# अनिमिषा
# ANIMISHA

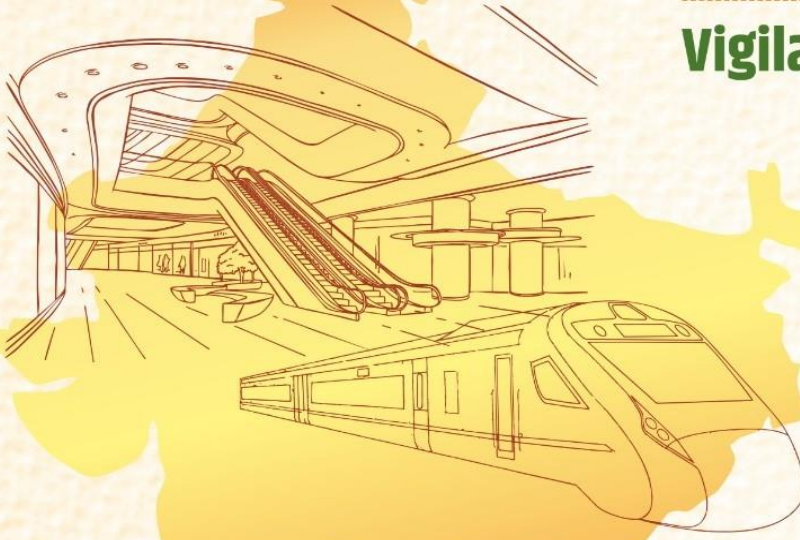### सतर्कता बुलेटिन
## Vigilance Bulletin

**2024**

## सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि
# CULTURE OF INTEGRITY FOR NATION'S PROSPERITY

**दक्षिण मध्य रेलवे**
**South Central Railway**

**अंक/ No.**
**57**

# दक्षिण मध्य रेलवे
## SOUTH CENTRAL RAILWAY

# सतर्कता बुलेटिन
## VIGILANCE BULLETIN - 2024

## Issue No.57

**GatiShakti**

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## MESSAGE

The Central Vigilance Commission spearheads the initiative of Vigilance Awareness Week annually; and this year, the chosen theme is "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" i.e., "Culture of Integrity for Nation's Prosperity". The theme rightly underscores that integrity should be a way of life as it enhances economic performance, promotes equity and fairness and more importantly, builds public trust. The theme is important in the context of Government of India's vision of "Viksit Bharat 2047", to make India a developed nation through continuous and accelerated economic growth, environmental sustainability, social progress and good governance.

In this connection, Indian Railways with its size, complexity and spread, perceived as the prime mover of the nation's economy, takes special efforts in preventive vigilance and combating corruption. South Central Railway, in particular has been in the forefront and demonstrated remarkable efforts in its fight against corruption. The zone has implemented several innovations in advanced IT enabled systems and applications, thereby minimizing human intervention and increasing transparency.

I urge all the Railway personnel and stakeholders to adhere to this year's theme by inculcating integrity into their day-to-day lives so as to build a prosperous nation.

I would also like to extend my heartfelt congratulations to the Vigilance department of South Central Railway for presenting the 57th edition of the Vigilance Bulletin, 'Animisha'. I trust that the articles contained therein provide "food for thought" to the readers. I also hope that the case studies and system improvements of the bulletin will aid the readers to avoid common mistakes and have a deeper understanding of vigilance matters. Let us continue to strengthen our preventive vigilance framework and promote a culture of integrity as we work towards our nation's prosperity.

**ARUN KUMAR JAIN**

**Dilip Kumar Singh**
Principal Exe. Director (Vigilance) &
Chief Vigilance Officer

सत्यमेव जयते

स्वच्छ भारत
एक कदम स्वच्छता की ओर

भारत सरकार
रेल मंत्रालय
रेलवे बोर्ड, रेल भवन
नई दिल्ली–110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD, RAIL BHAVAN
NEW DELHI-110001

## MESSAGE

Vigilance Awareness Week is observed annually to emphasize the significance of morality and integrity in public life. This year, it will be celebrated from 28th October to 3rd November, 2024, with the theme chosen by the Central Vigilance Commission (CVC) being "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" or "Culture of Integrity for Nation's Prosperity." The theme underscores the idea that a nation's long-term success and development depend on fostering a culture of honesty, ethics, and accountability across all levels of society.

The CVC has directed all organizations to undertake certain preventive vigilance activities, highlighting these as key focus areas. The Vigilance Department of Indian Railways is regularly taking various measures to enhance transparency in the system and promote systemic improvements. A three-month campaign in this direction has been initiated, running from 16th August to 15th November, 2024. I trust that all units are doing what is necessary to achieve the objectives of the campaign.

I firmly believe that by implementing preventive measures and raising awareness among Railway employees and the public, we can significantly reduce, if not eliminate, corruption within the organization. Indian Railways holds a strong potential to eradicate corruption if we all work in unison, pledge not to take or give bribes, and adopt stringent measures to tackle this menace head-on.

I extend my sincere greetings to everyone contributing to this movement and wish you all a successful Vigilance Awareness Week.

(Dilip Kumar Singh)

नीरज अग्रवाल, आईआरएसई
**Neeraj Agrawal, IRSE**

भारत सरकार Govt. of India
रेल मंत्रालय Ministry of Railways

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दक्षिण मध्य रेलवे
रेल निलयम, सिकंदराबाद - 500 003.
**Additional General Manager**
**South Central Railway**
**Rail Nilayam, Secunderabad - 500 003.**

### MESSAGE

Vigilance Awareness Week is celebrated under the aegis of Central Vigilance Commission in the week in which the birthday of Bharat Ratna Sardar Vallabhai Patel falls in. This year, Vigilance Awareness Week is being celebrated from 28$^{th}$ October to 3$^{rd}$ November with the theme "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" i.e., "Culture of Integrity for Nation's Prosperity". The theme is very relevant in today's time times of accelerated growth of Indian Economy and rightly emphasizes that the nation can become prosperous, only when the public systems and citizens embrace integrity as an integral part of their culture.

South Central Railway has shown exemplary efforts in the domain of preventive vigilance. South Central Railway has been a pioneer in IT based applications and system improvements. The railway has also incorporated Preventive Vigilance and DA&AR modules in the curricula of all the zonal training institutes. South Central Railway also has shown excellent commitment in expeditious redressal of both public and staff grievances raised through CPGRAMS and Rail Madad portals duly maintaining transparency.

I extend my best wishes to South Central Vigilance Organization for their Vigilance Bulletin of 2024, 'Animisha'. I am of firm belief that the articles, case studies and system improvements will prove valuable resources for readers and guide them in their daily working. Let us commit to pursue the theme by making integrity as part of our culture and daily routine.

(Neeraj Agrawal)
(Additional General Manager)

जे. विनयन
वरिष्ठ उप महाप्रबंधक एवं
मुख्य सतर्कता अधिकारी
**J. VINAYAN**
Senior Deputy General Manager &
Chief Vigilance Officer

## FOREWORD

Government of India is observing the Vigilance Awareness Week from 28th October to 3rd November, 2024 on the theme '**सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि**' "**Culture of Integrity for Nation's Prosperity**". South Central Railway as part of the Railway family has been pursuing several energetic and enthusiastic events and activities in this direction.

As part of our commitment to promoting transparency, integrity, and accountability, we are pleased to present the 57th edition of our Vigilance Bulletin "Animisha". This publication serves as a vital resource for individuals seeking to stay informed about potential risks, threats, and best practices in maintaining a corruption free environment in our workplaces.

Within these pages, you will find valuable insights, expert analyses, and practical guidance on several vigilance related matters ranging from the academic and inspirational, to the practical do's and don'ts of every department's sensitive functions. Our aim is to empower you, with knowledge, enabling you to contribute to a culture of integrity and ethical conduct, which in turn will create a sustainable and prosperous future for our Nation.

We encourage your feedback and suggestions to make this bulletin more effective in serving our shared goals.

Jai Hind!

**J. VINAYAN**

# Contents

# टिप्पणी

इस बुलेटिन का प्रयोजन पूर्ण रूप से दिशा-निर्देश
देना है और यह केवल सरकारी उपयोग के लिए है तथा
इसे किसी भी सरकारी संदर्भ में प्राधिकारी के रूप में
उद्धृत न किया जाए और न ही किसी अदालत में
प्रस्तुत किया जाए. जब कभी आवश्यक हो
इस विषय पर मूल आदेशों को देखा जाए

**NOTE**

This Bulletin is purely for the purpose of providing
guidelines and is intended for official use only and should
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produced in a court.

A reference, whenever necessary,
should always be made to the original
orders on the subject.

# ARTICLES ON

# VIGILANCE MANAGEMENT

# Ethical Dimensions in Project Management

- **Neeraj Agrawal**
  Additional General Manager
  South Central Railway.

Project managers are sometimes confronted with ethical dilemmas in their work. Ethical behavior is important to credible project management. So, what kinds of business-as-usual project management activities have ethical implications? This paper outlines the various dimensions of ethical management in project execution.

## A.     DEFINITION :

As per one definition ethics is "*The branch of philosophy that defines what is good for the individual and for society and establishes the nature of obligations, or duties, that people owe themselves and one another. In modern society, ethics define how individuals, professionals, and corporations choose to interact with one another.*"

Broadly following day to day activities govern and indicate our ethical behavior at work site.

- Handling relationships with potential contractors and stakeholders
- Taking responsibility, not placing blame
- Treating employees fairly without regard to race, sex, or religious Affiliation
- Treating contractors/consultants fairly without regard to race, sex, or religious affiliation
- Appraising performance not appearance or behavior or friendships
- Respecting proprietary information
- Hiring and firing (or staffing and un-staffing)

## B. ETHICAL DILEMMAS

Most of the ethical dilemmas faced by managers in the workplace are highly complex. Often, the project manager is faced with an issue that is not easily resolved by theory or the knowledge acquired from formal training. . These types of problems are usually not of a technical nature but more often tend to be ethical or human interaction issues.

- Value conflicts among differing interests
- Real alternatives that are equality justifiable
- Significant consequences on "stakeholders" in the situation

## C.    MYTHS ABOUT ETHICS

*Ethics in the workplace is about prioritizing moral values for the workplace and ensuring that behaviors are aligned with those values -- its values management. Some of these myths arise from general confusion about the notion of ethics. And some myths arise from narrow or simplistic views of ethical dilemmas.*

- Business ethics is more a matter of religion than management**.**
- Our employees are ethical so we don't need attention to business ethics
- Business ethics is a discipline best led by philosophers, academics and theologians
- Business ethics is superfluous -- it only asserts the obvious: "do good"
- Business ethics is a matter of the good guys preaching to the bad guys
- Business ethics in the new policeperson on the block
- Ethics can't be managed
- Business ethics and social responsibility are the same thing
- Our organization is not in trouble with the law, so we're ethical
- Managing ethics in the workplace has little practical relevance

## D.    BENEFITS OF ETHICS MANAGEMENT AT WORKPLACE.

The following list describes various benefits from managing ethics in the workplace

- Attention to business ethics has substantially improved society.
- Ethics programs help maintain a moral course in turbulent times
- Ethics programs cultivate strong teamwork and productivity
- Ethics programs support employee growth and meaning
- Ethics programs are an insurance policy -- they help ensure that policies are legal
- Ethics programs help avoid criminal acts "of omission" and can lower fines

- Ethics programs help manage values associated with quality management, strategic planning and diversity management -- this benefit needs far more attention
- Ethics programs promote a strong public image
- Formal attention to ethics in the workplace is the right thing to do.

## E.    CHARACTERISTICS OF ETHICAL ORGANISATIONS.

Following are the characteristics of a high integrity organization

- There exists a clear vision and picture of integrity throughout the organization
- The vision is owned and embodied by top management.
- The reward system is aligned with the vision of integrity.
- Policies and practices of the organization are aligned with the vision; no mixed messages.
-  It is understood that every significant management decision has ethical value dimensions.
- Everyone is expected to work through conflicting-stakeholder value perspectives
- Responsibility is individual rather than collective, with individuals assuming personal responsibility for actions of the organization.
- They see their activities in terms of purpose. This purpose is a way of operating that members of the organization highly value. And purpose ties the organization to its environment
- They are at ease interacting with diverse internal and external stakeholder groups.
- They are obsessed with fairness

## F.    GUIDELINES FOR ETHICAL MANAGEMENT

Organizations can manage ethics in their workplaces by establishing an ethics management program. The following guidelines ensure the ethics management program is operated in a meaningful fashion.

-  Recognize that managing ethics is a process
- The bottom line of an ethics program is accomplishing preferred behaviours in the workplace
- The best way to handle ethical dilemmas is to avoid their occurrence in the first place
- Make ethics decisions in groups, and make decisions public, as appropriate
- Integrate ethics management with other management practices.
- Use cross-functional teams when developing and implementing the ethics management  program.
- Value forgiveness.
-  Note that trying to operate ethically and making a few mistakes is better than not trying at all.

## G.     ROLES AND PROCESS IN ETHICS MANAGEMENT

The following functions points out responsibilities that should be included somewhere in the organization

- The organization's chief executive must fully support the program
- Consider establishing an ethics committee at the Various level.
- Consider establishing an ethics management committee
- Consider assigning/developing an ethics officer
- Consider establishing an ombudsperson

The following process is suggested for developing guidelines for ethics management.

- Review any values need to adhere to relevant laws and regulations
- Review which values produce the top three or four traits of a highly ethical and successful product or service in your area
- Identify values needed to address current issues in your workplace
- Identify any values needed, based on findings during strategic planning
- Consider any top ethical values that might be prized by stakeholders
- Collect from the above steps, the top five to ten ethical values which are high priorities in your organization e.g.

    a) Trustworthiness: honesty, integrity, promise-keeping, loyalty
    b) Respect: autonomy, privacy, dignity, courtesy, tolerance, acceptance
    c) Responsibility: accountability, pursuit of excellence
    d)  Caring: compassion, consideration, giving, sharing, kindness, loving
    e)  Justice and fairness: procedural fairness, impartiality, consistency, equity, equality, due process
    f) Civic virtue and citizenship: law abiding, community service, protection of environment

- Attempt to associate with each value, two example behaviours which reflect each value.
- Include wording that indicates all employees are expected to conform to the values stated in the code of ethics
- Obtain review from key members of the organization
- Update policies and procedures to produce         behaviours preferred from the code of conduct

**VAW**

# Organizations in Ethical Crisis:

## Employees' Perceptions of Supervisor's and Top Leader's Ethics

- ***J Vinayan***
SDGM &CVO

## Introduction

This article issues based on studies done in cases of organizations where serious events of corruption have recently occurred. From the perspective of occurrence of corruption, organizations can be broadly divided into two: ***Organizations of corrupt individuals*** and ***corrupt organizations***. While the former is self-explanatory, the latter is a situation where the top management/manager itself indulges in premeditated corrupt activity. How quickly and how much the organization pulls itself together and gets back on track depends to a very large extent on how the employees perceive the ethics of the top management. Is there any difference between the perceptions of the employees regarding their top leaders and their immediate supervisors? How do these perceptions affect the recovery and normalization of the organization?

In this article (*please see the footnote at the end*) we analyse the results of two significant studies that evaluated the perceptions of supervisor ethics and top leader ethics. We examined the relationships between (1) individual employees' perceptions of top mangers' and immediate supervisors' ethical tendencies, on the one hand, and (2) some key parameters of the organization, like the organizational climate, employees' confidence in top leadership, commitment, and citizenship behaviour, on the other. ***The results indicated that these two were closely related.***

The corporate scandals of Enron, Tyco, Bank of America, WorldCom, and Merck in the West and several scams in the Indian economy during the past decades have led to an outpouring of popular press articles and news channels elaborating on the lack of regulatory oversight, complex and deceptive accounting schemes, and greed of these organizations' top leaders. Understanding these scandals requires scrutinizing organizational leaders, their ethical sensibilities and the climates they fostered; in fact, the predominant focus of academic literature has been on top leaders' characters,

behaviours, and formative experiences.  Without a doubt, the top leaders set the moral tone for an organization.

As media reports indicate, unethical top leaders can have tremendous impact on the survival of a company, but small, seemingly insignificant acts of dishonesty performed by immediate supervisors may convey an even more insidious message to the organization's employees.  Supervisors who engage in dirty practices confirm local norms encouraging unethical behaviour among immediate reports and most likely for other supervisors of the same rank.  Yet, very little research has assessed the possibility of differing effects of ethical behaviour displayed at top levels of an organization versus that displayed by an immediate supervisor.  Ethical models at the lower ranks could be as important as those of the top leadership.  Indeed, the effects of immediate supervisors on employees may very well be more pronounced than top leadership behaviour, as immediate supervisors typically control an employee's performance evaluations, promotions and pay.  If that direct supervisor is seen as ethical, we would anticipate favourable employee attitudes towards that supervisor and a greater likelihood that the supervisor could influence the direct report's ethical behaviour.

