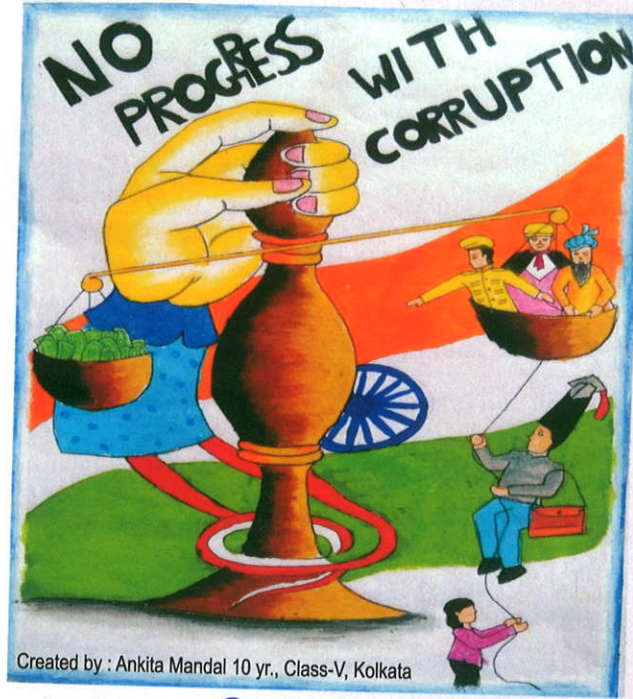




रेलटेल
RAILTEL

रेलटेल कॉर्पोरेशन ऑफ इण्डिया लिमिटेड
(भारत सरकार का एक उपक्रम, रेल मंत्रालय)

RailTel Corporation of India Ltd.
(A Government of India Undertaking, Ministry of Railways)



Created by : Ankita Mandal 10 yr., Class-V, Kolkata

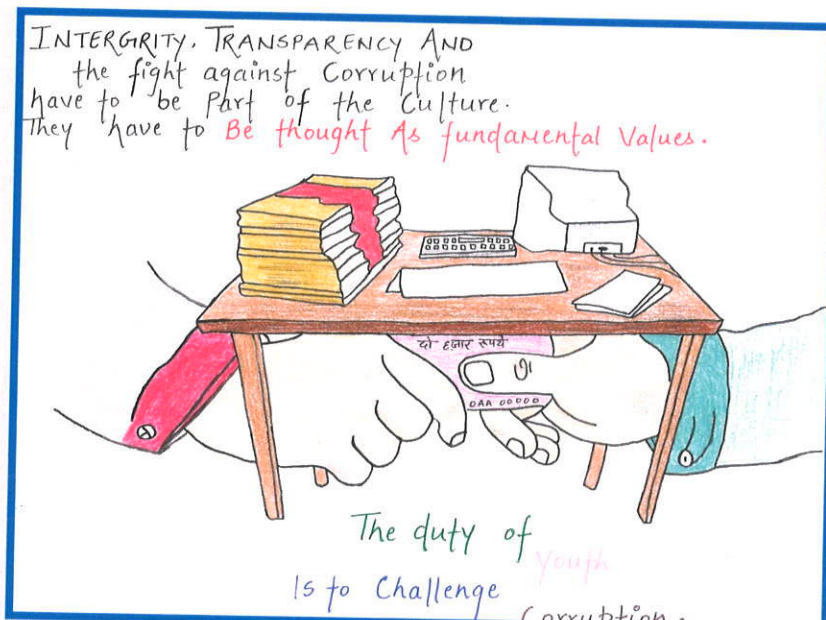
सतर्कता बुलेटिन Vigilance Bulletin

11वां संस्करण
Eleventh Issue

अक्टूबर 2020
October 2020



Created by : Bhayva Arora, 10 yr., Class V, Gurugram



Created by : Ms. Bhawna, PA to Advisor / HR, RailTel Corporate Office

CONTENTS / सामग्री

S.No.	Title	Page No.
1	Messages	3 - 13
2	Integrity Pledge for Citizens (English & Hindi)	15 -16
3	Integrity Pledge for Organisation	17
4	Complaint Handling Policy	18
5	Vigilance Clearance Policy	25
6	Guidelines for Tender Committee Proceedings	29
7	Do's & Don'ts for Procurement & Contract	34
8	मनोयोग	41
9	स्वपरिभाषित	42
10	Optimism, Potential, Betrayal	44
11	भ्रष्टाचार बड़ो कीरो है	46
12	माँ	47
13	बीज , बगिया, बचपन : सपन और जतन	48





राष्ट्रपति
भारत गणतंत्र
PRESIDENT
REPUBLIC OF INDIA

MESSAGE

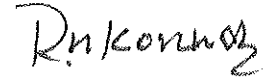
I am happy to know that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme "सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat" (Vigilant India Prosperous India)" from 27th October to 2nd November 2020 which coincides with the birthday of Sardar Vallabhbhai Patel.

Corruption has been regarded as one of the foremost hindrance to national development and progress. We must strive to promote integrity and to combat corruption in all walks of life. It is our duty to be a vigilant citizen and prevent corruption of any form in the world around us.

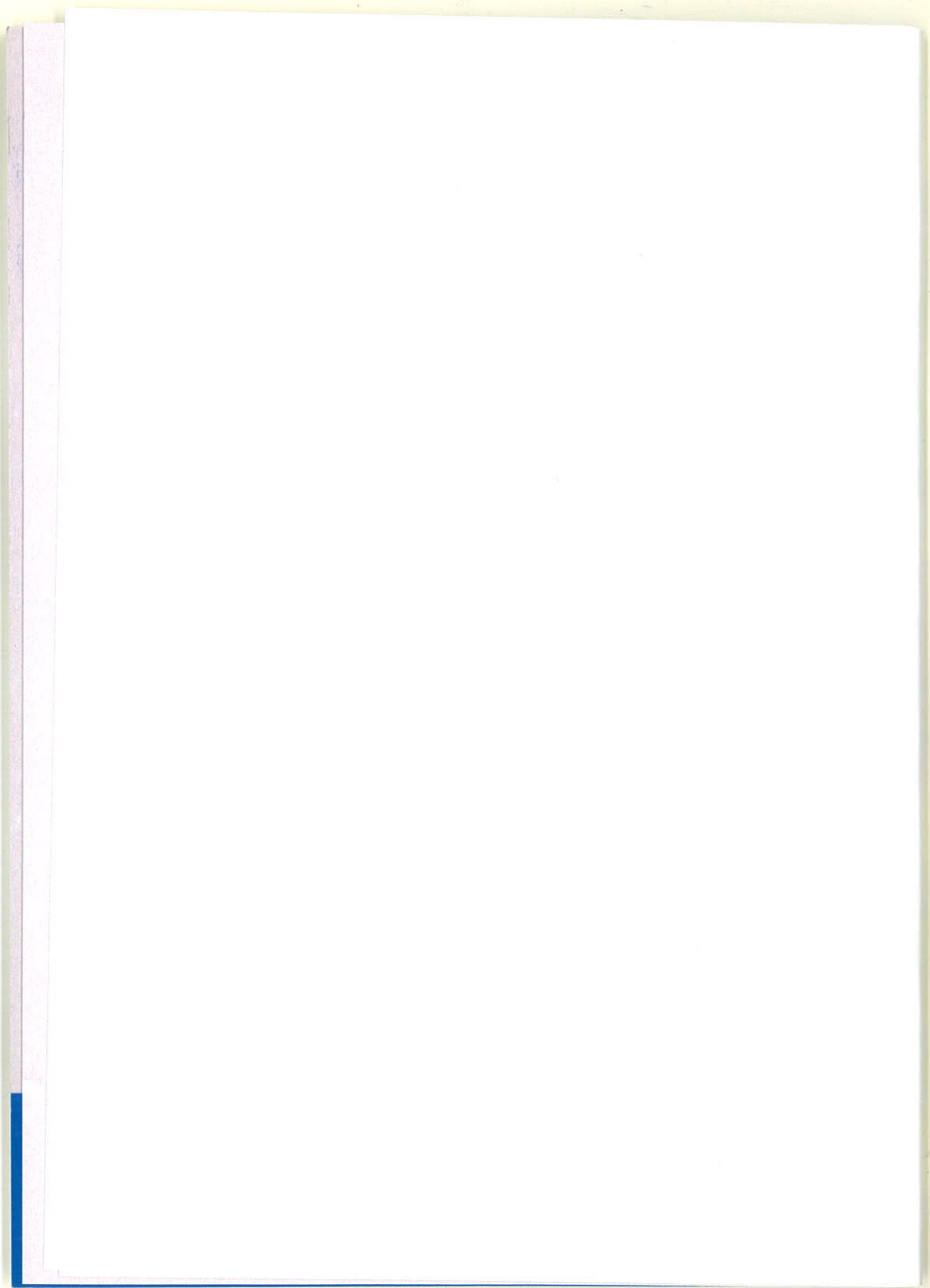
I congratulate Central Vigilance Commission for promotion of systemic improvements and good practices. CVC has taken several proactive steps in disposal of cases in time bound manner. Administering Integrity Pledge and conducting workshops for sensitising on issues related to anti-corruption are appreciable steps in the right direction.

An effective and pro-active vigilance machinery can contribute towards improving the quality of governance. We must take this opportunity to renew our commitment to achieve the goals of promoting integrity, transparency and accountability in public life for a better future.

I extend my greetings to all those associated with the Central Vigilance Commission and wish the campaign every success.


(Ram Nath Kovind)

New Delhi
October 19, 2020





भारत के उपराष्ट्रपति
VICE-PRESIDENT OF INDIA

MESSAGE

I am happy to know that Vigilance Awareness Week is being observed by the Central Vigilance Commission (CVC) on the theme 'Satark Bharat, Samriddh Bharat' (Vigilant India, Prosperous India), from 27th October to 2nd November, 2020.

The social and economic progress of a society is not possible without combating the menace of corruption in the public life. A transparent and corruption free governance system is an essential tool for economic development and progress of a society or a country.

I am sure the public awareness campaign ran by the CVC during the Awareness Week every year sensitizes the public about the ill-effects of corruption and embolden them to adopt a fair system based on the principles of justice and equality in all walks of life.

Let us come together and take a pledge on this occasion to adopt a transparent and efficient work culture, free of corruption and nepotism in our day-to-day conduct and actions.


(M. Venkaiah Naidu)

New Delhi
15th October, 2020.





सत्यमेव जयते

प्रधान मंत्री
Prime Minister

MESSAGE

It is heartening to learn that the Central Vigilance Commission is observing Vigilance Awareness Week from 27th October to 2nd November 2020. This year's theme - '*Satark Bharat, Samriddh Bharat*' invokes collective alertness of all citizens for a strong and prosperous nation.

We are marching ahead with resoluteness to build a New India that is self-reliant, a nation that continuously expands its capabilities and focuses on skill acquisition. Our resolve is powered by people's participation.

Our vision of development is human-centric, one where the fruits of prosperity reach everyone in an equitable manner. This can be realized only when 130 crore Indians remain aware and vigilant and perform their duties and responsibilities as proud citizens.

