COMPILATION OF CHECK-LISTS FOR PREVENTIVE CHECKS (चेक-लिस्ट संग्रह)

October-2020

East Central Railway
Vigilance Organisation

GUIDELINES FOR PREVENTIVE CHECKS

As per IRVM'2018, Railways have been advised to conduct preventive checks to eliminate scope for corruption and to improve the system. Potential areas of corruption and areas of preventive checks are identified in Chapter IV of the IRVM. Thrust areas for PCs are also circulated every year by RB/Vigilance.

With the collective efforts of ECR/Vigilance, Check Lists for conducting preventive checks have been prepared and compiled in the form of a Booklet. It is meant for bringing objectivity in checks and to serve as a dynamic knowledge bank.

- The check lists are for basic guidance only.
- Further detailing should be done as per specific case requirement.
- Proper planning should be done in advance by respective Dy.CVOs to cover whole ECR geographically.
- Integrated teams consisting of vigilance inspectors from various sections may be formed if required.
- All thrust area must be covered once in a quarter.
- All PCs must be entered in IRVINS properly and timely updation must be ensured.
- The report must be submitted within time frame.

INDEX OF CHECK-LIST
Section-Wise List

SL	Sec.	Description of aspect of check	Page No.
1	**V1**	PRS office	**2**
2	**V1**	Booking/UTS office	**3**
3	**V1**	EFT cash submission by TTEs in CIT Office	**4**
4	**V1**	Duty Roster of TTEs in CIT Office	**5**
5	**V1**	Parcel (Lease SLR/VP)	**6**
6	**V1**	Parcel Inward	**7**
7	**V1**	Pantry Car (Catering)	**8**
8	**V1**	Catering & Vending Stall at Platform	**9**
9	**V1**	Goods Shed	**10**
10	**V1**	Sidings	**11**
11	**V1**	Pay& Use Toilet	**12**
12	**V1**	Parking of Car/Motor cycle/ Bicycle stand	**13**
13	**V1**	Tenders (All type of Commercial tenders)	**14**
14	**V1**	Maintenance of EIMWB	**15**
15	**V1**	Station Master Office	**16**
16	**V1**	Mileage bill of Running Staff	**17**
17	**V2**	Scrutiny of CG appointment cases	**19-20**
18	**V2**	Scrutiny of selections	**21-22**
19	**V2**	Maintenance of leave records	**23**
20	**V2**	Maintenance of leave records (Child care leave)	**24**
21	**V2**	Maintenance of Pass Records (Duty Pass)	**25**
22	**V2**	Maintenance of leave records (Privilege Pass)	**26**
23	**V2**	Travelling Allowances	**27**
24	**V2**	Overtime Allowances	**28**
25	**V2**	Night Duty Allowances	**29**
26	**V2**	Kilometer Allowances	**30**
27	**V2**	Irregularities in MOD for salary payment	**31**
28	**V2**	Irregularity in fixation of pay	**32**
29	**V2**	Recovery of House Rent, Electric Bill & water charges on allotment of Railway quarter	**33**
30	**V2**	Interest Bearing Advances	**34**
31	**V2**	NIP (Notice Imposing Penalty)	**35**
32	**V2**	Contractor's Bills	**36**
33	**V2**	Irregularities in Passing of Supplier’s Bill	**37**
34	**V2**	Checking of Reconciliation of Deposit Works	**38**
35	**V2**	Bill Passing Contract-Entries in MB	**39-40**
36	**V2**	Checking of movement of TIAs of Accounts Department	**41**
37	**V3**	Brickwork	**43-44**
38	**V3**	Concrete work	**45-48**
39	**V3**	Execution of formation earthwork	**49-51**
40	**V3**	Earthwork in cutting/rock cutting	**52-53**
41	**V3**	Ballast supply	**54-55**
42	**V3**	Minor Bridge/Box Culvert	**56-58**
43	**V3**	P. Way work	**59-60**
44	**V3**	Similar nature of work in tenders	**61**
45	**V3**	Variation in a contract	**62-63**
46	**V3**	Introduction of new item	**64**
47	**V3**	Fabrication of Steel Girders	**65-66**
48	**V3**	Pile Foundation	**67-68**
49	**V3**	Well Foundation	**69**
50	**V4**	Non-stock demand preparation	**71-72**

SL	Sec.	Description of aspect of check	Page No.
51	**V4**	Discrepancies, if any, in stores tenders	**73-74**
52	**V4**	Discrepancies, if any in procurement of safety items	**75**
53	**V4**	Discrepancies, if any, in acceptance and release of Earnest Money Deposit towards procurement through stores.	**76**
54	**V4**	Discrepancies in submission and refund of SD in stores tenders	**77**
55	**V4**	Receipt and Inspection of stores	**78-79**
56	**V4**	अस्वीकृत सामग्री का निस्तारण	**80**
57	**V4**	अग्रदायी सामग्रियों का उपभोक्ताओं को निर्गमन एवं लेखाकरण	**81**
58	**V4**	Maintenance of stores by field units	**82-83**
59	**V4**	Maintenance of RCD	**84-87**
60	**V4**	Warranty Claim	**88-89**
61	**V4**	तुला चौकी (वे ब्रिजे) का रखरखाव	**90**
62	**V4**	भंडार संविदा के तहत् सामग्रियों का लेखाकरण	**91-92**
63	**V4**	स्क्रैप सामग्रियों की प्राप्ति एवं लेखाकरण	**93**
64	**V4**	स्क्रैप सामग्रियों का परिदान	**94**
65	**V4**	अस्वीकृत सामग्री का निस्तारण	**95**
66	**V4**	Medical De-categorization/AEMG of employee	**96**
67	**V4**	PME/SME/Re-medical examination	**97**
68	**V4**	Outsourcing of clinical, pathological and radiological Investigations in terms of RB's letter No.2011/H/6-4/ Policy Dated: 03.02.15.	**98**
69	**V4**	Referral cases- option given by Railway Patients	**99**
70	**V4**	आहार प्रभार बिल	**100**
71	**V4**	Cross Checking of DDMs at RPF Post	**101**
72	**V4**	Checking of Daily Diary of RPF POST	**102**
73	**V4**	Implementation of NIP in RPF	**103**
74	**V5**	Maintenance of EIMWB	**105**
75	**V5**	Quality check of safety items on coaches, locos & wagons	**106**
76	**V5**	Quality Check of Signalling/Power Cable	**107**
77	**V5**	Quality Check of Supply of OHE Materials	**108**
78	**V5**	Execution of Work	**109**
79	**V5**	Scrutiny of Quotation Work	**110**
80	**V5**	Checks on travelling authority and personal cash carried by on- board staff	**111**
81	**V5**	Preventive Check on Mechanised Coach Cleaning	**112**
82	**V5**	Preventive Check on Depot Premises Cleaning	**113**
83	**V5**	Preventive Check on Execution of OBHS	**114**
84	**V5**	**Quality check of Consignee Inspected Telecom materials** (Display Unit, PVC Pipe, Casing-n-Capping, Desktop Computer, Laptop, Fax machine, Printer, TSF/M Seal Jointing Kit, OFC Joint Enclosure, PA System, PF Digital Clock, Fare Display Board, MODEM, Router, Switch, LAN Extender, Media Converter etc.)	**115**
85	**V5**	Execution of D-check of Cummins india limited Make engine KTA 50L of 1400 H.P demu DPC	**116**
86	**V5**	Execution of Annual Maintenance and Operational Contract(AMOC) of Bio-toilet	**117**
87	**V5**	Outsourced Maintenance of Electric Locomotive parts	**118**
88	**V5**	AMC of Passenger Amenities	**119**

Common Lists

SL	Sec.	Description of aspect of check	Page No.
89	**V1 & V5**	Monitor coverage and usage of CCTVs and other Surveillance mechanisms at various critical infrastructures of railways where misuse is rampant.	**121-122**
90	**V3 & V5**	Tenders	**123-124**

Check-List

V1

Check-List SL. No. 1

Aspect of Checks: PRS office.

Station - _____, Date of Check - _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Identity of on duty staff found displayed		
2	Whether fare and other details of ticket are displayed		
3	Whether Private Cash register checked and irregularities noticed in them recorded properly – Whether declared in register: Whether feed in system: Whether any shortage/Excess: *(C.C No.32 of 2017 implemented or not)*		
4	Government cash: Whether as per DTCS : Whether any shortage/Excess:		
5	Check of Duty roster & Rotation of staff on counter		
6	Whether log in /Log out are proper		
7	Whether special Cancelled /modified tickets checked		
8	Whether NI tickets are properly maintained		
9	Whether requisition / concessional vouchers are proper		
10	Whether ticket rolls and record of supply to station/ locations thereof maintained properly.		
11	Staff Position: Whether as per attendance register: Whether any Shortage : Whether staff found working are posted at station:		
12	Whether CCTV's in working condition		
13	Whether POS machine is in working condition		
14	Whether No. of Check of inspection done by Unit/Station incharge (Supervisor/Inspector) as well as Commercial Officers are as per norms (violation of Para 2901 & 2902 of IRCM Vol-II) -		
15	Whether Proper deposition of Cash is made in bank		
16	During Check found any undeclared amount (violation of Para 2429 of IRCM Vol-II)		
17	Whether Rotational Transfer Policy followed		
18	Check sold tickets found in the PRS counters & office No. of Tickets – Tatkal / General- Time of issuing of Tickets – Users ID Name of staff -		
19	Whether JCM prepared at site		
(B)	**Documents to be collected**		
1	Requisition Slip		
2	Special cancelled ticket		
3	Transaction details		
4	DTCS		
(C)	**Information to be sought.**		
1	Clarification of concerned staff & supervisor		

***JCM shall also be filled up.**

Check-List SL. No. 2

Aspect of Checks: Booking/UTS office.

Station - _____, Date of Check - _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Identity of on duty staff found displayed		
2	Whether fare and other details of ticket are displayed		
3	Whether Private Cash register checked and irregularities noticed in them recorded properly – Whether declared in register: Whether feed in system: Whether any shortage/Excess: *(C.C No.32 of 2017 implemented or not)*		
4	Government cash: Whether as per ITCS : Whether any shortage/Excess:		
5	Check of Duty roster & Rotation of staff on counter		
6	Whether log in /Log out are proper		
7	Whether special Cancelled /modified tickets checked		
8	Whether NI tickets are properly maintained		
9	Whether requisition / concessional vouchers are proper		
10	Whether ticket rolls and record of supply to station/ locations thereof maintained properly.		
11	Staff Position: Whether as per attendance register: Whether any Shortage : Whether staff found working are posted at station:		
12	Whether CCTV's in working condition		
13	Whether POS machine is in working condition		
14	Whether No. of Check of inspection done by Unit/Station in-charge (Supervisor/Inspector) as well as Commercial Officers are as per norms (violation of Para 2901 & 2902 of IRCM Vol-II) -		
15	Whether Proper deposition of Cash is made in bank		
16	During Check found any undeclared amount (violation of Para 2429 of IRCM Vol-II)		
17	Whether Rotational transfer policy followed		
18	Whether JCM prepared at site		
(B)	**Documents to be collected**		
1	Personal cash register		
2	Transaction details		
3	ITC		
4	Any non-cancelled ticket found in possession		
(C)	**Information to be sought.**		
1	Clarification of concerned staff & supervisor		

Check-List SL. No. 3

Aspect of Checks: EFT cash submission by TTEs in CIT Office

Station -

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether staff position checked		
2	Whether Link diagram approved by competent authority available or not		
3	Whether duty roster are as per link diagram		
4	Whether total staff are utilized in Sleeper link RG & LR		
5	Whether EFT cash submission with money receipt (MR) and EFT used on date are proper		
6	Whether record foils of Used EFT are in accordance with accounts foils		
7	Whether Reason for late submission of EFT cash are taken		
8	Whether in case of delay in submission of EFT cash (Govt. Cash) the matter is brought in notice of Divisional authorities by the concerned in-charge,		
9	Whether Clarification of In-charge & Staff recorded on site		
10	Whether Sign on & Sign Off register / proper logged in /logged off in the system are made		
11	Whether distribution of EFT books register, is maintained properly		
12	Whether Rotational Transfer Policy followed		
13	Whether any JCM prepared at site		
(B)	**Documents to be collected**		
1	Used EFT book		
2	Booking register		
3	Record of Sign On & Sign Off		
4	Summary of EFT cash submission details		
(C)	**Information to be sought.**		
1	Whether employ is habitual offender		

Check-List SL. No. 4

Aspect of Checks: Duty Roster of TTEs in CIT Office

Station - _____, Date of Check - _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether staff position checked		
2	Whether Link diagram approved by competent authority available or not		
3	Whether duty roster are as per link diagram		
4	Whether total staff are utilized in Sleeper link RG & LR		
5	Whether Personal cash declaration register maintained		
6	Whether Sign on & Sign Off register / proper logged in /logged off in the system are made		
7	Whether CTA claimed is in accordance with the actual movement as per duty roster and cross check with individual DTS/73		
8	Whether staff are involved in official duty and claiming CTA		
9	Whether in case of casualty of staffs. Staff being utilised as per rule		
10	Whether Clarification of in-charge for any deficiencies taken an site		
11	Whether Rotational Transfer Policy followed		
12	Whether JCM prepared at site		
(B)	**Documents to be collected**		
1	Used EFT book		
2	Link Diagram		
3	Booking register		
4	Record of Sign On & Sign Off		
5	DTS -73		
(C)	**Information to be sought.**		
1	Reason for not performing duty as per roster		

Check-List SL. No. 5

Aspect of Checks: Parcel (Lease SLR/VP).

Station - _____ **Date of check-** _____

Train No. _____ **Station from** _____ **to** _____

Name of Lease Holder - _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether leased agreement of this train available		
2	Whether SLR/VP has proper sealing or locking		
3	Whether manifest is proper Name of Consignor- Name of Consignee -		
4	*Whether Package details as per manifest –* Total No. of Packages – Total Weight –		
5	Whether loading is in accordance with carrying capacity of SLR/VP (LHB coach or not)- C.C.-		
6	*After Re-weighment :-* Total No. of Packages – Total Weight –		
7	Excess Weight found -		
8	Compartment leased out from _____ Division, _____ Railway		
9	Under Charged raised & realised - Rs. _____ vide MR No._____ Dated _____		
10	Whether habitual or first time offender -		
11	How many times check conducted by commercial supervisors / inspectors as well as divisional officials.		
12	Observation, if any		
(B)	**Documents to be collected**		
1	Copy of Manifest		
2	Copy of RR if any		
(C)	**Information to be sought.**		
1	The latest checked conducted by Commercial department		

Check-List SL. No. 6

Aspect of Checks: Parcel Inward.

A preventive check was conducted by the vigilance team/ECR at ..... with the assistance of parcel staff of ..... station for checking the inward unloaded parcel consignments from train no .....dated .....

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether P.W.Bill generated through PMS		
2	Whether PWBill was issued manually then check proper filling of PWBill		
3	The details particular check are as under :-		
i	P.W. Bill/ RR No.		
ii	Booking Date		
iii	Booked from / to		
iv	No. of Packages		
v	Description of consignment		
vi	Booked weight (In Kg)		
vii	Booked Measurement weight		
viii	Charged fare as per (RR/PW Bill)		
ix	Weight as per re-weighment		
x	Undercharges (if any)		
4	Labour Employed by the contractor		
5	Observation, if any		

Check-List SL. No. 7

Aspect of Checks: Pantry Car (Catering).

Train No._____ Date of check-

_____,

Pantry Car No._____(LHB or Not) Station from ..... to .....

