

Common Irregularities in Mechanical Department

1. Works Contact:

- a. Contractor had not supplied adequate machines, tools & equipment**
- b. Departmental tools & equipment used in the contractual work**
- c. Shortfall of tools was not recorded and intimated to higher authority**
- d. Record not available to support qualification of contractual supervisors**
- e. Work measurement register was not maintained properly**
- f. Work measurement documents in the form of *loose sheets/spiral binding*.**
- g. Pre and post-inspection was not done before assigning and after finishing works by private party.**
- h. The date of offering and completion of work assigned to private party not recorded in the measurement register.**
- i. Delay in offering of repair works to contractor**

2. Service Contact:

- a. Score cards in the form of loose sheets without any unique machine printed serial numbers.**
- b. Bio-data, Police verification and Medical certificates are not maintained as per contract agreements**
- c. Contractual staff were not having**
 - i. Proper uniform**
 - ii. Identity cards**
 - iii. PPE**
 - iv. Cash declaration of on board staff**

d. Attendance of contractual staff

- i. Attendance of out-sourced staff not maintained in activity based service contracts**
- ii. Attendance marked as P/A without obtaining signature/thumb impression**
- iii. Web based bio-metric attendance not implemented as per contract conditions**
- iv. Non-implementation of date & time stamped, Geo-tagged biometric attendance of OBHS staff**
- v. Batch size should be as per shift/format as mentioned in the contract condition.**
- vi. Adjustment of short-supply of manpower in one shift against over-supply in another for calculation of penalty.**

e. Passenger Feedback:

- i. Passenger feedback forms were not filled up by passengers and left blank without any scoring/evaluation. Only details of passengers were filled up.**
- ii. Contractor submitted fake feed-backs of passengers**
- iii. Passenger feedback forms not having unique machine printed serial numbers**
- iv. Web or app-based feedback system not implemented as per contract condition**

f. Payment issues of out sourced staff

- i. Payment through Cash.**
- ii. Advance payment by cash.**
- iii. Complaint of less payment.**
- iv. The wage statement does not match with the payment advice to the bank by contractor.**
- v. Bank payment statement submitted by contractor was forged**
- vi. Non-entry in wage details in Railway Shramik Kalyan Portal.**
- vii. EPF & ESIC part not paid/ deducted by the firm.**
- viii. Error in calculations of salary day for OBHS staff.**

- ix. Contractor should submit the documentary evidence pertaining to labour payment through bank accounts on completion of wage period irrespective of the bill raised or not.**

g. Quality of Service:

- i. Diluted cleaning agents used/not used in cleaning at OBHS, Station & CTS.**
- ii. Excess un-used consumables noticed on return trips of OBHS.**
- iii. No mandatory test check/ on-board inspection specified for officers.**
- iv. Furnishing of invoice of different cleaning chemicals by the contractors to be ensured as per contract conditions.**
- v. Minimum balance of stock should be maintained as per contract conditions.**
- vi. Contractor had not supplied adequate machines, tools & equipment**
- vii. Machine breakdown register not maintained properly**

h. Realisation of penalty as per terms and condition of the contract for deviating the contract conditions.

i. Minimum Qualification, Experience and training mentioned in the contract condition for the staff to be verified.

3. Maintenance of Store records:

- a. **DMTR & Ledgers should be printed binding books.**
- b. **1st. page should contain a certificate of authenticity by concerned consignee & controlling officer stating the purpose of the book and number of pages it contain.**
- c. **All the pages should be serially numbered.**
- d. **Issues and receipt entries of DMTR and Ledgers should co-relate each other.**
- e. **The Issue & Receipt side of the DMTR should serial numbered as per SOP.**
- f. **Entry in DMTR should not left blank and should be entered at the time of issue.**
- g. **The blank part of the Issue/ Receipt side of the DMTR should be diagonally crossed in order to start the entry from the same line in the next day.**

3. Maintenance of Store records:

- h. Consignee and store clerk should sign at the end of the entry of each day.**
- i. Corrections/ overwriting and scoring out entries should be avoided and should bear the signature.**
- j. The issue and receipt of scraps and Release material should also be reflected in the DMTR and their corresponding ledgers.**
- k. There should be a monthly submission of returns indicating transaction during the month and details and balance stock position at the end of the month.**
- l. Non-moving/ slow moving items may be handed over to other units keeping only bare minimum quantity for emergency purpose.**
- m. Periodicity of inspection by controlling officer and stock verifier should be done as per norms.**

4. Warranty claim of procured materials:

- a. Prompt reporting of warranty claim cases not done .**
- b. No action initiated against the firms for not obeying warranty claim guidelines.**

5. Railway Consumers Depot:

- a. We based CCTV surveillance system as per Railway board norms not implemented.**
- b. Re-calibration not done despite of deformities in the storage tanks.**
- c. Measuring equipment used in RCDs not having any certification/stamping.**
- d. Un-loading platforms to be properly maintained.**
- e. Timely calibration of flowmeter, totalizer and gauges**

6. Electronic In-motion Weigh Bridges:

- a. Failure of weighment due to technical reasons: Unknown Vehicle, WAG9, WAG12**
- b. Reporting of weighment failure cases as per RB Guidelines not being followed**
- c. Tamper proof sealing of machines not uniform across divisions**
- d. CCTV cameras not available**
- e. CCTV camera not functioning and not connected to web for online monitoring.**
- f. FOIS integration not done**
- g. Disconnection of FOIS without any sufficient reason**
- h. Repeatability test of private weighbridges to be ensured**
- i. Periodicity of joint inspection by team of officers not adhered**
- j. RDSO guidelines not adhered in some old EIMWBS**
- k. Stand-by power supply /UPS are out of order for a long period**

7. Tenders:

- a. Frequent discharge of tenders due to different reasons**
- b. Rebate on gross offered value**
- c. Documents of L1 bidder found forged and not verified by tender committee while awarding tender**
- d. Guidelines for GCC for Services & Affidavit-based system of credential verification not followed in service tender.**
- e. Verification of credential documents after award of tenders not being done**

8. Restoration charges/ damage and deficiency charges:

- a. Long dues / non-collection of D&D/restoration charges for a long period.**

Thank You!