In the last few years, we have repealed several outdated laws and simplified processes. We have been striving to utilize technology optimally to improve Ease of Living and enhance Ease of Doing Business.

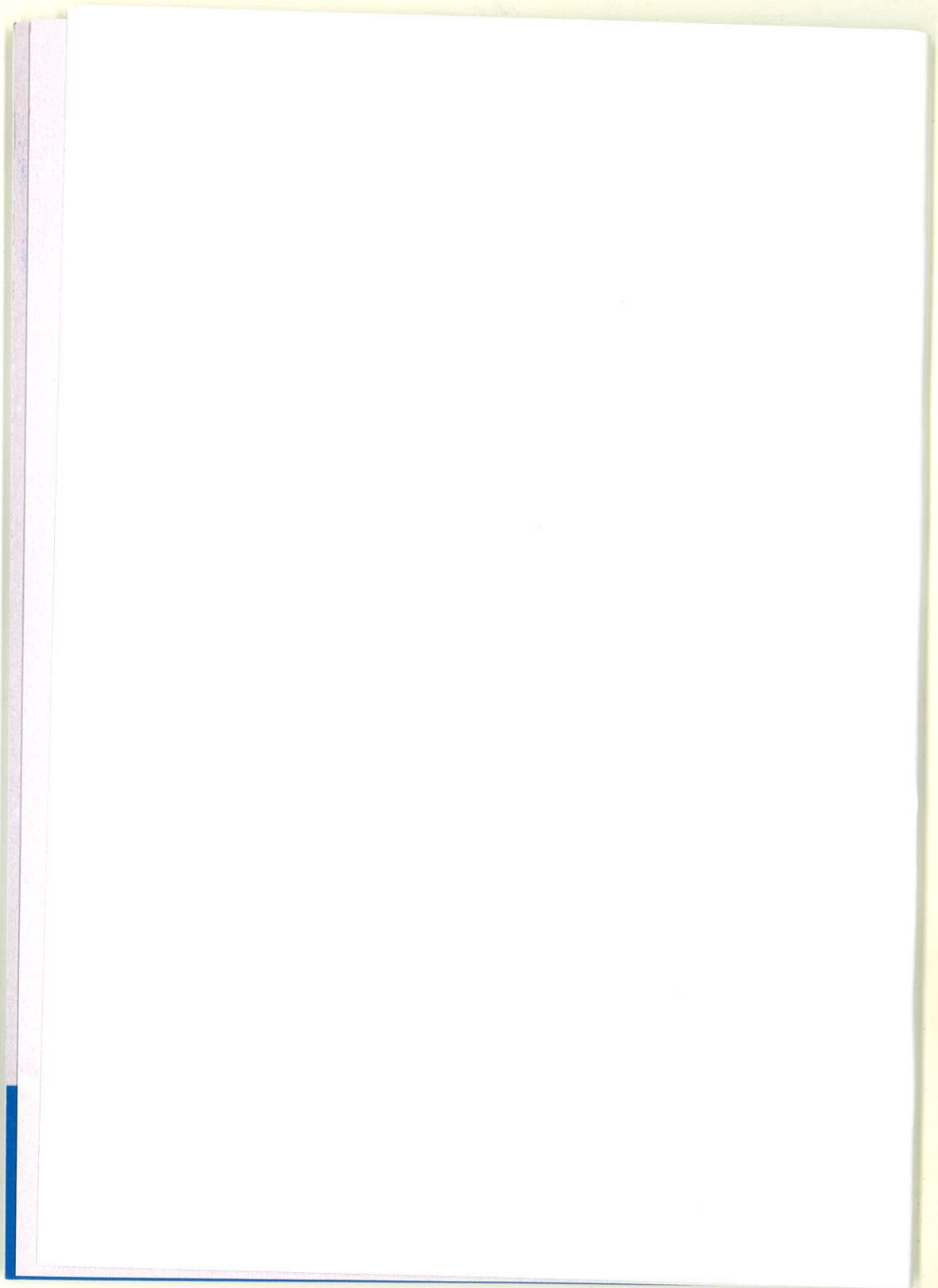
We have worked tirelessly to remove corruption and punish the corrupt. In New India, there is no tolerance for corruption and no place for middlemen. It is imperative that vigilant citizens as equal partners strengthen the processes for effective delivery unto the last.

I am sure that the observance of the Vigilance Awareness Week will inspire people to rededicate themselves for the new work culture of transparency and responsibility. Let us collectively work towards making our nation more vigilant and prosperous.

Best wishes to the Central Vigilance Commission for its endeavours.

(Narendra Modi)

New Delhi
आश्विन 29, शक संवत्, 1942
21st October, 2020



Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं. / No. 019/VGL/029

दिनांक / Dated. 08.10.2020

MESSAGE

Vigilance Awareness Week (27th October to 2nd November 2020)

The Commission observes the Vigilance Awareness Week to emphasize the importance of integrity in public life. We are fully committed to implement the policy of "Zero Tolerance against Corruption".

"सतर्क भारत, समृद्ध भारत - Satark Bharat, Samridh Bharat (Vigilant India, Prosperous India)" has been chosen as the theme this year. Development and progress of the nation takes place when individuals and organisations are vigilant in safeguarding integrity as a core value.

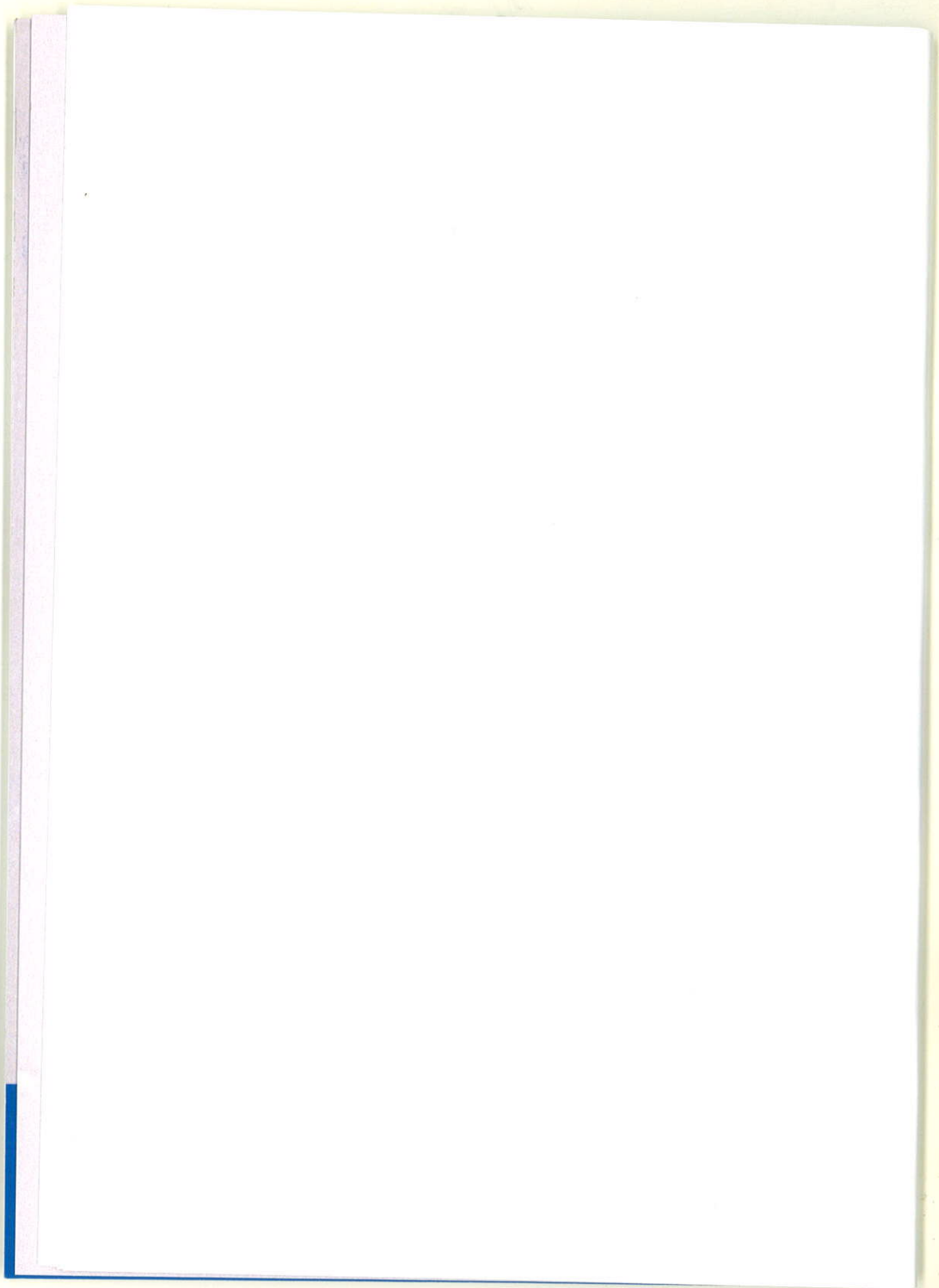
The Commission believes that citizens and organisations must look inwards at a time when the world is facing an unprecedented crisis. All organisations may focus on improvement of internal processes and activities during this year. Systemic improvements may be carried out to improve the delivery of public services in all organisations. Training and capacity building of staff is an important component supporting this objective. We have been encouraging organisations to implement these initiatives.

The Commission appeals to all citizens to actively work towards promotion of integrity in all aspects of life for the progress of the country.

(Sharad Kumar)
Vigilance Commissioner

(Suresh N. Patel)
Vigilance Commissioner

(Sanjay Kothari)
Central Vigilance Commissioner



पुनीत चावला
भा.रे.सं.अ.से.
अध्यक्ष एवं प्रबन्ध निदेशक

Puneet Chawla
IRSSE
Chairman & Managing Director



MESSAGE

Vigilance Awareness Week 2020 is being observed from 27th OCTOBER to 2nd NOVEMBER 2020 on the theme "Satark Bharat – Samriddh Bharat". The purpose of holding Vigilance Awareness Week is to promote and spread awareness on the damaging effects of corruption in the society.

The message from the Central Vigilance Commission this year is to look inwards and focus of internal processes and capacity building. This is the most opportune time for RailTel, when we as a team are working on this very guiding principle of the Commission. I am delighted to announce that RailTel in its journey of 20 years will be launching the first Procurement Manual for the benefit of all Executives during the Vigilance Awareness Week. In the area of capacity building, I am happy to note that RailTel has already conducted over 2500 manhours of training on procurement matters since April 2020. This shall be further enriched with more structured trainings using the dedicated training facilities of Indian Railways.

I am also glad to know that Vigilance department of RailTel is bringing out its 11th edition of Vigilance Bulletin comprising of various vigilance & procurement related knowledge articles, messages & posters on the theme. I am sure that this bulletin will help the young executives of RailTel to imbibe a strong culture of transparent & ethical way of working in their day to day life.

I convey my warm wishes to the Vigilance department for organizing the Vigilance Awareness week and hope that this effort will create a sustainable environment of ethical / fair decision making and handling of all matters transparently, throughout the organization.