Name of Pantry car Manger - _____

Contractor Name - _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether registered with IRCTC		
2	Whether staff in Pantry car aa per sanctioned strength		
3	Whether attendance register checked No. of staff present in pantry car - No. of staff absent on board P/Car -		
4	Whether medical card available with all staff		
5	Whether valid travel authority available		
6	Whether certificate of food preservation act is available		
7	Whether the food products used of AGMARK		
8	Whether brand of PWD bottles used are as per agreement		
9	Whether fire extinguisher available with validity, whether staff knowing their use		
10	Whether Gas cylinder are in use		
11	Whether agreement paper available		
12	Whether rate list available at proper place		
13	Whether weighing machine is available		
14	Whether quality & quantity of food supplied to the passenger are as per norms		
15	Whether proper sanitation is maintained		
16	Whether any irregular passengersfound travelling in P/Car		
17	Whether POS machine available and in use		
18	Whether complaint book available Last complaint lodged regarding –		
19	Whether passengers feedback obtained		
20	Whether articles sold are as per agreement		
21	Whether any excess charging are made		
22	Whether JCM prepared at site		

Check-List SL. No. 8

Aspect of Checks: Catering & Vending Stall at Platform.

Station_____ **Date of check-**_____

_____,

Stall No. & Platform No. ____ **Name of Contractor -** _____

_____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether registered with IRCTC		
2	Whether staff in vending stalls are in accordance with the sanctioned strength		
3	Whether staff found working in stall with proper uniforms & named badge		
4	Whether certificate of food preservation act is available		
5	Whether the food products used of AGMARK		
6	Whether brand of PWD bottles used are as per agreement		
7	Whether fire extinguisher available with validity, whether staff knowing their use		
8	Whether agreement paper available		
9	Whether LOA available		
10	Whether rate list available at proper place		
11	Whether sanitation is satisfactory		
12	**Whether license fee paid or not** Paid up to – Verify with MR -		
13	If any previous action taken against contractor		
14	Check POS machine available or not		
15	Check dustbins available or not		
16	Sectional CTIs & CS inspection note and its compliance, if not, why?		
17	Observation, if any		

Check-List SL. No. 9

Aspect of Checks: Goods Shed.

Name of Goods Shed/Station - **Date of check -**

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check staff position (Posted Since)		
2	Check of wharf Position		
3	Check Demurrage charge		
4	Check and details position of outstanding of Goods shed		
5	How much % DC/WC waived		
6	Check working Hours of Goods shed		
7	Capacity of Goods Shed No. of Lines and - Its capacity		
8	Checking of different register:-		
i	Wagon exchange book		
ii	Wagon transfer register		
iii	Goods received & delivery book		
Iv	Placement and release memo		
v	Demurrage & Wharf age register		
vi	Indent register		
vii	Stacking register		
viii	Outstanding register		
Ix	Govt. Cash register		
x	DD register		
xi	Personal cash register.		
xii	Inspection registers.		
xiii	Inspection & what unusual found by inspection officer		
xiv	TMS installed in Goods shed (Working or not)		
xv	Whether RR generated through TMS or not		
9	Observation, if any		

Check-List SL. No. 10

Aspect of Checks: Sidings.

Name of Goods Shed/Station - **Date of check -**

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check railway staff posted in siding since		
2	Siding Agreement and blue print of siding available **(Para 2503 of IRCM Vol –II)**		
3	Restriction in booking over a siding – **(Para 2504 of IRCM Vol-II)**		
4	Subletting of siding **(Para 2506 of IRCM Vol-II)**		
5	Procedure of handing over/ Taking over of wagons – follow or not		
6	Check siding vouchers		
7	Demurrage on wagons/vehicle placed in siding		
8	Shunting of wagons / vehicles within the siding		
9	Procedure for booking and delivery of traffic in the siding		
10	Check Siding Charge & Freight charge		
11	Register of siding charge available or not		
12	Check Accountal of siding charge		
13	Deficiency, If any		

Check-List SL. No. 11

Aspect of Checks: Pay & Use Toilet.

Name of Station - _____, Date of check - _____

Name of Contractor - _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Agreement paper available or not		
2	**Check issue of LOA available or not** Name of Contractor – Period of Contract – Issuing date of LOA -		
3	Check availability of Identity card, Medical certificate uniform & logo,		
4	Availability of toilet for handicapped users (if any)		
5	Display of Rate list at prominent place		
6	Whether staff present in counter/booth Name of Staff -		
7	Check Printer receipt for users available or not		
8	**Check Quality of cleanliness** Toilets - Urinals - Bathrooms -		
9	**Check Quantity & Quality of Materials, Instruments/tools required as per contract :-** Available - Not Available - Deficiencies -		
10	Check Payment of license fee and verify with MR		
11	Payment of electric bills		
12	Sectional CTIs & CS inspection note and its compliance		
13	If found any irregularities/deficiency, clarification of Incharge taken on site.		
14	Check users feedback form available or not		
15	Observation, if any		

Check-List SL. No. 12

Aspect of Checks: Parking of Car/Motor cycle/Bicycle stand.

Name of Station - _____ , Date of check - _____

Name of Contractor - _____ Unit - _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Agreement paper available or not		
2	**Check issue of LOA available or not** Name of Contractor – Period of Contract – Issuing date of LOA -		
3	Check availability of Identity card, uniform & logo,		
4	Display of Rate list at prominent place		
5	**Whether staff found working in parking zone** No. of staff working in per shift Name of Staff -		
6	Check Printer receipt for users available or not		
7	Check Payment of license fee and verify with MR		
8	Demarcated Area		
9	Cleaning condition of parking area		
10	Sectional CTIs & CS inspection note and its compliance		
11	If found any irregularities/deficiency, clarification of Incharge taken on site.		
12	Check users feedback form available or not		
(B)	**Documents to be collected:-**		
1	Detail Estimate		
2	Tender File		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for delay, if any.		
3	Other misc. queries which arise on inspection of Documents.		
4	Observation, if any		
5	Whether payment has been made as per scheduled		

Check-List SL. No. 13

Aspect of Checks: Tenders (All type of Commercial tenders).

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check Authority of Work		
2	Check Sanction of Estimate		
3	Check assessment of Cost / Rates		
4	Check on what basis preparation of Tender Schedule has been done.		
5	Check preparation & approval of Tender Document- By whom		
6	Check mode of Tendering & its approval- By whom		
7	Check Eligibility Criteria- Technical Bid Financial Bid		
8	Check Similar nature of work & its approval		
9	Whether Cost of Tender Documents is proper		
10	Whether Earnest money is proper		
11	Check approval of tender documents- by whom		
12	Check whether NIT for publication in newspapers was done on time		
13	Check regarding uploading of Tender Documents and Tender Notice on Website		
14	Check details of Corrigendum issued, if any		
15	Check Tender Notice period		
16	Check Opening of tender has been done by proper committee & on time		
17	Check Comparative Statement		
18	Check Briefing Note		
19	Check Vetting of Briefing Note		
20	Check how verification of credential has been done		
21	Check Technical eligibility		
22	Check Financial eligibility		
23	Check Type of Tender- Single packet/Two Packet		
24	Discussion on Offer		
25	Check reasonableness of rates		
26	Check TC formation Approval		
27	Acceptance of TC Minutes		
28	Check issue of Acceptance letter		
29	Contract Agreement		
30	Vetting of Contract Agreement proper & timely done		
(B)	**Documents to be collected:-**		
1	Detail Estimate		
2	Tender File		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for delay, if any.		
3	Observation, if any		

Check-List SL. No. 14

Aspect of Checks: Maintenance of EIMWB.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether annual stamping of EIMWB is carried out by Weight and Measure Department of respective states on or before due date?		
2	Availability of Certificate of stamping & Verification issued by Weight & Measures Department of state govt.		
3	Whether testing, calibration and certification of EIMWB had carried out using a test train of loaded reference wagon during calibration of EIMWB by Weight & Measure department?		
4	Whether EIMWB is under warranty period now?		
5	Whether Weighbridge is under Annual Maintenance Contract.		
6	Whether AMC is carried out with OEM of EIMWB or with other Firm		
7	Availability of breakdown register showing details of weighbridge went out of order, problem reported, remarks of service engineer with sign. of weighbridge in-charge & nominated mechanical officials.		
8	Whether Digitizer and control panel locked & sealed jointly by the supervisors of Commercial, mechanical & representative of OEM/AMC provider?		
9	Whether RDSO approved vender certify software integrity for FOIS integration along with version authenticity for said EIMWB?		
10	Whether weighment as reflected in EIMWB software is correctly reflected in FOIS net, certified by the team of officers from Mech, Commercial & Finance department as per checklist circulated by RB JPO regarding integration of EIMWB with FOIS vide L. No. 2014/C&IS/ Project/FOIS-TMS Progress/1 dated: 04.01.2019.		
11	Whether joint inspection of EIMWB had carried out by Sr. Scale and JAG officers of divisions preferably around six month after annual stamping & certification by Wight & Measure Department.		
(B)	**Documents to be collected**		
1	Certificate of Stamping issued by Weight & Measure Department.		
2	Breakdown register.		
3	Details of AMC.		
4	Certificate of FOIS Integration by RDSO approved vendor		
5	Certificate issued by team of officer as per JPO check list, for FOIS integration.		
6	Copy of joint inspection by divisional officers.		
7	Whether operator is duly certified by OEM and nominated official of commercial department after training.		
(C)	**Information to be sought.**		
1	Weighbridge Location & owned by -		
2	Year of commissioning of EIMWB &it's Make/Model no. -		
3	Weighbridge manufactured & maintained by -		
4	Weighbridge manned/operated by -		
5	Preventive measure taken by mechanical department to reduce breakdown and ensure optimal availability of EIMWB.		
6	Date of Last inspection by Railway officers. **(compliance of inspection note)**		
7	Date of Last calibration – whether done by 5 test wagons.		
8	Whether breakdown register is being inspected by Railway official.		
9	Whether functioning of weighbridge being reported daily-wise to the division.		

Check-List SL. No. 15

Aspect of Checks: Station Master Office.

Name of Station:- **Date of check:-**

Name of on duty SM/SS:-

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check the muster for violation duty roster.		
2	Counter check the muster with the CR register, whether the CR is granted for actually performing extra duty than the approved hours.		
3	Check whether the sick memo issued have the time and date of issue.		
4	Check whether the CCL is granted only after getting approval from Sr.DPO.		
5	Check whether the LAP granted by Sr.DOM especially more than 7 days is marked as LAP and not as CR. If it's marked as CR the rest accrued for the week will be an addition to the leave period approved. This will lead to overworking by other staff.		
6	Check whether the arrival time and pavement time of goods stocks are recorded in real time.		
7	Check whether unloading is permitted before the goods stock are placed as per record.		
8	Check whether the diesel usage register for the use of generators are maintained at non electrified stations.		
9	Check proper accounting of imprest cash are being carried out by tallying the bill dispatched at Sr.DOM office.		
10	Check of privilege pass, whether the passes are issued to authorized family members only and the privilege pass is issued for the approved route only.		
11	Check whether the privilege pass is issued only as per the approved rank.		
12	Check whether the dependent widowed mother's pension is not crossed above the approved rate.		

Check-List SL. No. 16

Aspect of Checks: Mileage bill of Running Staff.

Name of Station:-

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Staff Position: Whether as per attendance register: Whether any Shortage : Whether staff posted at other station and performing duty at another station:		
2	Whether claiming mileage in accordance with CMS		
3	Whether claiming mileage without performing running duty		
4	Whether booking register match with CMS report		
5	Whether CMS is functioning properly		
6	Whether mileage are generated through CMS		
7	Whether mileage are prepared manually		
8	Whether sign on and sign off are made in CMS		
(B)	**Documents to be collected**		
1	CMS report		
2	Booking register		
3	Mileage bill		
4	Salary details		

Check-List V2

Check-List SL. No. 17

Aspect of Check: Scrutiny of CG Appointment Cases

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether the CG appointment has been approved on written request of spouse/ward of deceased Railway employee?		
02	Whether any delay in processing the matter as per model calendar		
03	If delay, reason of delay and responsible person, if any		
04	Whether Death Certificate or medical incapacitation documents available to be confirm from Death/ medical incapacitation		
05	Whether candidature is correct as is to be verified, from pass declaration/ family list from civil authority/ other documents		
06	No such person has been given CGA who is not entitled to be ascertained as per prevalent rules		
07	Whether Minimum Educational certificate is available and it's verification has been done		
08	Whether NOC from all other members if employee/ spouse is not alive, has been obtained or not		
09	Whether Enquiry report of WI is available on record.		
10	Whether the request for CG appointment has been made normally within 5 years from the date of Railway employee?		
11	Whether the request for CG appointment has been received within 2 years from the date on which the ward becomes adult? (in such cases where the ward was minor at the time of death of employee) ?		
07	Whether approval of competent authority has been obtained. (Normal Cases: DRM, Delayed Cases: GM)		
08	Whether necessary affidavit has been obtained from spouse of Railway employee regarding re-marriage?		
09	Whether necessary affidavit/declaration has been obtained from the applicant to look after the spouse and members of family of Railway servant?		
10	Whether spouse of Railway servant has certified that the applicant is her/his bread winner (if appointment is not sought by spouse)?		
11	Whether correct nomination of committee on the day or one day before the exam has been done		
12	Whether question paper is as per prevailing guidelines		
13	Whether Model answers were provided or not		
14	Aspect of leakage if question paper before conduct of exam to be checked from similarities in answering wrong/tough questions/ higher pass percentage		

Contd...

15	Is there any scope of manipulation in answer sheet to be checked		
16	Whether Answer sheets have been evaluated as per prevailing guidelines and is there any deviation from Model Answers		
17	Is there any mistake in awarding marks or total calculation of marks by evaluating officer		
18	Whether correct coding and decoding has been done		
19	Correctness in entries in tabulation sheet to be checked		
20	Whether Post allotment has been done correctly as per qualification, medical category and marks obtained		
21	Whether approval of competent authority on allotment of posts has been obtained or not.		
22	Whether offer of appointment has been issued without delay to be checked		
23	Whether approval for additional chances for CGA has been obtained from competent authority		
(B)	**Documents to be collected (as and when needed)**		
01	Applicant's application for CG appointment		
02	Affidavit/declaration of applicant to look after the spouse and members of family of Railway servant(if spouse is not interested for CG appointment)		
03	Affidavit from spouse of Railway employee regarding re-marriage?		
04	Copy educational/technical certificate of applicant.		
05	Copy of declaration form of Railway employee for previous years.		
06	WI Report.		
07	Approval of competent authority for CG appointment.		
08	Copy of result of written examination for CG appointment(for appointment in Gr. "C" post)		
09	Authority for appearing in 2nd/3rd written examination(as the case may be) for CG Appointment to Group-C posts.		
10	Copy of final police report (if the CG appointment has been given to spouse/ward of missing Railway employee before completing two years of missing).		
11	Recommendation of spouse for CG appointment to eligible person.		
12	Question Paper and Model Answer		
13	Coded/ Decoded Mark Sheets.		
14	Attendance Sheet		
15	Answer sheets		
16	If found any delay or irregularities, reason and clarification from concerned persons		

Check-List SL. No. 18

Aspect of Check: Scrutiny of Selections

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether timely calculation of vacancies has been done or not		
02	Is there any unnecessary delay in vacancy calculation and timely conduct of selections		
03	If delay, reason of delay and responsible person, if any		
04	Whether vacancy approval was as per rules or not. (Indicative issues: Reservation Rules, anticipated vacancy, higher grade vacancies, correct roster, vetting of liasioning officer etc.)		
05	Whether vacancy has been approved by competent authority or not		
06	Whether published notification regarding selection is as per rules. (Correct Eligibility criteria, educational qualification, minimum required service, exam scheme etc.)		
07	Whether proper publicity of notification by sending it to all concerned and publishing it on websites etc has been done or not		
08	Whether correct eligibility list as per notification criteria- (seniority, inter se seniority, as per educational criteria, minimum service, medical standards etc) has been published or not		
09	Whether Pre-promotional training has been completed		
10	Whether availability of APAR/ Working report before exam was ensured		
11	Whether information to all eligible candidates about date of exam has been provided		
07	Whether sparing of all eligible candidates has been ensured. If some candidates were absent reason of absence to be ascertained.		
08	Whether Supplementary exam is to be held or not to be checked		
09	Whether availability of CCTV cameras were ensured while conducting exams		
10	Whether sufficient mechanism was followed to avoid impersonates during the exam- (photo, signature and thumb impression matching from spare memo and attendance sheet etc.)		
11	Whether nomination of selection committee is correct or not		
12	Whether question paper is as per prevailing guidelines		
13	Whether Model answers were provided or not		

