

Document Name : SYSTEM IMPROVEMENT
Suggested Date : 14.05.2020
Implemented Date : 23.07.2021
Implementing Authority Letter No.: SG.CST/Vig/2021
Implementing Authority : PCSTE
Applicable to Department(s) : S&T
System Improvement Title : Provision of training in works contract in S&T works

- **Background:**

- During a check, it was noticed that a Non-SOR schedule of S&T works contract, provides for:
 - supply, installation, testing & commissioning of IPS, and
 - it also includes the provision of Training to S&T staffs.
- Non-SOR schedule Qty. is 14 Nos.
- As per schedule, for each installation & commissioning, training has been to be conducted
- No details available about no. of staffs to be trained, duration of training, provision of training materials, etc. for each installation
- Supervisors & Executive could not provide any details or documents
- Only explanation given was that the schedule was copied from LOA of some other Railway
- Thus, the provision of Training has been made in implicit manner which is not quantifiable

- **Suggested System Improvements:**

“Whenever supply, installation and commissioning of any equipment is catered in any schedule of work, the requirement of training, if any should not be clubbed with it. Provision of Training should be kept under a separate schedule and rate adopted should be on "per employee - per day basis, including/ excluding provision of supply of Training materials, if any. If Training materials are required during training, it should be clearly stated in the schedule.”

- **Benefits:**

- (i) Ambiguity in training Schedule can be eliminated.
- (ii) Training schedule can be executed in quantifiable and clear manner.
- (iii) If required, training schedule can be operated for more staffs by variations.

Document Name : SYSTEM IMPROVEMENT
Suggested Date : 21.11.2019
Implemented Date : 04.03.2021
Implementing Authority Letter No.: --
Implementing Authority : --
Applicable to Department(s) : S&T
System Improvement Title : Provision of Centralized Computer Server based inventory Management System

- **Background:**

Vigilance investigation revealed that, there are large number of materials are non-moving for long period and no action has been taken to divert, redistribute them.

- **Suggested System Improvements:**

- (1) Necessary action may be taken to develop and introduce Centralized Computer Server Based Inventory Management System. All the depots shall be connected by providing necessary access credentials, ie. Username & passwords, to update their incoming and outgoing material transactions.
- (2) The above said computer server-based inventory management system may be designed in such a manner that it shall have at least following features:
 - (a) It shall be possible to add the quantity of the materials received from supply against any PO or works contract. In this regard, a system of unique Alphanumeric-code/ Bar-code/ QR code for each item of different specifications may be adopted.
 - (b) It shall be possible to Search, View & Print the stock position of the depot materials with their specification and ratings at the field supervisor levels, divisional or controlling officer level and up to HQ level. However, editing of the quantity may be restricted to competent authority level only or under the approval of competent authority.
 - (c) It shall be possible to monitor the availability of the materials on real-time basis by the concerned depot in-charge and controlling official.
 - (d) It shall be possible to generate reports against any/ all materials in stock which have exceeded or are likely to exceed their codal-life or shelf-life at any depot.
 - (e) It shall be possible to generate exception reports to find out excess/surplus quantity of materials at any depot/ division based on the consumption pattern during the preceding 2-year so as to enable suitable administrative action to redistribute or dispose-off obsolete items, if any.

- (f) It shall be possible to generate the critical stock position of materials based on their consumption pattern in the preceding 2 years so as to enable planning to process for additional procurement.
- (g) It shall be possible to check the availability of the current stocks of the material, predict the future requirements based on preceding 2-3 years consumption pattern.
- (h) Any other feature which may help to ensure proper management of materials stocks at depots and enabling monitoring at various levels.

- **System Improvement Implemented:**

Vide letter dated 04.03.2021, PCSTE informed that the system improvement is getting addressed by the implementation of UDM software developed by CRIS in all SSE/Stores depot. Hence, the system improvement has been treated as implemented.

- **Benefits:**

- Stock position of the materials in Depots can be effectively monitored.
- Overstocked materials can be redistributed to the needy depots
- Realistic position of the Material availability over the Railway or Division can be taken into account thereby avoiding procurement in case of abundant surplus.
- Timely action may be taken for procurement of materials with diminishing stock.

Document Name : SYSTEM IMPROVEMENT
Suggested Date : 01.02.2021
Implemented Date : 08.03.2021
Implementing Authority Letter No.: SG.CST/Vig/21 (B)
Implementing Authority : PCSTE
Applicable to Department(s) : S&T
System Improvement Title : Payment for contract schedules with break-up list

Background:

Vigilance investigation revealed that, total value of the break-up items list does not contain many items which has been mentioned in main Schedule.

System Improvements Implemented:

“In works contract related to Electronic Interlocking, for some schedule items break-up is being sought from the tenderer. Provision exists in the Contract conditions for making payments against the individual items in the break-up list.

It is noticed that while giving the breakup of the respective schedule items, all the items are not covered in the break-up list even though the total value of the break-up item list is equal to the value of the respective schedule item. Because of this, there have been instances where full payment has been made against the schedule item by virtue of the payments made against the items in the break-up list without all the works in the main schedule item getting completed.

To avoid such situations, it shall be ensured that payment against a particular schedule item should be made only if all the works against that schedule item has been completed by the contractor and no part payment shall be made against the items in the break-up list of a schedule item.

The payment conditions in the contract facilitating part payment against the items mentioned in the break-up list shall be removed in tenders, floated after the date of this letter.”

Benefits:

All items covered in the Main Schedule are executed/ supplied.

Document Name : SYSTEM IMPROVEMENT
 Suggested Date : 17.03.2021
 Implemented Date : 05.04.2021
 Implementing Authority Letter No.: SG.CST/Vig/21 (B)
 Implementing Authority : PCSTE
 Applicable to Department(s) : S&T
 System Improvement Title : AMC/ARC tender contract in S&T works

- **Background:**

Vigilance investigation revealed that, there is no stipulation in the contract regarding whom the Railways site engineers to contact in case of no response from contractor/OEM's site engineers.

- **System Improvement Implemented:**

In all future tenders following special conditions may be incorporated:

Provision of Escalation Matrix:

Once the contract is awarded contractor shall immediately provide, in form of an escalation matrix given below, a list of contact officials along with the phone/mobile numbers, names and the designation in their company, which shall be updated to Railway in case of any charge.

Table-1: Escalation Matrix of Contact officials of Agency/Company

Level	Level Type	Name	Designation	Contact No
Level-1	Site/Field level official or Engineer	(a)		
		(b)		
Level-2	Area/ Zonal/ Controller/ Client Manager Level	(a) Name of the Official dealing with Technical matters pertaining to this contract		
		(b) Name of the Official dealing with Administrative matters pertaining to this contract		
Level-3	Manager/ Controller/ Head	Name of the Official dealing with any or all matters pertaining to this contract		

Benefits:

- It will streamline coordination between field officials and the AMC agency.
- In case of any exigency, field officials will be able to contact all concerned officials of the AMC agency without any delay.