PUNEET CHAWLA

23rd OCTOBER 2020

NEW DELHI



मुकेश कुमार
भा.पू.सो.
मुख्य सतर्कता अधिकारी
Mukesh Kumar
I.T.S.
Chief Vigilance Officer



MESSAGE

RailTel will be observing Vigilance Awareness Week 2020 on the theme "Satark Bharat – Samridhd Bharat" from 27th October to 2nd November 2020. The purpose of this week includes various outreach programs with an aim to bring public participation in tackling corruption and creating an environment of transparency, accountability and ownership.

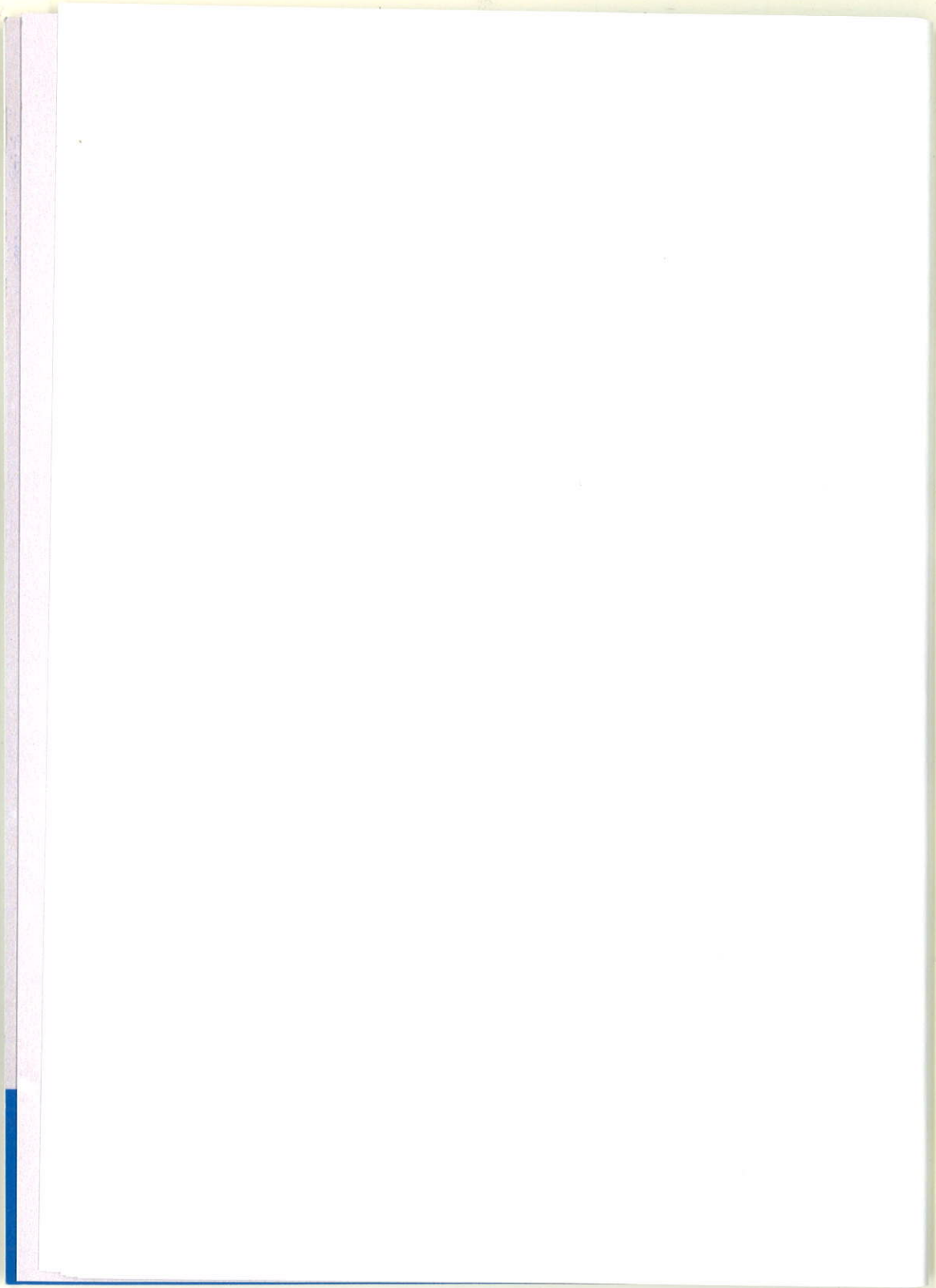
RailTel, a technology driven organisation, with large number of young executives is aptly placed to bring a refreshing transformation in the system. This also calls for continuous guidance, nurturing and educating this young force on the matters related to Vigilance.

We, at RailTel Vigilance are working in this direction and in sync with the Commission's message to bring systemic reforms in various spheres of RailTel's working. In last few months, RailTel Vigilance has suggested various systemic improvements related to procurement, HR policies, IT enables tools like ERP among others.

On this occasion, I am also happy to announce that RailTel Vigilance is launching its own policies on Complaint Handling and Vigilance Clearance procedures. The Vigilance bulletin, being launched this year shall consist of these policies among other procurement & contract related Dos & Don'ts. I hope this will help the executives in bringing integrity, transparency and consistency in their decision making.


23.10.2020
MUKESH KUMAR

23rd OCTOBER 2020
NEW DELHI





Integrity Pledge for Citizens

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country. I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realise that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behaviour;
- To report any incident of corruption to the appropriate agency.





नागरिकों के लिए सत्यनिष्ठ प्रतिज्ञा

मेरा विश्वास है कि हमारे देश की आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है। मेरा विश्वास है कि भ्रष्टाचार का उन्मूलन करने के लिए सभी सम्बन्धित पक्षों जैसे सरकार, नागरिकों तथा निजी क्षेत्र को साथ मिल कर कार्य करने की आवश्यकता है।

मेरा मानना है कि प्रत्येक नागरिक को सतर्क होना चाहिए तथा उसे सदैव ईमानदारी तथा सत्यनिष्ठा के उच्चतम मानकों के प्रति वचनबद्ध होना चाहिए तथा भ्रष्टाचार के विरुद्ध संघर्ष में साथ देना चाहिए।

अतः मैं प्रतिज्ञा करता हूँ कि :-

- जीवन के सभी क्षेत्रों में ईमानदारी तथा कानून के नियमों का पालन करूँगा।
- ना तो रिश्तत लूँगा और ना ही रिश्तत दूँगा।
- सभी कार्य ईमानदारी तथा पारदर्शी रीति से करूँगा।
- जनहित में कार्य करूँगा।
- अपने निजी आचरण में ईमानदारी दिखाकर उदाहरण प्रस्तुत करूँगा।
- भ्रष्टाचार की किसी भी घटना की रिपोर्ट उचित एजेन्सी को दूँगा।



Integrity Pledge for Organisations

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country. We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organisation, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitise our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.

Complaint Handling Policy

1. Introduction :

- A) RailTel Corporation of India Ltd. (RailTel) strongly believes in the principles of Corporate Governance and fair practices in its business. Vigilance administration is a fundamental and vital function of the management. RailTel Vigilance Department has been set up with an objective to maintain ethical standards in the organization by improving transparency, systems and procedures. The RailTel Vigilance consistently works towards developing an ecosystem for employees to work with devotion and integrity in a transparent and impartial manner ensuring better services to all the external stakeholders of the organization.
- B) CVC circular No.15/7/09 dated 01.07.2009 instructs all Organizations to devise complaint handling policy to have uniform practices and procedures in the handling and processing of complaints in organizations.
- C) As mandated by Central Vigilance Commission, RailTel Vigilance will enquire or cause any inquiry into the complaints against employees of the Corporation wherein allegations of Corruption are involved.
- D) RailTel has zero tolerance approach towards any form of corruption
- E) The Complaint Handling Policy is designed to provide guidance on the manner in which RailTel receives and handles complaints against its employees.
- F) The objective of the Policy is to assist the Management in handling of complaints in an efficient, effective and professional manner wherein every possible step is taken to ensure that instances of misconduct do not escape scrutiny and action, while at the same time, the morale of the employees is not adversely affected by complaints of trivial nature.

2. Scope of Policy:

This Policy will be applicable within the organization of RailTel and its Subsidiary.

3. Philosophy of complaint handling :

- The Complaint Handling Policy is available on RailTel website and also on the intranet.
- The Complaint Handling Policy is readily accessible to all stake holders and public. The Policy is easy to understand and includes

details on making and resolving complaints.

- Complaints given in person are acknowledged immediately / Complainants will be treated courteously.
- Each complaint is addressed in an equitable, objective and unbiased manner in line with the Complaint Handling Policy.
- There is no fee/cost to the complainant for making a complaint.
- A person making false complaints is liable for prosecution and/or disciplinary action, in case he/she is a public servant / employee of RailTel.
- Information regarding personal identity etc. of complainants shall not be disclosed, if so desired by the complainant.
- The RailTel Vigilance will ensure that the complaints are addressed in transparent and fair manner within the specified/reasonable time frame.
- Based on the feedback received, the RailTel shall initiate necessary action for systemic improvements.

4. Complaint :

A complaint is a piece of statement or information containing details about offences alleged to have been committed under the PC Act,1988, or malpractice/ misconducts under Conduct Rules.

5. Sources of complaints :

Information about corruption, malpractice or misconduct on the part of RailTel employees may flow from various sources such as:

- a) Central Vigilance Commission.
- b) Ministry of Railways.
- c) CBI and other police authorities when they do not intend to investigate the complaint.
- d) Employees of the organization or from the public.
- e) Departmental inspection reports and stock verification surveys
- f) Scrutiny of annual property statements
- g) Scrutiny of transactions reported under the Conduct Rules
- h) Reports of irregularities in accounts detected in the routine audit of accounts; e.g. tampering with records, over-payments, misappropriation of money or materials, etc.

- i) Audit reports.
- j) Reports of Parliamentary Committees
- k) Proceedings of the Houses of Parliament
- l) Complaints and allegations appearing in the press, etc.
- m) Source information, if received verbally from an identifiable source, to be reduced in writing.
- n) MPs/MLAs/Elected representatives, social and other organizations.
- o) Intelligence gathered by RailTel Vigilance.

6. Lodging a complaint :

The complaint can be lodged directly on the RailTel website. Complaint can also be lodged by addressing the written communication/letter directly to the Chief Vigilance Officer, RailTel Corporation of India Limited, Plate-A, 6th Floor, Office Block Tower-2, East Kidwai Nagar, New Delhi-110023. Complaints sent through written communication/letters should contain complete postal address (Mobile No./Telephone No. if any) of the sender with specific details/information of the matter.

7. Information required while making a complaint :

RailTel Vigilance deals mainly with matters related to corruption and / or where there is a vigilance angle. Only those complaints with sender's complete postal address (Mobile No./Telephone No. if any) which contain allegations of corruption / indicate presence of vigilance angle will be addressed. Complaints must contain factual details, verifiable facts and related matters. They should not be vague or contain sweeping allegations. Complaints which do not meet the above criteria may be filed.