Contd…

14	Aspect of leakage if question paper before conduct of exam to be checked from similarities in answering wrong/tough questions/ higher pass percentage		
15	Is there any scope of manipulation in answer sheet to be checked		
16	Whether Answer sheets have been evaluated as per prevailing guidelines and is there any deviation from Model Answers		
17	Is there any mistake in awarding marks or total calculation of marks by evaluating officer		
18	Whether correct coding and decoding has been done		
19	Correctness in entries in tabulation sheet to be checked		
20	Whether necessary training completed before promotion to be checked wherever required		
21	Whether D&AR/ Vigilance/RPUP Act clearance has been obtained before promotion or not		
22	Whether medical Examination wherever required has been conducted or not		
23	Whether Sealed cover procedure has been followed or not wherever required		
24	Whether Educational Qualification, Award Punishments etc. has been correctly mentioned in SRs of candidates? And if not reason ad person responsible for it.		
(B)	**Documents to be collected (As and when required)**		
01	Documents related to vacancy approval and committee nomination		
02	Post based roster		
03	Copy of subject notification		
04	Eligibility List		
05	Documents related to completion of Pre Promotional Training		
06	APARs/ Working reports of candidates		
07	Entry of educational qualification, award/punishment etc.		
08	Question Paperand Model Answer		
09	Coded/ Decoded Mark Sheets		
10	Attendance Sheet		
11	Answer sheets		
12	D&AR/ Vig./RPUP Clearance of all candidates		
13	Tabulation Sheet and Proceedings		
14	If found any delay or irregularities, reason and clarification from concerned persons		

Check-List SL. No. 19

Aspect of Check: Maintenance of Leave Records

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Availability of leave sheet to be ascertained for every employee		
2	Availability of leave register		
3	Entry in leave sheets to be cross checked from leave registers and attendance register		
4	It is to be checked that if leave is mentioned in attendance register proper entry has been done in leave register and leave sheet or not		
4	Whether leave is being carried forward or not		
5	Whether LAP/LHAP was credited in Advance during the month of January & July or not		
6	Whether 2.5 days LAP and 1.6 for each completed calendar month of service was credited in case of appointment/retirement/removal or dismissal from service/dies in service or not.		
7	Whether the leave application was duly sanctioned by the competent authority or not.		
8	Whether the LAP/LHAP was debited from the Leave A/C or not.		
9	Availability of CL register to be ascertained		
10	Sanction of CL and RH was entered in CL register or not		
11	To be ascertained that CL/RH was not sanctioned more than entitlement		
(B)	**Documents to be collected:-**		
1	Copy of leave register and leave sheet		
2	Absentee statement		
3	Relevant page of attendance register		
4	Salary slip if employee was on EOL		
(C)	**Information to be sought:-**		
1	If leave partially credited, information regarding new appointment/retirement/removal or dismissal from service/dies in service		
2	If employee was absent and leave was not sanctioned, information regarding deduction of pay accordingly and deduction in credit of leave (1/10thin LAP& 1/18th in LHAP of period of such EOL and/or Dies- subject to maximum of 15 days) in next cycle		

Check-List SL. No. 20

Aspect of Check: Maintenance of Leave Records (Child Care Leave)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether child care leave is sanctioned as per rule or not (Female Railway servant and single male Railway servant may be granted CCL by an authority competent to grant leave for a maximum period of seven hundred thirty days during entire service for taking care of two eldest surviving child below 18 years.		
2	Whether leave is granted as per prescribed spells in calendar year or not (three spells in a calendar year, in case of single female Railway servant extended to six spells in a calendar year)		
3	Whether leave is sanctioned not less than 05 days or not.		
4	Whether record of CCL is being maintained in separate sheet or not.		
(B)	**Documents to be collected:-**		
1	Copy of leave Account		
2	Absentee statement		
3	Relevant page of attendance register		
(C)	**Information to be sought:-**		
1	If employee was on CCL in full month, payment of Transport allowance may be confirmed.		
2	If employee was on CCL more than first three hundred sixty five days, payment of employee may be confirmed (After 365 days, 80% of salary for the next three hundred and sixty five days).		

Check-List SL. No. 21

Aspect of Check: Maintenance of Pass Records (Duty Pass)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether duty was approved by the competent authority or not.		
2	Whether tour program approved by the competent authority in case of officer /movement register in case of non gazetted employee was duly signed by the competent authority or not.		
3	Whether duty pass was issued as per entitlement of officer /staff or not.		
4	Whether validity of the duty of pass was given as per approved duty or not.		
5	Whether the route of pass was issued as per approved duty program or not.		
(B)	**Documents to be collected:-**		
1	Copy of tour program in case of gazetted/copy of relevant page of movement register.		
2	Relevant page of attendance register if duty is not marked.		
3	Counterfoil of pass issued		
(C)	**Information to be sought:-**		
1	Unnecessary booking more than one person for same nature of job, if it is found, information should be collected.		
2	If employee was booked for same place at several times without specific reason, information should be collected.		

Check-List SL. No. 22

Aspect of Check: Maintenance of Pass Records (Privilege Pass)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether privilege pass was issued as per entitlement or not.		
2	Whether privilege pass was issued in proper route or not.		
3	Whether privilege pass was issued in shortest route (15% deviation from total journey is allowed) or not.		
4	Whether number of family is included in pass is more than 05 even after including of dependent w/mother or dependent brother /sister or not.		
5	Whether the student son is included in pass after submission of bonafide certificate or not.		
6	Whether family declaration is given by the employee or not and availability of three years of pass declaration		
7	Is there any difference in pass declaration without any reason especially in date of birth and name of dependents		
8	Pass declaration should also be cross checked with pass register and discrepancy if any should be clarified		
9	Family declaration form should be signed by the employee.		
(B)	**Documents to be collected:-**		
1	Copy of bonafide certificate if student son is included in pass.		
2	Copy of family declaration form if necessary		
3	Copy of counterfoil of pass if pass is not issued in proper way		

Check-List SL. No. 23

Aspect of Check: Travelling Allowances

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether duty is approved by the competent authority.		
2	Whether the rate applied is correct as per existing rules.		
3	Whether DA is claimed for journey beyond the circumsphare of 8 KM from H.Q.		
4	Whether Times of trains are reconciled with the Railway Time Table.		
5	Whether TA Bill has been submitted within 60 days from the day journey performed.		
6	Whether the date of TA claimed are matching with the Duty Booking Register		
7	Whether certificate issued by Station Master is enclosed in case delay of train, if applicable.		
8	Whether percentage & arithmetical calculation of TA Bill is correct.		
9	Whether Sanctioned Tour Programme is attached whenever journey performed by Air		
10	Whether TA is applied for more than 180 days		
11	Whether Attendance certificate is attached when TA is claimed for witness in court.		
12	Whether Duty Booking Register, Duty Pass copy & Muster Roll are cross checked and found correct.		
13	Whether Road Milage is claimed as per existing rule		
(B)	**Documents to be collected:-**		
1	TA Journal		
2	Duty Booking Register		
3	Duty Pass Foil		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case.		
2	Reasons for Delay, if any.		
3	Other misc. queries arise at checking place.		

Check-List SL. No. 24

Aspect of Check: Overtime Allowances

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether OT claimed is more than the stipulated Time period.		
2	Whether proper sanction has been obtained for OT		
3	Whether OT is calculated as per existing rule.		
4	Whether the reasons for OT is justified.		
5	Whether OT claim is tallied with OT Register.		
6	Whether OT Register is being attested by Gazetted Officer.		
7	Whether overwriting is made while entering OT Register.		
8	Whether calculation of OT is repeated		
9	Whether OT claimed found correct with the available vouchers and records.		
10	Whether Rest is given as per HOER.		
(B)	**Documents to be collected:-**		
1	OT Journal		
2	OT Booking Register		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case.		
2	Reasons for delay, if any.		
3	Other misc. queries arise at checking place.		

Check-List SL. No. 25

Aspect of Check: Night Duty Allowances

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether records of NDA is maintained properly.		
2	Whether NDA is given for the period 10.00 pm to 6.00 am		
3	Whether the entries of NDA is being attested by Gazetted Officer.		
4	Whether calculation is made by 10 minutes for per hour.		
5	Whether NDA is given to only NG employees.		
6	Whether calculation is made @4600/- GP for NG staff who are drawing more than 4600 GP		
7	Whether calculation is made by (Basic+DA)/200		
(B)	**Documents to be collected:-**		
1	NDA Journal		
2	Night Duty Booking Register		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case.		
2	Reasons for delay, if any.		
3	Other misc. queries arise at checking place.		

Check-List SL. No. 26

Aspect of Check: Kilometer Allowances

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Kilometer allowance is given only to running staff		
2	Whether the calculation of Kilometrage is based on working time table.		
3	Whether the rate of KM is applied as per existing rules.		
4	Whether the calculation is made by 100 KM		
5	Whether the rate for shutter and shunting staff is calculated by the rate of 15 km per hour for the time for the period of sign In duty till sign off duty		
(B)	**Documents to be collected:-**		
1	CMS Report		
2	Attendance record.		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case.		
2	Reasons for delay, if any.		
3	Other misc. queries arise at checking place.		

Check-List SL. No. 27

Aspect of Check: Irregularities in MOD for Salary Payment.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether the figure shown against pay in summery sheet of the bill is different from previous month bill		
02	Whether the reason of difference in pay is due to some valid reason.		
03	Whether the reason for difference in pay is mentioned in MOD.		
04	Whether copies of all relevant documents are enclosed with the bill in support of change in figure as shown against pay in summery sheets.		
05	Whether the difference in pay is justified and correct.		
(B)	**Documents to be collected**		
01	Copy of Pay sheets of required bill unit for two consecutive months.		
02	Copy of memorandum of differences.		
03	Copy of relevant office order(if required)		
(C)	**Information to be sought**		
01	Reason for difference in pay.		
02	Irregularity in preparation of memorandum of pay.		
03	Reason for difference in pay.		

Check-List SL. No. 28

Aspect of Check: Irregularity in Fixation of Pay

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether necessary entries regarding fixation of pay have been made in SR of employees.		
02	Whether fixation of pay have been vetted by associate accounts (If required.)		
03	Whether the copy of supporting office order/memorandum is available in record in support of fixation of pay.		
04	Whether fixation of pay has been done properly and pay has been fixed correctly.		
05	Whether revised pay has been charged immediately after revision/fixation.		
06	Whether arrear/over payment (if any) has been paid/recovered on time.		
(B)	**Documents to be collected**		
01	SR of employee concern		
02	Copy of office order/memorandum on the basis of which fixation of pay has been done		
(C)	**Information to be sought**		
01	Purpose of fixation of pay		
02	Irregularity of fixation of pay if any		
03	Clarification from concerned persons to be obtained if any delay or irregularities noticed		

Check-List SL. No. 29

Aspect of Check: Recovery of House Rent, Electric Bill & water charges on allotment of Railway quarter.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether the employee has occupied the railway quarter on allotment of the same?		
02	Whether copy of occupation letter has been made available to concerned bill preparing unit?		
03	Whether recovery of house rent has been started immediately after occupation of quarter?		
04	Whether payment of HRA has been stopped after occupation of Railway quarter?		
05	Whether the electric energy charge is being recovered regularly?		
06	Whether metre reading is being done regularly and actual consumption of electricity is being adviced to bill preparing unit by the Electrical department?		
07	Whether necessary authority is available in record in those cases where electricity charges are being paid directly by the employee to local electricity board/Authority?		
08	Whether a water charge is being recovered from the salary of employee as per extant rule?		
09	Check from data of IPAS whether there is any case where deduction of rent/ electricity charges/ water charges are being made and HRA also payable or vice versa		
(B)	**Documents to be collected**		
01	Copy of allotment letter of railway quarter.		
02	Pay slip of employee.		
03	Copy of quarter occupation letter.		
04	Copy of Advice of consumption of electric energy received from Electrical Department.		
(C)	**Information to be sought**		
01	Date of allotment and occupation of railway quarter.		
02	Type of railway quarter allotted of Rly. Employee.		
03	Existing rate of house rent required to be recovered as per type of quarter.		
04	Existing slab/rate for recovery of electric charge.		
05	Existing rate of water charges required to be recovered as per type of quarter.		

Check-List SL. No. 30

Aspect of Check: Interest Bearing Advances

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Advance has been sanctioned by the Competent Authority		
2	Whether Bill is signed by the Competent Authority		
3	Whether Budget is available for the said advance		
4	Whether recoveries are made under limited installments		
5	Whether penal interest is deducted, wherever applicable.		
6	Whether the requisite documents have been deposited within the prescribed period		
7	Whether limitation of amount is maintained while sanctioning the advance.		
8	Whether recoveries are started within the prescribed period		
9	Whether entries are made in Service Book of the beneficiary		
10	Whether next sanction of PC advance is given after 3 years of previous sanction and after full recovery of previous advance with interest		
11	Whether mortgage in case of HBA are deposited by the beneficiary.		
12	Whether interest rate is calculated as per the Financial Year		
(B)	**Documents to be collected:-**		
1	Copy of Sanction Order		
2	Copy of page of Service Sheet where related advances entries are made.		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case.		
2	Reasons for delay, if any.		
3	Other misc. queries arise at checking place.		

Check-List SL. No. 31

Aspect of Check: NIP (Notice Imposing Penalty)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	एनआईपी की प्रतिलिपि सर्व संबंधित को रिसीव कराया गया है और कब।		
2	एनआईपी के अनुसार ही सेवा पुस्तिका में दंड दर्ज है और कब		
3	यदि पदोन्नति पर रोक है तो चयन/अचयन के लिये बुलाया गया है।		
4	क्या पदोन्नति दिया गया है तो कब		
5	इसी प्रकार अन्य प्रकार के दंड की अवधि में पदोन्नति पर रोक है उस का पालन किया गया है।		
6	यदि आर्थिक दंड है तो वेतन से कटौती हो रहा है।		
7	एनआईपी में डीएंडएआर के नियम 6 में उल्लेखित दंड (VII, VIII & IX) दिया गया है।		
(B) Documents to be collected:-			
1	एनआईपी की प्रतिलिपि		
2	एनआईपी प्रेषण पावती की प्रतिलिपि		
3	एनआईपी के अनुरूप सेवा पुस्तिका में दर्ज की प्रति		
4	आर्थिक वसुली का दंड हो तो पे स्लिप की प्रति		
5	पास/पीटीओ का दंड हो तो उपयोग की गई पास/पीटीओ खाता रजिस्टर की प्रतिलिपि		
6	एनआईपी में डीएंडएआर के नियम 6 में उल्लेखित दंड (VII, VIII & IX) दिया गया है तो उसका प्रपत्र/ज्ञापन जारी किया गया, की प्रति।		
(C) Information to be sought:-			
1	यदि एनआईपी की प्रति रिसीव नही कराया गया है तो क्यो। इसके लिए जिम्मेदार व्यक्ति का विवरण ।		
2	एनआईपी की प्रतिलिपि सर्व संबंधित को विलंब से क्यों रिसिव कराया गया।		
3	एनआईपी के अनुसार ही सेवा पुस्तिका में दंड दर्ज क्यों नही है दर्ज है तो सक्षम अधिकारी का हस्ताक्षर लिया गया है अथवा नही। नियमानुसार स्याही का प्रयाग निर्धारित स्थान पर दर्ज किया गया है अथवा नही आदि।		
4	यदि पदोन्नति पर रोक है तो चयन/अचयन के लिये क्यों नही बुलाया गया है।		
5	दंड की अवधि में पदोन्नति क्यों किया गया है।		
6	वेतन से वसूली की कार्यवाही विलंब से क्यों शुरू किया गया है। दंड के समतुल्य वसूली हुआ है अथवा नही, यदि नही तो क्यों। वार्षिक वेतन वृद्धि का दंड है तो दंड के अनुरूप लागु हुआ है कि नही। स्टेज अवनति का दंड है तो लागु हुआ है अथवा नही। दंड के बाद की कार्यवाही की गई है कि नही।		
7	नियम 6 में उल्लेखित दंड (VII, VIII & IX) तो ज्ञापन जारी किया गया इस संबंध में क्या कार्यवाही की गई है। इस दंड में मिलने वाली लाभ के अनुरूप दिया गया है या इसके विरूद्ध दिया गया है आदि।		
8	डीएंडएआर के नियम 6 में उल्लेखित दंड (VII, VIII & IX) दिया गया है तो ज्ञापन जारी किया गया है। इस दंड में सेवा निवृति लाभ दिया गया है यदि दिया गया है तो नियमानुसार दिया गया है या नियमों के विरूद्ध दिया गया है।		