**Immediate Supervisor vs. Top Leadership**

For the majority of organizational employees, their immediate supervisor is the primary representation of the organization, providing daily direction, feedback, evaluation, and information about the job, work group and organization.  Further, research indicates that there are differences regarding satisfaction with, and trust in, immediate supervision and top executives.  It is reasonable to expect that employees would differentially evaluate their top leaders' and supervisors' ethical tendencies.  These differences may, in turn, be reflected in organizationally relevant individual outcomes such as *organizational commitment* and *organizational citizenship*.  More importantly, these differentiated perceptions are likely to have significant implications on how ethical lapses may be prevented in future.

At the lower levels of the organization, ethical dilemmas are particular to the situation and abstract, universal ethical codes may actually impede good ethical decision-making at this level. Quite possibly, the rank and file may expect from top leaders a universal code of ethics but recognize that their own supervisors have different, unique, ambiguous situations with which to cope. By extension, the training and education of ethical awareness, knowledge, and decision-making may be fundamentally different for lower level managers as compared to top leadership.

**The Research study**

In order to study and compare the two perceptions, a researchers' scale – called 'Perceptions of Ethical Leadership Scale' - was developed in situ to assess employee perceptions in an organization that had suffered from several public scandals. In this scale, the definition utilized to create the items was based on a *leader's ability to foster an ethical culture by articulating organizational values, facilitating the moral development of followers through the implementation of morally appropriate influence strategies and tactics, supporting employees when faced with ethical dilemmas, confronting ethical misconduct in a timely manner and making ethics a top priority in the organization's function*s.

*Ethical leadership* was considered as a potential precondition for ethics program (like Vigilance functioning) effectiveness, since ethics programs are likely to be perceived as effective when leaders encourage ethical dialogue, create an environment of trust, and provide organizational resources to ensure ethical decisions are made. When an organization is seeking to re-establish social legitimacy as a result of ethical misconduct, the role of leadership is crucial for enhancing an ethical culture. Ethical leadership is a critical complement to ethics codes, decision-making processes and organizational resources in crafting an ethical organizational culture. As measured in this study, ethical leadership was seen to be highly correlated with those variables (i.e. ethical decision-making, informal norms, perceived ethics program effectiveness).

One thousand employees were randomly selected from a total of 18,000 who worked for a government agency for testing of the scale. Using a random seed algorithm, the finance department of the agency generated a list of 1,000 names to

whom the online survey link or paper surveys were distributed.The results were collected and analysed.

**Discussion on the findings of the study**

Since it is the top leaders who typically embed culture it is not surprising that employees would associate the formal and informal norms and values of an organization with the upper echelon.  Although immediate supervisors are likely to have an influence on the subcultures of the organization, employees recognize that it is the top leaders who create the "climate" and determine ethics policies.  With regard to informational resources, immediate supervisors typically do not have the decision-making latitude to develop unit policies; they are responsible for the enforcement of these policies.

The employees in this organization clearly understood with whom financial decisions resided.  In a government agency, top leaders and government officials determine how the money will be spent.  Immediate supervisors work within their respective budgets, but only top leaders had access to the general fund; consequently, the top leaders had control of discretionary funds.  At the time of the corruption scandal, unethical decisions based on greed were made by the top leaders and these decisions were well publicized.  Employees were aware of the leaders who were implicated in the scandal and why they were being implicated.

An example of an item that assessed perceptions of financial decision-making was "This organization is willing to do the right thing even if it costs more money."  It makes sense then that if employees felt the top leaders were willing to sacrifice money to ensure ethical conduct, they would perceive those leaders to be modelling the behaviour they espoused and adhering to the values they embedded.  Conversely, when employees realized that decisions were being made based on monetary and personal gain by the top leadership, they were less likely to perceive the ethics program as being effective.

Perceptions of sound decision-making processes were related more to immediate supervision than to top leaders In contrast, the four other factors such as

financial resources, informal norms and ethics program effectiveness-flowed from the top leadership of the organization and had less influence by the immediate supervisors.

We propose that this aggregate description reflects an individual's psychological appraisal of the organization as interpreted through that individual's needs and values.  The analysis indicated that leader behaviours were significantly related to perceptions of organizational climate.  Similarly, we see that employees' perceptions of top leaders' integrity could have a critical impact on the climate of the organization.   Therefore, we suggest there is a positive relationship between organizational climate and perceptions of leader's ethics.

*Organizational commitment* is related to a host of psychological work variables. Relative to non-committed employees, committed employees are more satisfied with and involved in their jobs, are more motivated and are less likely to think of quitting or being absent from work  Therefore, we do not predict a significant difference in the relationships between commitment and perceptions of top leader ethics versus perceptions of immediate supervisory ethics.

*Climate* is a shared perception of the nature of the organization, its policies, procedure and its "way of doing things".  Organizational climate and ethics of leaders, at both levels, were clearly linked, providing some of the strongest correlations of the study.   How employees perceived their general organizational climate had considerable overlap with their assessment of the ethical perspectives of their top leaders and supervisors.  Our expectation that top leader ethics would be more highly correlated with climate was confirmed, supporting that top leader ethics are an important part of the overall organizational fabric. The other variable that displayed a strong, differentiating correlation with top leader and immediate supervisor ethics was the top leadership direction variable.  Scores on the survey represented confidence in top leadership.  Those who rated their top leaders as more ethical also expressed more confidence in their ratings of the top leadership's direction.   These results are consistent with other research that finds that employees who rate their leaders as ethical also rate those leaders as having more effective leadership styles. These results support the mounting evidence that ethical leadership is inexorably bound to follower perceptions of good leadership.

Employees who evaluate their commitment in terms of the behaviour necessary to remain employed are not likely to see the ethical attributes of either their top leaders or immediate supervisor as necessarily relevant.

**General Discussion**

The results of these studies provide ample evidence that the confidence that employees have in the integrity of their top leaders and immediate supervisors leads to differential and important, individual outcomes. The integrity of top leaders and of immediate supervisors can be construed as part of the fabric of an ethical organizational culture that engenders benefits for the organization and its employees.

Taken together, these studies demonstrated that perceptions of ethics at the immediate supervisor level can be differentiated meaningfully from perceptions of top leadership ethics by employees.

Perceptions of top leadership's ethics correlated more strongly with aspects of the organization associated with climate, leadership direction, financial resources, informal norms and ethical culture- those organizational aspects are more often within the control of top leadership. Ethical decision-making processes were more related to immediate supervisory ethics than to top leader ethics, suggesting that role modelling by immediate supervisors is also quite important. Some researchers even suggest that ethical behaviour develops more from close working relationships than from observing distal models.

**Suggestion**: There is seen to be very scarce quality research available from Indian researchers and in Indian contexts (in both academic and practitioner domains) in the all-important area of organizational ethics and corruption. Perhaps the fascinating insights provided by top-notch research work like the above cited enquiry can inject some enthusiasm into our scholars and practitioners into these areas.

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*Footnote: This is a brief condensation of a larger article that appeared in Journal of Business Ethics 2013 (113:415-428) by Janet L. Kottke and Kathie L. Pelletier titled 'Measuring and Differentiating Perceptions of Supervisor and Top Leader*

*Ethics'. The core concepts they uncovered through a detailed research process are reproduced here for their relevance in today's organizations going through turbulent times of ethical crises. This is meant only for academic and professional discussion in this closed group of Vigilance professionals and Government Officers and for possible practitioner oriented research by those interested readers. We gratefully acknowledge the original work of the above Authors.*

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# Culture of Integrity for Nation's Prosperity:
# A Path to India's Bright Future

▪ **E. SANTHARAM**
Dy.CVO/Engg

India's journey toward becoming a global powerhouse is rooted in a core value that we must uphold: integrity. As we continue to grow and build a more prosperous nation, it is essential that we nurture a culture of integrity across every sector, institution, and individual. The prosperity of a nation is not merely measured by its wealth or infrastructure but by the ethical values that guide its citizens and institutions.

## What Does Integrity Mean for a Nation?

In the context of a nation, integrity signifies the honesty, transparency, and accountability of both its citizens and its leadership. It reflects how the government, institutions, businesses, and individuals make decisions that are ethical, responsible, and in the best interest of the country. A culture of integrity ensures that every action is guided by the principles of fairness and truth, fostering trust between the public and the authorities.

## Integrity as the Foundation of Prosperity

India is a country rich in resources, culture, and human potential. To unlock the full potential of this prosperity, we must ensure that integrity guides every decision, whether it involves managing public resources, developing infrastructure, or delivering essential services. Without integrity, prosperity cannot be sustained. Corruption, mismanagement, and unethical practices erode the foundation of national progress, affecting not only economic growth but also social cohesion and public trust.

## In India's context:

• Public Infrastructure: Proper utilization of resources for building roads, railways, bridges, and other infrastructure is crucial. Integrity ensures that projects are completed on time and within budget, and that they serve the common good.

• Public Services: Whether in education, healthcare, or social welfare, maintaining integrity in the delivery of public services ensures that every Indian citizen receives the benefits they are entitled to, without exploitation or favoritism.

• Economic Growth: A transparent and fair system attracts investments, fosters innovation, and promotes healthy competition, creating jobs and driving prosperity for all sections of society.

**Building a Vigilant India**

A culture of integrity does not emerge on its own—it requires constant vigilance and effort. Everyone, from government officials to business leaders to ordinary citizens, must contribute to creating an environment where integrity thrives. Vigilance plays a key role in identifying and preventing corruption, fraud, and unethical practices. It is not just the responsibility of law enforcement agencies or vigilance departments; it is a collective responsibility.

**How Can We Foster a Culture of Integrity?**

1. Strengthening Institutional Accountability: Every public institution must operate with transparency and accountability. This includes clear and open processes for procurement, resource allocation, and decision-making.

2. Ethical Leadership: Leaders in government and business should lead by example, demonstrating ethical behavior in every action and decision. Ethical leadership fosters a culture of trust, where integrity becomes the norm.

3. Public Participation: Citizens must actively participate in holding institutions accountable. Whether it's reporting corruption, ensuring responsible use of public spaces, or promoting honesty in daily interactions, the power of the people is crucial in building a vigilant nation.

4. Education and Awareness: Promoting integrity through education, starting from schools to workplaces, helps instill these values in individuals from a young age. Public awareness campaigns can highlight the importance of ethical practices in nation-building.

5. Whistleblower Protection: To encourage a culture where integrity is upheld, we must protect those who stand up against wrongdoing. Whistleblowers play a crucial role in exposing corruption and unethical practices, and their protection is essential to fostering a vigilant society.

**The Role of Vigilance in National Prosperity**

India's vigilance institutions, including the Central Vigilance Commission (CVC), play a pivotal role in ensuring that the nation's prosperity is protected from the clutches of corruption. Through monitoring, audits, and preventive measures, vigilance ensures that the resources meant for national development are used efficiently and ethically.

However, the success of vigilance efforts depends largely on the active participation of every individual. It is not just about catching those who act unethically; it is about creating a national mindset where integrity is celebrated and rewarded. In this culture, vigilance becomes a proactive force for good, preventing misconduct before it starts.

**Conclusion**

For India to truly prosper, we must all contribute to a culture of integrity—a culture where honesty, transparency, and ethical behavior are the foundation of our actions. By cultivating vigilance in our systems and institutions, and by holding ourselves accountable, we can ensure that the nation's prosperity is built on solid ground.

India's path to greatness is not only about economic growth or infrastructure development; it is about creating a society where integrity is deeply ingrained in every citizen's heart. Let us work together to build a vigilant, prosperous India—where integrity is the cornerstone of our national pride and progress.

Let integrity guide our actions today, for a prosperous India tomorrow.

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# The Ethical Way

▪ **Harisha Vellanki**
Dy.CVO/Acct & Med

India is a land of diversities, adversities and complexities. In the long story of its civilization, India emerged to be a champion of ethics albeit with many challenges. Ethical framework in India is shaped by religion, culture, philosophy and tradition. Modern ethics in India are largely borrowed from the Indian National Movement which proved to the world that Independence can be achieved in an ethical way. The Indian National Movement taught the world that 'means' are as important as 'ends' and that commitment to the method is more important than the goal. India also happened to witness social reform movements that shaped the modern ethical conscience of Indian society. Independent India gave to itself the World's longest written Constitution that formed the basis for legal ethical principles. In this context, it is important for the country to free itself from the challenge of corruption that is being posed on its rich ethical heritage.

**What are Ethics?**

Ethics are tools that help us create difference between a good decision and a bad decision. They are standards of right and wrong and influence us in our personal and professional behavior. Ethics is also a branch of philosophy that asks the practical question *"What should we do?"* Ethical decision making process is guided by values, principles, beliefs, norms and purpose.

**How are Ethics different from Morals?**

As Philosophical concepts, ethics and morals are different. Though ethics and morals often intersect, it is important to appreciate the difference so as to resolve the conflicts that we face and understand their scope and application. While morals are individual centric, ethics are profession/situation centric. Morals are inherited from parents, families and communities internally whereas ethics are external rules that are adopted for better functioning of a society or an organization. Hence, ethics are more universal when compared to morals and in many situations, ethics win over morals. For example, to not kill a person is a moral that we all agree upon; however, it is not applicable to the loco-pilot who is piloting a train at speed and has to run over a person. It is also not applicable to a jawan fighting at war. In these cases, ethics guide a loco-pilot or a jawan and not morals.

**Why are Ethics important?**

In bureaucracy, ethics are of paramount importance to combat corruption. Image and credibility of an organization and an official is built by ethics. Since bureaucracy is meant to serve public, public trust and legitimacy can be established if bureaucratic behavior is guided by ethical principles. Also, ethics contribute for long term gains for an organization. Ethics reinforce harmony, team spirit and conflict resolution in an organization as ethics contribute to stability and clarity.

Ethical Governance for maximum public benefit:

Governance is the way in which government gets its job done and the best way is the ethical way. So far, the focus has been on Good Governance which involved public participation, efficiency and effectiveness, responsiveness, rule of law, equity and inclusiveness, consciousness, transparency and accountability. Ethical governance is Good Governance along with the principle of serving the public with high standards of ethical and moral conduct. Ethical governance thus should be the focus of all the governments as it can maximize public welfare.

**Ethical Standards in Indian Railways:**

Indian Railways as an organization is more than 160 years old with procedures, principles, directives and specifications written and codified. Railway Services (Conduct) Rules, Standards of Financial Propriety, Departmental work ethics as codified in codes and manuals etc. are ethical standards in Indian Railways that all officials should abide by. The overarching laws of the land viz. Constitution, Bhartiya Nyaya Sanhita, Bhartiya Nagrik Suraksha Sanhita, and Bhartiya Sakshya Adhiniyam etc., are also the legal standards that guide ethics in Indian Railways.

**Ethical Dilemma:**

Ethical Dilemma is a conflict between alternatives where, no matter what choice a person makes; some ethical principles will be compromised. Officials in Indian Railways face ethical dilemmas on day-to-day basis. Ethical dilemmas include:

- Professional Duties Vs Own Personal Values
- Efficiency Vs Human Touch
- Anonymity Vs Transparency
- Rule Compliance Vs Creativity
- Rigidity Vs Flexibility
- Private Life Vs Public Life

**How to solve Ethical Dilemmas?**

Any alternative that maximises the public benefit should be chosen to solve ethical dilemmas that are faced by government officials. It should be the target of every official to maintain personal and professional integrity while solving ethical dilemmas

**The Ethical Way is the Way Forward:**

With the significant challenge of growing corruption in the country, there is a need for all of us to recollect our ethical heritage and adjust our ethical compasses so as to make ethics guiding light for our day-to-day behaviour. The ethical way is the way forward to accomplish Viksit Bharat @2047, Government of India's vision to transform the nation into a developed entity by the centenary of its independence in 2047.



No matter how educated, talented, rich, or cool you believe you are, how you treat people ultimately tells all. **Integrity** is Everything.

EmilysQuotes.Com
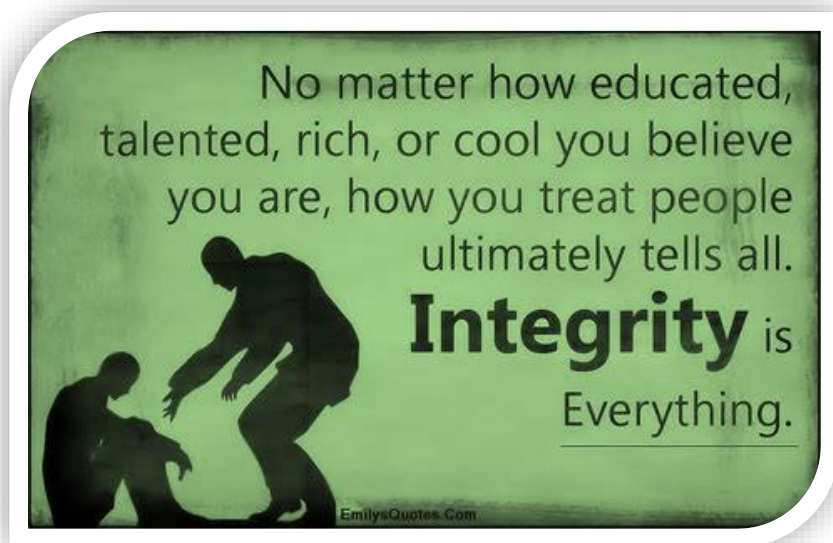
# Health Tips in Management of Life Style Diseases

- **Dr.N.V.B.K.Sai**
  Chief Staff Surgeon/Cardiologist
  Central Hospital/Lallaguda

Indians are at high risk of acquiring life style diseases at some point of time in their lives. Indians are exposed to life style diseases at a younger age about 10 to 20 years compared to western population. Indians have 2 to 6 fold higher Coronary Artery (heart) Disease than people of other ethnic cities.