8. Anonymous & Pseudonymous complaints :

- **Pseudonymous complaints** : These are complaints wherein the identity of the complainant is mentioned by virtue of name, contact details etc. However, when the signatory of the complaint is contacted at the address/contact number mentioned in the complaint, the complaint is either disowned or there is no response within a reasonable time.
- **Anonymous Complaints** : These are complaints where the complainant has not revealed, verifiable or traceable or contactable identity while making the complaint.

Note- No action would be taken on anonymous / pseudonymous complaints and such complaints will be filed.

9. Action on complaints :

- A) Action/Handling on Complaints shall be regulated by

instruction/guidelines issued by CVC or DoPT from time to time as well as the provisions of CVC Manual. As the RailTel Vigilance deals only with matters of corruption, redressal of Grievances should not be the focus of complaints. If such complaints are received, they may be referred to existing grievance redressal mechanism or concerned department of RailTel for resolution.

- B) **Verification of Genuineness of complaints :**
- a) Every complaint is required to be verified for genuineness. This may be done by addressing the complainant through a registered letter, asking him to confirm, within the timeframe mentioned in this policy, that he has made the complaint.
 - b) Where a complaint, received from a dignitary, has been forwarded to RailTel with a positive endorsement by Ministry of Railways, asking for a report, the investigations may be undertaken without verification of genuineness of the complaint
 - c) The verification of genuineness will not be done in cases of complaints forwarded by the CVC for investigation.
- C) **Anonymous / Pseudonymous complaints :** No action would be taken on anonymous / pseudonymous complaints and such complaints should be filed.
- D) In the first instance, the decision with regard to the existence of a vigilance angle in a case may be taken by the CVO. CVO may take cognizance of complaints having vigilance angle and verifiable facts for detailed investigation. A complaint will be verified by enquiring from the signatory of the complaint whether it had actually been sent by him. If he cannot be contacted at the address given in the complaint, or if no reply is received from him within 15 days followed by reminder of 15 days, it will be presumed that the complaint is pseudonymous and will accordingly be filed and action will not be taken on the complaint.
- E) After registering the information as a complaint in the Vigilance Complaint Register (physical or electronic form), CVO would then process the matter further to decide as to whether the allegations are general or vague and deserve to be filed or the matter requires further investigation. In the latter case, CVO would also have to decide as to whether the investigation into the allegations should be entrusted to the CBI or local police or taken up internally.
- F) For genuine signed complaint, if Vigilance angle is found then Investigation into a complaint is undertaken.
- G) Information gathered from reports, returns, newspapers etc. is

included under term "source information" and will be dealt with in the same way as other complaints. Information received verbally/telephonically will be reduced to writing and dealt similarly. Receipt of information about corruption, malpractice or misconduct, from whatever source, would be treated as complaint.

- H) Complaints received from Central Vigilance Commission or CVO of Ministry of Railways: -
- (i) Complaints received for investigation from the Central Vigilance Commission or CVO of Ministry of Railways for investigation and report, will be investigated and report will be submitted to them.
 - (ii) Complaints referred to CVO by Central Vigilance Commission or CVO of Ministry of Railways for necessary action will be referred back to the Central Vigilance Commission/Ministry of Railways, if they have been investigated and a vigilance angle has come to notice against an officer falling under the jurisdiction of the Commission/Ministry. Otherwise such complaints require no further reference to the Commission/Ministry and are to be disposed of by CVO after taking necessary action.
 - (iii) All the complaints made under PIDPI Resolution which have been forwarded to the CVO for necessary action will be referred back to the Commission, irrespective of Commission's normal jurisdiction, for advice if they have been investigated and a vigilance angle has come to notice.
- I) Complaints containing vague or general or sweeping and Prima facie unverifiable allegations will be filed without verification of identity of complainant.
- J) If a complaint contains verifiable allegations, but the same does not have apparent Vigilance angle (eg- Purely administrative in nature or individual grievance or technical lapses, such as late attendance, disobedience, insubordination, negligence, lack of supervision or operational or technical irregularities etc.), the complaint may be forwarded to concerned department for necessary action. Only complaints having Vigilance angle shall be investigated by RailTel Vigilance.
- K) In cases when it is felt that investigation by Central Bureau of Investigation/State Police is necessary, the CVO will take the decision with approval of CMD.

L) Complaints against Board Level Officials: -

- a) Where complaints against Boards Level Officials are received, the same shall be forwarded to the CVO of the Ministry of Railways. In case, the Administrative Ministry calls for a report wherein the complaint is against Board Level officials(s), a factual report shall be sent to the Ministry.
- b) At times, the complaints are forwarded by the Administrative Ministry for report. In all such cases, the factual report shall be sent to the Ministry.

10. Action against persons making false complaints :

A) If a complaint against a public servant is found to be malicious, vexatious or unfounded, it will be considered seriously whether action should be taken against the complainant for making a false complaint.

B) Under Section 182 of the Indian Penal Code, 1860, a person making false complaint can be prosecuted. Section 182 reads as follows:

“Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it to be likely that he will thereby cause, such public servant:

- i. to do or omit anything which such public servant ought not to do or omit if the true state of facts respecting which such information is given were known by him, or*
- ii. to use the lawful power of such public servant to the injury or annoyance of any person, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.*

C) If the person making a false complaint is a public servant, it may be considered whether Departmental action should be taken against him as an alternative to prosecution.

D) Under section 195(1)(a) of Code of Criminal Procedure, 1973 a person making a false complaint can be prosecuted on a complaint lodged with a court of competent jurisdiction by the public servant to whom the false complaint was made or by some other public servant to whom he is subordinate.

11. WITHDRAWAL OF COMPLAINTS :

Some complainants, after confirming the complaint made by them, make a

request for withdrawing the same or stopping the inquiry / investigation by the organization. It is to be noted that once a complainant confirms the complaint and action has been initiated for inquiry/ investigation by the organization, it is not permissible to withdraw/stop such enquiry/investigation even if the complainant withdraws his complaint. The allegations contained in the complaint have to be taken to its logical conclusion irrespective of complainant's request for withdrawal of the complaint.

12. Public Interest Disclosure and Protection of Informer (PIDPI) Complaints :

- A) Department of Personnel and Training's Resolution No. 89 dated 21st April, 2004, commonly known as Public Interest Disclosure and Protection of Informers (PIDPI) Resolution, 2004, envisages a mechanism by which a complainant can blow a whistle by lodging a complaint and also seek protection against his victimization for doing so. The Central Vigilance Commission and the CVO of Ministry of Railways is the designated agency to receive complaints from whistle blowers under the PIDPI Resolution.
- B) Complaints under the "Public Interest Disclosure and Protection of Informers (PIDPI) Resolution" received directly by the CVO of RailTel, shall be forwarded to the Chief Vigilance Officer/Ministry of Railways for further necessary action, without opening the envelope. Further action will be processed by Railway Board.
- C) When such Complaint are received, it will be ensured that identity of complainant is not disclosed and he is protected from any harassment.

Vigilance Clearance Policy

In line with instructions issued by DoPT and CVC, the following guidelines shall be followed while examining the cases for granting vigilance clearance to officials in RailTel Corporation of India Limited and RailTel Enterprises Limited (REL).

1. **Requirement of Vigilance Clearance** : Vigilance clearance shall be mandatory for the following purposes:
 - a) Posting of officials in the Vigilance Department;
 - b) Foreign training/ Seminars/ Visits or Posting in foreign deputations/ Projects/ Assignments;
 - c) Issue of NOCs for private visits abroad;
 - d) Issue/renewal of passport.
 - e) Regular & Ad hoc Promotion/entrustment of position carrying higher powers, responsibility and entitlements.
 - f) Looking after arrangements/Additional Charge.
 - g) Absorption of deputationists in RailTel.
 - h) Confirmation after probation.
 - i) Forwarding of applications for deputation to other organization.
 - j) Repatriation of deputationists to their parent cadre.
 - k) Conferment of award for outstanding contribution etc.
 - l) Superannuation/ resignation/ voluntary retirement/ premature retirement with concomitant release of final dues, if any.
 - m) Re-employment/Appointment of retired employees of any organization or appointment of Consultant.
 - n) Appointment as Arbitrator/Inquiry Officer.
 - o) Nomination as Examiner/Member of selection committee/Interview Panel.
2. **Salient points to be considered while giving vigilance clearance** : Following points shall be considered by RailTel Vigilance while examining the proposal for granting Vigilance Clearance to any official:
 - a) Contemplation/pendency of vigilance cases/Criminal cases on the date of vigilance clearance requirement.
 - b) Inclusion in the Agreed list/ODI list.
 - c) Cases pending in CDA rules proceedings.
 - d) Any other case where enquiry has resulted in major/minor penalty.
3. **Guidelines to issue Vigilance Clearance** : The following guidelines shall

be followed while examining the cases of Vigilance Clearance in the following matters :

- a) **Issuance/renewal of Passport:** As per DoPT's Office Memorandum No.11012/7/2017-Estt.A-III dated 18.02.2020, it is mandatory for the administrative department/Controlling Authority to check as to whether any provision of the Section 6(2) of the Passport Act, 1967 is attracted in case of employees, who are working under them, while obtaining Indian Passport. As such, it is required to check the vigilance clearance of such Government servants. Accordingly, the Vigilance clearance in respect of officials shall be withhold under the following circumstances:
- i) The Official is under suspension;
 - ii) Charge sheet has been filed in a Court by the Investigating Agency in a criminal case or after grant of sanction by the Competent Authority under PC Act or any other criminal matter and taken cognizance by the Court of Law.
- b) **Promotions:** In view of various guidelines in the matter issued by DoPT, an employee who is otherwise eligible and who is not undergoing any penalty under the rules governing disciplinary proceedings should not be denied consideration for promotion by the Departmental Promotional Committee. Comprehensive instructions with regard to vigilance clearance for promotion were issued by DoPT vide Office Memorandum No.22034/4/2012-Estt. (D) Dated 02.11.2012. Accordingly, the Vigilance Clearance for the purpose of Promotion shall be denied in the following circumstances:
- i) Official is under suspension.
 - ii) Official in respect of whom a charge sheet has been issued and disciplinary proceedings are pending.
 - iii) Official in respect of whom prosecution for a criminal charge is pending.

However, it must be ensured that there is no delay in issuing the charge-sheet after a decision has been taken to initiate disciplinary proceedings. It may be noted that any delay in issuing the charge-sheet resulting in promotion of the erring public servant shall be construed as a deliberate attempt to derive undue and unintended advantage of the guidelines.

- c) **Private Visit Abroad:** As per DoPT's Office Memorandum No.11013/8/2015-Estt.A-III dated 27.07.2015 regarding requirement of prior permission for going abroad while on leave, "*When Government servant applies for leave for going abroad on private visit, separately prior permission of the Competent Authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest*

of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the company....."

