

S&T, Electrical and Mechanical Deptt.(Common items)..

DO's:

- ✓ Ensure proper invoice bills and test reports as per inspection clause / specification before accepting the materials
- ✓ Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M-book certification to enable recovery.
- ✓ Joint inventory is to be carried out for the material to be released, before commencement of the work. Ensure all released materials are taken into account before work completion.
- ✓ Refer the specifications & drawings thoroughly with latest amendments as mentioned in the agreement. Earthing and foundations to be done as per the drawing/specification.
- ✓ Maintain field Book consisting of details of daily progress recording particulars location wise with reference to works. Also maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor. On completion of work site order book and field book should be handed over to Divisional office.
- ✓ If any RITES / RDSO inspection is changed to consignee inspection with competent authority's approval, 1% inspection charges are to be deducted from the contractor's Bills.
- ✓ Ensure EPF & ESI contribution for contract staff working in Service Contracts before passing CC Bills. Authenticity of such documents submitted by firm should also be ensured.
- ✓ Tenders should be called as per the type of contract i.e. Works/Service contract.
- ✓ Proper eligibility criteria & similar nature of work to be defined as per the latest PHOD's definition.
- ✓ Allow adequate and reasonable minimum time for opening the Tenders to encourage proper response. If due to certain reasons adequate minimum time is not able to provide prior approval should be taken from the competent authority with clear justification.
- ✓ Validity of the tender offer to be ensured before awarding the contract. Ensure issue of LOA within the validity period and in the reasonable time after accepting the TC minutes.
- ✓ Uniform / consistent approach to be adopted while awarding the work. Past history of the discharged / recalled tenders to be discussed in the present tender. TC minutes to be transparent. If any complaints received during TC stage, the same are to be studied & to be reflected in minutes.
- ✓ Level of TC to be based on lowest valid offer. The level of TC for single tender should be at least one step higher.

- ✓ DMTR transactions must be closed on every day and initial the DMTR at least once in a week by the stores in-charge and send the statement to the Divisional Headquarters every month.
- ✓ Ensure while processing the released material for DS-8- clearly indicate the ferrous and non-ferrous materials separately and mention the non-ferrous material content (copper, aluminum etc.) separately.
- ✓ Perform the departmental stock verification without fail. As per stores manual, each stock holder should verify his stocks once in 6 months. At officer level, test check to be done once in 6 months and once in a year by the BO.
- ✓ In RDSO/RITES inspected materials, the hologram no. on material should be verified with IC & to be recorded by the consignee. Ensure receipt of test reports for the material while accepting RDSO/RITES inspected material.
- ✓ Ensure to communicate Rejection advice of the material to firm, purchaser, pre inspecting agency, paying authority in case of rejection of material.(RB Lr.No.2000/RS(G)/379/2 Dt. 7.8.15).

DONT'S:

- ✘ Don't Record measurements without carrying out the work. Don't record MB without inspecting the site and without taking the measurements.
- ✘ Do not accept the materials & do not execute the specified quantity of work more than the scheduled quantity without obtaining approval from competent authority.
- ✘ Don't deviate the location without approval of sanctioning authority of the work.
- ✘ Do not record the measurement towards dismantling/releasing work without ensuring proper accountal of released materials as per contract conditions.
- ✘ Consignee inspection materials should not be taken in to account without delivery challan and in-charge SSE & officer's inspection certificate.
- ✘ Do not change/relax any of the Tender conditions or Scope of the work.
- ✘ Don't issue credentials before completion of the work. Further below JA grade Officer should not issue any credentials and credentials cannot be issued to the subcontract.
- ✘ Don't change the TC members once it constituted, without prior approval of the competent authority.
- ✘ Post correspondence in tender is not allowed.

Specific to S&T Deptt.

DO's:

- ✓ While recording measurements in the MB follow the Engineering Codes 1315 and 1322. The measurements recorded should be specific with locations.
- ✓ Maintain field Book consisting of details of daily progress recording particulars with reference to works in progress location.
- ✓ Maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor.
- ✓ Ensure before accepting the materials for their make and specification as per contract agreement.
- ✓ The 20% test check should be specific with item and the location of the work checked.
- ✓ Supply portion in schedule by contractor should be taken into DMTR account with proper invoice bills and test reports.
- ✓ Issues of materials to contractor representative for execution should be done duly after receipt of requisition of firm and after submission of INDEMNITY bond.
- ✓ Always insists for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned.
- ✓ For laying of cables in cable trench proper care to be taken regarding depth, provision of bricks, sand cushion etc.
- ✓ DMTR transactions must be closed on every day and initial the DMTR once in a week.
- ✓ Insist for warranty certificate as per terms of rate contract while passing bills for RC items.
- ✓ Verify inspection certificate as per contract requirements.
- ✓ Ensure proper accountal and disposal of released material.
- ✓ Verify the DMTR before passing inspection certificate.