Check-List SL. No. 32

Aspect of Check: Contractor's Bills

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether the Bills are in original and have been prepared in the prescribed form and they are arithmetically correct.		
2	Whether the expenditure involved in the bill if relating to a work is covered by a sanctioned estimate.		
3	Whether the expenditure covered by the sanctioned budget allotment.		
4	Whether reference to the agreement/work order no, the designation of the official who recorded the measurement and reference to number and page of measurement book in which the measurements have been recorded are given.		
5	Whether all recoveries to be made from the contractor if any or cost of material supplied if any, have been recovered and certified to that effect.		
6	Whether there are any delays in making measurements or in preparing bills after measurement have been taken.		
7	Whether the rates to be paid for in the bill are the same as those detailed in the scheduled attached to the agreement or the printed schedule of the rate and rates higher than those provided in the agreement or work order are not allowed without specific sanction of the competent authority.		
8	Whether necessary certificates are furnished in the final bills in respect of the technical checks laid down in Para 1338 (ii) (a) to (g) of the Engineering Code.		
9	Whether the units of calculation and rates are entered in words as well as figures.		
10	Whether the bill has been signed by the contractor in token of his acceptance of the correctness of the bill.		
11	Whether the bill has been signed by the Competent Authority in token of his acceptance and accuracy.		
12	Whether all the corrections have been attested by the Competent Authority and the Contractor.		
13	Whether it has been duly certified that work has been completed within the specified time period or extension if any granted as per the terms/condition of Contract Agreement.		
14	Whether In case of quantity variation beyond scheduled it should be duly sanctioned by the Competent Authority and duly vetted by finance where ever necessary.		
15	Whether No Claim Certificate has been obtained from the Contractor while receiving the Final Bill.		
16	Whether the Taxable amount i.e. GST, CGST, IGST have been shown and deducted in the bill		
(B)	**Documents to be collected:-**		
1	Contractor's Bill		
2	Measurement Book		
3	Contractor's Ledger		
4	Contract		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries arise at checking place.		

Check-List SL. No. 33

Aspect of Check: Irregularities in Passing of Supplier's Bill

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether the bills have been passed as per terms and condition of Purchase Order?		
02	Whether the Supply of material has been done within Delivery/extended delivery period?		
03	Whether R. Note/Delivery Challan is enclosed with the Bill?		
04	Whether the Bill value is within the PO value?		
05	Whether Signature of consignee is available on R. Note?		
06	Whether tax invoice is attached with the bill?		
07	Whether bill is dully signed by Supplier and competent Railway authority?		
08	Whether description of material is in accordance of Purchase Order?		
09	whether rate and quantity of material supplied is in accordance with Purchase Order		
10	Whether Digital Signature of consignee is available on R. Note?		
11	Whether Inspection certificate has been obtained from appropriate authority?		
(B)	**Documents to be collected**		
01	Copy of Supplier's Bill.		
02	Copy of Purchase order.		
03	Copy of inspection certificate.		
04	Copy of Receipt Note.		
05	Copy of Delivery Challan.		
06	Copy of Tax invoice		
(C)	**Information to be sought**		
01	Terms and condition for supply of material.		
02	Description of material.		
03	Rate and quantity of material supplied in actual		
04	Variation in rate /quantity of material(in any)		
05	Actual delivery date and delivery/extended delivery period.		
06	Irregularity in passing of bill (if any).		

Check-List SL. No. 34

Aspect of Check: Checking of Reconciliation of Deposit Works.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether recovery of all departmental charge including cost of establishment is being recovered properly?		
02	Whether it is ensured that no expenditure in excess of either the sanctioned estimate or the sanctioned allotment of the deposit made is incurred on any work?		
03	Whether separate folios are maintained in Register of works for each Deposit work?		
04	Whether posting of ledger (Register of Works) is being done properly and debit and credit figures are reflected against corresponding works?		
05	Whether balancing and totalling of ledger (Register of work) is being done monthly?		
06	Whether monthly and annual reconciliation of ledger (Register of work) is done between executive and Accounts?		
07	Whether balance of ledger (Register of works) is agreed with the balance of cash book, capital/revenue journal?		
(B)	**Documents to be collected**		
01	Copy of agreement for execution of Deposit work		
02	Copy of cash book, capital/revenue journal and relevant JVs and CO7 (if required)		
03	Register of work (Executive and Account's portion)		
(C)	**Information to be sought**		
01	Terms and condition for execution of work		
02	Details of payment received from party and booking thereafter		
03	Irregularities in posting of register and Deficiencies in Reconciliation of register		

Check-List SL. No. 35

Aspect of Check: Bill Passing Contract-Entries in MB.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	क्या मापन पुस्तिका जारी करने वाले मंडल/ईकाई में इससे संबंधित पंजिका तैयार किया गया है, जिसमें प्राप्तकर्ता/जमाकर्ता का पूर्णविवरण के साथ इसका क्रमांक सुस्पष्ट रूप से लिखा हुआ है एवं हस्ताक्षर एवं तिथि दर्ज है?		
02	क्या मापन पुस्तिका के प्रथम पृष्ठ का सभी विवरण पूर्णतः एवं स्पष्ट रूप से भरी हुई है **तथा** प्रतिहस्ताक्षरित है?		
03	क्या विभागीय श्रमिको से भिन्न लोगों द्वारा किये गये सभी कार्य तथा सप्लाई के लिए किये जाने वाले भुगतान मापन पुस्तिका में दर्ज की गई नाप तौल के आधार पर किया गया है?		
04	क्या मापन पुस्तिका में इंद्राज निमार्ण कार्य स्थल पर ठेकेदार के उपस्थिति में किया गया है तथा मापन पुस्तिका में गलत इंद्राज का प्रतिहस्ताक्षर कराया गया है?		
05	क्या मापन पुस्तिका में तकनीकी जॉच एसएसई/ड्राईंग द्वारा तथा डी.ए द्वारामात्रा/आवंटन का जॉच किया गया है एवं सहायक इंजीनियर द्वारा 100 प्रतिशत जॉच एवं उप मु. ई. के द्वारा 10 प्रतिशत जॉच किया गया है?		
06	क्या मापन पुस्तिका में कार्यनिरीक्षक, ठेकेदार, एस.एस.ई., डी.ए., सहायक इजीनियर तथा उप मु. ई. का हस्ताक्षर किया गया है?		
07	क्या बिल निर्धारित फॉर्म मे बना है, रिकार्ड किये गये व्यय की स्वीकृति सक्षम प्राधिकार से लिया गया है, व्यय में वितीय मर्यादा के सिद्धांतों का पालन किया गया है तथा रिकार्ड किये गये व्यय स्वीकृत बजट आवंटन व्यवस्था के अन्तर्गत है?		
08	क्या बिल मे रिकार्ड किये गये मात्रा एवं दर, मापन पुस्तिका में दर्ज किये गये मापन तथा दर के अनुसार किया गया है तथा उसका मिलान एग्रीमेंन्ट से किया गया है?		

Contd...

09	क्या शेड्यूल बी12 अनफोरसीन आईटम का पेमेंट हुआ है तो वर्क आर्डर सैंक्शन है या नही? यदि न्यू आईटम का भुगतान हुआ है तो स्वीकृति सक्षम अधिकारी से हुआ है अथवा नही?		
10	शेड्यूल वाईज 25 प्रतिशत से अधिक राशि रहने पर एग्रीमेंट के अनुसार फाईनेंस कंकरेंस और सक्षम अधिकारी से पूर्वस्वीकृति लिया गया है?		
11	क्या बिल में एग्रीमेंट के अनुसार शेड्यूलवाईज एसकेलेशन और सेड्यूल डी के अनुसार रिबेट दिया गया है?		
12	क्या बिल में सभी प्रकार की कटौती की गयी है जैसेः एस.डी, इनकमटैक्स, सरचार्ज, जी.एस.टी., पेनाल्टी, रॉयल्टी तथा रेलवे परिसरो का उपयोग।		
13	क्या कॉनटेक्टर के लिखित आवेदन के बाद ही अवधि विस्तार किया गया है? बारबार अवधि विस्तार का कारण क्या है? अवधि विस्तार नियम 17 बी के अनुसार मिला है तो पैनेल्टी कटा है या कट रहा है तथा अवधि विस्तार तिथि के 60 दिन बाद का पीजी लिया गया है?		
14	क्या सैंड एवं स्टोन के लिए रॉयलिटी कटा है कि नही ? यदि नही तो एम एंड एन फॉर्म कांटेक्टर के द्वारा जमा किया गया है?		
15	क्या वर्क वैल्यु के अनुसार सक्षम अधिकारी से अवधि विस्तार लिया गया है कि नही ?		
16	क्या बिल पर लिपिक, कार्यनिरीक्षक, ठेकेदार, एस.एस.ई., डी.ए., सहायक इंजीनीयर तथा उप मु. ई. का हस्ताक्षर किया गया है ?		
(B)	**Documents to be collected**		
01	एग्रीमेंट का प्रतिलिपि।		
02	कॉट्रेक्टर मिसिल का प्रतिलिपि।		
03	मापन पुस्तिका जारी किये जाने वाले पंजिका की छायाप्रति।		
(C)	**Information to be sought?**		
01	मापन पुस्तिका के आधार पर ही बिल पास किया जा रहा है या नहीं।		
02	भुगतान बजट आवंटन तथा स्वीकृत निधि के अनुसार किया जा रहा है या नहीं।		
03	भुगतान से पूर्व बिल में प्रायोजित अधिकार को अलग अलग कर्मचारी द्वारा सम्पुष्ट किया जाता है कि नहीं।		

Check-List SL. No. 36

Aspect of Check: Checking of movement of TIAs of Accounts Department

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	क्या Mandays का निर्धारण स्टेषन के Earning क आधार पर सक्षम अधिकारी की स्वीकृति से निर्धारित किया गया है।		
2	क्या TIA द्वारा Mandays के आधार पर ड्यूटी निष्पादित किया गया है।		
3	क्या TIA द्वारा Mandays के आधार पर ड्यूटी निष्पादित नही किया गया है तो इसकी पूर्व स्वीकृति सक्षम अधिकारी से लिया गया है।		
4	क्या TIA द्वारा Witness of Auction Sale, Disposal of Obsolute Ticket & Assesment में ड्यूटी निष्पादित करने से पूर्व स्वीकृति सक्षम अधिकारी से स्वीकृति लिया है।		
5	क्या TIA ड्यूटी निष्पादित करने से पहले सप्ताहिक जर्नल तथा 10 दिन का फॉरकास्ट लेखा कार्यालय को भेजा है।		
6	क्या टीआईए द्वारा जारी पार्ट–4, स्पेशल रिपोर्ट, डेविट मेमा तथा क्रेडिट मेमो का निष्पादन किया गया है एवं संबंधित स्टेशन के तुलन पत्र में रिफ्लैक्ट हुआ है।		
7	क्या TIA, Monthly Abstract के साथ निष्पादित किये जाने वाले ड्यूटी का टीए/फुटकर भत्ता जर्नल निर्धारित तिथि को लेखा कार्यालय में जमा किया है।		
(B)	**Documents to be collected:-**		
1	Monthly Abstract की प्रतिलिपि।		
2	टीए/फुटकर भत्ता जर्नल की प्रतिलिपि।		
3	Mandays का प्रतिलिपि।		
(C)	**Information to be sought:-**		
1	प्रति स्टेशन प्रयोग किये गये Mandays का विवरण।		

Check-List V3

Check-List SL. No. 37

Aspect of Check: Brickwork

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Inspect quality of Brick available at site - Size (LxWxH) - Brand - Visual appearance - Metallic ringing sound - Breaks on dropping or striking 2 bricks against each other		
2	Check Material passing record of Bricks. Also, take original or attested copy of material passing register. - Passed by whom - How much quantity passed till date of check - Check details of recently passed quantity with the bricks available at site I.e. whether brand is same, quality is Ok - Check details of rejected quantity of bricks, if any. Whether it is still available on site.		
3	Testing record of Bricks - Testing done from independent lab- Details i.e. from which lab, what tests done, material passed or failed as per lab test report. - What tests have been done at site - Whether Testing done as per the frequency laid down in IS: 2212		
4	Test bricks for size, compressive strength etc at site		
5	Check Measurement of executed quantity of Brickwork at site.		
6	Check Measurement details of Brickwork recorded in Measurement Book for executed quantity.		
7	Check availability of approved drawing/sketch in site order book for brickwork.		
8	Check items of brickwork from schedule of Contract agreement - Which SOR item has been used and for what purpose - What is the ratio of Cement Sand mortar		
9	Check quantity & quality of sand used for Brickwork - Check quantity of sand passed for Brickwork. - Check quality of sand at site by testing - Whether sand has been got tested from independent lab or testing has been done in field lab - What parameters have been tested? - Sand is in which Zone. Whether it is suitable for Brickwork		

Contd…

10	Check Cement used - Quantity- consumption as per SOR item - Quality- Material passing record # Lab test record # Field Testing record - Material available is all passed. Check it for brand, batch no etc		
11	Whether hidden items have been 100% test checked by ADEN.		
12	Whether test check has been done by all concerned as per issued guidelines.		
(B)	**Documents to be collected:-**		
1	Contract Agreement		
2	Material passing register		
3	Testing records of tests done at site		
4	Testing records of tests done from independent lab		
5	Measurement Books		
6	CC Bill/Final Bill		
7	Drawing		
8	Site Order Book		
9	Invoice/challan of Materials		
10	MTC of materials		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 38

Aspect of Check: Concrete Work

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check details/scope of work from LOA and Contract agreement.		
2	Inspect the site of work & gather details about Concreting Work in progress on the day of check, previous day's work and work executed in last 28 days, location wise.		
3	Check work in progress- what is the status, how it is being done		
4	Check whether approved GAD and Structural drg is available at site.		
5	Whether Mix Design is available and approved		
6	Whether Cubes are casted during concreting and compressive strength testing facility available at site.		
7	Whether Daily progress report is maintained at site.		
8	Whether Material such as Cement ,sand, aggregate, admixture if any, steel etc. offered by concerned SSE/JE to AEN/DEN for passing are recorded with brand name and details entered in material passing register.		
9	Whether cement has been checked for following items: - Source (Factory)/Brand Manufacturer - Week of manufacture/Date of receipt at site		
10	Whether cement has been checked by testing for following items: - Actual strength of cement at different ages (1.37 and 28 days) - Consistency of strength (Coefficient of variation from the manufacturer for each month) - Fineness of cement or other physical properties (Manufacturer or Laboratory Test Certificate) - Chemical properties (Manufacturer or Laboratory Test Certificate)		
11	Do Physical examination of bags containing cement and check Net content of cement bags. Also, check for presence of lumps (essential in monsoon)		
12	How Cement is being stored and its batching being done? Whether it is proper?		
13	Check whether quantity of Cement available is sufficient for Concreting work planned for the day/in progress?		
14	Whether Coarse aggregate has been checked for following items: - Source/name of the supplier/crusher owner - Type of aggregate (natural rounded, natural irregular, crushed cubical, crushed flaky, crushed gravel etc.) - Maximum size 40 mm, 20 mm, 10 mm, etc)		

Contd…

15	Whether Coarse aggregate has been checked for following items: - Hardness of crushing value (quality of stone. e.g. basalt, granite, limestone pumice etc). - Sieve analysis – grading and consistency of grading of different batches - Presence of oversize aggregates - Presence of finer components of aggregates (passing 4.75 mm size sieve) - Presence of dust (passing 75 micron size sieve) - Presence of deleterious materials (clay, coating, clay lumps, mica, alkali slag, coal residues, organic matter, etc.) - Specific gravity - Dry loose bulk density (for volumetric batching) - Surface texture - Surface moisture content in case of wet aggregates - Absorption (percentage by weight) in case of dry aggregates		
16	How Coarse Aggregate is being stored and its batching being done? Whether it is proper?		
17	Check whether quantity of coarse aggregate available is sufficient for Concreting work planned for the day/in progress?		
18	Whether Fine aggregate has been checked for following items: - Source – Name of the supplier/crusher owner - Type of aggregate – Natural dredged from river/creek or crushed		
19	Whether Fine aggregate has been checked for following items: - Sieve analysis – grading and consistency of grading of different batches - Hardness or crushing value (quality of aggregate) - Presence of oversize aggregates (retained on 4.75 mm size sieve) - Presence of fine material and dust (passing 150 micron or 75 micron size sieves) - Presence of deleterious materials (silt, clay, mica etc) - Specific gravity - Dry loose bulk density (for volumetric batching) - Bulkage correction (for volumetric batching of natural wet/moist sand) - Surface texture - Surface moisture content in case of wet aggregates - Absorption (percentage by weight) in case of dry aggregates		
20	How Fine Aggregate is being stored and its batching being done. Whether it is proper?		
21	Check whether quantity of fine aggregate available is sufficient for Concreting work planned for the day/in progress?		