Accordingly, Vigilance clearance of an official for issue of No Objection Certificate for Private visits abroad shall be denied in the following circumstances:

- i) Currency of Major Penalty/ Major Penalty Proceedings in Progress / Major Penalty Proceedings contemplated;
- ii) Currently figuring in Agreed List or ODI List.
- iii) Pendency of criminal case with the sanction of prosecution by the Competent Authority;

However, in cases listed at i) & ii) above and any criminal case not related to office, is pending against any official, keeping in view exigencies of personal work, Vigilance Clearance may be granted with the approval of CMD, RailTel for the recorded reasons. This will however, be subject to permission to leave the country by Investigating Agency/Court, wherever applicable.

d) Foreign Official Assignment/Training: Vigilance clearance of an official for Foreign Official Assignment/Training shall be denied in the following circumstances:

- i) Pendency of any criminal case;
- ii) Currency of Major Penalty/ Major Penalty Proceedings in Progress / Major Penalty Proceedings contemplated;
- iii) Currency of Minor Penalty/ Minor Penalty Proceedings in Progress / Minor Penalty Proceedings contemplated;
- iv) Currently figuring in Agreed List or ODI List.

However, in cases listed at iii) & iv) above against any official, keeping in view exigencies of official work, Vigilance Clearance may be granted with the approval of CMD, RailTel for the recorded reasons.

e) In all other purposes listed in Para 1, keeping in view salient points listed in Para 2, the vigilance status shall be communicated to concerned Administrative Authority.

f) In case of officials on deputation to RailTel, vigilance status will be obtained from parent/ lending departments, updated with the current vigilance information which may be available in the RailTel vigilance on the date of requirement and furnished to the official seeking the vigilance clearance.

4. All vigilance clearance proposals should be routed through Admin/HR

department only. In order to give adequate processing time, proposals need to be sent sufficiently in advance of the requirement date to the RailTel Vigilance. Admin/HR department, after verification of the service records of the official concerned, should also certify as to whether any complaint/ vigilance/ disciplinary case is pending against the official and whether the official concerned is undergoing any penalty.

5. There may be some situations where the controlling officers of the employees in respect of whom the vigilance clearance is being sought might have directly received some complaints having vigilance angle in the field areas and may, therefore, be under the process of being referred to the RailTel Vigilance. Also, there may be cases where the departmental disciplinary proceedings have recently been initiated for the administrative misconducts/lapses directly by the DA in the field areas and yet to be intimated for monitoring to the vigilance. In order to ensure that such contingencies are also taken care of while furnishing vigilance status of employees by the RailTel Vigilance, an endorsement need to be made either by the controlling officer of the employee or the admin/HR department in the proposal in this regard.
6. Vigilance clearance for any of the purposes listed in this policy is required to be obtained prior to putting up the case for approval so that due consideration may be given to the vigilance status of the individual by the competent administrative authority before issue of orders.
7. Vigilance Clearance may be denied to an official if he/she fails to submit his/her annual immovable property return of the previous year by 31st January of following year.
8. This Policy supersedes all other RailTel vigilance clearance guidelines/circulars/policy/procedure issued earlier in this regard. In case of any conflict in these instructions with the instructions of DoPT, the latter shall prevail.

Guidelines for Tender Committee Proceedings

Nitin Tiwari
(Senior Manager/Vigilance)

General Guidelines are issued by CVC and Ministry of Finance time to time, which are required to be followed for various procurement activities. For the guidance of Tender Committee following guidelines may be followed for evaluation of bids:

- A. All tenders should be evaluated strictly on the basis of the terms and conditions incorporated in the tender document and those stipulated by the tenderers in their tenders.
- B. No criteria should be used for evaluation of tenders that cannot be verified or not stated in the contract, with the exception of provisions of laws in force.
- C. The aim should be to ensure that no tenderer gets undue advantage at the cost of other tenderers and/ or at the cost of Tendering/Procuring Entity.
- D. Information relating to evaluation of tenders and the Tender Committee's (TC's) deliberations should be confidential and not be shared with persons not officially connected with the process.
- E. Sometimes, non-conformities/ errors are also observed in responsive tenders between the quoted prices in figures and in words. This situation normally does not arise in case of e-Procurement. This should be taken care by defining the treatment of bids in the tender documents in the manner indicated below:
 - i) If, in the price structure quoted for the requirements, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity, or the total price is not worked out by bidder), the unit price shall prevail and the total price corrected accordingly;
 - ii) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected;
 - iii) If there is a discrepancy between words and figures, the amount in words shall prevail;
 - iv) Such a discrepancy in an offer should be conveyed to the tenderer asking him to respond by a target date and if the tenderer does not agree to Tendering/Procuring Entity's observation, the tender is liable to be rejected.
- F. The entire process of scrutiny and evaluation of tenders, preparation of ranking statement and notification of award must be done expeditiously and

within the original tender validity period. The validity period should not be unreasonably long as keeping the tender unconditionally valid for acceptance for a longer period entails the risk of getting higher prices from the tenderers. If, however, due to some exceptional and unforeseen reasons, the purchase organization is unable to decide on the placement of the contract within the original validity period, it may preferably request, before expiry of the original validity period, all the responsive tenderers to extend their tenders up to a specified period. While asking for such extension, the tenderers are also to be asked to extend their offers as it is, without any changes therein. They may also be told to extend the validity of the EMD for the corresponding additional period.

- G. All responsive bids are evaluated by the TC with a view to select the lowest (L1) bidder - the lowest evaluated, substantially responsive, bid which meets the eligibility/ qualification criteria and techno-commercial aspects. Further, the tender committee should consider this offer of L-1 to see whether it is acceptable, or require to conduct negotiations (Normally, there should be no negotiation. Negotiations should be a rare exception rather than the rule and may be resorted to only in exceptional circumstances) or to reject it. Tender committee has no power to consider the offer of L-2. In case, the L-1, as per the above definition withdraws from his offer, the tender should be discharged and re-invited.
- H. In every recommendation of the TC for award of contract, it must be declared that the rates recommended are reasonable. The comparison may be made with the similar contracts awarded elsewhere. The Last Purchase/Accepted Price (LPP) maybe updated taking into consideration inflation during the interim period and geographical conditions etc.
- I. When single offer is received in response to an "Open" or a "Limited" tender, this should not be treated as "Single" tender, but as "Open" or "Limited" tender only, as the case may be and processed accordingly. Even when only one bid is submitted, the process may be considered valid provided following conditions are satisfied:
 - i) The procurement was satisfactorily advertised and sufficient time was given for submission of bids;
 - ii) The qualification criteria were not unduly restrictive; and
 - iii) Prices are reasonable in comparison to market values.
- J. **Negotiation:** - Normally, there should be no negotiation. Negotiations should be a rare exception rather than the rule and may be resorted to only in exceptional circumstances. If it is decided to hold negotiations for reduction of prices, they should be held only with the lowest acceptable bidder (L-1).
 - i) The circumstances where negotiations may be considered could be:
 - a) Where the procurement is done on nomination basis;

- b) Procurement is from single or limited sources;
 - c) Procurements where there is suspicion of cartel formation which should be recorded; and
 - d) Where the requirements are urgent and the delay in re-tendering for the entire requirement due to the unreasonableness of the quoted rates would jeopardize essential operations, maintenance and safety, negotiations with L-1 bidder(s) may be done for bare minimum quantum of requirements. The balance bulk requirement should, however, be procured through a re-tender, following the normal tendering process.
- ii) The decision whether to invite fresh tenders or to negotiate and with whom, should be made by the tender accepting authority based on the recommendations of the TC. Convincing reasons must be recorded by the authority recommending negotiations. The Tender Accepting Authority (TAA) should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated;
 - iii) Normally all counter offers are considered negotiations by other means and the principles of negotiations should apply to such counter offers. For example, a counter offer to L-1, in order to arrive at an acceptable rate, shall amount to a negotiation. However, any counter offer to L-2, L-3, and so on (at the rates accepted by L-1) in case of splitting of quantities shall not be deemed to be a negotiation;
 - iv) After the CA or TC has decided to call a specific bidder for negotiation, the following procedure should be adopted:
 - a) Negotiations must be carried out by the Competent Authority (CA) or TC only;
 - b) It must be understood that, if the period of validity of the original offer expires before the close of negotiations, the original offer will not be available for acceptance. The period of validity of the original offer must, therefore, be extended, wherever necessary, before negotiations;
 - c) The rates originally quoted by tenderer shall remain open for acceptance in the event of failure of the contemplated negotiation;
 - d) Revised bids should be obtained in writing from the selected tenderers at the end of the negotiations.
- K. Rejection of all Bids/ Re-Tender: - In case where responsive bids are available, the aim should be to finalize the tender by taking mitigating measures even in the conditions described below. If it is decided to rebid the tender, the justification should balance the perceived risks in finalization of tender (marginally higher rates) against the certainty of resultant delays, cost escalations, loss of transparency in re-invited tender. After such decision, all participating bidders would be informed and bids if not opened would not be opened and in case of manual tenders be returned unopened. Approval for

re-tendering should be accorded by the Tender Accepting Authority (TAA) after recording the reasons/ proper justification in writing. The Cancellation of the process of tendering or rejecting all bids at any time under circumstances mentioned below:

- i) If the quantity and quality of requirements have changed substantially or there is an un-rectifiable infirmity in the bidding process;
- ii) when none of the tenders is substantially responsive to the requirements of the Procurement Documents;
- iii) none of the technical Proposals meets the minimum technical qualifying score;
- iv) If effective competition is lacking. However, lack of competition shall not be determined solely on the basis of the number of Bidders. (Please refer to para above also regarding receipt of a single offer);
- v) the Bids'/ Proposals' prices are substantially higher than the updated cost estimate or available budget;
- vi) If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the procuring/tendering entity shall cancel the tendering/procurement process.

- L. **Dissent among TC:** All members of the TC should resolve their differences through personal discussions instead of making to and fro references in writing. In cases where it is not possible to come to a consensus and differences persist amongst TC members, the reasons for dissent of a member should be recorded in a balanced manner along with the majority's views on the dissent note. The final recommendations should be that of the majority view. However, such situations should be rare. TAA can overrule such dissent notes after recording reasons for doing so clearly. His decision would be final.

In cases where the TAA does not agree with the majority or unanimous recommendations of the TC, he should record his views and, if possible, firstly send it back to TC to reconsider along the lines of the tender accepting authority's views. However, if the TC, after considering the views of the TAA, sticks to its own earlier recommendations, the tender accepting authority can finally decide as deemed fit, duly recording detailed reasons. He will be responsible for such decisions. However, such situations should be rare.

- M. **TC Recommendations/Report:** The TC has to make formal recommendations for the award of the contract to the bidder whose bid has been determined to be substantially responsive and the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily and his credentials have been verified. These recommendations are submitted for approval to the tender accepting

authority (TAA). The responsibility of the TAA is not only to select the cheapest offer or accepting TC recommendations but ensuring whether:

- i) Offers have been invited in accordance with this manual and after following fair and reasonable procedures in prevailing circumstances;
- ii) He is satisfied that the selected offer will adequately meet the requirement for which it is being procured;
- iii) The price of the offer is reasonable and consistent with the quality required; and
- iv) The accepted offer is the most appropriate taking all relevant factors into account in keeping with the standards of financial propriety.