Indians, especially South Indians, have higher incidence of Diabetes Mellitus compared to Western population of same age. Heart attack risks are highest in Indians amongst global population. Asian Indians are at highest risk of heart disease in the world.

## Risk factors for Life Style Diseases

1. Smoking  2. Sedentary life style  3.Stress  4. Alcohol in excess  5. Genetics

Life style diseases are Diabetes, Hypertension, Dyslipidemia, Coronary Artery Disease, Metabolic Syndrome & Brain Strokes. They occur because of poor life style.

The key to tackle life style diseases lies in their prevention.

## Health Tips for Life Style diseases

1. **Stop Smoking**: Smoking causes increased risk for cancers, Diabetes, Heart attacks, Hypertension & Atherosclerotic cardio & Cerebro Vascular diseases. Stopping smoking reduces their risk enormously.

2. **Daily Exercise**
   Daily half an hour brisk walking reduces greatly the risk of life style diseases. Walking for 30 minutes to 45 minutes daily reduces the risk of developing heart attacks, brain strokes, Hypertension & Diabetes. It is also recommended to do yoga daily for 30 minutes to enhance flexibility of spine and joints.

3. **Avoid Stress**: Follow stress relieving measures like Yoga, Meditation, etc.

4. **Avoid Alcohol in Excess** to prevent brain strokes, Hypertension, Diabetes, Heart attacks & Pancreatitis & Cirrhosis of Liver

5. **Healthy Diet**

   Healthy diet rich in green leafy vegetables, fruits, vitamins & minerals should be encouraged

   Fast foods should be avoided

   French Fries should be avoided

   Pizzas & Burgers should be avoided or limited

   Balanced diet should be taken with 40% carbohydrates, 25% Protein, 10-15% Fat & removing green leafy vegetables & fruits

   Poly unsaturated fatty acids should be preferred over Mono saturated fatty acids

   Lipid profile should be checked once in 6 months and to be consulted with General Physician.



6. **Regular Health Check Ups & Check Your Lipid Profile**
   a) Regular Health Check Ups annually to be undertaken. Lipid Profile should be checked & LDL cholesterol should be maintained below 100 mg/dl & 70mg/dl for those who are having Diabetes & Heart disease (Coronary Artery Disease)
   b) HbA1C in Diabetes should be maintained below <6.5. In non-Diabetic cases it should be ideally below <5.5.
   c) All Diabetics should undergo regular health check up & take the required medications including Insulin if needed. Their fasting blood sugar should

be below <100mg/dl & Post lunch blood sugars below <160 mg/dl with HbA1c below <6.5.

d) All Hypertensives' should take their medication regularly & maintain BP below140/90 or even 130/90.

e) Patients with coronary artery disease (CAD), those who underwent PTCA/Angioplasty/Stents, should take their medications regularly & maintain HbA1C<6.5%, BP<130/80 & LDL- Cholesterol below<70mg/dl

f) Patients with CVA/Brain Stroke should undergo regular check up with a Physician or Neurologist & maintain LDL Cholesterol below<70 mg/dl & HbA1c<6.5 & BP<130/80

## 7. Prevention of Cancers

i) Stop Smoking. Avoid passive smoking
ii) Eat Healthy Diet
iii) Moderate Alcohol intake to less than 30ML
iv) Exercise daily
v) For some familiar cancers like Breast Cancers, get genetic testing to identify high risk individuals
vi) Self examination of Breasts for females & consultation with Surgeon or Gynecologist when in doubt. Mammograms can be done on advice of Gynecologist/Surgeon as preventive check up
vii) Pap Smears for carcinoma Cervix by Gynecologist
viii) HPV Vaccination for all Girl Children/Female (9-26 years of age)

The above mentioned are some general guidelines for maintaining healthy life style. Individual to Individual variations will be there & are need to be to discussed with their Consultant Physician

**Good Luck.**

**VAW**

# Ophthalmic Medical Examination in Indian Railways:
# A Preventive Vigilance Perspective

▪ **Dr Prema jyothi**
DMO/Ophthalmology
CH/Lallaguda

The Indian Railways, one of the largest rail networks in the world, prioritizes the safety of its operations and passengers. Among the crucial aspects of ensuring safety is the health and fitness of its employees, especially those engaged in critical tasks like driving trains or maintaining signaling systems. An essential part of their medical fitness is the ophthalmic (eye) examination, which assesses the visual acuity and color vision of employees. From a vigilance point of view, maintaining transparency, preventing malpractice, and ensuring the integrity of medical examinations are essential to ensure that only qualified personnel are allowed to work in safety-critical positions.

The visual fitness of railway employees, particularly in safety-sensitive roles like loco pilots, is critical to prevent accidents. The ophthalmic examination evaluates the ability of employees to discern colors (critical in reading signals), distance vision, and overall eye health. Railway employees are categorized based on the nature of their job, with higher visual standards set for those working in safety-sensitive roles. Category A require vision tests in the interest of public safety. Category B require vision tests for the safety of self and fellow workers.

While the examination process is largely subjective, it is crucial to maintain vigilance to prevent malpractices such as malingering or fraud. This article focuses on four key aspects of the ophthalmic examination—visual acuity, color vision, binocularity, and fundus examination—while emphasizing the need for adherence to standard procedures and objective testing where required.

## 1. Visual Acuity: Ensuring Accuracy and Preventing Manipulation

The assessment of visual acuity should follow standard protocols using the Landolt C chart, ensuring that the non-tested eye is properly occluded. It is essential not to rely on attendants, and the examination should be conducted by the Medical examiner. A slit lamp examination can reveal clues such as corneal scars that may indicate refractive surgeries, intraocular lenses (IOLs), or contact lens use. To detect malingering, Dastur's apparatus can be employed, and corneal topography can be performed to identify refractive surgeries. In corneal topography, a transition from warm colors (red/orange) to cool colors (blue/green) highlights changes in corneal shape, which can indicate past refractive procedures.

For more definitive evidence, Visual Evoked Potential (VEP) testing is a good objective measure to rule out malingering in cases of suspected total blindness.

In instances of substandard vision, documenting corneal thickness is essential. This is especially important for cases that may reappeal their results post-examination after undergoing LASIK surgery, as a repeat measurement of corneal thickness will reveal a decrease, indicating that a refractive procedure was performed in the interim.

## 2. Color Vision: Detecting Abnormalities and Ensuring Integrity

Color vision is another crucial component of the ophthalmic exam, particularly for train operators and safety-critical roles. The Ishihara test should be administered carefully, with random plate presentation and tracing methods to prevent candidates from memorizing answers. Special attention should be paid to rule out the use of red-filter contact lenses, which some candidates may use to pass the test. Objective tests such as Optical Coherence Tomography (OCT), Visual Evoked Potential (VEP), Electroretinography (ERG), can help to rule out acquired color vision defects due to underlying pathology.

## 3. Binocular Single Vision (BSV): Assessing Depth Perception

The assessment of Binocular Single Vision (BSV) is critical, especially for roles requiring precise judgment of distance. The Worth 4-Dot test is commonly used, but there is a risk that candidates may memorize the results. Here, Dastur's apparatus again proves useful, ensuring a more accurate assessment. This test should always be performed with corrective spectacles when necessary, following standard protocols to ensure that results are not skewed.

## 4. Fundus Examination: Identifying Retinal and Optic Nerve Health

A comprehensive examination of the fundus is essential to detect abnormalities in the optic nerve or retina that may impair visual function. Both direct and indirect ophthalmoscopy are valuable tools for visualizing the optic disc and retina. In cases where more objective data is required, tests such as OCT and OCT Angiography (OCTA) provide a deeper analysis of the retinal and optic nerve condition, ensuring that no subtle abnormalities are missed.

Given the largely subjective nature of ophthalmic tests, candidates may attempt to manipulate results for personal gain, such as securing or retaining desired roles. This is especially concerning in the Indian Railways, where passenger safety depends on the visual acuity and reliability of employees in operational roles. It is imperative that standard procedures be strictly followed, and objective tests such as VEP, OCT, and corneal topography be employed when needed to prevent fraud and ensure the integrity of the examination process.

As one of the largest railway networks in the world, the Indian Railways carries the responsibility of ensuring that only those with impeccable visual health are placed in roles that directly affect operational safety. Upholding these standards through preventive vigilance is not only essential for the well-being of employees but also for the millions of passengers who rely on the safety and efficiency of the railway system.

"Vigilance is the price of safety," and ensuring adherence to ophthalmic standards is a vital part of maintaining that safety across the Indian Railways.

# Moral Stories

- **S R Shelke**
  Dy.CVO/Stores & Mech

## :: राजा की चित्रकारी ::

एक राजा था जिसके पास सिर्फ़ एक पैर और एक आँख थी, लेकिन वह एक शासक के रूप में उदार और सक्षम था। एक दिन अपने महल में टहलते हुए राजा ने दालान में अपने पूर्वजों के चित्र देखे। वह भी चाहता था कि उसका चित्र किसी कलाकार द्वारा बनाया जाए, लेकिन उसे यकीन नहीं था कि उसकी शारीरिक असामान्यताओं के कारण यह कैसा बनेगा। राजा ने राज्यों के सभी चित्रकारों को आमंत्रित किया और पूछा कि कौन उसका एक सुंदर चित्र बना सकता है। चित्रकार उलझन में थे कि केवल एक पैर और एक आँख वाले राजा का सुंदर चित्र कैसे बनाया जाए।

सभी चित्रकारों ने विनम्रतापूर्वक राजा का चित्र बनाने से मना कर दिया। फिर एक युवा चित्रकार आगे आया और उसने राजा का एक सुंदर चित्र बनाना सुनिश्चित किया। कुछ दिनों के बाद, युवा चित्रकार ने दरबार में चित्र का अनावरण किया जिसमें राजा एक पैर से घोड़े पर बैठे हुए, अपना धनुष पकड़े हुए और एक आँख बंद करके तीर चलाते हुए दिखाई दे रहे थे। चित्र में राजा की शारीरिक कमियों का कोई संकेत नहीं था। राजा यह देखकर प्रसन्न हुए कि चित्रकार ने राजा की सकारात्मक विशेषताओं को रचनात्मक रूप से प्रस्तुत किया था, लेकिन असामान्यताओं को उजागर नहीं किया था।

**नैतिक शिक्षा: किसी की कमियों पर जोर दिए बिना उसके सकारात्मक पहलुओं को देखें।**

### Understanding the Power of 'Lets Do It' Through a Story :

Have you ever got stuck? What do you do at that moment? The one thought that comes to our mind is 'lets do it' and that actually drives you to complete the work. The power of 'lets do it' not only pushes you to deal with the circumstances but also bombards positivity in your mind, soul, and body.

To instill the positive attitude in you, we are here with the story that mesmerises you with its positivity.

# :: Two Seeds - Story for Kids ::

A long time ago, a farmer laid two seeds at a common place. He added suitable manures, fertilisers, and water into them. He took care of both and watered the plants daily. Both of the seeds got impressed with the farmer's care and love.

But, both of the seeds had different opinions about their growth. One of the seeds wanted to grow rapidly and wished to touch the sky as soon as possible. Whilst the second seed was afraid to open its buds, he thought if he grew, then a snail would eat him.

As time passed, the first seed grew and became tall. He spread his roots deep into the soil. Now, he was able to quench his thirst with his widespread roots. Soon, beautiful flowers bloomed that fascinated each passer-by as the dew on its petals shone with the sunlight.

On the other hand, the second seed did not grow because of his negative attitude and petrified nature. As he was always afraid of damaging his delicate sprouts by the hard soil, he could not spread his roots.

One day, the growing plant asked the little one, "Why do you not grow? It's been years since the farmers laid both of us. If you need any help, please let me know. I would be happy to serve you." But the little one once tried to ignore him and sooner he replied, "If I send my roots into the ground below, I don't know what I will encounter in the dark. And if I were to open my blossoms, a small child may pull me from the ground. No, it is much better for me to wait until it is safe."

Then, one day, a hen and her brood of chicks wandered and looked for food. They found the waiting seed and they ate it.

*Moral of the Story:*
*The story teaches us the most important lesson of being optimistic. Those who have a positive attitude towards life and dream to grow will prosper, whilst those who carry negative attitudes and refuse to take risks will eventually fail.*
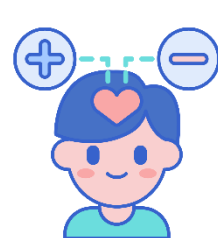
**Ethics**      **Values**      **Morals**      **Attitude**

# Precautionary key Notes on Establishment matters

- **B Srinivasa Rao**
  Sr.VO/Pers & Genl Admn

1. Proper verification of the candidature, certificates and other testimonials should be ensured while finalizing of CG appointment so as to avoid impersonation in the appointment and submission of fake certificates.

2. Seek for pre-qualification certificates of a candidate, in cases where certificates from OPEN schooling (TOSS/APOSS/NIOS, etc.,) are submitted in recruitment related to Sports, Scouts & Guides, CG appointment & Departmental Exams and those certificates should also be thoroughly verified. In particular the Date of Births to be cross checked.

3. Ensure fulfillment of income and other eligibility criteria by widowed/divorced daughters before sanctioning family pension and an undertaking for stoppage of drawing of family pension upon re-marriage widow/widower wards should be taken invariably while processing for the compassionate appointment and a copy of undertaking should be pasted in the SR/e-SR.

4. Proper reasoned speaking orders should be invariably passed while disposing all DAR cases by DA/AA/RA. Minor penalties against the major penalty charge sheets similarly, warnings letters against minor penalty charge sheets should not be issued without passing reasoned speaking orders.

5. No specific format (pre-printed) should be used particularly while passing speaking orders, in minor/major penalty cases.

6. Clear Instructions to be given to Paper Setting & Evaluating Officer. While preparing Question papers due care to be taken to give correct options and it should not lead ambiguity among the given options.

7. Method/Procedure of selection should be spelt clearly in the notification. While drawing panels care should be taken to follow instructions given for related selection.

8. Drawal of HRA while in occupation of Railway Quarters should be avoided and allow HRA only after ensuring non-occupation of Govt. accommodation by the employee concerned.

9. Multiple Drawal of CTG within 06 months period and repeated irregular drawal of any other allowances should be avoided.

10. Arising irregular over payments particularly at the time of fixation of pay while granting MACPS, Promotions, own request transfers, etc., to be avoided.

11. Ensure stoppage of continuous drawal of salary after taking VR & Resignations.

12. Proper Reckoning of Increment should be done after completion of imposition of penalties.

13. Proper updating of Leave/Sick in the IPAS & HRMS should be done parallel without fail.

14. Ensure notice of implementation of penalties in IPAS/HRMS, Service Records/e-SR.

15. Periodical joint checks to be conducted in Railway Quarters to avoid subletting /un authorized occupation without permission. Recovery of damage rent for unauthorized occupation /subletting to be done under telescopic methods wherever applicable.

# Cyber Hygiene & Security

- **G Sreenivasa Babu**
  SO/IT/Vigilance, SCR

Cyber security hygiene refers to the practices and steps that individuals and organizations should follow to maintain the health and security of their Computer systems and data. One key aspect of cyber hygiene is ensuring that organizations adapt security measures to defend against common cyber threats such as malware, phishing, ransomware etc. Indian Railways has developed various websites for its daily working such as IREPS, IPAS, MMIS, FOIS, PRS etc. and lots of security measures have been taken to maintain Cyber hygiene and protection of Data.

**Goals of Cyber Hygiene:**

The main goals of Cyber Hygiene are the Data security, Protection and it works similarly to our personal hygiene. Just as we maintain our personal hygiene & health and take precautionary measures, such as flossing to prevent cavities and handwashing (increased a lot after COVID19) to prevent disease spread, hygiene of our Digital systems is also an important that help us prevent data breaches and other security incidents.

We will discuss, what are the do's and donts' (Cyber Security Guidelines issued by MeitY) for maintaining Cyber Hygiene in the later part of this writeup. Before that, let us see, What is a Cyber Threat and different types of attacks ?

**Cyber security Threat :**

A Cyber security Threat refers to the possibility of a Cyber Attack. In such a case, there is a potential risk of an unauthorized access into your computer system and your network by a third party. These attacks result not only in loss of data, financial loss or business loss but also causes reputational damage to the organizations.

