the contractor to dismantle redundant lines before taking inventory.
- Do not allow the work before all the materials like cement, steel, bricks, tiles, paint etc are tested and results passed as per the relevant I.S. Codes and Railway specifications.
- Do not deviate approved drawings, Agreement conditions etc during the course of work without proper approval.



ELECTRICAL

DO's

- Ensure multiplication of CT coil ratio, if any, with Electrical units recorded in a 3 phase KWH meter.
- Ensure proper sealing of Energy meters as per laid down practice.
- Ensure recovery of Electrical Energy (EE) charges for outsiders (Stalls) before the billing due date.
- Ensure that while initiating Manual/Online Indent, the Inspection Clause is correctly mentioned especially if the value exceeds Rs.5,00,000/- Lakhs.
- Be aware that, under GeM procurement also, third party inspection (RITES,RDSO Etc.) can be insisted.
- Even ISI marked materials can be accepted only with the manufactures WTC (Works Test Certificate) and only if the Inspection Clause indicate "Acceptance on Firm's
- WTC".
- Ensure that materials to be received under third party (RITES,RDSO Etc.) inspection, is to be accepted with Inspection certificate duly accompanied with all test certificates conducted by third party (RITES,RDSO Etc.).
- Perform the departmental stock verification without fail as per Para 10824 of ACTM.
- Ensure proper accountal and disposal of released material.
- Ensures that in all the Works Contract, the registers pertaining to the execution of each "Works" are maintained as mentioned in the respective Contract Agreement.
- Ensure that a copy of the LOA along with a copy of the Tender Document is received before the commencement of the Work and agreement is received before recording of measurements.
- Ensure that the Work is executed as per the Schedule/Drawings/specification in the agreement.
- Ensure that before sending for DS-8, the Ferrous and non-ferrous materials are properly segregated and measurements given in Nos/KGs.
- Whenever scrapping Insulated Copper and Aluminium Electric cables, ensure that the approximate weight of the copper or Aluminum content is mentioned separately in KGs along with the total weight in S1539(DS-8).
- Depot in-charge should ensure that Attendance register is maintained for all the AMC contract staff.
- Ensure proper approval from competent authority for the definition of 'Single similar work' before floating tender.
- Electrical contractor license validity to be ensured before execution of the work.
- For all the cleaning contracts, Depot in- charge concerned should ensure that contractor is keeping the stock as per the contract agreement.
- While recording Measurement Book follow the Engineering Codes 1315 and 1322. Actual measurement should be recorded in the Measurement Book.
- Go for 'third party inspection' while procuring safety items, even if the value of the PO is less than the limit value i.e.Rs.5 Lakhs, if proper testing facilities are not available locally.



- Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M- Book certification to enable recovery.
- On completion of work, site order book and field book should be handed over to Divisional office.
- Ensure proper invoice bills and test reports as per inspection clause/ specification before accepting the material against Purchase Order.
- All the Depot in-charge should ensure that valid ID card is issued to contract staff to carry out the work.
- Ensure the quality of materials before execution of the work as per contract conditions.
- Earthing and foundations to be done as per the drawing/specification.

DON'Ts

- Do not indent electric items, which are not confirming to IS specification/ISI marks.
- Do not increase rate of any individual item/schedule during negotiation.
- Do not miss to note the proper chainage/ KM in Measurement Book for cable/contract wire laying.
- Do not accept a supply of pre-inspected items by agencies like RITES, DGS&D, RDSO etc., without checking the seal and the supporting inspection certificate.
- Do not change RDSO/RITES inspection clause to consignee inspection without approval of Competent Authority.
- Do not dump the scraps in shop floor without accountal in released register and process for condemnation.
- Do not extend the temporary power supply to Outsiders/Contractors without Competent Authority's approval.
- Do not record the measurement for such works, which are incomplete/defective.
- Do not accept the material more than the schedule quantity without obtaining approval from competent authority.



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/ChOS 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).



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 accountal 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.