After the acceptance of these recommendations by the tender accepting authority, the letter of Award/Acceptance (LOA)/PO can be issued prior to the expiry of the period of bid validity. If, however, due to some exceptional and unforeseen reasons, the purchase organization is unable to decide on the placement of the contract within the original validity period, it may preferably request, before expiry of the original validity period, all the responsive tenderers to extend their tenders up to a specified period. While asking for such extension, the tenderers are also to be asked to extend their offers as it is, without any changes therein along with corresponding extension of validity of EMD.

Reference: -

- i. *Manual for Procurement of Works 2019, Department of Expenditure, Ministry of Finance.*
- ii. *Manual for Procurement of Goods 2017, Department of Expenditure, Ministry of Finance.*
- iii. *CVC guidelines on tenders available on CVC website.*

Do's & Don'ts for Procurement & Contract

Savita
(Manager/Vigilance)

Estimate

Do's

- Ensure that purchase of items is processed based on proper indents initiated from user department.
- Record background, need and justification of work.
- Provide clear and complete description of required items leaving no scope for manipulation.
- Always go for rate contract for recurring type of consumables and spares.
- Calculation of estimates is to be made as per prevailing schedule of rates/last awarded rates.
- Indicate the estimated/last purchase rate in figures and words.
- Prepare preliminary/abstract estimates, taking into account various factors for particular works, geographical location etc. as laid down.
- Prepare estimates in a realistic and objective manner.
- Try to include items with standard specifications only. However, if inclusion of some items without standard specification becomes unavoidable, reasons for procuring such items must be recorded.
- Prepare cost estimates based on approved schedule of rates/norms only and wherever the norms are not available, analyse rate with proper verification be taken.
- Estimate to be forwarded/vetted by finance department.
- Estimate should be inclusive of applicable taxes.
- Take approval of estimates from Competent Authority, before calling for tender.

Don'ts

- Don't make vague estimates without adequate details, which may lead to huge quantity variations and creation of extra and substituted items.
- Don't include such items or scope of work which are not needed in the work, which may unnecessarily load and vitiate the tender.
- Don't buy equipment/inventory nearing obsolescence.
- Don't prepare purchase proposals for same items under different names.
- Do not split the work to be executed/items to be procured in order to avoid scrutiny and sanction of higher authorities or to avoid reverse e-auction.

Inviting Tender through e-Tendering Portal

Do's

- Most preferred, competitive and transparent mode of tendering is to go for open tender/advertised tender.
- Prefer e-Tendering for all open tenders via GeM/e-NIVIDA/IREPS as well as

- on the website of RailTel.
- Provide the organization website address, email address, contact no. etc in the NIT.
- Check the dates of bid submission start date, end date and other dates with time. These dates should be working days.
- Ensure that the eligibility criteria are exhaustive, yet specific and there is fair competition.
- Fix in advance the minimum qualification, experience and number of similar works satisfactorily completed as per prevailing manual and CVC guidelines.
- Ensure communication of limited tender to firms enlisted as per proposal.
- Update list of approved contractors periodically used for limited tenders.

Don'ts

- Don't fix stringent Eligibility criteria as it results in poor competition.
- Do not make any change in the previous parameters (commercial or Technical) without competent approval in case of retender.
- Do not give unrealistic short time to bidders for submission of bids.
- Do not make limited tender a routine.

Tender/Bid document

Do's

- Specify in unequivocal terms in the bidding documents, the eligibility conditions, the technical specifications and performance parameters and the bid evaluation criterion in unambiguous terms.
- The tender document must contain all the relevant information in an explicit and categorical manner.
- Create updated standard tender documents to suit the present contract requirements containing all salient details and the created tenders should be published on the dedicated e-Tendering portal and RailTel website as per norms.
- Ensure/ask to provide the name and address of IEMs in the NIT and the Integrity pact as part of the NIT document in each tender having estimated value above the threshold limit decided as per the existing policy of the company.
- Ensure the uploading of Minutes of the pre-bid meeting on the e- Tendering portal.
- Mention the form in which EMD is acceptable clearly in the tender documents and its mode of submission.
- Incorporate in the bid documents detailed technical specifications along with AMC, warranty, delivery location.
- Specify the conditions for tender responsiveness.
- Make clear the applicability of various taxes/duties at the outset in the instruction to the bidder's part of the bid document in the case of a composite contract for supply and erection.
- Define payment terms unequivocally.

- Don't mention conflicting conditions in the tender document.

Don'ts

- Don't forget to mention important clauses pertaining to earnest money deposit, completion schedule, testing of equipments, performance bank guarantee, payment terms, penalty for delayed completion, comprehensive insurance cover, contractor's liability, safety arrangements, statutory requirements for labour welfare, arbitration clause etc. in a proper and explicit manner.
- Don't provide rate only against item in the bill of quantities without giving quantity against them.
- Don't provide unrealistic period of completion of work as unworkable period leads to frequent grant of extension of time and may invite litigation.
- Do not specify tailor-made specifications/eligibility criteria to favour selected suppliers.

Receipt/Opening & Evaluation of Tender

Do's

- Ensure any addendum/corrigendum/date of extension etc in respect of the tender is issued on tender portal and website. Bidders must be requested to visit the website regularly to keep themselves updated.
- Ensure that bids are opened in the manner as specified in the tender.
- Do ensure the validity of bid is clearly specified. It must also be clearly specified as to from which date the validity will be counted.
- Ensure that the opening of Bid (Cover I & Cover II) and the evaluation sheets generated by the system on line is validated by TC members.
- Ask on line clarification during evaluation of Bidders Bid (uploaded document) after on line evaluation is received, if required (at the employers discretion) by the TC members with time limit as per NIT provision.
- The bid submitted should be evaluated by the system on line based on the information furnished by bidders on line.
- Clarification may be asked by TC if required as per provision in tender Document/NIT.
- Ensure that further off line activity from TC recommendations to award of work/agreement execution after competent approval is done as per specified guide line/manual.
- Ensure that any tender hosted on the e-tendering site must be logically concluded i.e either award of work is issued or the tender is cancelled or retendered.
- Ensure that the scanned copy of the work order issued in favour of L1 bidder is uploaded on the e-tendering portal and original copy of the same should be sent to the bidder by registered post.
- Establish the reasonableness of rates on the basis of estimated rates and the prevailing market rates before acceptance of the offer.

Don'ts

- Don't accept tender without EMD along with tender.
- Don't prepare justified estimates at a later date in order to justify already received rates.
- Don't collect market rate from unauthorized sources.
- Don't change the tender committee once constituted, without approval of competent authority and reason for the change be recorded.
- Don't modify the conditions of tender near the date of submission of bids. If the conditions are modified, then sufficient time should be given to prospective bidders.

Award of Work and Signing of Contract Agreement**Do's**

- Ensure that the tender is finalized within original bid validity period.
- Ensure reasonability of L1 price before recommending for procurement.
- Ensure that once the offer is found acceptable, the work is awarded without any loss of time.
- Issue letter of award/letter of acceptance (LOA) after approval of tender and take acceptance of tenderer before signing of agreement.
- Keep all the necessary documents ready before hand and a formal contract agreement containing all the requisite documents forming part of the agreement is signed within a reasonable time.
- Ensure that the contract document is precise, definite and complete.
- Make the important papers, such as copy of amendments subsequent to the issue of tender documents, a part of contract agreement.
- Ensure that the detail of awarded contract is posted on the web site.
- Make the contractor sign the detailed agreement within the time frame to avoid any complication in the contract at later date.
- Do ensure that the agreement is well bound, page numbered, signed by both the parties and well secured.
- Do ensure that the bank Guarantee normally unconditional is prepared from a scheduled Bank in the prescribed format or as specified in tender.
- Do provide prescribed format for acceptance of Bank Guarantee along with tender documents, if possible.
- Do ensure taking unconditional Performance Bank Guarantee for the amount specified in the tender with suitable validity period beyond the Period of contract/extended period (if any) whichever is more depending on a particular case.
- Ensure that Earnest Money deposits are released promptly.

Don'ts

- Don't keep a file pending for decision by the approving authority after the recommendation of the tender committee has been received.
- Don't award any contract on nomination basis except in rare and exceptional cases as per provision in concerned Manual/CVC guidelines.

- In case of cancellation of tender necessary corrigendum should be uploaded in e-tender portal.
- Don't reject any tender without assigning any reason as tender accepting authority is bound to record clear, logical reason for all actions of acceptance/rejection.

Execution of Work

Do's

- Ensure good workmanship by proper supervision.
- Issue material/equipment to the contractors only through authorized representatives with proper receipt from him and control the issues commensurate with progress of work, if any.
- Ensure recovery of cost of materials supplied by company on sale account in respect of hire charges for tools, plants, machine etc from the running account bills immediately after their use.
- Ensure specification of all supplied items as prescribed in specification of the item as per contract.
- Ensure that whenever the time extension for contract is granted, the extension of validity of BG should also be appropriately asked.
- Clearly spell out the date of submission for the BG and adhere to it at the time of the execution of the contract.
- Ensure verification, timely renewal and timely extension of BG, whenever required.
- Take timely action for revalidation / encashment of BGs.
- Incorporate and implement a comprehensive all risks insurance clause for men, material and construction for work value more than the limits specified in tender document, so as to meet any loss/ contingency arising on account of any mishappenings during execution etc as per manual/guidelines concerned.
- Take care that safety precautions are taken at site during execution irrespective of insurance.

Don'ts

- Don't allow execution of work without proper sanctioned work order/award of work.
- Don't allow the contractor to execute only those items first which are considered more profitable by him.
- Don't allow execution of partly left over work by other agency before taking final measurement of earlier contract and getting them accepted both by the old and new contractor.
- Don't permit use of substandard materials.
- Don't endorse test check certificate without putting dated initials against individual items of work.
- Don't allow passing of bill of earth works without detailed measurements.
- ☐ Don't handover BG to supplier/contractor for getting its extension or

- verification but through speed/ registered post only.
- Don't wait till last moment for extension and in such case ask for encashment well in advance.

Completion of Contract

Do's

- Stipulate milestones in the contract for the specific schedule of completion of contract in an unambiguous manner.
- Monitor progress in accordance with such schedule.
- Ensure that each and every contract, in case of big projects, should have its specific schedule of completion of intermediate milestone activities which inter-alia should be within the overall completion schedule of various activities in advance, if the work is broken into small contracts.
- Reconcile materials issued, if any, by department at various stages of work.
- Ensure that the proper technical staff is employed by the contractor and work is executed qualitatively and timely as per agreement/ guidelines of Manual.
- Ensure that the project is not delayed due to contractor's fault such as delayed supply of equipments, technical staff, material, labour, etc.

Don'ts

- Don't forget to take final built up drawings on completion in case of turnkey contract.
- Don't forget to adjust all advances before completion of project and release of final payment.
- Don't forget to record delays on the part of contractor and recover LD as per provision of contract.
- Don't forget to take Bank Guarantees for long term guarantee for specialized items, if specified in contract.
- Don't release retention money before due date.