A cyber threat is a warning which allows you to prepare against a cyber attack. When there is an unauthorized access by a third party to your system and network it is termed as a Cyber Attack. And the person who does this is called a Hacker or an attacker.

These attacks lead to either data manipulation or loss of Highly confidential data. It also results in financial losses which in turn has a major impact on the organizational activities and businesses.

Globally and throughout India, cyber-attacks have increased creating concerns about the safety of data targets. As the use of technology spreads, India must ensure awareness of cyber-attacks to minimize any future damage. Additionally, it's essential that Indian citizens adopt quality cyber hygiene standards to protect the country's cyber infrastructure. To supplement their cyber defenses, the organizations should renew and strengthen their systems to combat this menace as early as possible.

As of 2024, India's internet penetration rate reached an all-time high of 52.4% from 14% in 2014 and the government of India continues to promote greater delivery of public services digitally. At the same time, Internet users in India continued to fall victims to cyberattacks with nearly a quarter of users, 20%, falling victims to cyber threats in the first quarter of 2024. While nearly 22.9% users were attacked by web-borne threats, 20.1% users were found to be vulnerable to local threats during the same period.

The Indian Computer Emergency Response Team (CERT-In) has registered several cases of cybercrimes during the last three years. The details are as follows.

| Year | Phishing incidents | Network scanning and probing | Virus/Malware incidents | Website hacking incidents | Cyber security incidents |
|------|------|------|------|------|------|
| 2021 | 215 | 86585 | 9203 | 18 | 122764 |
| 2022 | 1145 | 10220 | 2559 | 57 | 27482 |
| 2023 | 401 | 12330 | 1185 | 39 | 23158 |

## Initiatives by MeitY (Ministry of Electronics & IT):

To protect the overall cyber infrastructure of India, organizations shall have online workshops and vulnerability assessments to inform citizens and secure cyber infrastructure. For example, India's Ministry of Electronics and Information Technology (MeitY) developed the information security awareness (https://www.infosecawareness.in) website. The website provides over 1,000 workshops tailored to inform government, academic, and general internet users about software security, popular attacks, and computer terminology.

## Types of Malware:

Malware, short for malicious software, refers to **any intrusive software developed by cybercriminals (often called hackers) to steal data and damage or destroy computers and computer systems**. Examples : Viruses, Worms, Trojan viruses, Spyware, Adware, Ransomware etc. Sources of Malware are plenty. It could be malicious download of an attachment from untrustworthy website (or) could be use of an infected Pendrive.

Let us try to understand briefly about these malware.

**Virus** : We know everyone who operates on a Computer is familiar with the name "virus". If anything goes wrong in their computers, they feel some virus has attacked. In fact, Virus is one of the types of Malware. Coming to the definition, a computer virus is a small software program that spreads from one computer to another and interferes with computer operation. It might corrupt or delete data on a computer, use an email program to spread the virus to other computers, or even delete everything on the hard disk. They also spread through downloads in Internet. They can be hidden in pirated software or in other files or programs that you download.

**Spyware** : Spyware as the name suggests, it is a software that steals your confidential data without your knowledge. These programs can change your computer's configuration or collect personal information.

**Adware** : Adware is also a software which displays **advertising content such as banners or pop-ups on your screen.**



**Worm**: A worm is computer code that spreads without user interaction. Most worms begin as email attachments that infect a computer when they're opened. The worm scans the infected computer for files, such as address books or temporary webpages, that contain email addresses. Worms then spread automatically through email messages, networks, or operating system vulnerabilities.

Worms aren't always destructive to computers, but they usually cause computer and network performance and stability problems.

**Trojan:** A trojan horse is a malicious software program that <u>hides inside other programs</u>. It enters a computer hidden inside a legitimate program, such as a screen saver. Then it puts code into the operating system that enables a hacker to access the infected computer.

Trojan horses do not usually spread by themselves. They are spread by viruses, worms, or downloaded software.

**Rogue security software:** A rogue security software program tries to make you think that your computer is infected by a virus and usually prompts you to download or buy a product that removes the virus.

The names of these products frequently contain words like Antivirus, Shield, Security, or Protection.



**Ransomware** : It is a type of malware that holds a victim's sensitive data threatening to keep it locked or make it malfunctioned, unless the victim pays a ransom to the attacker.
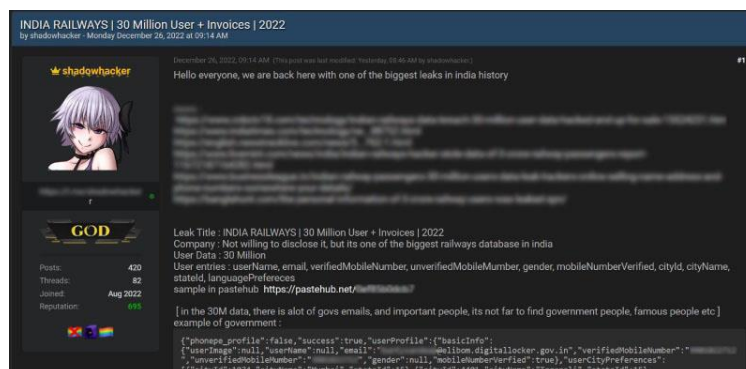


Threat experienced by Railway websites.

Ransomware is often spread **through phishing emails that contain malicious attachments or through downloading**. This Drive-by downloading occurs when a user unknowingly visits an infected website and then malware is downloaded and installed without the user's knowledge.

**Ransomware Attacks**

- Ransomware attacks involve malicious software that encrypts data, demanding a ransom for decryption.

- In July 2020, a ransomware attack targeted the IRCTC (Indian Railway Catering and Tourism Corporation) website. The attack disrupted services and highlighted the vulnerability of critical systems to such threats.

- To counter ransomware, Indian Railways has been enhancing its backup and recovery processes and training employees to recognize phishing attempts.

"Phishing" refers to **an attempt to steal sensitive information**, typically in the form of

usernames, passwords, credit card nos, bank account information or other important data in order **to utilize or sell the stolen information.**

It is one of the most dangerous types of Attacks.

Hackers send fake e-mails which appears to be from a legitimate source.



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Alert: It has been reported that a malicious and fake mobile app campaign is in circulation where some fraudsters are sending phishing links at a mass level and insisting users download fake 'IRCTC Rail Connect' mobile app to trick common citizens into fraudulent activities.... Show more

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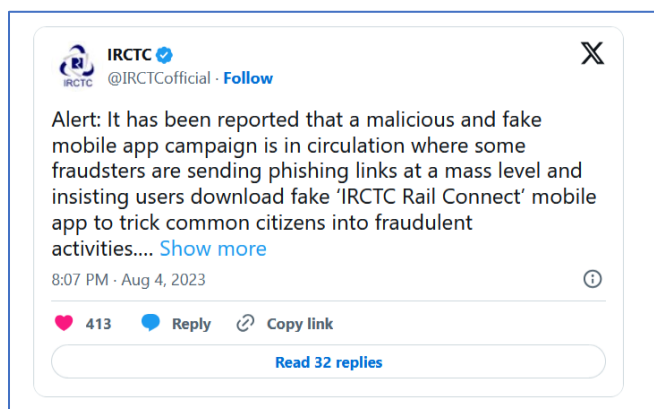
## Cyber Security Guidelines issued by MeitY:

■ In order to sensitize the government employees and build awareness amongst them on what to do and what not to do from a cyber security perspective, the following guidelines have been compiled.

### Cyber Security - DO's :

- Use strong passwords with a minimum length of 8 characters
- Change your passwords at least once in 45 days.
- Save your data and files on the secondary drive (ex: d:\).
- Keep your Operating System and BIOS firmware updated with the latest updates/patches.
- Install and regularly update antivirus client offered by the government on your official desktops.
- Use authorized and licensed software only.
- Ensure that Windows Firewalls are enabled.
- When you take data from outside offices use secured emails instead of USB drives.
- When you leave your desk temporarily, always lock/log-off from your computer session.
- When you leave office, ensure that your computer and printers are properly shutdown.
- While sending any important information or document over electronic medium, kindly encrypt the data before transmission.
- Observe caution while opening any shortened uniform resource locator (URLs) (ex: tinyurl.com/ab534/). Many malwares abuse URL shortener services.

### Cyber Security - DON'Ts :

¥ Don't use the same password in multiple services/websites/apps.

¥ Don't save your passwords in the browser or in any unprotected documents.

¥ Don't write down any passwords (ex: sticky/post-it notes, plain paper pinned etc.)

¥ Don't save your data and files on the system drive (Ex: c:\).

¥ Don't upload or save any internal/restricted/confidential government data or files on any non-government cloud service (ex: google drive, dropbox, etc.).

¥ Don't use obsolete or unsupported Operating Systems such as windows 7/8 .

¥ Don't install or use any pirated software (ex: cracks, keygen, etc.).

¥ Don't share system passwords or Wi-Fi passwords with any unauthorized persons.

¥ Don't disclose any sensitive details of Organization on social media or 3rd party messaging apps.

¥ Don't plug-in any unauthorized external devices, including USB drives shared by any unknown person

¥ Don't use any unauthorized remote administration tools (ex: Teamviewer, Ammy admin, anydesk etc.)

¥ Don't use any external email services for official communication.

¥ Don't use any external mobile App based scanner services (ex: Camscanner) for scanning internal government documents.

¥ Don't use any external websites or cloud-based services for converting/compressing a government document (ex: word to pdf or file size compression)


All the Best ! Keep your Computer systems safe.

# Culture of Integrity

- **M.Sai Rama Krishna**
  Enquiry Inspector/Hqrs

When our nation is trotting towards a five trillion dollar-GDP economy, it would be interesting to note that according to one empirical research, a one-unit increase in corruption reduces GDP percentage by 0.15% to 1.5%. Juxtaposing this, with the fact that one time contemporary China became a superpower a long time ago, it can be fairly argued that the biggest impediment deterring the consistent progress of our nation is corruption both individual and institutional. Policy paralysis, inefficient planning, mediocre execution, and other manifestations are offshoots of inherent corruption. All entities in present society right from individual and organizational level to topmost echelons of power and civil societies tend to see instant benefits of corruption to be lucrative when weighed against delayed satisfaction in being upright .Thus in a society where "greasing" has become a norm, "sanding the wheel" is imperative from the lowest to the highest points of influence.

Doing the right thing, which keeps public interest ahead of self-interest even in absence of a watch and which withstands public scrutiny, is the hallmark of personal integrity. The fruits reaped by the choice of integrity are extremely personal. At the same time, influence of uncorrupt individuals tends to be contained to a small sphere where the individual works and are constrained by the organizational lacunae and absence of culture of integrity. Thus there is a urgent need to inculcate the culture of integrity in the society as a whole to bolt the nation's development from a meandering trot to a sustainable gallop.

At supervisory level, apart from regular financial frauds and irregularities at various levels, weaponizing the supervisory power on rosters to enforce allegiance to individuals and to prop up personal influence will foster disenchantment among committed workers skewing the growth of an organization. When decisions about the quantity or quality of work assigned seem unfair, it encourages the employees to pursue their personal goals rather than align with those of an ambitious organization. Supervisors' engagement in unethical acts is the biggest driver of unethical behavior among the ground-level staff. Commitment at the organizational level to support, and enforce integrity within the organization plays a pivotal role in discouraging various irregularities at concerned levels. As such in addition to the present punitive mechanism of detecting and sanctioning violations of codes of conduct to deter individual delinquencies, organizational support, in the form of awards to personnel working in sensitive and influential posts who show exemplary integrity and protection of whistle-blowers within the organization and other measures encouraging open communication down the hierarchy goes a long way in enhancing the culture of integrity within the organization as a whole.

Other stakeholders beyond governmental organizations such as civil societies and private enterprises form an important part in continuing a culture of integrity for sustainable development. Large private enterprises that guzzle resources from the government need to be part of the integrity eco-system by not only implementing the blueprint for enforcing integrity present in government bodies but also being ethical in

dealing with public enterprises and prudent lobbying. Organizations need to realize that they are being watched and judged not only by their employees but by society in general and should function accordingly. This fact was highlighted during the recent death of Sri Ratan Tata where he was hailed as beacon of integrity across entire cross-section of the society, even while managing a huge conglomerate.

At another level beyond organizations, civil societies and intellectuals, academia and intelligentsia need to be pivotal in drafting sustainable short and long term policies, ensuring cooperation among various verticals of governance, ethical lobbying, and encouraging integrity in public discourse, so as to ensure a culture of integrity percolates to the lowest strata of the society.

Leaders, legislators, and administrators form the top of the pyramid in the distribution of various services and resources for mass consumption. When resources and services across education, healthcare, infrastructure, and other verticals are captured by the corrupt, it hampers their judicious reach to the end user. This makes it imperative for managers, legislators, and leaders to not only be efficient but also function with utmost integrity. Social learning theory says "people learn from one another, via observation, imitation, and modeling". With institutional corruption, these leaders play a vital role not only in attaining a prosperous nation but also spread the culture of integrity. Complementary to this, society as a whole should be encouraged to follow such managers and leaders of integrity, lest this culture fails to sustain.

Thus, along with fixing responsibilities to all stakeholders at different levels for implementing a robust integrity framework, ensuring that they encourage and enforce integrity at their concerned level and, ensuring inter and intra-organizational cooperation between these stakeholders, goes a long way in not only ensuring a culture of integrity propagates but also helps to learn from those individual practices.

Thus, by instilling culture of integrity and placing a robust mechanism to enforce the same, ensures a prosperous nation by preventing the proverbial goats don't eat where they are tied.

**VAW**

# "साइबर क्राइम का बढ़ता खतरा: हाल के वर्षों में एक बड़ी चिंता"

- **Vipin Kumar Yadav**
  Sr. Programmer (IRVINS)

आज कल साइबर क्राइम समाज के लिए एक बहुत बड़ी समस्या बन गया है। डिजिटल युग में, जैसे-जैसे तकनीक और इंटरनेट का इस्तेमाल बढ़ रहा है, वैसे-वैसे साइबर क्राइम भी बढ़ रहा है। सरकारी डेटा के अनुसार, पिछले पांच वर्षों में साइबर क्राइम की घटनाएँ बढ़ गई हैं, जो कि इस समस्या की गंभीरता को दर्शाता है।

साइबर क्राइम में ऐसे कई अपराध शामिल होते हैं जो इंटरनेट या कंप्यूटर सिस्टम का इस्तेमाल करके किए जाते हैं। इनमें हैकिंग, फ़िशिंग, आइडेंटिटी थेफ्ट, फाइनेंशियल फ्रॉड, और रैनसमवेयर अटैक शामिल हैं। जैसे-जैसे लोग ऑनलाइन गतिविधियाँ जैसे शॉपिंग, बैंकिंग, और सोशल नेटवर्किंग करने लगे हैं, साइबर अपराधी इन प्लेटफार्मों की कमजोरियों का फायदा उठाते हैं। इससे व्यक्तिगत और वित्तीय जानकारी की सुरक्षा पर खतरा बढ़ गया है।

नेशनल क्राइम रिकॉर्ड ब्यूरो (NCRB) के अनुसार, भारत में पिछले पांच वर्षों में साइबर क्राइम के मामले में भारी वृद्धि देखी गई है। 2019 में, लगभग 44,546 साइबर क्राइम मामले दर्ज किए गए थे। यह संख्या 2020 में 50,000 से अधिक हो गई और 2021 तक यह और बढ़कर 60,000 तक पहुँच गई। 2022 में, यह संख्या 70,000 से भी अधिक हो गई, जो कि साइबर अपराधियों की बढ़ती हुई क्षमता और सुरक्षा के लिए खतरणाक संकेत है।

इंडियन कंप्यूटर इमरजेंसी रिस्पांस टीम (CERT-In) के डेटा के अनुसार, 2022 में 14 लाख (1.4 मिलियन) से ज्यादा साइबर सुरक्षा घटनाएँ रिपोर्ट की गई, जो कि रिकॉर्ड है। इनमें से अधिकांश मामले वित्तीय धोखाधड़ी से जुड़े हुए थे, जहाँ फ़िशिंग अटैक सबसे आम तरीके थे। फ़िशिंग अक्सर झूठी ईमेल या संदेशों के जरिए होता है जो लोगों को संवेदनशील जानकारी जैसे पासवर्ड या क्रेडिट कार्ड विवरण देने के लिए बहकाते हैं।

COVID-19 महामारी ने इस समस्या को और भी बढ़ा दिया है, क्योंकि रिमोट वर्क और ऑनलाइन सेवाओं की तरफ बढ़ने से नए वल्नरेबिलिटीज खड़े हो गए हैं। बहुत से लोग और संस्थाएँ इस तेजी से होने वाले परिवर्तन के लिए तैयार नहीं थीं, जो उन्हें साइबर अटैक का शिकार बनाने में सहायक बना रहा। डिजिटल प्लेटफार्मों का बढ़ता हुआ इस्तेमाल, जैसे शिक्षा, शॉपिंग, और बैंकिंग के लिए, साइबर अपराधियों को नई संभावनाएँ प्रदान कर रहा है।