ACCOUNTS

DO's

- Ensure that the expenditure limits are sanctioned as per the limits prescribed by Model SOP to the Officers concerned.
- All the Contract bills must bear the details of PAN and authorized approved NEFT details of the Contractor.
- Ensure that the levy of GST with appropriate rates according to the nature of expenditure.
- Ensure the currency of the agreement and Bank Guarantee while passing the contract bills.
- Ensure the mandatory deductions at the prescribed rates like Income-Tax deduction, Labour Welfare Cess etc.
- Before making final payment, ensure that a certificate has been furnished by the Executives that the railway properties if issued for temporary use of the contractors have been returned in good condition or appropriate amount is recovered in lieu thereof. Every supporting documents viz., Appointment Order, Transfer O.O., DAR penalty, Absentees statements, MOD, Scale Check statement, etc., should be verified before passing the salary bill.
- Ensure that the recovery of installments of the advances taken by the staff is commenced promptly & continued till the full amount along with interest is recovered.
- Ensure that Centralized Integrated payment system(CIPS)rejection cases in salary passing are attended to immediately.
- Ensure the timely submission of Test Check done on the regular work of subordinate staff.
- Ensure that deactivate password in IPAS if the employee gets retired/removed/ suspended/transferred etc.
- Ensure that Accounts Inspection and Stock
- Verification are planned in advance and conducted as per the prescribed schedule.
- Ensure the receipt of cash remittance notes in regular intervals or without a lot of period gaps.
- Ensure that change the password in IPAS immediately done after the same assigned by Admn. User.

DON'Ts

- Do not share the IPAS password allotted to an employee in order to execute the allotted works.
- Do not pass the Imprest bill unless it is supported by bills/vouchers duly endorsed by the Officers concerned.
- Do not pass the bills for the expenditure falling out of scope for which that relevant agreement is executed.
- Do not pass the EMD for unsuccessful tenderers without verifying the original E-receipt details to avoid double payment.
- Do not pass the SD and EMD amount without the certificate issued by the Executive for the completion of work satisfactorily, duly collecting dues like



ground rent, water charges etc.

- Do not pass 90% or more advance payment to any supplier unless it is specified in the Purchase Order/ authorized by the Competent Authority.
- Do not delay refund of EMD to the unsuccessful tenderers after the tender is finalized as per the guidelines.
- Do not allow special credits without authenticated vouchers duly signed by competent authorities.
- Do not close the traffic balance sheet without verifying the balances from the individual stations.
- Do not allow disputed debits to remain more than 03 months without reasonable explanation.
- Do not pass Pay Orders without required enclosures and signature of competent authorities.
- Do not leave your computer open with your user ID and do not keep your name, PF number, Section name, Designation, etc., as your password.



PERSONNEL

Do's

- Ensure that the number of vacancies is assessed and finally approved before a Selection is held for selection posts.
- Ensure that the vacancies meant for SC/ST candidates are clearly indicated while issuing the alert notice.
- Ensure that the answer sheets are handed over to the evaluating officer in a sealed cover immediately after the completion of written examination.
- Ensure that all the members of the Selection Committee have signed in each page of the selection proceedings.
- Ensure that the Questions on Official Language Rules/Policy are set for 10% of the total marks in departmental written examination.
- As a Pass issuing authority, ensure before signing in Privilege Pass/PTO that, the pass has been debited with relevant entries in the pass account of the employee concerned.
- Ensure the declaration submitted by the employee about his/her family members and dependents with relevant documents before issuing the Privilege Pass/PTO.
- Check the FCC of the employees and ensure the details of wards while claiming the tuition fee/hostel subsidy.
- Ensure that the distance between the institution and residence while processing the claim of Hostel subsidy.
- Ensure that the employee declared his date of birth in his own handwriting with signature in his SR without fail.
- Ensure that proper entries made in red ink in the Service Register when any penalty is imposed on the employee under the RS(D&A)Rules, 1968.
- Ensure that the implementation of penalty imposed against the employees as and when the same is given effect to.
- Ensure that the entries with regard to movable/immovable properties are made in the Service Register.
- Ensure that the nomination given for PF/Settlement and cross check with the CC given for Pass/PTO/Medical facilities.
- Ensure that the Disciplinary Authority is as per the schedule, both at the time of issue of charge sheet as well as at the time of imposing penalty.
- Ensure the leave postings in IPAS before processing of salary bill and reconcile leave charts with IPAS leave account.