Payment Terms and Applicability of Taxes and Duties

Do's

- Make the payment to the contractor based on the actual progress of the work.
- Record the measurements of the item in the measurement book.
- Attest the corrections in the Measurement Book (MB), if any.
- Get the test check of measurements by officer of a higher level.
- Exercise appropriate check and control on the flow of funds while making the payments.
- Pay the executed quantities beyond the stipulated time after deducting the LD, if imposed, as provided under the contract unless the valid time extension for the contract is given.
- Reimburse taxes and duties, if applicable, only on the production of relevant documents.

Don'ts

- Don't vary the quantities/amount under the contract. If unavoidable, it shall not be made /paid without approval of competent authority, keeping in view conditions of contract.
- Don't deviate from payment terms provided in the contract.
- Don't ignore any reduction in taxes and recovery on this account, whether provided in the contract or not.

Modifications of Contract Conditions/Specifications**Do's**

- Discourage any relaxation in the contract terms/ specifications after conclusions of the contract.
- Allow modifications/ amendments, only in exceptional cases which are considered absolutely essential but only after taking into account the financial implications. Ensure that the changes do not radically change the original scope of work.
- Withhold a sufficient amount against the items received in an unfinished /incomplete condition so as to ensure that no extra payments are made against such items/ services.

Don'ts

- Don't modify any condition of contract as it would vitiate the contract and give chance to other party to go to court for claim of damages.
- Don't change the contract approved on percentage basis to item rate basis or vice-versa.
- Don't alter specifications and conditions of contract if left out work of a rescinded contract is to be executed at the risk and cost of the defaulting agency.

मनोयोग

सुनील कुमार सिंह

(कार्यकारी निदेशक/प्रशासन एवं सुरक्षा)

मनोयोग शब्द का प्रयोग सामान्य रूप से हम सभी करते हैं, पर गंभीरता से इसके अर्थ पर विचार करने का अवसर कम लोगों के सम्मुख उपलब्ध हो पाता है। आइये आज विचार करें कि इसका क्या अर्थ है।

मनोयोग दो शब्दों से मिल कर बना है "मन" और "योग"! योग का तात्पर्य जोड़ने से है, अर्थात् मनोयोग का तात्पर्य मन को जोड़ने से है। मन को किस से जोड़ना है, यही प्रश्न है।

ईश्वर ने हमें पाँच ज्ञानेन्द्रियाँ व पाँच कर्मेन्द्रियाँ दी हैं। ज्ञानेन्द्रियाँ सूचना पाने के लिए और कर्मेन्द्रियाँ नित्य एवं नैमित्तिक कर्म करने के लिए हैं।

मन आभ्यन्तर अर्थात् आंतरिक इन्द्रिय है, मन सारथी है और दसों इन्द्रियाँ घोड़े हैं, जिनकी सवारी मन द्वारा की जाती है। मन जिस इंद्रिय के साथ होता है, वह इंद्रिय तथा उस से प्राप्त होने वाली सूचना हमें मुख्य रूप से संज्ञान में आती है, शेष इंद्रियाँ और उनसे मिलने वाली सूचना पृष्ठभूमि में चली जाती है।

कान, आँख, नाक, जिह्वा व त्वचा, ये पाँच ज्ञानेन्द्रियाँ हैं जो संवेदना के प्रवाह को मन एवं मस्तिष्क तक पहुँचाती हैं। इसी प्रकार हाथ, पाँव तथा उत्सर्जन एवं बोलने इत्यादि के लिए प्रदत्त पाँच कर्मेन्द्रियाँ विभिन्न प्रकार के कर्मों को करने में हमें सक्षमता प्रदान करती हैं। मनोयोग किसी भी ज्ञानेन्द्री या कर्मेन्द्री के साथ होने पर क्या प्रभाव होता है, हम अपने दैनिक जीवन में इसे देख सकते हैं। उदाहरण के लिए टीवी पर मनपसंद कार्यक्रम की ओर ध्यान होने पर मन उस समय दृश्य एवं श्रवण यानी देखने व सुनने की इन्द्रियों के साथ होता है। तब उस स्थिति में हम अन्य संवेदनाएँ अर्थात् भूख, चिंता, गंध या दर्द इत्यादि विस्मित कर बैठते हैं। इसी प्रकार मन यदि वाहन चलाते समय कहीं ओर लग गया अर्थात् योग कर बैठा, तो हम आँख खुली रहने पर भी दुर्घटना कर बैठते हैं।

सांख्य दर्शन के विद्वानों द्वारा प्रतिपादित यह सिद्धांत प्रस्तुत करते हुए इस सम्पूर्ण विवरण में जो कहना अभीष्ट है वह यह है कि, हम जो भी करें मनोयोग से करे तो परिणाम का श्रेष्ठ होना अवश्यंभावी है। पढ़ने लिखने या कोई भी काम करने पर मन को अनुशासित कर सम्बंधित इंद्रिय के साथ मनोयोग के साथ किया गया कार्य उच्च गुणवत्ता का होगा यह निश्चित है।

स्वपरिभाषित

श्री नितिन हुंडैत

विशेष कार्याधिकारी/अध्यक्ष एवं प्रबंध निदेशक

परिभाषा शब्द से हम भलिभाँति परिचित हैं। किसी कार्य, वस्तु या प्रक्रिया की परिभाषा वो है जो एक लम्बे प्रयोग, अनुभव और परिणाम के आधार पर प्रमाणित होकर गढ़ी जाती है। अपरिभाषित वो है जिसके बारे में कुछ कहा न जा सके, जिसको बांधा न जा सके और जिसके परिणामधृदिशा, का अंदाजा लगाना मुश्किल हो।

अब यहाँ शब्द प्रयोग हुआ है, 'स्वपरिभाषित' मतलब खुद से परिभाषित या कहें जिसकी परिभाषा अपने हिसाब से, अपनी सहूलियत के अनुसार और इच्छित परिणाम के लिए की जाती है। जैसे कि आज काफी थक गया हूँ इसलिए आज Exercise नहीं हो सकती, हम मंगलवार नवरात्रि में Non&Veg / Alcohol नहीं लेते, बेटी के लिए सही होता है वो बहू के लिए गलत हो जाता है। ये सब अपनी सुविधानुसार रचित परिभाषायें हैं।

ऐसे कई उदाहरण हैं, जब हम अपनी आवश्यकतानुसार अपने सिद्धांतों/जरूरतों को परिभाषित करते हैं और कार्य को पूर्ण ईमानदारी की बजाय अपने फायदे के अनुसार ढाल के करते हैं। तब हम कहीं न कहीं सही रास्ता छोड़कर, गलत रास्ते पर निकल जाते हैं। भ्रष्टाचार यहीं से शुरू होता है। भ्रष्टाचार का मतलब है, गलत आचरण, नीतिपथ से गिरा हुआ आचरण जिसके सहारे हम वो हासिल करना चाहते हैं जिसके हम हकदार नहीं हैं। हर वो चीज, जिस पर हमारा वैधानिक अधिकार नहीं है, उसके पाने की लालसा ही भ्रष्टाचार है।

भ्रष्टाचार, कदाचित समाज में किसी भी परिभाषा के साथ स्वीकार नहीं किया जा सकता। लेकिन, आदतन, लोग भ्रष्टाचार को भी स्वपरिभाषित कर लेते हैं।

अरे वो उपहार ही तो दे गया, इसमें बुरा क्या है। आज जब कोई किसी को भी बिना मतलब के पानी भी नहीं देता है तो महंगे- महंगे उपहार कैसे देगा।

उससे माँगा थोड़े ही था, वो अपनी स्वेच्छा से दे गया, इसमें बुरा भी क्या है। क्या ऐसा संभव है कोई बिना मतलब के किसी को कुछ दे?

किसी से कुछ लेता नहीं हूँ पर सुविधाओं का प्रयोग तो कर ही सकता हूँ।

ये स्वपरिभाषित ईमानदारी हैं। ईमानदारी कभी भी स्वपरिभाषित नहीं हो सकती। वो हमेशा से अचल, अडिग और संपूर्ण होती है जो किसी भी भेदभाव, लालच और स्वार्थ से परे होती है।

जिस क्षण हम कुछ गलत कर रहे होते हैं हमारे अंतर्मन से अच्छा उस बात को कोई नहीं जानता है। प्रयायतः अंतर्द्वंद की दिशा गलत की तरफ ही होती है क्योंकि वो वांछनीय होता है। गलत तरीके से कमाया गया धन क्षणिक होता है, जो उस समय तो आपको सुखद अनुभूति देता है लेकिन वास्तविकता में वे आपको एक ऐसे दलदल में ले जाता है जहां से निकल पाना मुश्किल हो जाता है। आप अपनी हैसियत से ज्यादा का शौक, जीवनस्तर परिभाषित करते हैं और उसको पूरा करने के लिए गलत करते जाते हैं।

भ्रष्टाचार का असर आपके मन पर, शरीर पर और परिवार पर भी पड़ता है जो कि आपको सीधा नजर नहीं आता है पर महसूस होता रहता है। भ्रष्टाचार आपके व्यक्तित्व का ही नहीं, अपितु समूल नष्ट करता है।

वो कहते हैं न कि हमें उतने ही पैर पसारने चाहिए जितनी हमारी चादर हो। उसी प्रकार हमें अपने शौक, बच्चों की परवरिश, जीवन शैली अपनी कमाई के हिसाब से निर्धारित करनी चाहिए। एक निश्चित बचत के साथ, जीवन को खुले मन से, खुलकर जीना चाहिए। भूत को भूलकर, भविष्य की कम चिंता करके, वर्तमान को पूरी तरह आनंद लेते हुए जीना चाहिए। हमारा सकारत्मक रवैया ही हमारे जीवन को आसान बनाता है। किसी भी परिस्थिति को अपने हिसाब से परिभाषित करने की बजाय उसके हिसाब से खुद को तराशते हुए आगे बढ़िए।

जीत आपकी होगी।

Optimism, Potential, Betrayal and Corruption The Story of Our Country!!!!

Rohit Singh
(Senior Manager/IT)

As our country stands at the cusp of demographic dividend, being home to more young people than any other country, the words of Salman Rushdie resonate more with us than ever before:

“There are two things in Indian history - one is the incredible optimism and potential of the place and time, and the other is the betrayal of that potential - for example, corruption. Those two strands intertwine through the whole of Indian history, and maybe not just Indian history”

As the above saying goes, we all may be remembering the above famous quote, which is so relevant in our current times. The optimism and potential of our incredible country, its people and their resilience to overcome insurmountable odds have kept us in good stead over the course of time. But our history is also full of incidents/events of betrayal of trust right from the Vedic times. Though In current times, corruption is the single most attribute which is eating the moral fabric of our country.

As kids we were taught in schools that “honesty is the best policy”. But is this really being practiced in letter and spirit? Or is it like so many other things being taught at schools and colleges which remain confined to the pages of text books only, with no relevance in the real world. Certainly, in national context we must take pride in our education system for developing highly skilled technical human resources that are capable of beating the best in the world, which is quite evident from the fact that, Indian literacy rate has grown to 77.7% (NSS-June 2018 figure) from 12% at the end of British rule in 1947. However, with all above facts, the optimism and potential our country has, why has India as a nation not been able to rise as the economic and knowledge super power, that we all cherish and aspire for?