इस बढ़ती हुई समस्या से निपटने के लिए, भारत सरकार ने कई पहलों को लागू किया है। 2021 में, नेशनल साइबर सुरक्षा रणनीति का परिचय दिया गया था ताकि देश के साइबर सुरक्षा ढाँचे को मजबूत किया जा सके। यह रणनीति महत्वपूर्ण सूचना बुनियादी ढांचे की सुरक्षा करने, नागरिकों के बीच साइबर खतरों के प्रति जागरूकता बढ़ाने, और कानून प्रवर्तन एजेंसियों की क्षमताओं को बढ़ाने के लिए है। इसके अलावा, "साइबर स्वच्छता केंद्र" जैसी पहलों को लॉन्च किया गया है ताकि उपयोगकर्ताओं को सुरक्षित ऑनलाइन प्रथाओं के बारे में शिक्षित किया जा सके और उनके उपकरणों की सुरक्षा के लिए उपकरण प्रदान किए जा सकें।

संक्षेप में, पिछले पांच वर्षों में साइबर क्राइम की बढ़ती घटनाएँ एक महत्वपूर्ण चुनौती प्रस्तुत करती हैं, जिसका तुरंत ध्यान देने की आवश्यकता है। व्यक्तियों और संगठनों को इन खतरों से सुरक्षित रखने के लिए व्यापक साइबर सुरक्षा उपाय अपनाने चाहिए। जनता की जागरूकता बढ़ाकर, निवारक रणनीतियों को लागू करके, और नवीनतम साइबर खतरों के बारे में सूचित रहकर, हम सभी के लिए एक सुरक्षित डिजिटल वातावरण बनाने के लिए मिलकर काम कर सकते हैं।

साइबर क्राइम को रोकने के लिए तकनीकी उपायों, उपयोगकर्ता जागरूकता और संगठनात्मक नीतियों का संयोजन आवश्यक है। साइबर क्राइम को रोकने के मुख्य तरीके निम्नलिखित हैं:

1. मजबूत पासवर्ड और प्रमाणीकरण: जटिल, अद्वितीय पासवर्ड का उपयोग करने के लिए प्रोत्साहित करें और अतिरिक्त सुरक्षा के लिए मल्टी-फैक्टर प्रमाणीकरण (MFA) सक्षम करें।

2. नियमित सॉफ़्टवेयर अपडेट: ज्ञात कमजोरियों और शोषणों के खिलाफ सुरक्षा के लिए सॉफ़्टवेयर, ऑपरेटिंग सिस्टम और एंटीवायरस प्रोग्राम को अद्यतित रखें।

3. फायरवॉल और एन्क्रिप्शन: संदिग्ध ट्रैफ़िक की निगरानी और अवरुद्ध करने के लिए फ़ायरवॉल का उपयोग करें, और संवेदनशील डेटा को एन्क्रिप्ट करें ताकि प्रसारण के दौरान अनधिकृत पहुंच से रोका जा सके।

4. उपयोगकर्ता जागरूकता और प्रशिक्षण: उपयोगकर्ताओं को फ़िशिंग हमलों, सोशल इंजीनियरिंग और सुरक्षित ब्राउज़िंग आदतों के बारे में शिक्षित करें ताकि धोखाधड़ी या मैलवेयर का शिकार होने की संभावना कम हो सके।

5. बैकअप और पुनर्प्राप्ति योजनाएँ: डेटा का नियमित बैकअप लें और रैनसमवेयर या डेटा हानि के प्रभावों को कम करने के लिए एक मजबूत आपदा पुनर्प्राप्ति योजना बनाएं।

6.   एक्सेस नियंत्रण: उपयोगकर्ता अनुमतियों को सीमित करने के लिए भूमिका आधारित एक्सेस नियंत्रण (RBAC) को लागू करें, यह सुनिश्चित करते हुए कि केवल अधिकृत व्यक्तियों को महत्वपूर्ण प्रणालियों और डेटा तक पहुँच प्राप्त हो।

7.   निगरानी और घटना प्रतिक्रिया: असामान्य गतिविधियों के लिए नेटवर्क की निरंतर निगरानी करें और उल्लंघनों या हमलों को जल्दी से संबोधित करने के लिए एक स्पष्ट घटना प्रतिक्रिया योजना तैयार करें।

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# భారతీయ ధర్మశాస్త్రాలు– నిజాయితీ(Integrity) మరియు సత్యనిష్ఠ(Honesty)

▪ **E. SANTHARAM**
Dy.CVO/Engg

మన భారతీయ ధర్మశాస్త్రాలు, ఇతిహాసాలు, నీతిశాస్త్రాలు అన్ని నిజాయితీ,సత్యనిష్ఠ పై అద్భుతమైన ఉపదేశాలు, వాటి ప్రాముఖ్యతను వివరిస్తాయి. దేశ అభివృద్ధికి అవసరమైన ఈ సాంస్కృతిక విలువలు మన వ్యక్తిగత జీవితంలో నుంచి సమాజానికి, రాజ్యపాలనకు కూడా కీలకంగా ఉంటాయి.

'రామాయణం' లో శ్రీ రాముడు నిజాయితీ, సత్యనిష్ఠ పట్ల ఉన్న మహోన్నతతకు ప్రతీక. ఆయన తన తండ్రి ఇచ్చిన మాటను నిలబెట్టుకోవడానికి సింహాసనం, రాజ్యం, కుటుంబాన్ని కూడా వదిలి అడవికి వెళ్ళడం నిజాయితీ పట్ల ఉన్న కట్టుబాటు. రాముడి నిజాయితీ ప్రజలు, పాలకులు అందరూ అనుసరించాల్సిన విలువను నేర్పింది. నిజాయితీ పాటించకుండా నడిచిన రాజ్యం, సమాజం కూలిపోతుందని రామాయణం సూచిస్తుంది.

'మహాభారతం' లో ధర్మరాజు నిజాయితీ, సత్యనిష్ఠ పట్ల ఉన్న ఉదాత్తతను ప్రతిబింబిస్తాడు. తన రాజ్యాన్ని కోల్పోయినా, తన సత్యవ్రతం, నిజాయితీని ఏనాడూ వదలలేదు. అతని సత్యవ్రతం కారణంగా చివరికి అతనికి విజయమొచ్చింది. నిజాయితీ లేకుండా పాలన ఎలా కుప్పకూలుతుందో కౌరవుల కథలో స్పష్టంగా చూపిస్తారు. నిజాయితీ పాటించని సమాజం లేదా వ్యక్తి ఎప్పటికీ శాశ్వతమైన విజయాన్ని పొందలేరని మహాభారతం స్పష్టంగా తెలియజేస్తుంది.

'భగవద్గీత' లో శ్రీ కృష్ణుడు సత్యనిష్ఠ మరియు నిజాయితీ పై ఉన్న సూత్రాలను అర్జునునికి తెలియజేస్తాడు. "స్వధర్మే నిధనం శ్రేయః" అని చెప్పిన కృష్ణుడు, ధర్మపాలనలో సత్యనిష్ఠ అత్యంత ముఖ్యమని స్పష్టంగా ప్రబోధించాడు. నిజాయితీ తో కూడిన ధర్మాన్ని అనుసరించడం మాత్రమే ఒక వ్యక్తికి నిజమైన విజయాన్ని అందిస్తుంది. నిజాయితీ లేకుండా పొందే ఫలితాలు తాత్కాలికమని, ధర్మం పట్ల ఉన్న కట్టుబాటే శాశ్వతమైన విజయాన్ని అందిస్తుందని భగవద్గీత తెలియజేస్తుంది.

చాణక్య సిద్ధాంతాలు నిజాయితీ మరియు సత్యనిష్ఠ పట్ల ఉన్న విలువను వివరిస్తాయి. చాణక్యుడు "నాయకుడు సత్యనిష్ఠ మరియు సత్యనిష్ఠ తో ఉంటే, రాజ్యం సుస్థిరంగా ఉంటుందని" చెప్పాడు. నిజాయితీ లోపం పాలకులలో ఉందంటే, అది రాజ్యానికే విపత్తు తెచ్చిపెడుతుంది. చాణక్య సిద్ధాంతం సత్యనిష్ఠ పట్ల ఉన్న కట్టుబాటును సూచిస్తూ, పాలనలో మరియు సమాజంలో నిజాయితీ పాటించాల్సిన అవసరాన్ని చెబుతుంది. నిజాయితీ పట్ల ఉన్న కట్టుబాటే దేశ అభివృద్ధికి, రాజ్య స్థిరత్వానికి మూలం.


ఇతిహాసాలు, వేదాలు, నీతిశాస్త్రాలు నిజాయితీ మరియు సత్యనిష్ఠ పట్ల ఉన్న విలువను మనకు స్పష్టంగా తెలియజేస్తాయి. నిజాయితీ అనేది కేవలం వ్యక్తిగత జీవన విధానం మాత్రమే కాదు, అది సమాజ స్థాయిలో మరియు దేశ స్థాయిలోనూ పాటించాల్సిన సాంస్కృతికత. అవినీతి రహిత సమాజం మరియు ధర్మపాలన నిజాయితీ పట్ల ఉన్న కట్టుబాటుతోనే సాధ్యమవుతుంది. నిజాయితీ పాటించే వ్యక్తులు మరియు నాయకత్వం మాత్రమే దేశానికి సుస్థిర అభివృద్ధిని తీసుకువస్తాయి.

# Case Studies

# &

# System Improvements

# Engineering

## Case Study – 1

## Inflated Measurements in Earthworks (Cess work)

|  | Case-I | Case-II |
|---|---|---|
| Agt Qty  Value of Agt | 96,400cum for a length of 31 km  ₹4.1 Crores | 34,500 cum for a length of 26 km  ₹66 Lakhs |
| Actual work executed | 79,000 cum for a length of 7.3 km* | 34,400 cum for a length of 9.2 km* |
| Inflated qty. | 59,250 cum (75%) | 18,900 cum(55%) |
| Amount paid  Excess/un-due amounts paid | ₹2. 6 Crore  ₹2.1 Crore ( 82%) | ₹66 Lakhs  ₹36 Lakhs (55%) |

### Irregularities:

➢ *Quantities of earthwork - not executed as per scope - executed at one location.
➢ Toe distances recorded - more than actual toe points.
➢ Initial levels & final levels - manipulated.
➢ The used soil - not confirming to the RDSO specifications.
➢ Requisite soil samples - not tested as per stipulated frequency as per GE:G-1.
➢ Approval for soil to be used - not obtained from the competent authority.
➢ Site lab was not established as per agreement conditions.
➢ Prescribed test checks in the MB / ground levels not carried out by ADENs / DENs.

**Action Taken:**

|  | **Case-I** | **Case-II** |
|---|---|---|
| Action initiated | Vigilance case registered against Sr.DEN, ADEN, SSE/P.Way & SSE/Drg | ADEN – Pension cut proceedings<br>SSE/P.Way – Major penalty<br>SSE/Drg – Minor Penalty |
| Recoveries advised from the agencies | ₹2.11 Crores | ₹35.93 Lakhs |

## Case Study - 2

## <u>Failure of Retaining wall</u>

➢ A vigilance check was conducted based on a source information regarding collapse of retaining wall constructed in a GC project.

➢ Retaining wall (MCC) of 275m length, height varying from 7.82m to 5.64m at distance of 7.40m from CL constructed in year 2019.

➢ Subsequently the height of retaining wall was further increased by 1.2 to 0.60m without any design consideration.

➢ Approximately 90m length of retaining wall collapsed during recent monsoon

➢ Retaining wall constructed due to inadequate land on one side of the track.

➢ Approximately 90m length of retaining wall collapsed.

**Irregularities:**

➢ Drawing prepared at field level (signed by AXEN), approval of competent authority was not obtained.

➢ Drawing/section not sent for check at designs section.

➢ The design adopted by field executives was checked in designs section and found to be inadequate & un-safe in both overturning & sliding.

➢ Strength of the retaining wall have been checked with the rebound hammer. As the results are not satisfactory for retaining walls, 24 core samples have been collected and tested in a NABL accredited laboratory out of which 15 cores have failed to exhibit requisite compressive strength. An amount of Rs. 34.28 lakhs were paid towards the substandard retaining walls (including cement).

➢ No back filling material is provided stipulated as per para no. 605(3) of IRBM behind retaining wall, although relevant item is available in agreement.

➢ Vigilance has advised to recover an amount of Rs. 34.28 lakhs from agency and the same was recovered.

➢ Action taken: Major penalty recommended against AXEN/C and administrative action against Dy/CE/C.


## System improvement -1


**System improvement in regard to arriving weights in Structural Steel Works**


a) **Irregularities noticed:**
In works of steel fabrication works for FOBs, sheds, COPs & overhead water tank stagings etc, rib plates of triangular shape have been used. During preventive checks by vigilance department, it was noticed that weight for these triangular rib plates is being recorded in the MBs by taking over all square dimensions for payments to the agency. For all these works, the triangular rib plates are used in pairs and moreover there is no wastage of steel. Hence, for triangular rib plates there is no need to consider overall square dimensions.

**b) System improvement suggested:**

Vigilance (Engg.) has requested to issue suitable instructions in the form of system improvement to all field units of Open line/Construction Organisation regarding recording of measurements of triangular rib plates as triangular dimensions rather than recording by taking over all square dimensions so as to avoid loss to railways.

c) **System improvement issued:**

(Ref: PCE's No. SCR-HQ0ENGG(SOR)/18/2019- Dt: 05.08.2024)

The triangular rib plates were used in pairs. As the pair of triangular ribs can be made from one square piece only and there is no wastage, actual measurements of the gussets / rib plate tec., are to be paid as per the approved drawing.

In this connection, the following system improvement guidelines are issued for adoption uniformly while arriving weights of Gusset plates/Rib plates etc.

*"Weight of the gussets/Rib plates etc. shall be paid as per the approved drawings for the actual sizes, if the gussets/rib plates etc. are triangular / regular shape where there will be no wastage of the steel.*

*This applies to all such cases for payment of structural steel members while using CPWD DSR items, USSOR item etc"*

Cross-section of gusset plate

Two rib plates can be cut
from a square / rectangular plate

Cross-section of triangular rib plates
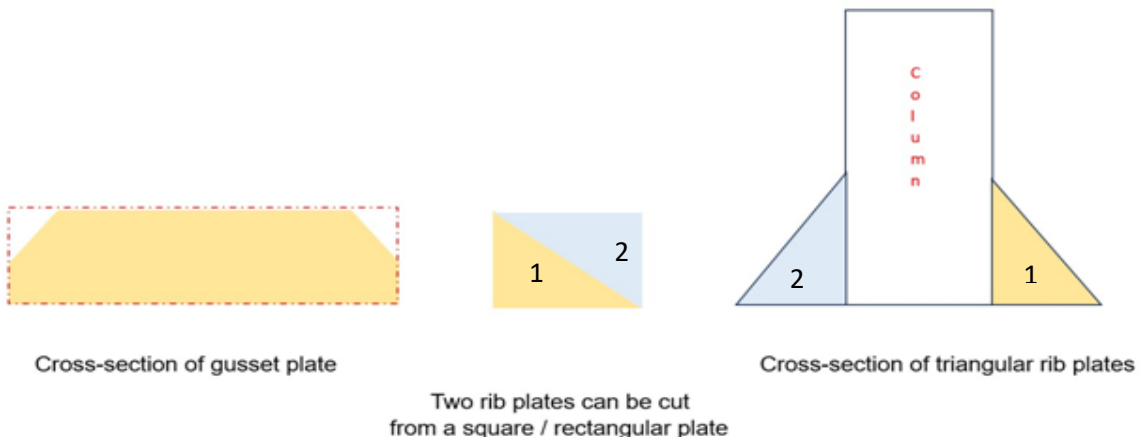
# System improvement -2

## System improvement in regard to provision of filter media below stone pitching for guide bunds and approach embankment.

a) **Irregularities noticed:**

During vigilance checks it was noticed that, filter media is not provided under pitching & behind abutment/retaining walls of bridges as per para 605 & 810.2(g) of IRBM provisions, which is an important technical aspect.

Field officials submitted that due to stringent targets to complete projects, filter media could not be provided at bridges. Field officials has also taken pretext that payments were not done for filter media as it was not provided.

It is also observed during vigilance investigation that, items for filter media are not provided in schedule of some agreements.