Contd…

22	Whether water used is of proper quality. The following have been checked before clearing the material ; - Source of supply - Presence of chlorides and sulphates - Presence of oils, acids, alkalis, salts, sugar, organic impurities etc - Extent of acidity or alkalinity - Potable quality for water/ice - Solids within permissible limits - Water to cement ratio as per environmental conditions		
23	Whether any chemical admixture has been used. If yes, following required to be checked: - Source/Brand/Manufacturer - Label on the container for proper identification - Shelf-life or expiry date - Type to be used (plasticer, retarder, accelerator, air entrainer or combination). Whether it is as per approved mix design.		
24	Whether chemical admixture has been checked for : - Specific gravity and solid content - Percentage of chlorides, sulphates and other impurities		
25	How chemical admixture is being stored and its batching being done. Whether it is proper?		
26	Check whether quantity of chemical admixture available is sufficient for Concreting work planned for the day/in progress and for next 15 days?		
27	Whether Reinforcement has been checked well before the concreting as per approved drawing and cutting length placed recorded in reinforcement register.		
28	Whether MTC for cement, steel etc is available.		
29	Whether Challan of all materials brought at site is available.		
30	How the Qty. of Cement, sand, aggregate, water, admixture is being monitored as per approved Mix design?		
31	Whether required Tests have been done & acceptance Criteria fulfilled w.r.t Cement, Sand and aggregate before passing.		
32	Whether Slump test & cube test is being conducted during concreting.		
33	Check Test Results of Sample(Cube) casted for work done in the past - The test results of the sample shall be the average of the strength of three specimens. - The individual variation should not be more (+ or-) 15 percent of the average. - If more, the test results of the sample are invalid.		

Contd…

(B)	**Documents to be collected:-**		
1	Contract agreement		
2	Material passing register		
3	Test reports of materials		
4	Invoice/challan of materials		
5	MTC of materials		
6	Cube test register		
7	Slump test records		
8	Concrete mix design report		
9	Copy of measurement book		
10	Copy of CC/final bill		
11	Approved drawing- GAD/structural		
12	Calibration certificate of cube testing machine		
13	Steel testing- report from independent lab		
14	Bar bending schedule		
15	Steel passing register		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 39

Aspect of Check: Execution of Formation Earthwork

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check availability of Detail Drawings - Alignment- L Section - Formation levels - Formation width at ground levels		
2	Check Condition of Natural ground - Site cleared properly for full formation width at Ground level plus one metre - Benching done on ground having steep slope		
3	Check the location/selection of Borrow area - Sufficiently away from alignment - Normally not less than 3 m plus height of embankment		
4	Check whether selected soil is reliable for construction - Except for unsuitable soils as explained in para 5.1(RDSO Guideline for Earthwork), any type of locally available soil can be used as a construction material.		
5	Whether OMC & MDD have been checked in Lab as per IS: 2720(Part-) by standard proctor test using moisture density graph. - Frequency of testing done: Minimum one test for every 5000 cum or change of strata wherever is earlier.		
6	Measurement of Field Compaction by - CORE CUTTER METHOD**:**IS:2720(XXIX).1975 # Tests to be conducted: Field dry density as per IS: 2720(Part-) # Using Rapid moisture meter and core cutter - Frequency of test: # Min. one test in each compacted layer for every 200 sqm in top 1 m of subgrade. # Min. one test in each compacted layer for every 500 sqm below top 1 m of subgrade. - Acceptance Criteria: # Dry density should be 98% of Lab. MDD		
7	Check whether thickness of layer being executed at site is proper. - Should be generally kept as 300 mm for fill material in loose state before compaction. - The spreading of material in layers of desired thickness over the entire width of embankment should be done by mechanical means.		
8	Check Drainage Arrangement in Banks and Cuttings: - Cross slope is provided from centre towards end. - Catch Water Drains.		
9	Maintenance of moisture during compaction: **-** Check moisture content level of the soil in the range of OMC ± 2% at the time of compaction.		

Contd…

10	Other important aspects to be checked- - Top slope 1 in 30 away from centre - Extra wide bank by 500 mm on either side & then cut & dressed to avoid loose earth on shoulders - Minimum overlap of 200mm between each run of roller - At the end of working day, fill material should not be left uncompacted. - Presence of Rain cuts -Whether developed deep and wide. - E/W in layers- Each layer sloping out 1:30. - Compaction by using vibrating rollers of around 900mm wide. - Dry density should be 98% of MDD. - Density to be checked at 200m length.		
11	Check SUB GRADE : Parameters to be checked - Top width - 6.85 in filling & 6.25 in cutting - Cess width > 900 mm + additional on curve - Top slope 1 in 30 - Erosion control		
12	Check recording of Measurement done by whom Measurement recording authority: - SSE/SE/JE Gr.I & II(Independent Incharge). If measurement is recorded by SE/JE who is not independent Incharge, in that case SSE/SE/JE-I shall exercise 100% test check on measurements recorded by SE/JE.		
13	Check Test check by AEN/XEN 100% test check by AEN/XEN in levels along the centre line of alignment and not less than 20% of the remaining levels of the cross section in case of initial and level taken after execution of work with the provision that this check should be invariably be carried out in cross section having heavy cross slopes.		
14	Check test check by Dy.CE/Con - 10% test check along the centre line and cross section of initial level measurement. - 10% test check of longitudinal levels/quantity of works during execution.		

Contd…

15	As per para 1317 of Engg code regarding measurement: **-** For measurement of earth work, cross-sections levels may be recorded by Inspector of Works in the field book which should be in ink or inked before test checking by the Assistant Engineer. - The Assistant Engineer should exercise a check of 100 per cent in the case of levels along the centre line of alignment, and not less than 20 per cent of the remaining levels of the cross sections with the proviso that this check should invariably be carried out in cross sections having cross slopes. - All the corrections in the field book must be initialed by the Assistant Engineer and no subsequent corrections should be made by any person other than the Assistant Engineer who while doing so should record the reasons for the same. The signature of the contractor or his authorised agent should be taken on every field book accepting the correctness of levels recorded therein. - Plotting of the cross sections may be done on graph paper taking care that sufficiently large scale is adopted for plotting and there is not much distortion of horizontal and vertical scales adopted. After plotting the cross sections the levels should be inked and each sheet containing the cross section should be signed by the Inspector of Works, Assistant Engineer and the contractor. - While plotting the cross sections, the proposed theoretical profiles of the earth work should also be plotted to ensure that the work is done to actual requirements and to avoid future claims from the contractors. - For computing the quantity of earth work arithmetical calculation is to be preferred but if necessary counting of square method can also be adopted.		
(B)	**Documents to be collected:-**		
1	L Section		
2	Contract Agreement		
3	Level Book - Machine Numbered		
4	Cross Section Graphs		
5	Measurement book		
6	Copy of CC Bills.		
7	Testing records		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 40

Aspect of Check: Earthwork in Cutting/Rock Cutting

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Inspect the site of project- DL/NL/GC/Existing Line		
2	Check work in progress- what is the status, how it is being done.		
3	Check since when different stretches of section were available for executing earthworks in cutting.		
4	When E/w in cutting has been executed in various stretches as per available records like daily progress register.		
5	As Per CA, what items are available for execution in formation i.e. whether all 3 SOR Items are available? In what items, major payment has been made whether hard rock (req. blasting), rock (not req. blasting), soil		
6	How the execution is being done, whether by blasting or Poclain etc.		
7	What kind of output is being obtained? Rocks obtained are of what size range.		
8	What is the % of rocks obtained?		
9	Who has accorded permission for blasting?		
10	Whether authority for use of explosives is available.		
11	What details have been shown in the Cross-section?		
12	What is being done for the material obtained after blasting or otherwise?		
13	What is being done for the material greater than 150 mm size obtained?		
14	What is being done for the material less than 150 mm size obtained?		
15	How payment has been made & against what items of USSOR.		
16	For excavated material used in filling, check that payment has been made only for compaction.		
17	Whether stacking of usable material greater than 150 mm size obtained has been done.		
18	Whether for soft rocks, payment has not been made against hard rock, to be checked.		
19	Testing of rock obtained to be done.		
20	Usable Material obtained has been taken in ledger.		
21	For recently executed stretches, cross verify the details from site. What is the output, how work has been done, what released material obtained, whether it has been stacked or not, against what item payment has been made etc.		

Contd…

(B)	**Documents to be collected:-**		
1	L Section		
2	Contract Agreement		
3	Availability of land details for the project		
4	Topography details		
5	Photographs- Prior to start of work, after execution of work		
6	Level Book - Machine Numbered		
7	Cross Section Graphs		
8	Measurement book		
9	Copy of CC Bills.		
10	authority for use of explosives		
11	traffic block record etc.		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 41

Aspect of Check: Ballast Supply

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check Basic Quality of ballast: whether it is hard, durable and as far as possible angular along edges/corners etc.		
2	Check Particle Shape: Whether it is cubical in shape as far as possible. Individual pieces should not be flaky and should have generally flat faces with not more than two rounded/sub rounded faces.		
3	What is the mode of Manufacture: Hand broken/Machine crushed.		
4	Check ballast test report submitted at the time of tendering – It should have the test report of Impact Value, Abrasion Value, Water Absorption Value from approved laboratories and the list of these Laboratories shall be mentioned in the tender documents.		
5	Check ballast stacks: For height, width, side slopes & cubical content.		
6	Check whether Stacking has been done on a neat, plain and firm ground with good drainage.		
7	Check sieves used for sieve analysis: Their length, breadth and height w.r.t. tolerances.		
8	Check whether Testing of ballast has been done on supply of the first 100 cum, the tests for size gradation, Abrasion value, Impact value and water absorption.		
9	Check whether subsequent Testing of ballast has been done- (a) Size & gradation : for every stack (b) on supply of every 2000 cum, the tests for size gradation, Abrasion value, Impact value and water absorption		
10	Check Ballast for size and gradation:- - A minimum of 3 samples of ballast for sieve analysis shall be taken for measurement done.		
11	Check for rejection of ballast due to oversize & undersize and reduction in payment:		
12	Check who has recorded the Measurement for payment.		
13	Check whether test checking has been done at all levels.		
14	Check whether permission for training out of ballast has been accorded?		

Contd...

(B)	**Documents to be collected:-**		
1	Contract Agreement		
2	Ballast passing register		
3	Testing records of tests done at site		
4	Testing records of tests done from independent lab		
5	Measurement Books		
6	CC Bill/Final Bill		
7	Site Order Book		
8	Invoice/challan of Materials		
9	Ground handing over register		
10	Spreading of Ballast register		
11	Manuscript register		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

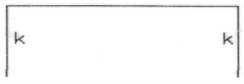
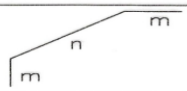
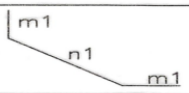
Check-List SL. No. 42

Aspect of Check: Minor Bridge/Box Culvert

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check details/scope of work from LOA and Contract agreement.		
2	Inspect the site of work & gather details about Work in progress and work completed.		
3	Check work in progress- what is the status, how it is being done		
4	Check availability of Drawing, whether it is approved or not.		
5	Whether L section is approved or not. What is the formation level as per app L Section at Bridge location?		
6	Measure Barrel length: which should be as per earth cushion available over box as per approved drawing/L section.		
7	Check the formation level in drg. Whether it is matching with L-section.		
8	Verify for the Grade of concrete adopted in Box. Whether it is as per RDSO standard drg.		
9	Measure clear span and clear height and compare with approved drawing.		
10	Measure vertical wall thickness, top slab thickness and bottom wall thickness which should match with RDSO standard for said cushion, span and height.		
11	Whether mix design has been done from recognised laboratory and has been approved for usage.		
12	Check reinforcement register and compare with RDSO standard drg. Bar length calculated is as per RDSO formula or not.		
13	Check the brand of steel used and should be as per tender conditions. Independent test of steel done or not.		
14	Check material passing register, whether maintained or not.		
15	Check cube register whether maintained or not.		
16	See site order book, any noticeable instruction given by higher official, if any.		
17	Check the side slopes of bank in approach of bridge.		
18	Whether slope stability analysis has been done or not in case of high bank.		
19	Check the depth and dimension of drop wall and curtain wall.		
20	Whether wearing coat has been provided over bottom slab or not. If provide, check its thickness.		
21	Whether boulder pitching/PCC have been done properly in approach of box or not. Whether it is as per approved drawing.		
22	Check whether boulder backing and backfill material provided as per cl. 7.5 IRS substructure and foundation code or not.		
23	Whether ballast retainer is as per RDSO drg or not.		
24	Whether weep holes have been provided in both wing wall/ return wall and earth retainer of Box. If yes, check its size and centre to centre spacing. Whether it is as per approved drawing.		