DON'Ts

- Do not nominate an officer in the Selection Board/Committees, if his name is borne on the Agreed List/Secret List.
- Do not forget to implement the Reservation rules for SC/ST communities in any selection.
- Do not allow delays between various stages of the selection process, particularly between Written Test and Viva Voce and publication of Result.
- Do not forget to update the Service Register and Leave charts of the employees due to retire, for claiming settlement dues.



- Do not forget to obtain DAR/Vigilance Clearance before issue of termination order.
- Do not forget to ensure the genuineness of the certificates submitted by the candidates at the time of their appointment.
- Do not forget to check the basic documents viz., attendance register, leave statement, TA journals, etc., while preparing Salary bills.
- Do not forget to ensure the submission of necessary documents required, before passing the Advances viz., Personal Computer, HBA etc.
- Do not change the bank account of the employees without any valid documents and approval of competent authority.
- Do not forget to declare the immovable properties in possession/disposal in the prescribed format every year to the Administration.



MEDICAL

DO's

- Ensure the submission of Medical Identity card by the employee and their eligible dependents on every visit to the hospital for treatment.
- 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 give relevant details in the medical certificate.
- Maintain attendance register of patients promptly and ensure that entries are correctly and properly made, so that they are in conformity with other records of hospital.
- Checks to be made in medical stores periodically and timely action to be taken in respect of on near expiry medicines.
- Regular checks to be made on functioning status of Medical Instruments and timely action to be taken in respect of Expiry date of Tools & Plants
- Ensure the adherence to provisions relating to collection and testing of food samples and water samples to guard against poor quality and adulteration thereof.
- Ensure the sample test drugs to guard against procurement of sub-standard drugs.
- Ensure for Medically certified Food handlers in the stalls and other catering units functioning under IRCTC in the Railway Platforms and Railway station concourse.
- Ensure the signature of the Matron/Doctor concerned while issuing medicines to the Wards and also obtain signature of the recipient and issuer in the indent forms.
- Ensure the indent forms are in order in all aspects viz., Sl.no., Description of medicines, Qty required, Qty on hand, etc., while issuing the same to the Wards.
- Keep proper accountal for all the medicines irrespective of the cost involved.
- Maintain proper register for local purchase of Medicines.
- Ensure the adherence to procedure related on outsourcing of Lab investigations and also for attending repairs of Ambulance/staff car for obtaining F.C from R.T.O.
- Exercise extra care and ensure compliance of extant instructions before declaring any employee/ Candidate medically de- categorized/totally unfit.
- Conduct surprise check in the Kitchen of the hospital so as to serve quality and hygiene food to the in-patients.

DON'TS

- Avoid leaving blank entries in the Medical attendance register and sick/fit certificate books.
- Do not issue backdated medical certificates and avoid delays in sending the certificates pertaining to the employees to the departments concerned.
- Avoid entertaining cases of sick-employees beyond the permissible period and do not forget to make reference to the higher authority if the case required retention on sick list beyond the time limit.
- Avoid delay in transferring of Sick cases found fit to travel, belongs to other than



- particular jurisdiction of the Hospital/ Health Unit.
- Do not use two sick/fit certificate books simultaneously.
- Do not allow handling of sick/fit certificate books by the staff other than the staff entrusted for the same.
- Avoid frequent and indiscriminate local purchases, which cannot be justified ordinarily.
- Do not issue Hospital Permit/pass in a routine manner.
- Do not indulge in Private Practice.
- Do not fail to remit the collection amount to Railway account daily, received from the retired employees, outsiders etc., with regard to diet charges, consulting fees etc.
- Do not take the employees under WCA list without injury memo from the competent authority of the department concerned.