In the recent past, some part of retaining wall was collapsed of Gauge conversion project where filter media is not provided behind retaining walls which may be one of the contributory factors for collapse along with other reasons such as improper design & sub-standard concrete.

b) **System improvement suggested:**
Vigilance (Engg.) has requested to issue instructions in form of system improvement to all open line & construction units regarding importance of filter media underneath pitching & behind retaining walls as per IRBM provisions and items for filter media to be kept invariably in the tender schedule.

c) **System improvement issued:**
(Ref: PCE's No. W.71/Br/Bridge Policy/ Vol.II  Dt: 25.07.2024)

Side slopes of guide bunds & approach embankment needs protection to avoid slippage of earth material from slopes due to i) Wave action on the Upstream side ii) Water current along the slopes iii) Wind action iv) Rain cuts/Rain water. (ref: para 810 (2)(g) of IRBM)

To ensure effective drainage, it is necessary to provide graded filter media below pitching. (ref: para 205(2) of IRBM)

Similarly, non-provision of filter media below pitching may cause uplifting of pitching stones leading to failure of slopes of formation.

Non-provision of boulder filling and granular backfill behind earth retaining structures will make weep holes ineffective and may cause building of excessive hydrostatic pressure behind the structures leading to collapse in extreme cases.

Suitable SSR/NS items for provision of boulder filling & granular fill behind earth retaining structures and filter media below pitching shall be incorporated in the tender schedules of bridge work and earth works invariably and it will be ensured that works will be carried out as per the specifications without fail.

Provision of boulders filling with granular backfill as per para 7.5 of sub structure code and provision of filter media below pitching in the approach banks as per Para 205(2), Annexure 2/3 of IR Bridge Manual shall be implemented without fail.

In case of any field constraints in implementing the above instructions as per approved GADs, the matter shall be referred to the competent authority i.e. CBE/CE(C) for giving alternate design/ arrangements for earth retaining structures / pitching of banks.


## System improvement -3


### System improvement in regard to provision of retaining walls in RUB approaches.

a) **Irregularities noticed:**
At one of the RUB of SC Railway, retaining walls were constructed as per Drg. No.GW(W)SC/BR/RUB/STD/4206/2019 issued by CBE/SC and no surcharge is permitted behind the retaining wall according to the design of the drawing.

Retaining wall collapsed later due to the additional surcharge dumped behind the retaining wall during the course of time. It was fortunate that no road traffic was passing during the time of collapse and no mishap took place.

Retaining walls are to be constructed in road approaches of RUBs and in most of the cases, full / part of the retaining walls may fall beyond railway land boundaries. As railways do not have any control over the land behind this retaining wall regarding with increase in surcharge loads etc., which may result into collapse of retaining walls during course of time similar to the case happened at one of the RUB.

**b) System improvement suggested:**

In order to avoid loss to railways on reoccurrence of such failures of retaining wall and keeping in view of safety of road/rail users, Vigilance (Engg.) has requested to issue suitable instructions to conduct detailed study of the location and proper design and drawing on case to case basis for construction of retaining wall on the RUB approaches.

**c) System improvement issued:**

(Ref: PCE's No. W.71/Br/Bridge Policy/ Vol.II  Dt: 05.02.2024)

To avoid failures / collapses the following action has been implemented:

  (i).    RCC U type retaining walls only shall be adopted.

  (ii).    A through inspection of site has to be conducted to study the loads likely to act on the retaining wall and a suitably designed RCC retaining wall shall be provided.

  (iii).    In case any standard drawing issued by this office is being adopted, suitability of the drawing for the prevailing/anticipated site conditions shall be verified and in case of any doubt, clarification shall be sought from bridge Design section before adoption of the drawing.

  (iv).    Earth behind the retaining walls shall be levelled as per the design.

  (v).    Plying of road vehicles very close to the rear side of the retaining wall, dumping of earth/garbage behind the retaining wall may cause excessive live load and dead load surcharge. Wherever feasible suitable barriers shall be provided so as prevent plying of road vehicles very close to retaining walls and to maintain the earth level as per the design.

# System improvement -4

## System improvement for Submission of Bid security by the tenderer in the form of Bank guarantee (BG)

**a) Irregularities noticed:**

During a complaint investigation by Vigilance, it is noticed that the offer of the lowest tenderer was not considered as valid by the TC stating that he has submitted Bid security in the form of Bank Guarantee (BG) through courier which is not acceptable as per tender conditions. The original BG has to be submitted by contractor or by his nominee in person and the original BG received by registered post should not be accepted as per CE/Works letter Dt. 28.06.23. As per GCC2022, original BG has to be submitted in person, but not mentioned about specific mode of submission i.e., courier/speed post/ordinary post/registered post etc. Thus, there is an ambiguity in regard to submission of original BG.

**b) System Improvement suggested**:

Vigilance (Engg.) requested to issue suitable guidelines as a System Improvement to avoid ambiguity in evaluation of the tenders in regard to submission of original BG in person towards Bid security. The guidelines may include the system of receiving the original BG in person such as authority/authorization letter issued by bidder for the person submitting the BG, name and signature of the person who submitted and received the original BG etc.,

**c) System improvement Issued:**

(Ref PCE' Lr. No. W.496/Policy/Vol.IX  Dt: 31.05.2024)

The following guidelines are issued for uniform adoption by all divisions/units.

1. The original BG can be sent by the tenderer  through  a  person  or  through Post  / Courier so as to reach the Nominated Railway official on any working day before the closing date of submission of bids (i.e., excluding the last date of submission of bids). Railway will not assume any responsibility for any  delays  in case the  BG is sent through Courier / Postal department. Any BG received by Post/ Courier on or after the closing date of bid submission shall not be taken cognizance of while evaluating the tender and shall be returned back to the sender by Registered Post.

2. A Railway  official should  be nominated  for receiving the original  BG and the details of this Railway Official shall be clearly mentioned in the tender document. A register will  be maintained  by this official to record the details of original  BGs received.

3. The nominated Railway official receiving the original BGs shall make the entries in a serial order in the register maintained for this  purpose  and  will  acknowledge the receipt of envelope containing the original BG. Office stamp having  date  shall invariably be affixed over the envelope along with the  Serial  entry  number  (as recorded  in the register).

4. The following details shall be entered in the register:

   a) Tender number & Work name
   b) Name and address of the tenderer.
   c) Name of the Nominee in case it is sent by a nominee of the tenderer. (Thenominee should carry valid ID proof while submitting the original BG inperson).
   d) Original BG received in person or by Post or by Courier
     i) Signature of the tenderer / nominee in case original BG is received  in person.
     ii) Date and time of receipt
     iii) Signature of the official

# System improvement - 5

## Submission/Uploading of documents by the tenderers along with their bid

a) **Irregularities noticed:**

During a complaint investigation by Vigilance in regard to the finalization of the tender case, it was noticed that there is a difference of opinion between TAA and TC members in regard to non-submission of mandatory documents which is crucial in adjudging the technical eligibility of the tenderer.

In this case, there is a mandatory document to be submitted by tenderer in regard to submission of declaration that they are not blacklisted/debarred etc., TC members did not qualify the bidder as he has not submitted the declaration. But TAA opined that the said declaration is covered in another document, and also opined that there is no such clause in tender conditions to reject their offer for not submitting the mandatory document.

Though the document was mandatory, there is no clarity in the tender condition whether to reject the offer or otherwise for non-submission of the same by the tenderer. Due to this contradiction in the tender conditions, the TC minutes shuttled between TC members & TAA, which resulted into excessive delay of 10 months in finalization of the tender.

It is being mentioned that some documents are "mandatory" which are to be submitted by tenderers along with the bid. Clauses such as "summarily rejection of their bid" or "liable for rejection of their offer" are also being incorporated in the tender documents for non-submission of these mandatory documents. It is also noted that there is no mention about "rejection of their offer" for non-submission of some of these mandatory documents.

It is further noted that some documents to be submitted by the tenderer are being indicated as "optional". It is pertinent to mention here that for a particular document to be submitted by the tenderer, one division is stating as 'Optional' and another division as 'Mandatory'.

b) **System Improvement suggested:**

(i) To clearly define about mandatory or optional documents/certificates to be submitted by tenderers in the tender documents.

(ii) Categorical specification regarding rejection of offer of the tenderer for non-submission of 'Mandatory' tender documents along with the bid.

(iii) For uniform adoption by all units over the South Central Railway so as to avoid ambiguity among the prospective tenderers while submitting their bids, TC members during finalization of tenders & to improve transparency in finalization of tenders

### c) System improvement Issued:

(Ref. PCE's Lr. No. W.148/P(guidelines)/Vol.II  Dt: 06.03.2024)

To avoid ambiguity in interpretation and evaluation of tenders, the tender document to be uploaded on IREPS shall be as per the format circulated. This shall be adopted uniformly on all divisions henceforth.

# Electrical

## Case study - 1

### Irregularities observed in the Execution of a Running Room Contract

**Background**

The Railways has awarded a contract for the outsourcing of management services for Running Rooms and the supply of subsidized meals to occupants for a period of two years. The concerned CCC is responsible for monitoring the execution of work by the agency, and OS/Bills is responsible for processing of bills, and is accountable for any lapses identified during inspections.

**Details of the Preventive Check**

A Preventive Vigilance inspection was conducted at TRSO units in two divisions, which included a comprehensive review of the relevant tender records and bill copies. The following irregularities were observed:

1. Attendance registers for contract workers deployed by the agency revealed a shortfall in the prescribed staff deployment.
2. The attendance register submitted for bill processing differed from the register maintained at the running room, resulting in unreported short deployment of manpower in the bills.
3. A check of consumables and groceries indicated that a minimum one-month buffer stock was not being maintained.
4. The agency received bonus payments without corresponding payments to the contract staff, and there was a lack of necessary documentation to prove the payment of the bonus amount.
5. The agency did not submit a list of employees to be deployed prior to the commencement of work.
6. Variations in tender conditions and penalty clauses were noted between divisions, indicating a lack of uniformity in the tenders issued across the South Central Railway.
7. No biometric attendance system was installed.
8. Since the payments made against the scheduled item for the "supply, commissioning, and maintenance of RO plants", it cannot be considered as the property of the contractor, as stated by the executive.

**Actions Taken**

a) Following recommendations from the vigilance department, a recovery amount of ₹45,451 has been proposed to recover from the contract agency.

b) The concerned SSE has been subjected to a disciplinary action under the DAR with a minor penalty charge sheet for lapses in contract execution.

c) The official processed the bills has been issued a recorded warning for processing payments without ensuring bonus payments to contract staff.

d) System improvement have been recommended, addressing the issues identified during the vigilance check across all divisions.

# Case study -2

## Irregularities observed in the execution of a TRD contract

**Background**

The Railways has awarded a contract for "outsourcing of periodical Maintenance & Breakdown attention of TRD assets". The concerned SSE in-charge, OS/Bills, SSE/Drg and ADEE were responsible for monitoring the execution of work, processing of bills and test check for the lapses identified during inspection.

**Details of the Preventive Check**

A Preventive Vigilance inspection was conducted at one TRD unit in one of the divisions, which included scrutiny of tender files and corresponding bill copies. The following irregularities were observed:

1. Contract agency failed to deploy their staff for few months resulting in the inability to perform any maintenance of the TRD asset during this period.

2. The concerned depot in-charge has notified the Executive about the non-deployment of contract staff and has communicated the penalties to be imposed through letters.

3. According to the contract agreement, every maintenance activity performed by the agency must be recorded in the scheduled maintenance forms using the prescribed format. This serves as proof that the work has been completed correctly, allowing for the processing of bills based on these record. However, even though, not even single activity was recorded in the schedule forms, bills were processed and payment was made to the Agency.

4. The contract agency did not make timely EPF and ESI contributions for the staff deployed. Further, it was noted that ESI contributions for the contract personnel were not paid at all.

5. As per the contract terms, the Contract Agency was required to furnish a guarantee bond of Rs One crore (or an amount determined by the Executive).

However, the Agency has not fulfilled this obligation. Unfortunately, this oversight was not recognised by the relevant officials before the processing of bills.

### Actions Taken

a) Based on recommendations from the vigilance department, a recovery amount of Rs. 41,08,887/- has been proposed to impose on the contract agency. Of this total, Rs. 8.21 lakhs has already been recovered in the running bills.

b) The concerned SSE has been taken up under DAR

c) The officials (SSE/Drg and OS/Bills) who processed the bills have been recommended minor penalty charge-sheet

d) Administrative action has been recommended against the concerned ADEE for the lapses identified during the test check.

***

## System improvement issued on Sand Contracts

(PCEE/SC's Lr no. E.221/Drgs/Spec/Vol.XIX, dated 28.03.2024)

**Irregularities noticed:**

During a preventive vigilance check in one of the divisions, multiple irregularities were identified. Key issues include the absence of necessary bank statements to verify monthly wage payments to contract staff, incomplete maintenance of staff documentation (including bio-data, police verification certificates, wage registers, and medical certificates), and the use of non-conforming sand in locomotives.

Further, the contractor did not provide delivery challans or tax invoices for the supplied sand. The sand account was inadequately maintained in the UDM portal, and the sand register was not updated regularly.

Moreover, inconsistent procedures for sand testing were noted, with some units adhering to HQ guidelines while others followed RB guidelines, resulting in a lack of uniformity. Immediate corrective actions are recommended to address these deficiencies and enhance overall compliance.

**System improvement issued:**

1. Tender description for sand supply contract shall be as "Supply of sand of grain size 850/425 micron for use in the locomotives" as per the specifications IS: 1987/2002, Grade"C" and AAR M-916-51

2. Sieve Test and clay content test shall be as per IS specification whereas caking test and solubility test shall be as per AAR-M-916-51 specification

3. Delivery challans, Tax invoices along with supply of materials are to be ensured

4. Documentary evidence regarding payment of Royalty, Seigniorage charges and other mandatory levies to Sate Govt. shall be submitted by the contractor.

5. Sand shall be accounted in User Depot Module (UDM) and Consignee shall make entries in the DMTR which shall be signed by the shift supervisor or in-charge of that unit

6. Every lot of sand supplied by the contractor directly to any point i.e. Loco shed, Trip shed, Lobby, Crew changing point etc, shall be subjected to inspection and testing

7. Sand shall be supplied in sealed polythene bas preferably of 25kg.

# Medical

## Case study

### Irregularities in Initial Medical Examination

During a preventive check conducted at a Divisional Hospital on the aspect of IME/PME, it is observed that a Junior Engineer appointed on CG grounds has medically de-categorized from Aye-Three medical category to Cee-one and below medical category in 4 years of his service.

In IRMM 2000, para 523 (i) (a), it is stated that standards for re-examination would apply only for the employees with not less than six years of service. So, for the instant employee, relaxations in medical standards are not applicable as per this rule.

At the Initial medical Examination (IME), this candidate passed all the visual tests done by the initial medical examiner with the opinion of medical board that was constituted with an ophthalmologist and was made fit in Aye –three and below medical categories with glasses instead of Aye Two. It was stated that Binocular Single Vision (BSV) as present. He was posted as Junior Engineer.

During the completion of his 4 years of service, he came for Periodical Medical Examination (PME) to the same Divisional Hospital. The consultant Ophthalmologist at Divisional Hospital evaluated and diagnosed that the employee is having Left eye Lateral Rectus Palsy with Defective Binocular Single Vision i.e., BSV-Absent.

Later he was sent to the central hospital for expert opinion. Ophthalmologist examined the case and noted that he is has Limitation of Abduction in Left eye with Minimal Globe retraction and diagnosed as "Duane's Retraction Syndrome of Left eye". Later, he was referred to a private hospital for Neuro Ophthalmologist evaluation and it was confirmed as Left Dunae's Retraction Syndrome. This case returned to divisional hospital and a Divisional Medical Board was constituted at Divisional Hospital and he was declared unfit in the present job as Junior Engineer and also in Aye Three, Bee One and Bee Two medical categories but fit in Cey One and below medical categories as he is a case of Left Eye Dunae's Retraction Syndrome with absence of Binocular Single Vision (BSV).

Vigilance angle is found on the Initial Medical Examiner and the Medical Board formed at his initial medical examination as they declared an ineligible candidate as fit in Aye Three medical category as the condition is a congenital condition and could have been found out earlier if evaluated properly in IME. The candidate was posted as JE in 4200 grade pay as per 6th CPC with undue financial benefit and causing risk to public safety.

If he was evaluated correctly at the initial medical examination itself, he would have been placed in some other post with lower grade pay since this was an appointment on compassionate grounds.

At present, he is working in Cee-one medical category post and availing double benefit of pay protection and a non-safety post.