Contd…

25	Whether key below bottom slab at both end of barrel have been provided or not. What is its depth?		
26	Whether Sand filling and PCC below box have been provided or not.		
27	For clear span or clear height greater or equal to 4m, what grade of concrete in RCC has been adopted for construction? Whether it is in accordance to RDSO drg.		
28	Check whether type of Cement used is as per Contract agreement or not.		
29	Check whether proper RDSO drg. has been adopted or not, whether it is for single track, double track or more.		
30	Check that it has been ensured that the SBC of soil is more than foundation pressure available in RDSO drawing or not.		
31	Check that Loading standard mentioned in GAD and reference of RDSO drawing should match.		
32	Whether Lap length provided is as per CBC.		
33	Clear cover should be checked and should be as per RDSO drg.		
34	Whether weep holes have been provided in retainer over box or not.		
35	Check the ballast cushion over box.		
36	Check the size of the haunch. Whether it is as per RDSO drawing		
37	Check that Bar length is in accordance with RDSO formula or not. **REINFORCEMENT FOR BOX**		

TYPE	SHAPE	REMARKS
a1		j = tsv+max.[0.3 X eff.span or DL)] – cover
a2		k = tst+max.[0.3 X eff. height or DL)] – cover – dia
b		b = OLS – 2 X cover
c		l = tsb+max.[0.3 X eff. height or DL)] – cover – dia
d		d = OLS – 2 X cover
e		e = tht – 2 X cover
f1		m = max. [0.1m or DL] – $\sqrt{2}$ x tst + $\sqrt{2}$ x cover n = $\sqrt{2}$ (B+tst+tsv) – 2 ($\sqrt{2}$ + 1) cover
f2		m1= max. [0.1m or DL] – $\sqrt{2}$ x tsb + $\sqrt{2}$ x cover n1 = $\sqrt{2}$ (B+tsb+tsv) – 2 ($\sqrt{2}$ + 1) cover
g1		p =10 ϕ, bent at an angle of 135° s = tst – 2 x cover – dia
g2		p =10 ϕ, bent at an angle of 135° v = tsb – 2 x cover – dia
g3		p =10 ϕ, bent at an angle of 135° w = tsv – 2 x cover – dia
h		h = TBL – 2 X cover

Contd…

38	Check that material is properly passed prior to usage		
39	Check that required tests like cube test, slump etc has been done and record maintained.		
40	Check that proper shuttering has been used for construction.		
41	Check that there is no tilt in wing/return wall		
42	Check that there is no honeycombing in concrete work		
43	Check that no repair of concrete work has been done by plastering		
44	Check that no painting of bridge has been done to cover construction defects.		
45	Check that there is no deviation from approved drawing at site. In case of deviation, whether alteration has been got approved or not.		
(B)	**Documents to be collected:-**		
1	Contract Agreement		
2	Material passing register		
3	Testing records of tests done at site		
4	Testing records of tests done from independent lab		
5	Measurement Books		
6	CC Bill/Final Bill		
7	Drawing		
8	L Section		
9	Site Order Book		
10	Invoice/challan of Materials		
11	MTC of materials		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 43

Aspect of Check: P. Way Work

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check details/scope of work from LOA and Contract agreement.		
2	Inspect the site of work & gather details- Work in progress on the day of check, previous day's work and work executed in last 7 days, location wise.		
3	Check work in progress- what is the status, how it is being done		
4	Whether stipulated speed restrictions are imposed at work site as per IRPWM Para-308.		
5	Whether proper protection is resorted to at track work site as per prescribed norms? (IRPWM Para 806, 807, 808)		
6	Whether level pegs are provided for initial/final rail level restoration at every 30m. (IRPWM Para-238/2)		
7	Whether work is being done as per approved plan, estimate, tender condition and location section [IRPWM Para- 309A].		
8	Check availability of P. Way material at site. Whether all material is kept ready before commencement of traffic block?		
9	Whether departmental lab. has been engaged with contractor lab. If yes, how many and for what purpose?		
10	Whether sleeper spacing is correct.		
11	Whether greasing of ERC has been properly done.		
12	Whether liners have been properly provided and its sealing has been done.		
13	Whether painting of bottom of rail done before TRR.		
14	Whether all track fittings are complete and tightened.		
15	Check how many fittings had been brought at site/issued for the day's work? How may have been provided?		
16	Check the details of missing fittings for the work in progress on the day of check, previous day's work and work executed in last 7 days, location wise.		
17	Check ballast in Shoulder width on outer rail on LWR track. IRLWR Para-4.2		
18	Whether ballast cushion properly provided. (Para-263/2)		
19	Whether the track ballast is hard, well graded machine crushed and angular in shape.		
20	Whether screened muck is thrown away from running track while screening. IRPWM Para-238/2/e		

Contd…

21	Whether shoulder ballast has been cleaned.		
22	Whether cess is cross-sloped and repaired. (IRPWM Para-238/2/e)		
23	Whether ballast available is sufficient and properly boxed. (LWR Para .4, Para-263/1)		
24	Whether all track parameters are within permissible limit. [IRPWM Para- 316/2].		
25	Whether gap of SEJ are within permissible limits. (IRLWRM Para 5.6)		
26	Whether distressing has been done at stipulated period, date and temperature are recorded on LWR board. (LWRM Para -8.2.2)		
27	Whether LWR reference post are available. IRLWRM Para-5.9		
28	Whether SKV Weld parameters are within permissible limit.		
29	Whether weld collar panting has been done or not		
30	Whether weld numbering has been done and details recorded?		
31	Whether inventory of released material is being ensured?		
32	Whether Contractor's Engineer is available at site?		
33	Whether Contractor's Authorised representative is available at site?		
34	Whether Railway Supervisor is available at site of work?		
35	Whether quality of lying is as per stipulated rules?		
(B)	**Documents to be collected:-**		
1	Copy of Contract Agreement		
2	Details of CC Bills passed		
3	Measurement Book		
4	Site order book.		
5	Log book		
6	P. way book.		
7	Advance survey register.		
8	Daily progress registers.		
9	Foot to foot survey register.		
10	Ballast Register		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 44

Aspect of Check: Similar Nature of Work in Tenders

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check Authority of Work		
2	Check Sanction of Estimate		
3	Check assessment of Cost / Rates		
4	Check on what basis preparation of Tender Schedule has been done		
5	Check preparation & approval of Tender Document- By whom		
6	Check mode of Tendering & its approval- By whom		
7	Check Eligibility Criteria- Technical & Financial		
8	Check Similar nature of work & its approval		
9	Check how verification of credential has been done		
10	For Similar nature of Work, check following: - approved by whom - Authority - Decided on what basis - whether in accordance with approved list - Whether any modification from approved list- on what basis, approved by whom		
11	Check Financial eligibility - Documents submitted in support - Verification- how it has been done - affidavit submitted - proper stamp paper & format etc		
(B)	**Documents to be collected:-**		
1	Detailed Estimate		
2	Tender File		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of documents.		

Check-List SL. No. 45

Aspect of Check: Variation in a Contract

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Collect details of the proposed variation/last variation approved.		
2	Check the proposal/approved variation, whether properly framed, elaborating detailed reasons for variation against each item of schedule.		
3	Check in what items there is substantial variation i.e. (a) more than 25%, (b) more than 50%, (c) more than 100%- Whether they are SOR or Non Schedule item.		
4	Check variation against each schedule of Contract Agreement- Which schedules have more variation, what was the accepted rate for that particular schedule		
5	If SOR item proposed for substantial variation, check whether any similar item was available in original schedule of work of CA, in which variation is on negative side. If yes, then why that item has not been executed and quantity against this particular item is being enhanced. - Whether proper reasons have been mentioned.		
6	If for Non-schedule item variation has been proposed, check its requirement. - What is the accepted rate for this item? - Check whether any similar SOR item is available in schedule or not. - Check whether any similar item is available in SOR which is not included in schedule. - Whether proper reasons have been mentioned.		
7	If any schedule based on SOR items has been proposed for substantial variation, - What is the accepted rate for this schedule- Is it proper - Whether variation is due to introduction of new schedule item- Check it - Whether proper reasons have been mentioned.		
8	If any schedule based on non-schedule items has been proposed for substantial variation, - What is the accepted rate for this schedule- Is it proper - Whether variation is due to introduction of new schedule item- Check it - Whether proper reasons have been mentioned.		

Contd…

9	What is the scope of proposed variation? Is there any change from original scope of CA? - Whether this variation is going to change the scope of the original work.		
10	Whether variation is within the sanctioned estimate provisions or as per extant guidelines.		
11	Whether variation is in accordance to Contract terms & conditions.		
12	Have there been frequent variations in CA. If yes, why?		
13	Is variation being done for requirement of work or to give undue benefit to contractor?		
14	How the proposal/variation has been framed. Whether details from field have been taken properly.		
15	How the proposal/variation has been routed for approval.		
16	Check it has been proposed for approval under which para of SOP.		
17	Who is the competent authority for approval?		
18	Whether sanction of variation requires finance concurrence.		
19	Whether finances observations have been properly replied.		
20	Whether finance vetting has been properly done & with proper approval.		
21	Whether approval of competent authority has been taken.		
(B)	**Documents to be collected:-**		
1	Copy of Contract Agreement		
2	Copy of sanctioned estimate		
3	Details of last CC bill passed		
4	Details of Variation done in the past, if any		
5	Copy of supplementary Agreement, if any		
6	Details of new items introduced, if any		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents.		

Check-List SL. No. 46

Aspect of Check: Introduction of New Item

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Collect details of the proposal for introduction of new item.		
2	Check the proposal, whether properly framed, elaborating detailed reasons		
3	Check what items have been proposed for inclusion- Whether SOR or Non Schedule item.		
4	If SOR item proposed, check whether any similar item was available in original schedule of work of CA. If yes, then why this item is now required. - Check whether it has been proposed in same schedule of CA in which item from that particular chapter of SOR are there or in any other schedule of CA. - Whether reasons have been mentioned.		
5	If new Non-schedule item has been proposed, check its requirement. - Check whether any similar item is available in SOR. - If Yes, then why it has been proposed. - If No, What is the basis of its Rate		
6	How the quantity of the new item has been calculated. What is its Authority?		
7	What is the scope of new item?		
8	Whether inclusion of this item is not going to change the scope of the original work.		
9	How the proposal has been framed. Whether details from field have been taken properly.		
10	How the proposal has been routed for approval.		
11	Check it has been proposed for approval under which para of SOP.		
12	Who is the competent authority for approval?		
13	Whether inclusion of new item requires finance concurrence.		
14	Whether finances observations have been properly replied.		
15	Whether finance vetting has been properly done & with proper approval.		
16	Whether approval of competent authority has been taken.		
17	Whether inclusion of new item will lead to large variation. If yes, then has variation been processed for approval?		
(B)	**Documents to be collected:-**		
1	Copy of Contract Agreement		
2	Details of CC bills passed		
3	Details of Variation done, if any		
4	Copy of supplementary Agreement, if any		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of documents/site.		

Check-List SL. No. 47

Aspect of Check: Fabrication of Steel Girders

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check details/scope of work from LOA and Contract agreement.		
2	Inspect the site of work/workshop & gather details about Work in progress and work completed.		
3	Check work in progress- what is the status, how it is being done		
4	Check availability of Drawing, whether it is approved or not.		
5	Check nomination of official for inspection of fabrication		
6	Whether approved fabrication drawing is available or not		
7	Check availability of materials e.g. steel, rivet, electrode etc from ledger.		
8	Check whether proper stacking of materials has been done.		
9	Whether Grade of steel is as per IS code, specifications and Agreement		
10	Whether Manufacturer's Test Certificate of Steel materials is available or not.		
11	Whether Independent Test of Steel / other materials is required and has been done or not.		
12	Check availability of Templates.		
13	Check whether flattening and straightening of steel materials has been done or not.		
14	Check Cutting edge of steel materials		
15	Check Pitch of holes		
16	Check Joints of steel members		
17	Check quality & quantity of Rivets		
18	Check Nuts, Bolts and Washers		
19	Check Welding Electrodes quality		
20	Check whether Qualified and approved welders are executing the work		

Contd...

21	Check Jigs and fixtures		
22	Check whether WPSS and QAP are approved		
23	Check whether execution is being done as per approved WPSS and QAP.		
24	Check Camber		
25	Check for sand blasting and Painting		
26	Authenticated copies of Analysis of materials		
(B)	**Documents to be collected:-**		
1	Contract Agreement		
2	Material passing register/records		
3	Testing records of tests done at site		
4	Testing records of tests done from independent lab		
5	Measurement Books		
6	CC Bill/Final Bill		
7	Drawing		
8	Jigs Register		
9	Rivet checking Register		
10	Material offering and inspection Register		
11	RDSO inspection notes and compliance Register		
12	Welding Procedure Data Register		
13	Radiographic Inspection Register		
14	Painting records		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 48

Aspect of Check: Pile Foundation

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check details/scope of work from LOA and Contract agreement.		
2	Inspect the site of work/workshop & gather details about Work in progress and work completed.		
3	Check work in progress- what is the status, how it is being done		
4	Check availability of Drawing, whether it is approved or not.		
5	Check what measurements have been recorded?		
6	Check what payments have been made?		
7	Check how many pile foundations have to be constructed? What is the diameter and depth of pile foundation as per approved drawing?		
8	Check whether initial pile load test has been done. What are the results?		
9	Check Length of temporary casing provided. Whether it is as per Cl.8.1.3 of IS: 2911(Part1/Sec 2, 2010).		
10	Check no of piles provided and whether the piles have been provided at correct location.		
11	Check whether "BENTONITE" has been used as a driving fluid. If yes, bentonite should satisfy the criteria laid in Annexure-D of IS:2911(Part1/sect2,2010)		
12	Check verticality & length of the Bore Hole. Whether it is as per approved drawing.		
13	Check grade of Reinforcement steel provided. Whether it is according to drawing. Grade of steel should be confirming as per cl.7.2 of IS: 2911(Part1/Sec 2,2010). For fulfilling the above criteria, reinforcement register is formed in which detail of reinforcement i.e "BBS" with passed by competent authority i.e AENs/XENs is mentioned.		
14	Check whether Bar bending schedule (BBS)has been passed by competent authority i.e AENs/XENs .		
15	Check Reinforcement being provided in the form of cage. Whether it is according to GAD and structural drawing.		
16	Check whether Concrete Cover has been provided as per cl.6.11.4 of IS: 2911(Part1/Sec 2,2010).		
17	Check Grade of Concrete being provided is according to specified in drawings.		

Contd…

18	Check whether Mix design of Grade of Concrete used in pile has been done by reputed Government Engineering Colleges and approved by competent authority i.e concerned SR.DENs/DY.CEs.		
19	Check whether cube testing has been done and cube register formed.		
20	Check whether proper sampling for testing strength of grade of concrete has been done covering all mixing units and its each Shift.		
21	Check whether material has been properly passed and its details entered in material passing register.		
22	All drawing should be passed by competent authority prior to start of construction.		
(B)	**Documents to be collected:-**		
1	Contract Agreement		
2	Material passing register		
3	Testing records of tests done at site		
4	Testing records of tests done from independent lab		
5	Measurement Books		
6	CC Bill/Final Bill		
7	Drawing		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of Documents/ site.		

Check-List SL. No. 49

Aspect of Check: Well Foundation

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check details/scope of work from LOA and Contract agreement.		
2	Inspect the Bridge site & gather details about Work in progress and work completed.		
3	Check work in progress- what is the status, how it is being done		
4	Check availability of Drawing, whether it is approved or not.		
5	Check how many well foundations have to be constructed? What is the diameter and depth of well foundation as per approved drawing?		
6	Check what measurements have been recorded?		
7	Check what payments have been made?		
8	Is the shuttering materials (wood/steel) being used for formwork is as approved?		
9	Check the alignment and levels of the shuttering/form work.		
10	Check the verticality of Formwork.		
11	Is the shuttering adequately supported and braced?		
12	Check the sections dimensions, whether it is correct to +/- 5 mm & level correct to +/- 3 mm?		
13	Check whether the drawing in use latest issued for construction purpose?		
14	Whether Bar Bending Schedule is approved?		
15	Is bar bending and cutting satisfactory?		
16	Are bar sizes correct as per bar bending schedule (BBS)		
17	Are bar spacing correct as per BBS?		
18	Are bar Lap lengths correct as per the structural drawing?		
19	Are bar Laps at correct locations as per the structural drawing?		
20	Check Cover to reinforcement		
21	Check list for Tilt and Shift of well		
(B)	**Documents to be collected:-**		
1	Contract Agreement		
2	Material passing register		
3	Testing records of tests done at site		
4	Testing records of tests done from independent lab		
5	Measurement Books		
6	CC Bill/Final Bill		
7	Drawing		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of documents/site.		