DONT'S:

- ✗ Don't Record measurements without carrying out the work.
- ✗ Don't accept materials supply without proper inspection.
- ✗ Don't operate labour portion without ensuring site requirements.
- ✗ Don't change RDSO/RITES inspection to consignee inspection without approval of Accepting Authority.
- ✗ Don't accept the material without original bills and invoices.
- ✗ Don't deviate the location without approval of sanctioning authority of the work.

Specific to Electrical Deptt.

DO's:

- ✓ Joint inspection of inventory is to be carried out for the material to be released before commencement of the work.
- ✓ Ensure all released materials are taken into account before work completion.
- ✓ Keep proper account of Railway materials issued to the contractors at the site of work.
- ✓ Ensure inspection and passing of materials supplied by contractors before these are used in work. Maintain proper records.
- ✓ Issue materials to the contractors only through authorized agents and control the issues commensurate with progress of work.
- ✓ While execution of works, follow the standard drawings & specification like RDSO/IS.
- ✓ Insist for qualified technical supervisors for execution of works as per contract conditions.
- ✓ Refer the specifications & drawings thoroughly along with latest amendments as mentioned in the agreement.
- ✓ Ensure recovery of cost of materials supplied by Railways, hire charges for tools & plants etc. from the contractors running bills immediately after their use.
- ✓ Ensure prior administrative approval of competent authority before executing additional quantities in each item so that the contracts are not vitiated.
- ✓ Measurement Books should be issued by competent authority dully filling and signing the first page of MB, to the concerned supervisors only and record should be maintained.
- ✓ Perform the departmental stock verification without fail as per Para 10824 of ACTM.
- ✓ Ensure that defective energy meters are replaced on priority.
- ✓ Ensure to maintain installation register for all fitting/equipment over the jurisdiction and effect the changes in timeline.

DON'Ts:

- ✗ Don't operate non-schedule items where it is possible to do work as per schedule items or a combination thereof.
- ✗ Don't allow two or more agencies to do similar works at one site.
- ✗ Don't allow the contractors to first execute only those items considered more profitable at his discretion, so that contractor's interest in completing the whole works remains.
- ✗ Don't accept the materials more than the scheduled quantity without obtaining approval from competent authority.
- ✗ Don't allow execution of partly left over works by another agency before taking final measurements of earlier contract and getting them accepted both by the old and the new contractor.
- ✗ Don't allow recoveries on accounts of use of departmental machinery by contractors to be accumulated up to the final bill.

- ✘ Don't make payment of a 'finished item of work' on mere arrival of the material at site unless it is fixed in position as per description of the item of work.
- ✘ Don't record the measurements for such works, which are incomplete/defective.
- ✘ Don't extend the temporary power supply to outsiders/contractors without proper authority.
- ✘ Don't prepare the estimate for releasing electric connection to contractor/private parties without actual survey at site.
- ✘ Don't record the measurement towards dismantling/releasing work without ensuring proper accountable of released materials as per contract conditions.
- ✘ Don't indent electric items, which do not confirm to IS specification or bear ISI marks.

Specific to Mechanical Deptt.

DO's:

- ✓ Ensure that the Men, Machines and Materials deployed by MCC & other Service Contracts are as per contract.
- ✓ Ensure that a qualified supervisor is deployed by MCC contractor in each shift for checking of cleaning and liaison with SSE/C&W.
- ✓ Ensure the submission of purchase bills of specified cleaning compounds by the contractor.
- ✓ Take prior approval of Sr.DME for using cleaning compounds of brands other than that specified in the contract.
- ✓ Ensure that valid ID card is issued to staff of the contractor.
- ✓ Complete Agreement copy should be available with the in-charge Supervisor at site.
- ✓ Ensure washing of woollen blankets within two months of the previous wash date as per the contract.
- ✓ Ensure entry of correct tank nos. in F12 vouchers.
- ✓ Ensure that the variation between book balance and ground balance of HSD oil in RCDs is monitored on daily basis as per JPO (i.e. within $\pm 1\%$.)
- ✓ Ensure yearly calibration of Flow meter, dip tapes and dip rods at RCDs.
- ✓ Ensure proper locking and sealing of cubicle of EIMWBs.
- ✓ Ensure the Repeatability Test and Joint Inspection by the Officers as per Schedule.

DON'Ts:

- ✗ Don't allow Contract Labour to work without Uniform, ID card and Protective Gear.
- ✗ Don't allow OBHS workmen without sufficient cleaning compounds and cleaning kits at originating points.
- ✗ Don't allow food handling staff without valid medical certificate in Running rooms.
- ✗ Don't allow decanting of HSD oil in RCDs after sunset without to permission of Sr.DME.
- ✗ Don't allow EXPORT option for Weigh bill and EDIT option for Gross weight in the software of EIMWBs. Don't allow ERASE & DELETE Options in the Software of EIMWBs.