This is a live case and clarifications are being sought from the officials concerned.
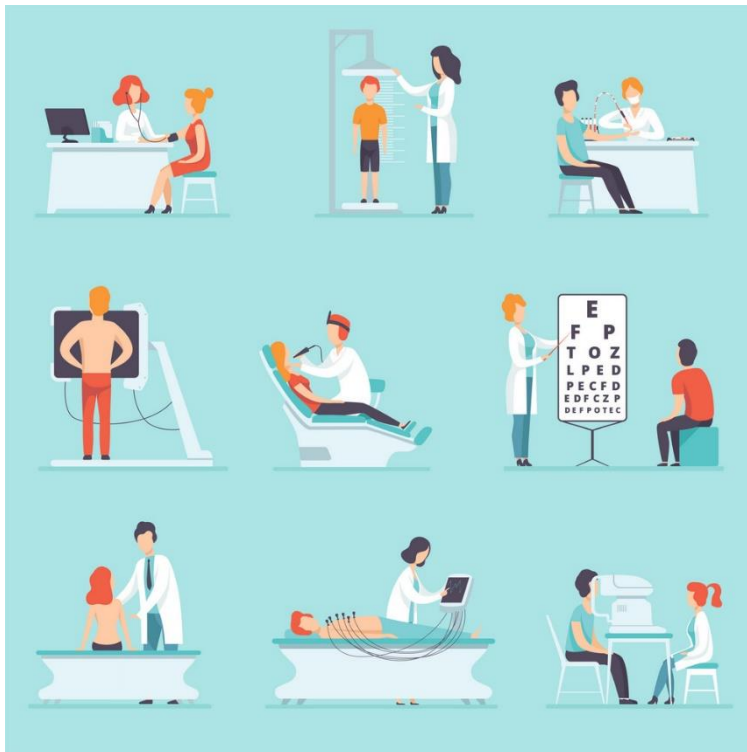
# Personnel

## Case Study - 1

### Impersonation – in – CG Appointment:

▸ An employee expired in 2007 leaving behind widow, one son and three married daughters.

▸ Initially widow sought for appointment which was considered, but in the intial medical examination she was found medically found unfit in all classes of Railway services, thus she could not take up the job.

▸ Later, widow sought for appointment in favour of her son who was considered and he was appointed during June 2008.

▸ On source information, investigation was carried out in 2024 by Vigilance department contacting various authorities wherein the following facts/ documents were found.

(i)    As per the Grama Panchayat office records, the original son of deceased Railway employee died during February 2008.

(ii)  Photograph available on the Voter card was issued in some other name but the same was matching with the photo of the employee who is presently working.

(iii) The present employee while deposing to vigilance has finally confessed that he had impersonated as a son of deceased Railway employee and joined in Railways.

(iv) The present employee was the husband of one of the three daughters of the deceased employee.

**Action taken:**
On Vigilance advice, Personnel Department has taken action and the Services of Impersonator have been terminated with immediate effect. Thus Railway administration could save the future losses which might have accrued in the long run.

**Suggestion:**

Points to the need for extreme vigilance at the stage of Appointing CG Candidates due to repeating cases of impersonation, falsification of documents of age, qualification etc. The Welfare inspectors should take due care while processing the CG case files instead of relying merely on the documents.

# Case Study - 2

## 1. Impersonation – in – Railway Work Place :

➢ During vigilance check in one of Rly.staff canteen it was found that two non-railway persons were working in place of two regular canteen assistants.

➢ Signature in the attendance register of one of the regular employee is being done by the Canteen Manager, whereas the second regular employee use to come once in a week put his signature on weekly basis but somebody else use to work for him.

➢ Canteen Manager used to collect amount from one of canteen assistant on monthly basis so as to allow non-railway person to work in place of a regular employee. Impersonation was continued for an abnormal period between one to two years.

➢ An Inspector of the department who was also holding the portfolio of a Secretary of the canteen also allowed continuing impersonation without bringing to the notice of higher officials.

### Action taken:

(i) Major penalty charge sheets were issued to the responsible employee by the department concern on the advice of the vigilance.

# Case Study - 3

## Allowed HRA while in occupation of Railway Quarters

➔ During preventive check, it was noticed that payment of HRA was allowed continuously for around 05 years while employee was in occupation of Railway quarter.

➔ Employee failed to bring it to the notice of the Bill drawing officer regarding payment of HRA while in occupation of Railway quarter while led to over payment of HRA. Employee did not put any efforts towards stoppage of HRA.

➔ The then Bills clerk allowed both HRA + Rent recovery and thereafter he was transferred to other Zone on IRRT after few months.

➔ The present dealing clerk also failed to verify the bill properly before submitting every month for passing the salary bill.

➔ Due to gross negligence on either side i.e. employee as well from Bill clerk has led to over payment.

**Action Taken:**

➔ Vigilance advised department concern to fix up the staff who are responsible for causing overpayment for such a long period of 05 years and failed to verify the records from time to time. Thus to take up both staff under DAR rules.

***

## System Improvement -1

**Procedure for sanction / intimation and noting of immovable property transaction in case of Railway Servants on SCR**

As per the existing practice, over SCR a two-tier system is being currently followed for prior sanction / intimation and noting of immovable property transactions, viz.,

▸ If a Railway servant desires to enter into a transaction of purchase /sale/ lease /mortgage or otherwise of Immovable Property, he/she should intimate the same to the Government in the prescribed proforma (Annexure-IIIA) duly filled in all the columns. (The applicant need not submit any documents initially in support of the information furnished in the application).

▸ Once an agreement for the transactions has been reached, allotment has been done, or registration of the property has taken place, then immediately and not later than one month he should submit the supportive documents along with application in prescribed proforma (Annexure-III B) in respect of the transaction once again.

▸ The present system was reviewed by Vigilance for avoiding duplication of work and wastage of time. It is suggested that a single tier system may be followed for intimation /sanction /noting of transactions of immovable property. Accordingly a system improvement suggested;

(i) If the Railway Servant has any official dealings with the party with whom the

transaction is being made, then necessary prior sanction has to be obtained.

(ii) The applicant has to submit all requisite documents such as Agreement for Sale, Loan sanction letter from the Bank/ Financial Institutions, details/documents of all likely sources of Finances while seeking intimation/ permission for purchase of immovable property in support of the information furnished in the application.

(iii) In case of disposal of immovable property Railway Servant has to submit the relevant documents such as copy of Agreement for sale/Registration deed of the acquired property, prior intimation/sanction obtained while acquiring the property etc.

(iv) In case of acquisition, after Registration of the Property, copy of the Registration Deed/ Sale deed should be submitted to the concerned authorities within one month from the date of the registration with a covering letter referring to the request for noting of transaction applied earlier for office record. In case of any variation in respect of cost of property, sources of funds at the time of actual Registration of the property, the Railway servant shall furnish the relevant details with reasons for variation and intimate it to Railway Administration which has to be noted by competent authority in official records.

➢ Accordingly system improvement has been issued by PCPO/SCR vide lr.No.P(R) 182/V dated 01.10.2024.

Copy of the forms required to be used for noting of immovable property transaction. (Annexure –III and a Check list).

## *Annexure-III*

Form for giving ***INTIMATION / SANCTION*** under **rule 18 (2) of the RS (Conduct)Rules, 1966 for transaction in respect of Immovable Property**

(Tick the relevant portion)

| | | |
|---|---|---|
| 1 | Name, Designation and Office | |
| 2 | Present pay Level(7th CPC) | |
| 3 | Whether property is being acquired/disposed off | acquired/disposed off |
| 4 | Probable date of acquisition/disposal of property | |
| 5 | Mode of acquisition/disposal (Gift/inherited/ Mortgage/Lease or otherwise, through media/ advertisement/relative/friend/pamphlet etc) | |
| 6 | a) Description of the property<br><br>Ready built house / Flat / House construction / Plot / Agriculture land / Commercial property/ Others<br><br>b) Full details about location<br><br>Survey No.                Area.<br><br>House No.<br><br>Name of Street.<br><br>Taluk/Mandal.<br><br>Dist.<br><br>State<br><br>c) Whether freehold/leasehold<br><br>d) Whether the applicant's interest in property is in full or part (in case of partial interest the extent of such interest and the details of other members must be indicated)<br><br>e) In case the transaction is not exclusively in the name of the Railway servant, particulars of Ownership and share of each member | |
| 7 | Anticipated Sale/Purchase/construction Price of the property (market value in the case of gifts) | Rs. |

| 8 | In case of acquisition, sources of Finance/proposed to be financed<br>a) Provident fund<br>b) Personal Savings<br>c) Loan from Bank/Financial Institutions<br>d) Any other sources with details | Rs.<br>Rs.<br>Rs.<br>Rs. |
|---|---|---|
| 9. | In case of disposal of property whether the property was noted in the records of Government / prior sanction obtained from the Government before acquisition | |
| 10 | a) Name and address of the party with whom transaction is proposed to be made. | |
| | b) Is the party related to the applicant? If so, state the relationship? | |
| | c) Did the applicant have any dealings with Party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future. | |
| | d) How was the transaction arranged (whether through any statutory body or through Friends and relatives or a Private Agency or through advertisement. | |
| 11 | In case of acquisition through Gift whether sanction is also required under rule13 of the RS(Conduct) Rules,1966,if yes furnish the details of gift. | |
| 12 | Any other relevant fact which the applicant may like to declare. | |

Signature of the applicant
Name,Desig & office working

**Note:**

1. If the Railway Servant has any official dealings with the party with whom the transaction is being made, then necessary ***prior sanction*** has to be obtained.

2. The applicant has to submit all requisite documents such as Agreement for Sale, Loan sanction letter from the Bank/ Financial Institutions, details/documents of all likely sources of Finances while seeking intimation/ permission for purchase of immovable property in support of the information furnished in the application.

3. In case of disposal of immovable property Railway Servant has to submit the relevant documents such as copy of Agreement for sale/Registration deed of the acquired property, prior intimation/sanction obtained while acquiring the property etc.

4. In case of acquisition, after Registration of the Property, copy of the Registration Deed/ Sale deed should be submitted to the concerned authorities within one month from the date of the registration with a covering letter referring to the request for noting of transaction applied earlier for office record. In case of any variation in respect of cost of property, sources of funds at the time of actual Registration of the property, the Railway servant shall furnish the relevant details with reasons for variation and intimate it to Railway Administration which has to be noted by competent authority

## DECLARATION

I, _____ (Name)

_____(Designation) here by declare that the particulars given above are true. I request that I may be given sanction to acquire/dispose of the immovable property as described above from / to the party whose name is indicated in 10(a) above.


Station:                                        Signature:
                                                Name:
Date:                                           Designation:
                                                Office:

### Check list for noting of transaction under Rule 18 (2) & 18(3) of Railway Service (Conduct) Rules -1966.

| Sl. No. | List of Documents | Whether attached (Yes/Not applicable) |
|---|---|---|
| 1 | Applied for Intimation (Agreement for sale /Any relevant document for proposed transaction) | |
| 2 | Applied for final Noting (in case of any variation) | |
| 3 | Applied for previous permission (if any such transaction is with a person having official dealings with him/her) | |
| 4 | Copy of Agreement /Sale Deed /Allotment letter/Consent letter from Builder /Seller etc. | |
| 5 | Loan sanction /Principal approval letter, if taken from Bank /Finance institution indicating the EMI. | |
| 6 | Original written consent of the relative/friends regarding extending interest free loan (if any) with his/her full address indicating relationship, reflecting the present transaction entries/ Certificate from Sarpanch of Village regarding Agricultural income /Inheritance/ Succession certificate etc. | |
| 7 | Documents in support of personal savings i.e., updated bank account pass book /bank statement/FD/Mutual fund etc; reflecting the present transaction entries. | |
| 8 | Copy of letter of noting of purchase/acquisition done earlier, in case of sale of property. | |
| 9 | Copy of latest Pay Slip for proof of PF balance | |
| 10 | Others, if any. | |

Signature :
Name:
Designation:
Date  :

# System Improvement -2

**Drawal of HRA while in occupation of Railway Quarters:**

➢ It is observed that HRA is being paid while an employee was in occupation of a allotted Railway quarter.

➢ Recovery towards electricity charges has been commenced but other recoveries towards Railway Quarter rent and water charges were not affected.

➢ Quarter occupation memo was not received by the Sr.DPO's office, the drawal of HRA has been continued for very long period and it could be identified only during vigilance preventive checks and led to over payment of HRA.

**System Improvement suggested**.

➢ In order to bridge this communication gap, a system improvement was proposed that when one of the recoveries such as Quarter rent or Electricity or Water charges commences then the HRA TAB in the IPAS should automatically get disabled/defunct and vice versa by which the over payment payments/excess recoveries can be avoided.

➢ Advised PCPO to approach CRIS for modification in the module, accordingly PCPO office advised PFA who in turn advised CRIS for changes in the IPAS.

दक्षिण मध्य रेलवेSOUTH CENTRAL RAILWAY
प्रमुख वित्त सलाहकार का कार्यालय
PRINCIPAL FINANCIAL ADVISER'S OFFICE
रेल निलयमRAIL NILAYAM,सिकंदराबादSECUNDERABAD– 500025

No.PFA/ITC/IPASCORRES/2023　　　　　　　　　　　　Date: 12.09.2024

**Dy.CAO/G/CR**

Sub: Irregular drawl of HRA to the employees while in occupation of
Railway quarters – System Improvement – Reg.
Ref: 1. PCPO's Lr.No.P[R] 554/VIII dated 23.02.2024.
2. SDGM & CVO/S.C.Rly's Lr.No.G.265/V/PC/2023/09/01417/
System improvement dated 06.02.2024.

*****

Vigilance department has conducted few preventive checks in regard to drawl of House Rent Allowance (HRA) while the employee is in occupation of a Railway quarter. It is observed that both "drawl of HRA" and "recovery of house rent, water charges and electricity charges" are made to the employees in the same pay period (salary month) which is contrary since the employee occupied Railway quarters.

In IPAS, it is noticed from the employees' bio-data that when the "Accommodation" mode flag set as **"QUARTER+HRA"**, the employee can draw HRA and recovery of House rent, water charges and electrical charges can be made in the same pay period. But, this "QUARTER+HRA" flag should be used in specific circumstances only by allowing till a specific period. This validation is not implemented in IPAS and there may be chance of intentional or unintentional mistakes by salary dealing staff - if the accommodation flag not set correctly, which results in drawl of HRA even the employee occupied Railway quarter after completion of specified period.

*To overcome this issue, when the salary dealing staff set the accommodation mode of an employee as "QUARTER+HRA", **IPAS should prompt the user to enter "From period" and "To period"** in the screen with uploading of supporting documents so that irregular drawl of HRA can be avoided.*

Since, CR is the nodal Railway for Payroll module, it is proposed for incorporating the above changes in IPAS by CRIS for restricting the irregular drawl of allowances.

Encl: As above.

(D.C.Divakar)
Dy.CAO/G
for PFA/SCR

Copy to: JDFCCA/RB for information please.

# System Improvement -3

## Discrepancies/irregularities in DAR cases:

➢ During vigilance check, DAR cases have been verified wherein the discrepancies/irregularities were noticed as under:

1. In some cases Disciplinary Authority has passed orders, but the copies of NIP (notice of implementation of penalty) orders are not served in personnel department for implementation.

2. In many cases minor penalties have been issued but penalties were imposed as "Warning" without giving any justification for taking such decision.

3. In some cases Major penalties have been issued but minor penalties were imposed without giving any justification for taking such decision.

4. In some DAR case files dates were not mentioned by dealing officials and DA while singing on such papers.

5. There is no register is being maintained for DAR cases to record the stage wise progress of the case.

   **System Improvement suggested**.

1. To review the cases where minor penalties have been issued and imposed the penalty of warning.

2. In DAR case files wherever signatures are affixed date should be mentioned invariably by the dealing officials and DA.

3. A Register should be maintained physically for recording entries stage wise of each DAR case.

4. While passing orders by DA. AA & RA in DAR cases a Reasoned speaking order should be passed instead of imposing a penalty straight away.

**VAW**

# S&T

## System improvement

System improvement issued for Policy guidelines on Annual maintenance contract (AMC) of Electronic interlocking (EI)

a) Brief Description: On the advice of Vigilance Three member JAG committee has been set up by PCSTE for preparation of tender conditions for AMC of EI as Non uniform practice is being followed by different division. The three member JAG committee has submitted 17 pages of Standard conditions of AMC document in which Penalty clauses to be included in tender document are specified, Frequency of AMC visits is clearly mentioned, Major and minor failures are clearly defined, Preventive maintenance checks are defined, Time limit for attending breakdown calls is defined, Spare list is clearly specified as a percentage of No of assets. Further Penalties defined across all the Divisions for Delayed AMC visit , Minor failure, Major failure, Spares and Non submission of failure report. Also record keeping of maintenance activities is clearly mentioned about Mandatory documents to be provided for payment are clearly mentioned, Standard proforma for AMC register is specified and Proforma for fault rectification/break down attendance is specified.

b) Background of the existing system: It is noticed during preventive Vigilance check that there is no uniformity in the tender conditions, penalties to be imposed for not attending the Major and minor failures within the specified time, Penalties for not maintaining the spare modules as mentioned in the booklet, Non-submission of failure report for each major / minor failure by authorized person of OEM

c) How the Vigilance risk has been reduced as a result of system improvement: Due to this system improvement for standardization of AMC conditions and penalties, the firms need to follow stringently so that the system Down time will be reduced.

d) Implementation: System improvement suggested is accepted by PCSTE & implemented by issuing Policy Letter No.04/2024 vide Ltr. no.SCR-HQ0SNT/(MISC)/2/2023 (E-319728) DT.27.6.2024.

e) Impact and Benefits: This can be replicated in other AMCs like Datalogger, TCAS etc also.