Check-List V4

Check-List SL. No. 50

Aspect of check: Non-stock demands preparation.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether correct and full description of the indented item is furnished in DS-2 with details of latest specification and drawing, if any?		
2	Whether all columns in DS-2 i.e. main PL group, sub group, DS-2 no & date, indentor/consignee along with code, allocation no, quantity, rate, unit of purchase and value both in figures & words etc filled up?		
3	Whether the DS-2s has been signed by competent authority? Whether essentiality certificate has been issued by approving officer? Authority: SOP Part "D" para 1.2(A) & (B).		
4	Whether administrative approval for purchase has been taken and purpose of purchase and justification for non-stock indent furnished on DS-2?		
5	Whether non-stock certificate obtained? Authority: Bd's L/No. 2005/RS(G)/779/7 dated 06.11.17.		
6	Whether the items mentioned in demands pertain to sanctioned works estimate? If not, whether the same for procurement of safety items valuing above Rs. 10 lakhs and other items above Rs. 2.5 Lakhs bear finance vetting? Authority: SOP Part "D" para 1.3.		
7	Whether A/c check note on vetting and compliance thereof furnished?		
8	In case PAC items, whether PAC signed by competent authority? Authority: SOP Part "D" para 1.2(B).		
9	Whether the item being purchased is a GeM item and if so whether certificate in this regard furnished on the DS-2?		
10	In case of first time purchase, whether budgetary offer received from manufacturers, authorized dealers or agents enclosed? In the case of subsequent purchases, whether last purchase details like LPR, firm's name & PO nos furnished? Whether the indented description matches with the budgetary offer/LPO?		
11	Whether special conditions like delivery schedule, packing, shelf life etc, if any, indicated?		
12	Whether availability of fund certified? Whether serial number and page number of liability register being furnished during certifying fund?		
13	Whether name of likely suppliers along with full and latest postal address, email, fax etc furnished?		
14	Whether any demand for the same item is pending? If yes, whether the details of the same furnished on the DS-2?		
15	Whether demand is of urgent/emergent nature? If yes, whether certificate in this regard was issued by competent authority?		
16	Whether corrections/alterations in demand are duly attested?		

Contd…

17	Whether procurement is restricted from RDSO/DLW/CLW/ ICF/RCF approved sources? Whether indented item to be procured by centralized agencies like Rly. Board/ICF/RSK/DLW/DMW/ CLW? Whether indented item pertains to BHEL/ABB/ELGI/MICO price list/agreement item? Whether indented item is a Safety/Vital/ Passenger Amenity/Cleanliness item? If yes, whether certificate in this regard furnished on the DS-2?		
18	Whether Inspection Agency like Consignee/RDSO/ RITES/ DQA furnished on the DS-2?		
19	Whether sample, if any, required for feel, finish, texture etc? If yes, whether the same indicated on the DS-2?		
20	In case material is required at the place different from consignee, whether "Material to be delivered to whom" clearly indicated on the DS-2?		
21	If procurement is on replacement account, whether condemnation certificate available in the case file?		
(B)	**Documents to be collected:-**		
1	Copy of DS-2 along with all the enclosures available in the file.		
(C)	**Information to be sought:-**		
1	Procedure being followed in preparation of NS demand (Step wise).		
2	Status of disposal of condemned items in case of procurement on replacement account.		

Check-List SL. No. 51

Aspect of check: Discrepancies, if any, in stores tenders.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether procurement processed through e-tendering (IREPS)?		
2	Whether the item being purchased is GeM item? If yes, whether the same being done on GeM portal?		
3	Whether procurement processed through LT? If yes, under which of the following situation LT was invited:- (a) In normal course for non-GeM items (b) Emergency procurement including GeM items (c) For procurement of safety/passenger necessity items (d) For procurement of items on the approved list of centralized agency/RDSO/PU/CORE. Whether the authority who invited limited tenders in above situations competent for that? Authority: SOP Part "D" para 2.2(A to D).		
4	Whether single tender for non PAC item invited? If yes, under which of the following situation single tender was invited:- (a) in normal circumstance (b) in emergencies (c) for procurement of safety/passenger necessity items below two months stock (d) existence of single source on the approved list of RDSO/PU. Whether the authority who approved single tender in above situations competent for that? Authority: SOP Part "D" para 2.4(A to E).		
5	Whether advertised tender is issued in the case of existence of single source on the approved list of RDSO/PU? Authority: SOP Part "D" para 2.4(E) Note 2.		
6	Whether invitation of single tender for PAC items within the zone of consideration of purchase power of the purchase officer? Authority: SOP Part "D" para 2.6.		
7	Whether single tender received against LT and whether the same considered for acceptance? If yes, whether the purchase officer who accepted such offers competent for that? Authority: SOP Part "D" para 2.4(A to E).		
8	Whether open tender is invited for all purchases valued over Rs. 25 Lakhs? Authority: SOP Part "D" para 2.13 Note (i).		
9	Whether Purchase valuing Rs. 50 Lakhs and above decided by TC? Authority: SOP Part "D" para 3.1.		
10	Whether the item being purchased is a M&P item value above Rs. 30 lakhs? If yes, whether clear dispensation from COFMOW taken? Authority: SOP Part "D" para 2.13 Note (ii).		
11	Whether handloom items are being purchased from ACASH? Authority: SOP Part "D" para 2.13 Note (ix).		
12	Whether the purchase officer who accepted the tender was competent for that? Authority: SOP Part "D" para 3.2.		
13	Whether Earnest Money Deposit is being submitted by the firms with their offers? If not, whether the same is being waived under the provisions under SOP Part "D" para 3.2(C)?		
14	Whether Security Money Deposit obtained from the firms before ordering? If not, whether the same is being waived under the provisions under SOP Part "D" para 3.2(D)?		

Contd…

15	Whether deviation from IRS conditions of contract is accepted by the authority competent for that and with the concurrence of finance? Authority: SOP Part "D" para 3.2(I).		
16	Whether Standard Force Majeure is being accepted with the consultation from Law Officer and finance? Authority: SOP Part "D" para 3.2 Note (ix).		
17	Whether offers have been technically examined?		
18	Whether rate reasonableness has been certified comparing the same with the LARs of OT?		
19	In case of Counter-offer, whether confirmation regarding the acceptance of the same by the firm has been placed on file?		
20	Whether description of the material in full with complete specification, drawing etc has been mentioned in the PO and whether the same satisfies that tendered and that offered by firm?		
21	Whether particulars of indent have been correctly incorporated in the Purchase Order?		
22	Whether Funds availability for the current year has been certified?		
23	Whether appropriate inspection term has been incorporated in the PO? For all purchase orders valuing more than Rs. 5 Lakhs, whether pre-inspection by third party has been stipulated in them?		
24	Whether PVC clause has been correctly incorporated, if applicable?		
25	Whether Purchase Order has been signed by Competent authority?		
26	Whether all conditions as per TCM have been indicated in the PO?		
27	Whether Consignee's particulars given on Purchase Order are same as those given in the Indent?		
28	Whether Quantity/Rates & total cost have been written both in words & figures?		
29	Whether arithmetical accuracy has been checked?		
30	Whether PO above Rs. 15 lakhs for procurement of safety items and Rs. 8 Lakhs for other items bear finance vetting? Authority: SOP Part "D" para 1.3(B).		
(B)	**Documents to be collected:-**		
1	Copy of DS-2, NIT, Offers of the firm considered for acceptance, Tabulation statement of financial bids, Technical Recommendations, TCM, LOA, PO etc.		
(C)	**Information to be sought:-**		
1	Procedure being followed for ensuring that quantity being purchased is of bare minimum requirement.		
2	How much time is being taken in tendering, acceptance of offers and in ordering?		
3	Whether prescribed purchase policies are being followed?		

Check-List SL. No. 52

Aspect of Checks: Discrepancies, if any in procurement of safety items.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	For stock Items:- whether the term as "Safety item" was incorporated in SRS/SPS during its preparation by the depot.		
2	Whether List of safety items circulated by Railway Board/other agencies (RDSO/ICF etc) was attached with SRS.		
3	For non stock items:- whether the term as "Safety item" has been incorporated in requisition/DS-2 during its preparation by the indenting authorities.		
4	Whether approved list of safety items circulated by Railway Board/HQ was attached with non stock requisition.		
5	Whether finance vetting was obtained for processing of non stock requisition valuing above Rs. 10 lakhs in case of safety items.		
6	Whether tender floating officials floated tender in IREPS with stipulating the condition as "item is safety".		
7	Whether Inspection clause as RITES/RDSO was incorporated in tender notice when items was to be procured from the sources appeared in RDSO vender list.		
8	Whether PO was issued byh stipulating the inspection clauses as per tender condition.		
9	Whether finance vetting was obtained for issuing of purchase order valuing above Rs. 15 lakhs as mandated in the case of safety items.		
10	Whether a register of safety items and a folder/file for record keeping of POs of safety items are being maintained at Depots/Divisions level.		
11	Whether 100% availability of safety items are being ensured by the depot/division officers.		
(B)	**Documents to be collected**		
1	Relevant Purchase Case file.		
(C)	**Information to be sought.**		
1	Prevailing practice of procurement of safety items.		

Check-List SL. No. 53

Aspect of Checks: Discrepancies, if any, in acceptance and release of Earnest Money Deposit towards procurement through stores.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether exemption for submission of EMD by any tender except in following case was ensured:- a. Tenders with estimated value up to Rs. 25 lakh & above. b. MSME registered firms for the tendered item. **c.** Other Railways & Government departments. d. Indian Ordnance Factories, e. PSUs owned by Ministry of Railways and PSUs for the group of items that are manufactured by them. f. Vendors registered with Railways for the trade group. g. Vendor appearing on the approved vendor lists of RDSO/PU/Core. h. Vendors registered with Railway for supply of medicine, Medical equipments and consumables. i. Against PAC items, OEM in whose favour PAC was issued. j. KVIC and ACASH for the items supplied by them.		
2	Whether EMD clause has been incorporated in all tender documents including limited tenders.		
3	Whether offers submitted without EMD summarily rejected.		
4	Whether tenderer had submitted appropriate amount of EMD.		
5	Whether submission of appropriate amount of EMD was ensured as per following :- Estimated value of tender:- a. Above Rs. 25 lakh and up to 50 cr.- @ 2% of the estimated value of tender subject to max. Rs. 20 lakh b. Above Rs. 50 cr.- Rs. 50 lakh		
6	Whether EMD was forfeited in case submission of SD by the firm not ensured after issue of letter of acceptance or in case the firm regretted to accept the letter of acceptance.		
7	Whether refund of EMD to unsuccessful bidders ensured after finalization of tender and the same to successful bidder after submission of requisite amount of SD.		
8	Whether EMD was released to bidders/tenderer immediately after it was due for release. Whether purchaser had initiated for process of release just after the EMD was due for release.		
9	Whether maintenance of register submission & releasing of EMD by the purchase section and monitoring of same by concerned controlling officer in regular interval ensured.		
(B)	**Documents to be collected**		
1	Relevant Purchase Case file.		
(C)	**Information to be sought.**		
1	Prevailing practice of acceptance and release of EMD.		

Check-List SL. No. 54

Aspect of check: Discrepancies in Submission & Refund of SD in Stores Tenders

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether SD is submitted as per Railway Board's letter No. 2008/RS(G)/779/9 dated 0 6-02-2009 (stores codes para 449)?		
2	Whether SD has been taken in all the cases of value above Rs.25 lakh?		
3	In exceptional case, if decided to exemption from seeking SD, whether it was decided prior to issue the tender and suitably incorporated in tender conditions?		
4	Whether approval of competent authority was taken for exemption from seeking SD?		
5	In any case if tenderer has been exempted to submit SD, whether exemption is as per para 3.6 of Railway board letter No. 2004/RS(G)/779/11/pt. dated 23.12.19?		
6	Whether SD has been received in purchase office within 21 days from the date of communication of acceptance by successful tenderer?		
7	Whether delay in submission of SD has been condone by competent authority as per para 3.4 of Railway board letter No. 2004/RS(G)/779/11/pt dated 23.12.19?		
8	Whether SD is valid for a period of 60 days, beyond the date of completion of all contractual obligations?		
9	Whether SD amount is @5% of the contract value?		
10	Whether any register is maintained for submission and refund of SD?		
11	Whether any officer is specifically designated with responsibility for verification, timely renewal and timely encashment of BGs submitted by tenderer in lieu of SD?		
12	Whether a separate BG register is maintained for monitoring the validity of BGs?		
13	Whether any separate guideline has been issued by the organization to ensure that BGs are genuine and encashable?		
14	Whether copy of prescribed format was enclosed with the tender document on which BGs are accepted from the tenderers?		
15	Whether BG is verified verbatim on receipt with original document?		
16	Whether BG has been sent to the organization directly by the issuing bank under registered post (A.D.)?		
17	In any case, where the BG is received through contractor, supplier etc., the issuing branch is requested to immediately send by Registered post (A.D.) an unstamped duplicate copy of the guarantee directly to the organization with a covering letter to compare with the original BG and confirm that it is in order.		
18	Whether a close track is kept on the validity of the BGs and extended from time to time whenever delivery period of contract is extended?		
19	Whether SD is timely refunded immediately after completion of contract and fulfillment of all obligations?		
(B)	**Documents to be collected:-**		
1	Copy of SD/BG register maintained by the organization.		
2	Details of SD/BG received by the organization during the year.		
(C)	**Information to be sought:-**		
1	Procedure being followed in submission and refund of SD.		
2	Status of SD/BGs wherein contract is completed or expired.		

Check-List SL. No. 55

Aspect of check: Receipt and Inspection of stores.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether R.R./P.W.B. register is maintained?		
2	Whether DRR register is maintained?		
3	Whether records of all materials received in stores depots/consumer ends are entered in receipt register in chronological order as per stores code para 1219?		
4	Whether claim register is maintained?		
5	Whether the consignments, against RR/PW Bills if not delivered within a reasonable time by the carriers, are claimed within six months from the date of booking /date of R.R.		
6	Whether the Receipt Register (S. 1219) is inspected by the Depot Officer once a fortnight to see that there is no avoidable delay between the receipt of the material in the depot and its accoutal in the depot ledgers?		
7	Whether any material has been received after expiry of delivery date?		
8	If the consignment is received short, whether remark is given in the delivery book and a shortage certificate is obtained from the goods supervisor for supporting claim on Commercial department?		
9	Whether materials received without any documents are immediately brought to the notice of the depot officer and entered in separate register till such time the documents received?		
10	If the packages are found damaged, tampered or in disturbed condition, whether the consignments are weighed before taking delivery in presence of RPF and Commercial staff and qualifying delivery remarks are recorded in the goods delivery book?		
11	Whether the damaged packages are opened in presence of Comm. staff, Stores Dept. staff and RPF staff and the contents booked are checked with the challan to know the exact loss etc.? An open delivery report signed jointly by Commercial staff, Stores staff, and RPF staff is obtained to support claim on carriers.		
12	Whether packages are opened immediately after receipt of the material and contents are thoroughly checked? If there is any shortage/damage/breakage, supplier is immediately advised about this?		
13	Whether inspection register is maintained?		

Contd….