To put things in perspective, let us now take a small quiz. Where is Burkina Faso and how it is related to India? No idea? Sure, Burkina Faso is a West African nation which is ranked 80th out of 180 countries (figures) by the Transparency International in their latest Corruption Perceptions Index report. The Corruption Perceptions Index ranks/lists countries and territories/regions based on how corrupt their public/government sector is perceived to be. A country or territory's ranking is based on the score defined on the perceived level of public sector/government sector corruption on a scale of 0 (highly corrupt) to 100 (very clean). Our country has been ranked 80th position among the 180 countries in the latest corruption perception index (CPI) as released by Transparency International.

With this distinction of India being clubbed with an obscure and small African nation (along with a few so-called developing countries) in the latter half of corruption index shows the prevalence of the evil syndrome called corruption in the Indian society in general and public sector/government sector in particular.

Now the question comes, what exactly is Corruption and its impacts on our overall potential? Well Corruption can be termed as the spiritual or moral impurity or deviation from an ideal/standard. Indian society has always reserved a very high position for spirituality and morality. Collectively, as a society we have failed to keep away from "moral and spiritual impurity" as far as corruption is concerned.

It is indeed important that we do not "betray our potential" (as Salman Rushdie quoted) with respect to our spiritual and moral potential rooting from the days of Vedas and Upanishads. In fact, this may be a pointer to the cause of decay in Indian society as far the question of corruption is concerned.

On a practical note, our society is vivid with examples of unethical and corrupt practices, which people even boast of indulging in as per one's convenience. The way one prefers to bribe the traffic constable instead of paying a legitimate fine for a minor traffic offence, the way we try to procure LPG cylinders from touts, the kind of corruption and leakages we have in public distribution system for obtaining favors from unethical means; the list is endless. No amount of sophisticated technology enabled surveillance tools and systems can help unless we decide to change the moral fabric of our character especially starting with children.

The way forward is definitely not easy, but as the phrase goes, "Where there is a will, there is a way". If we really want to see our motherland as economic and technology superpower, all of us have to mend our ways from "betraying our potential" to "fulfilling our potential". All it takes is conscious effort and mindset change. Moreover, transparency, honesty and integrity to our work and society is not only the responsibility of the government, but the onus lies on each one of us to act with morality in all spheres of life, be it social, economic, work or personal front. The government agencies can make any number of laws and systems, but to make the great Indian dream of a corruption free society can only be fulfilled if every citizen strives to make "honesty" a habit rather than a moral value to adhere to.

The idea of fulfilling our potential and taking advantage of demographic dividend as already done by our neighbor's i.e. South Korea, Taiwan, and other East Asian Countries in manufacturing and services industries is an example for us to emulate.

The way forward is to create a national "will" and to find a "way", so that our collective honesty and the truth prevails and we prosper as a peaceful, content and transparent nation where every citizen practices "honesty" in true letter and spirit.

भ्रस्टाचार बड़ो कीरो है

(बुंदेली बोली में कविता)

(श्रीमति शांति खरे)

माता, श्री अमिताभ खरे
सलाहकार मानव संसाधन

नेचैं पाँव कभरुं न धरियो, जा मैं जोखिम भारी
खन्दक बड़े बड़े भ्रस्टन के बचो, करौ हुसियारी।

भ्रस्टाचार बड़ो कीरो है, दीमक सों भी भारी
बा तो भीतर भीतर चाटै, जा पाँवन मार कुल्हारी।

अपने लरकन बिटियन को तुम, जो चाहो कल्याण
ईके लब्धे माँ ना परियो, हूहै जीवन हान।

रहो सतरक, मनहिं मन गन लो, पुरखन दीन्हों ज्ञान
सूधी साँची राह चलें तें, अपनो बच है मान॥

माँ

सविता

प्रबंधक / सतर्कता

लफजों में जिसे बयान नहीं किया जा सकता, ऐसी होती है माँ
भगवान भी जिसकी ममता के आगे है झुकता, ऐसी होती है माँ
मैं अपने छोटे मुख से कैसे करूँ तेरा गुणगान माँ
तेरी समता के सामने फीका सा लगता है भगवान माँ
क्या सूरत है क्या सीरत है ममता की मूरत है माँ
सच कहता हूँ, मुझको तेरी बहुत जरूरत है माँ
चाहे कितनी भी थकी हो, मुझे देख कर अपनी थकान भूल जाती है माँ
मेरी खुशियों में शामिल हो कर, अपने गम भूल जाती है माँ
खाना पहले मुझे खिलाती है, बाद में खुद खाती है माँ
मेरी खुशियों में खुश हो जाती है, दुख में मेरे आँसू बहाती है माँ
अच्छा बुरा बता कर संस्कार मुझे सिखाती है माँ
मेरी गलतियों को सुधारती और मुझ पर प्यार बरसाती है माँ
मैं फिर से सोना चाहता हूँ, तेरी लोरी सुन कर माँ
मैं फिर से जीना चाहता हूँ, तेरा छोटा बच्चा बन कर माँ
मुझसे अगर कोई पूछता है कि कौन मेरा भगवान है
मैं बस यही कहता हूँ, मेरा भगवान मेरी माँ है, मेरी माँ है।

बीज, बगिया, बचपन ; सपन और जतन

अमिताभ खरे

सलाहकार मानव संसाधन

बड़ी उम्मीदों से हम बोते बीज,
सींचते अपनी बगिया को;

हरी-भरी होकर हमको छाया देगी फल देगी,
अंदर बाहर की उमस जरा शीतल कर देगी।

ऐसा ही ध्यान सम्हाल लगाते बच्चों पर,
अपनी अगली पीढ़ी परय;

अच्छे से हों बड़े गुणी शिक्षित वे अपनी मेहनत
प्रतिभा के बल पर खूब तरक्की करें और हम हुलसैं;

विकसित हों वे बड़े पेड़ से टंडक और सुकून हमें दें,
और बनाएँ राह सुगम अगली पीढ़ी की;

ये सपन हमारे जतन हमारे फल जाएँ तो हो सब मंगल।
पर कहीं अगर लग जाएँ कीड़े पौधों की जड़ पर, बचपन पर,
सारे जतन, सपन हों असफल गिरें भूमि पर कुंठित होकर;

कितना काला खौफनाक होगा वो मंजर,
जरा सोचने से ही मन कांपे, तन थर-थर;
यदि ये सब सोच आप भी रहे सिहर,

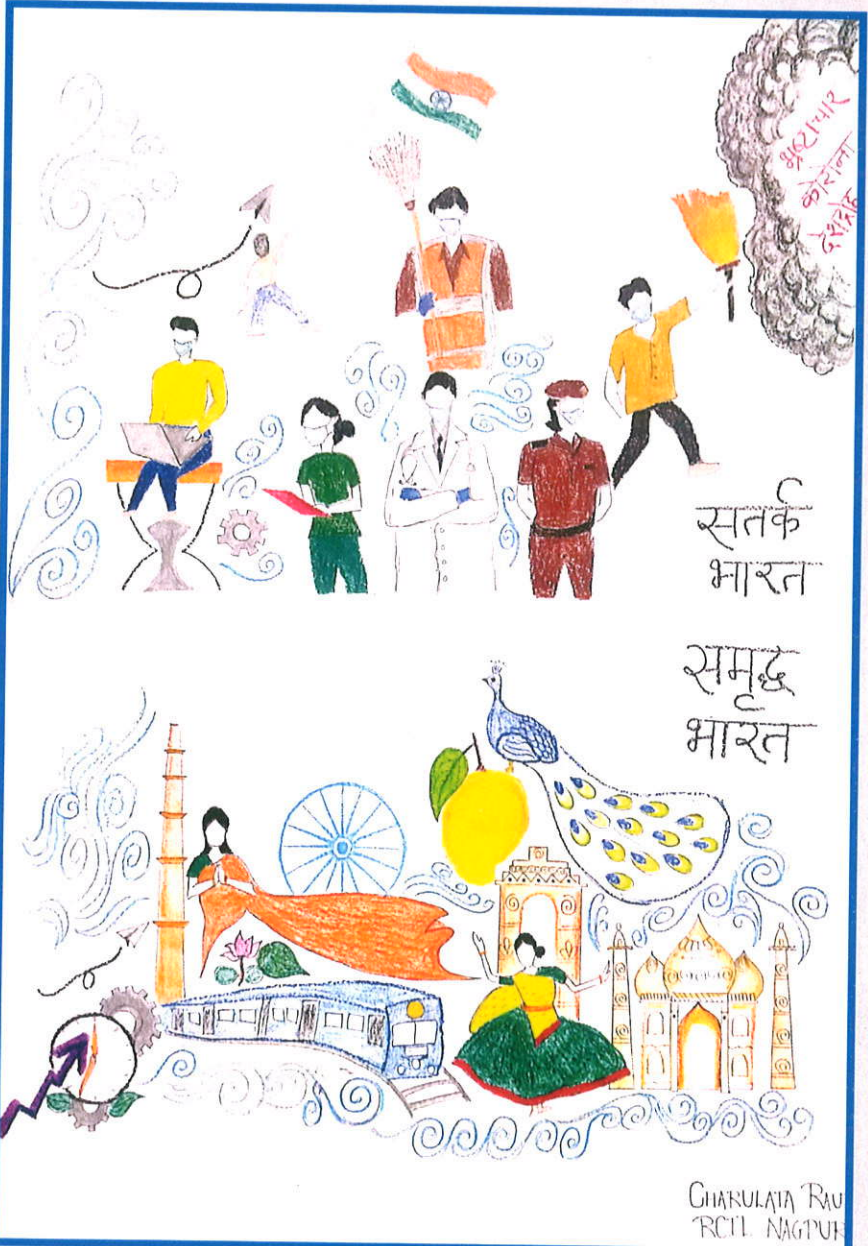
तो अभी समय है, चेतें, कीड़ों को पहचानें;

देखें -

भ्रष्टाचार बड़ा कीड़ा है सबसे करे खोखला हर सपने को
हर मेहनत को निष्फल कर दे;
उसको करे दूर जीवन से अपने बच्चों के भविष्य से।

पर यदि लालच में हम चूके तो ये तय है,
हमीं बनेंगे कारण अपने बच्चों के कुंठित भविष्य के।

अगर बात ये सही लगे तो आओ प्रण लें
करें दूर इस कीड़े को हर मन से, हर जन - जन से।



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भारत

CHARULATA RAU
RCIL NAGPUR

Created by : Ms. Charulata Raut, Nagpur Office, RailTel

VIGILANCE AWARENESS WEEK 2020



Created by : Aarushi Marella, 9 yr., Class-V, New Delhi

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड (भारत सरकार का उपक्रम)
RailTel Corporation of India Ltd. (A Government of India Undertaking)

Registered & Corporate Office :

Plate-A, 6th Floor, Office Block, Tower-2, East Kidwai Nagar, New Delhi - 110023
T : +91 11 22900600, F +91 11 22900699 | Website : www.railtelindia.com