# Stores

## Case Study – 1

## Procurement of materials/machinery involving installation/commissioning

**Complaint**:

- Complaint was received that material is not being accepted by consignee based on MSME Testing Centre Report (in lieu of RITES Inspection) and non-receipt of payment for supplies.

**Brief**:

- NS demand was initiated for procurement of 3 Nos of *Automatic Fully Mechanized Organic Waste Machine for Compost Non-Heating Type* with installation and commissioning and submitted to stores department *before readiness of the site for installation/commissioning* of such machinery.

- Procurement was arranged through GeM and GeM Contract was issued by Sr DMM of the Division with Inspection by RITES.

**Irregularities**:

- Firm supplied the material without RITES Inspection, however insisted for acceptance of material based on MSME Testing Centre Report.

- Modification for Inspection clause was issued from RITES to Consignee after receipt of supply.

- Consignee did not made correspondence with firm for RITES Inspection details however, the machines were rejected after about 7 months from supply date.

- Readiness of Site Facility was not ensured before supplies against GeM PO. Even after receipt of supplies efforts were not made for Site Facility readiness.

- This has resulted in abnormal delay for inspection/acceptance/rejection of machinery/materials leading to Complaint from Supplier.

- Policy instructions regarding submission of Non-stock indent for procurement of machinery/materials involving installation/commissioning were not available.

**Action Taken**:

- SSE incharge was taken up under D&AR with imposition of Minor Penalty.

- System Improvement was suggested by Vigilance & issued by PCMM.

**System Improvement** issued by PCMM/SCR office vide OPO No. 17/2023 dated 17.10.2023 addressed to all PHOD's and copy to DRM/CWM's is as under:

   **i.**    Non-stock indent for procurement of machinery/materials which involves installation/commissioning shall be submitted to Stores Department after ensuring necessary arrangement for keeping site readiness for installation/commissioning of such machinery/materials within the expected delivery period (or as indicated in NS indent) to the possible extent.

  **ii.**    To reduce the time mismatch between delivery of goods and site preparedness, all Purchase Officers may have to take one separate undertaking from Indentor (Minimum JAG level) at the time of the NS demand registration for such items, that they will take all possible steps for ensuring readiness of site for installation/commissioning of machinery/ materials within the expected delivery period (or as indicated in NS indent).

## Case Study - 2

## Acceptance of materials with MRP printed/available on the supply/package

**Brief**:

During vigilance investigation against Preventive Check in one of the field Consignee Unit, it was found that the MRP printed/available on the supplied product/package against Purchase Order was much lower than the All-Inclusive PO Rate.

**Irregularities**:

The consignee officials did not noticed/record MRP and variation of MRP with PO rates while receiving supplies and did not bring the fact to the notice of controlling officer or concerned PO issuing officer.

This has resulted in excess payment to the supplier over and above MRP.

**Action Taken:**

-   Consignee controlling officer have been advised to report the MRP on the supplied product/package to concerned Purchase Officer to explore the possibility of recovery of excess payment to supplier over and above MRP of the product.

- In order to ensure Railways financial interest in line with provisions of IRS/GeM conditions, System Improvement was suggested by Vigilance & issued by PCMM.

System Improvement issued by PCMM/SCR office vide OPO No. 03/2024 dated 15.02.2024 addressed to all Purchase Officers/HQs/Depots/Divisions with copy to PHOD/DRM/CWM's is as under:

In order to ensure Railways financial interest in line with provisions of Indian Railways Standard Conditions of Contract & General Terms and Conditions on GeM, the following instructions are issued:

(i)    While handling receipt of any material against PO issued by any Purchase Officer, the receiving consignee officials must check and record the MRP, if any, printed/available on the product/packaging.

(ii)    In case such MRP is lower than the All-Inclusive Rate in the PO, the same shall immediately be brought to the notice of the concerned Purchase Order issuing officer with written communication for information and necessary action. The copy of such communication shall also be marked to supplier.

(iii)    Only after necessary action and confirmation from Purchase Order issuing officer, the consignee shall process for acceptance/accountal of material with subsequent processing/forwarding the same for payment by paying authority.

**Case Study – 3**

## Procurement through GeM: Instructions for Purchase proposals, Tender finalisation and Acceptance of materials

**Brief/ Irregularities:**

During vigilance investigation in GeM procurement, shortcomings have been observed regarding Generation/Issue of Bid in GeM, applicability of Railways Terms and conditions for GeM Bid, discussions in TCP & TCR by TC for tender finalization and payment of SD by SELLER firm against GEM contract. In addition to this there was no uniformity amongst various officials towards applicability of Railways Tender Conditions in GeM procurement.

**Action Taken:**

- System Improvement was suggested to PCMM/SCR.

**System Improvement** issued by PCMM/SCR office vide OPO No. 01/2024 dated 08.02.2024 addressed to all Purchase Officers/HQs/Depot/Division with copy to all PHOD/DRM's is as under:

*Instructions for Procurement Through GeM*: -

1. While preparing GeM bids for Goods, with the approval of Tender Accepting Authority the buyer shall incorporate the *Tender Eligibility Criteria* (if product specific STC is insufficient), *Splitting Criteria* (if needed) and *Documents to be submitted with offer* in Buyer Added Additional Terms & Conditions (ATC).

2. At the time of finalization of Tender against GeM Bid, TC (in TC cases) and Accepting Authority (in Direct Acceptance cases) shall invariably discuss/recommend/record Tender Eligibility Criteria for finalization of Tender as per GeM Bid and Important Terms & Conditions applicable for GeM Contract.  The details as above shall be kept in the concerned e-office file.

3. Wherever, Performance Guarantee/Security Deposit is to be paid by the firm against GeM Contract and there is delay in submission of PG/SD by the firm, appropriate action as per GeM GTC to be taken against the firm.  GeM GTC mentions the PG/SD shall be paid within 15 days and payment to the seller shall become due only after receipt of PG/SD and verification of its genuineness.  In case of delay in submission of PG/SD, incidence against the firm can be raised in GeM.  But, GeM doesn't allow cancellation of contract for non-submission of PG/SD.  Payment to seller will become due only if PG/SD has been submitted.

4. As per GeM rules, *CRAC (for acceptance as well as rejection)* to be generated within 10 days of receipt of material.  If CRAC is not generated within 10 days, then system auto generates CRAC for acceptance and after that no option is available in GeM to reject the material.  Hence, all consignees should generate CRAC within 10 days of receipt of material.

\*\*\*

# Non-stock Demands – Checks/Do's/Dont's

1. Description shall not be vague or overly restrictive and shall be with standard Drg./Specn. etc.

2. Generic Instructions in Manual for Procurement of Goods:
   a. *Description shall be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics;*
   b. *Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards.*

3. Purchase as per sample shall not be indented/allowed. (PCMM/SCR office OPO No. 06/2023 dt 20.03.2023)

4. Procurement of ISI marked products: - RB Letter No. 2024/RS(G)/164/33/IR Dated:27.05.2024
   a. Wherever ISI marked products are available, procurement will be restricted to ISI marked product only.
   b. Wherever BIS specifications are available, specifications shall not reflect any preference for any brand.
   c. The description of the subject matter of procurement to the extent practicable should not indicate a requirement for a particular trade mark, trade name or brand.

5. Purchase restriction for approved sources as available in UVAM. (RB Letter dt 30.03.2022).

6. In case of installation/commissioning is involved, readiness of site be ensured before physical delivery of materials/machines at site. (PCMM/SCR office OPO No. 17/2023 dt 18.10.2023).

7. Funds availability and certification be ensured before the procurement of material.

8. For PAC items, certification of Clause 6 (a) OR (c) and Sign of Competent Authority thereof. [6(a) certification and ST Powers in Rs Lakhs– AMM- 1, SMM-3, DyCMM-5, CMM-8, PCMM-15*)]*
   PAC Clause Certification - **Para 6**:
   (a) No other make/brand will be suitable.
   (b) This is the only firm who is manufacturing/stocking this item.
   (c) A similar article is not manufactured/sold by any other firm, which could be used in lieu.
   ***Note- Delete (a) or (c) whichever is not necessary.***

9. Avoid splitting of requirement and submission of piecemeal/multiple/repeated indents for same items in short period.

10. GeM Non-availability Report: Key Word search as well as One Time OR Regular requirements.

11. Ensure clubbing of requirements for same item and vetting of NS Demands wherever necessary for bulk procurement by Stores officials.

**IREPS/GeM Tender Finalization –Checks/Do's/Dont's**

➢ Purchase officer must discuss and record in TCP/Acceptance Note of IREPS and e-office Noting towards TCP/Acceptance Note in GeM procurement:

1. TC case - Ensure TCM Date fixation in IREPS before proceeding/sharing TCP with TC Members
2. Technical suitability as per tender description.
3. Eligibility as per Tender Eligibility Criteria (Approved-UVAM, Performance, PAC/OEM etc.)

   Note: - In case "Not more than three Indian Suppliers categorized as Approved Vendors" in UVAM – Reasons for not considering Lowest Developmental Vendor (if any) for bulk ordering shall be discussed/recorded.
4. Payment of EMD and/or Exemption (MSE Status and Debarment/Suspension in IREPS/GeM).
5. Local Content – Compliance of Public Procurement Order.
6. Rate reasonability/justification for recommended/accepted rates.
7. Applicability of SD, amount of SD, payment within prescribed period with penal action for failure thereof.
8. Important clauses such as SD % applicable (even if exempted), Failure & Termination etc. shall be clearly recommended in Acceptance Note/TCR so that same will be reflected in formal IREPS LOA/PO to ensure clarity for damages/penalty applicable in case of failure by firm.
9. Specific Reasons to be recorded for not considering the offer/offers, Re-tendering, Dis-charge of tender etc.
10. Tender Committee Cases:
    a. Dissent of TC Member (if any) shall be brought to the notice of TAA in concluding Para of TCR.
    b. TAA shall specifically comment regarding dissent of TC member (if any) and record the acceptance/rejection/modifications in reference to TC Members Recommendations.
    c. Dissent among TC Members shall be handled as per extant and Generic instructions available on the matter. As per provisions in the Manual for Procurement of Goods, 2022, "*The Competent Authority (CA) can overrule such dissent notes after recording reasons for doing so clearly. His decision would be final.*"

**Disclaimer in GeM Bid for Procurement:**

If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice: -

1.  Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2.  Seeking EMD submission from bidder(s), incl. via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3.  Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4.  Creating BoQ bid for single item.
5.  Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6.  Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7.  Floating / creation of work contracts as Custom Bids in Services.
8.  Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for specific categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9.  Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy & Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

# Traffic

## Case study –1

### Tampering of Stenciled Tare Weight on Parcel Vans

**Introduction**:

A preventive check was conducted based on a complaint regarding the tampering of tare weight on parcel vans being operated by a particular train.

**Brief of case:**

During the inspection, it was found that two parcel vans were being attached regularly on that particular train for considerable period of time. On weighment of these VPUs on the In-Motion Weigh Bridge, the actual tare weight of each VPU was found to be 32.6 T. However, the stenciled tare weights recorded on the two parcel vans were 34.0 tons and 34.8 tons. An inquiry with the mechanical branch confirmed that no changes had been made to the tare weights during Periodic Overhauls (POH) or Intermediate Overhauls (IOH).

Further, it was noticed that the staff operating the weighbridge had been using the stenciled tare weights to calculate the gross and net weights of the parcel vans. This oversight was resulting in unaccounted freight load of over 3.6 tons, leading to financial losses for the railway while also posing significant safety risks.

Investigation revealed that the stenciled tare weights had been tampered with by unknown individuals, likely to provide an undue advantage to the leaseholder.

**System improvement:**

To address this issue, Principal Chief Operations Manager (PCOM) issued system improvement measure on the advice of the Vigilance. Parcel vans will now be regularly rotated among all leaseholders to prevent tampering or manipulation of tare weights. Specifically, no parcel van will be permitted to remain attached to the same leaseholder or train for more than three consecutive trips.

# Case study –2

## Irregularities Observed in Carrying Capacity of NMG Rake

**Introduction:**

Based on source information, a preventive vigilance check was conducted regarding the NMG (New Modified Goods) rake loaded with automobile traffic booked from Northern Railway to South Central Railway.

**Brief of case:**

During the inspection, significant discrepancies were noticed in declared weight and chargeable weight of commodities being transported by the NMG rakes. Further, certain policy gaps were also noticed with regard to the pay load / permissible carrying capacity of the wagons, procedure for mandatory weighment/re-weighment, punitive charges, etc.

For example, in the particular NMG rake which was inspected, it was discovered that the consignor had declared the consignment weight as 230 tons in the Forwarding Note. However, the Railway Receipt (RR) was prepared based on a chargeable weight of 1,470 tons. Upon weighment, the actual total weight of the consignment was found to be 354.97 tons. This resulted in an excess of 124.97 tons compared to the declared weight, but a shortfall of 1,115.03 tons against the chargeable weight. Similarly, it was noted that NMG wagons were not weighed at the associated weighbridge. Further, there were discrepancies with regard to the permissible pay load in Commercial Circulars, mechanical Circulars and the Stenciled Pay load.

**Action Taken:**

The Railway Board was requested to issue comprehensive guidelines to establish procedures for the weighment of NMG wagons. This includes:

- Laying down procedure for weighment / re-weighment and random checks on NMG Wagons loaded with automobile traffic.
- Exploring the possibility of increasing the maximum payload of NMG coaches to resolve discrepancies between commercial and mechanical directorate circulars.
- Defining punitive measures for the overloading of NMG wagons.

### System improvement:

The Railway Board, vide letter dated 27th May 2024, issued the following guidelines:

- Exempting mandatory weighment of NMG Rakes loaded with Motor Vehicles only.
- Confined exemption from mandatory weighment to rakes exclusively loaded with Motor Vehicles.
- Authorizing Zonal Railways to conduct 5% random checks on such rakes.
- Permitting Zonal Railways to levy punitive charges in case of overloading.

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## Case study –3
## Irregularity in Notification of Siding

### Introduction:

A preventive check was conducted on a goods shed recently opened for Iron Ore loading.

### Brief of case:

During the inspection at the loading location, it was observed that the goods shed was situated at a far away distance from the main station i.e., specifically outside the station limits. Upon inquiry, it was revealed that the shunting neck of the serving station had been extended from 320 meters to 720 meters during the construction of a third line, with an additional 750 meters added by the railways to facilitate loading activities. The distance from the station's central point to the buffer end of the loading line is approximately 2.153 kms.

As per Rates circular No. 20 of 2012 dt.31.07.2012, " <u>in case where a goods shed is laid at a distance from the main station, i.e outside the station limits, such goods sheds should separately be notified by zonal railways as public sidings. In such cases, siding charges will accrue and get accounted for in accordance with instructions contained in para 2523 of IRCM Vol.II.</u>"

**<u>Findings:</u>**

A review of the Circulars revealed that the division had opened the serving station for handling outward iron ore traffic, followed by the issuance of a track fit certificate for the newly constructed line. However, the siding was not notified as per the Rates Circulars No. 12 of 2005 and 20 of 2012, as well as the Rates Master Circular regarding freight on a through distance basis (2014/0).

Non inclusion of 2.153 kms distance in the notification will result in less collection of chargeable freight for the destinations if there is change of distance slab.

**<u>Action Taken / System improvement</u>:**

On the recommendation of Vigilance, the goods shed was notified as public siding by adding distance of 2.153 kms from station.

**VAW**

The Main purpose of life
is to live rightly,
Think rightly,
Act rightly.
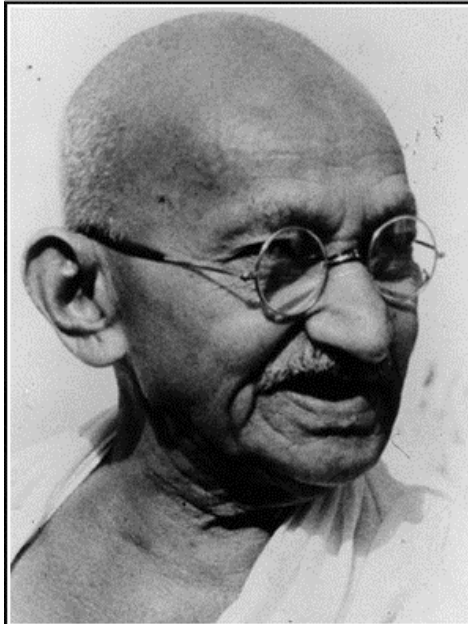
# सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि
# CULTURE OF INTEGRITY FOR NATION'S PROSPERITY

*To give real service you must add something which cannot be bought or measured with money, and that is Sincerity and Integrity.*

*The main purpose of life is to live rightly, think rightly, act rightly.*

*True prosperity is the result of well-placed confidence in our selves and our fellow man.*

*When good people in any country cease their vigilance and struggle, then evil men prevail.*