14	Whether any item has been abnormally delayed in inspection?		
15	Whether the stores are get inspected immediately after receiving?		
16	Whether the items are kept separately during inspection till such time so as to avoid its mix up with the available stock?		
17	If stores depot does not have adequate testing facilities the materials are got tested from Chemist and Metallurgist or other laboratories.		
18	Whether un-inspected materials are accepted without satisfying their quality or testing/inspection in any case?		
19	In case of pre-inspected stores, whether inspection seal is properly checked as shown in the Inspection Certificate bears a facsimile of inspection seal put either on the material or packages / bags containing the material?		
20	If it is found from the inspection seal that the material is the same as inspected by the inspecting Agency, the Stores is visually examined to ascertain that the material is as per specification.		
21	If during visual inspection, prima facie, it appears not as per specification, whether material is re-inspected & tested in detail?		
22	Whether short or excess quantities accepted is within the limit up to 5% of total value of the contract or rupees 8 lakhs whichever is less?		
23	Whether the stores dispatched after the delivery date are accepted by Stores Depot Officers as per following condition: a) Delay upto 6 months for order valued upto Rs.8 lakhs. b) Delay upto 21 days for orders valued between Rs 8 lakhs to Rs.15 lakhs provided the initial delivery period does not exceed 6 months.		
(B)	**Documents to be collected:-**		
1	Copy of consignment clearance register		
2	Copy of DRR register		
3	Copy of RR/PWB register		
4	Copy of claim register		
5	Copy of inspection register		
(C)	**Information to be sought:-**		
1	Procedure being followed for receiving the items wherein packages are found damaged, tampered or in disturbed condition.		
2	Procedure being followed for short or excess receipt.		
3	Procedure being followed for un-inspected items.		
4	Procedure being followed for pre-inspected items		

Check-List SL. No. 56

Aspect of check: अस्वीकृत सामग्री का निस्तारण

SL No	Parameters	Whether Yes/No	Remarks, if any
1	क्या डिपो में अवस्थित अस्वीकृत सामग्री की अस्वीकृति की सूचना भंडार संहिता के पैरा 764 एवं रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी)/379/2 दिनांक 27/08/15 के आलोक में पूर्व निरीक्षण कर्ता एजेन्सी, भुगतान अधिकारी, आपूर्तिकर्ता एवं खरीद अधिकारी को दी गई है ?		
2	क्या अस्वीकृत भंडार को ऐसे स्थानों पर रखा गया है, जहां अन्य अस्वीकृत भंडार को मिल जाने की संभावना है ?(भंडार संहिता के पैरा 762)		
3	क्या अस्वीकृत सामग्री का संयुक्त निरीक्षण अस्वीकृति के ज्ञापन की तिथि से 21 दिन के अन्दर (देषी सामग्री) एवं 45 दिन के अन्दर (आयातित सामग्री) निष्पादन किया गया है ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी) /379/2दिनांक 18/01/15		
4	क्या संयुक्त निरीक्षण के आवंटन की तिथि हेतु सूचना प्रतिष्ठान, निरीक्षणकर्ता को दी गई है ?		
5	क्या संयुक्त निरीक्षण के निर्धारित तिथि पर प्रतिष्ठान के प्रतिनिधि एवं निरीक्षणकर्ता उपस्थित हुए ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी) /379/2 दिनांक 27/08/15)		
6	क्या संयुक्त निरीक्षण के दौरान लिये गये निर्णय के आलोक में कार्यवाही की गई ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी) /379/2 दिनांक 27/08/15)		
7	क्या अस्वीकृत सामग्री को ले जाने के पूर्व प्रतिष्ठान को दी गई अग्रिम भुगतान को वापस ली गई है ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी) /379/2 दिनांक 27/08/15)		
8	क्या अस्वीकृत सामग्री के बदले नई आपूर्ति की गई सामग्री का निरीक्षण पूर्व निरीक्षणकर्ता से कराई गई है ? क्या निरीक्षण प्रभार का भुगतान प्रतिष्ठान के द्वारा किया गया है ? (प्राधिकार – IRS Condition Para 703).		
9	क्या अस्वीकृत सामग्री के बदले नई सामग्री प्राप्ति के उपरान्त पूर्व के अस्वीकृत मदों के अस्वीकृत मेमो को वापस लिया गया है ? (प्राधिकार – रेलवे बोर्ड के पत्र सं0– 2000/आरएस (सी)/379/2 दिनांक 18/03/09).		
(B)	**Documents to be collected:-**		
1	मिसिल की छायाप्रति।		
(C)	**Information to be sought:-**		
1	उपरोक्त प्रावधान के अनुपालन नहीं कर पाने की स्थिति में उनके कारणों पर स्पष्टीकरण		

Check-List SL. No. 57

Aspect of check: अग्रदायी सामग्रियों का उपभोक्ताओं को निर्गमन एवं लेखाकरण

SL No	Parameters	Whether Yes/No	Remarks, if any
1	क्या कस्टोडियन के द्वारा सामग्री का निर्गमन अधियाचन और निर्गम पर्ची पर किया गया है?		
2	क्या अधियाचन और निर्गम पर्ची के रूप में फार्म सं0 1313, 1320 एवं 1830 के अतिरिक्त अन्य फार्म के माध्यम से सामग्री निर्गत की गयी हैं?		
3	क्या सामग्री के निर्गमन के दौरान पहले प्रवेष पहले निकास (FIFO) एवं अंतिम प्रवेष पहले निकास (FIFO) का सुपालन किया गया है?		
4	क्या उपभोक्ता के द्वारा प्राप्ति पर्ची (Acknowledgement) की प्रति भेजी गयी है अथवा नही ?		
5	क्या प्राप्ति पर्ची (Acknowledgement) पर कटिंग/ Overwriting पाया गया ? यदि है तो इसके कारणों का पता लगायी जाए।		
6	क्या कस्टोडियन के द्वारा प्राप्ति पर्ची (Acknowledgement) को कार्यालय कॉपी के साथ Pairing किया गया है।		
7	क्या बोर्ड के द्वारा निर्गमित सभी निर्गम पर्ची के विरूद्ध प्राप्ति पर्ची प्राप्त हो चुका है?		
8	यदि प्राप्ति पर्ची उपभोक्ता के द्वारा नहीं भेजा गयी है तो वार्ड कस्टोडियन के द्वारा क्या कार्यवाही की गयी हैं?		
9	क्या वार्ड कस्टोडियन के द्वारा निर्गम पर्ची की प्रति भंडार संहिता के पैरा 1316 के अनुकूल संबधित अनुंभाग को प्रेषित की गयी हैं?		
10.	क्या भंडार संहिता के पैरा 1339 में निहित प्रावधान के सुपालन हेतु विभागीय स्टॉक सत्यापन वैसी सामग्रीयो का किया गया है, जिसे चोरी अथवा उठाईगिरी की संभावना है?		
11.	क्याा विभागीय स्टॉक सत्यापन के दौरान कमी/अधिकता हेतु विभागीय स्टॉक सत्यापन–पत्र प्रपत्र सं0 1260 तैयार किया गया था?		
12.	क्या विभागीय स्टॉक सत्यापन–प्रपत्र (Departmental Stock Verification Sheet) सं0 1260 का निपटारा किया गया है?		
13.	क्या भंडार संहिता के पैरा 3201 में निहित प्रावधान के सुपालन में वार्ड में निहित सामग्री का स्टॉक सत्यापन लेखा विभाग के द्वारा किया गया था?		
14.	क्या लेखा विभाग द्वारा कमी/अधिकता हेतु बनाये गये स्टॉक शीट का निपटारा छः माह के अन्दर किया जाता है?		
(B)	**Documents to be collected:-**		
1	मिसिल की छायाप्रति।		
(C)	**Information to be sought:-**		
1	उपरोक्त प्रावधान के अनुपालन नहीं कर पाने की स्थिति में उनके कारणों पर स्पष्टीकरण		

Check-List SL. No. 58

Aspect of check: Maintenance of stores by field units.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether MA Note Book/DMTR Register is maintained for maintenance of stores?		
2	Whether continuity of SL No. of MA Note Book/DMTR Register is maintained?		
3	Whether receipt and issue are maintained separately in MA Note Book/DMTR Register without any break?		
4	Whether 1st page of MA Note Book/DMTR Register contains certificate regarding total number of pages available in MA Note Book/DMTR under signature of Jr. Scale Officer?		
5	At the end of transaction of a particular day, whether a line is drawn after the last entry of MA Note Book/DMTR Register scoring off blank space diagonally scored off?		
6	Whether each transaction is entered in the DMTR Register with signature & stamp of Sr. Subordinate?		
7	Whether Ledger folio reference is indicated against each transaction in the DMTR Register?		
8	Whether Ledger is maintained for maintenance of stores?		
9	Whether 1st page of ledger contains a certificate regarding total number of pages available in it under signature of Jr. Scale Officer and whether its next page is used as INDEX?		
10	Whether details of verification of challans are indicated in the ledger?		
11	Whether Consignor Sr. Subordinate ensures verification of challans within 7 days?		
12	Whether Challans/Issue Notes are made out by the main stock holder only not by supervisors maintaining the line DMTRs/Make Shift Stores?		

Contd….

13	Whether released stores are kept in the unit distinct from imprest or other kinds of stores?		
14	At the end of the month, Whether Sr. Subordinate submits monthly return to division through their controlling officer furnishing transaction during the month and balance stock?		
15	Whether in the return bears a certificate from the concerned Subordinate that no items other than those included in the statement have been received or issued during the month?		
16	At the end of quarter, Whether Sr. Subordinate submits quarterly MAS return to division through their controlling officer furnishing transaction during the month and balance stock?		
17	Whether Controlling Jr. Scale Officer inspects the stores of Sr. Subordinate once in a month?		
18	Whether Accounts stock verification is conducted at specific intervals?		
19	Whether Departmental stock verification is conducted 1/6th of the stock every month so that all stock may be got verified in six months?		
20	In the unit, whether there is any practice of releasing Unit supervisor without handing over the charge of stock to new incumbent? Whether new incumbent is allowed to handle the stores without taking over the charge of stores?		
(B)	**Documents to be collected:-**		
1	Copy of MA Note Book/DMTR Register.		
2	Copy of Ledger.		
3	List of unverified challans.		
4	Copy of ledger/MA Note Book/DMTR Register since last stock verification.		
(C)	**Information to be sought:-**		
1	Procedure being followed in cases where verification of challans is pending for more than 7 days.		

Check-List SL. No. 59

Aspect of check: Maintenance of RCD.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether weekly report of Tank/Truck receipted/ decanted and taken into the ledger is prepared and sent to CMPE, authorized representative of OMC & HQ Stores Account?		
2	Whether statement of issues is submitted to the Divisional Accounts at every 15 days with details of Loco No., date and time of fueling, quantity issued and shed details etc?		
3	Whether monthly statement of receipts & issues in summarized form & prescribed format is sent to the office of Div. Account & Sr.DME/DME/P?		
4	Whether ground availability of HSD oil is measured by dip reading in each shift and recorded while handing over and taking over?		
5	Whether samples are drawn from storage tanks and got them tested from the nominated lab once in a month? Whether any abnormal water content reported during test has been taken up properly?		
6	Whether cleaning and painting of storage tanks are done once in 5 years? Whether a joint check of storage tanks is carried out by Oil Company and Railway Official after 4 years from last cleaning/painting/ commissioning?		
7	Whether sludge accountal is maintained and disposed off properly?		
8	Whether proper cleanliness, illumination, horticulture are maintained?		
9	Before commencing the decanting process, whether certificate on invoice that "product meets with the IS & contract specification" is ensured?		
10	Whether adequate settling time is permitted before decanting of Tank lorries?		
11	Whether decanting is ensured during day time? In case it is done after day time, whether extreme urgency certificate obtained from Sr. DME?		
12	Whether sample tests with water soluble paste are carried out before decanting?		
13	Whether dip readings of storage tanks & Tank lorries are being taken before decanting?		
14	Whether procedure exists to handle the circumstances if contamination/shortage of HSD Oil is found during receipt?		
15	Whether level decanting platforms and approach road available for placement of lorries?		
16	Whether suppliers' seal at top and bottom is checked after arrival of tank wagon/Road tankers and before decanting?		
17	Whether tank lorries are completely decanted before giving clearance for the tank lorries to move out of the RCD? Whether all delivery valves of lorries are kept open when lorry is leaving RCD?		

Contd….

18	Whether challan of lorry is checked and signed by SLI/RCD in-charge personally & quantity is verified with the reading of flow meter/dip measurement of storage tank?		
19	Whether OMC is intimated 30 days in advance of the date on which the supplies are required at RCD? Whether non-compliance of supply as per programme is intimated to the RCD by OMC with a request to extend the date of delivery?		
20	In case of shortage, whether compartment wise shortage is recorded on all copies of the Challan and whether Tank driver's signature is obtained on the invoices for that?		
21	Whether Remote Control Switches are available and the same are in working condition?		
22	Whether there is any leakage from valves/joints of fuelling pipe line?		
23	Whether standard numbered ledger (printed & bound book) is maintained by RCD in-charge and all receipts, transfers, survey, adjustments, issues & closing balance is recorded therein?		
24	Whether survey adjustment is being posted in the receipt column (in blue ink for excess & in red ink for shortage)		
25	Whether adequate computer facility is provided?		
26	Whether issue is done with calibrated flow meter with totaler?		
27	Whether standby flow meter is provided by oil company?		
28	Whether accountal is done by flow meter only? Whether flow meter is calibrated and is in working condition?		
29	Whether flow meter totaler recording is noted on every shift?		
30	Whether variation between book balance and ground balance is monitored on day-to-day basis?		
31	Whether variation more than +/- 1%, if occurred, is handled properly?		
32	Whether logbook of flow meter is maintained for monitoring repair of defects?		
33	Whether standard fuel issuer diary is being filled in each shift by fuel issuer?		
34	Whether quantity issued to locomotives is being recorded in the Trip cards of Diesel Locos by fuel issuers?		
35	Whether all types of measuring instruments i.e. Dipstick, flow meter, Dip tap, 200 liters capacity calibrated drums etc. are available?		
36	Whether the dipstick/dip tap bears identification mark/stamp of oil company?		
37	Whether receipt record of dip stick/dip tapes is maintained?		
38	Whether dipstick/tapes are inspected by representatives of Oil Company once in a year?		
39	Whether dipsticks/tapes are replaced after 5 years or whenever they become defective?		
40	Whether flow meter is calibrated by oil company once every year? Whether report of calibration is furnished?		

Contd….

41	Whether the flow meter is replaced after dispensing 4 Lakh KL of HSD oil or 15 years after installation of the flow meter, whichever is earlier or whenever it becomes defective?		
42	Whether logbook on the working of the flow meter is maintained?		
43	Whether accuracy of repaired flow meter is checked by using calibrated drums?		
44	Whether original calibration charts have been provided by oil company?		
45	Whether the laid down frequency of verifications is followed i.e. once in a year by Sr DME in April, twice by ADME/DME in August & December, once by stock verifier of accounts department & thrice by SLI(Fuel) of RCD in Feb., June, Oct.		
46	Whether the book balance is reconciled with ground balance, during stock verification?		
47	Whether Periodic inspections are undertaken by the divisional Officers besides stock verification? Whether detailed report is prepared of that?		
48	Whether thorough inspection of storage tanks & equipments is being done by SLI (Fuel)/RCD in-charge once a week & recorded in the Inspection register?		
49	Is the premise in and around the installation is free from inflammable materials?		
50	Whether 5% vacant room as free air space ensured in storage tanks?		
51	Whether Fire Extinguishers and Buckets are in effective condition?		
52	Whether use of fire proof lighting equipments only ensured?		
53	Whether Plants/Grass is allowed to grow within the boundary walls?		
54	Whether Safety monthly inspections are carried out by Oil company with Railway representative?		
55	Whether Product is delivered through firm's approved transporter?		
56	Whether availability of one set of key having special codes (unique nos.) which ensures no tampering with it at terminal and one set of key at RCD location with authorized railway person is ensured? Whether it is ensured that no key is available with the transporter?		

Contd….

(B)	**Documents to be collected:-**		
1	Records pertaining to shift wise handing over and taking over of HSD.		
2	Records pertaining to last cleaning and painting of storage tanks and copy of joint check of storage tanks carried out last time by Oil Company and Railway Official.		
3	Copy of some of the accepted invoices of oil company.		
4	Copy of logbook of flow meter.		
5	Copy of calibration chart.		
6	Copy of ledger since last accounts stock verification		
(C)	**Information to be sought:-**		
1	Provision of drain cock in each storage tank with lock and seal.		
2	No of decanting points, total numbers of fuelling points, locations of fuelling points, Number of fire buckets, number of fire extinguishers with location & due date for testing/refilling, available in the depot available in the depot.		
3	No. of copies of challan/invoice submitted by OMC at the time of decanting and their disposal.		
4	Procedure adopted to handle situation of any instance of tampering/missing of seals found in takers?		
5	Action being taken when flow meter/totaler becomes defective?		
6	HSD oil available in tank during check as per dip		
7	HSD oil available in pipe line		
8	Total stock available during check as per dip (9.1+9.2)		
9	Total stock available during inspection as per Ledger book.		
10	Difference between total stock as per dip and book balance.		

Check-List SL. No. 60

Aspect of Check: Warranty Claim

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether any register or record of rejected material is maintained by the user?		
2	Whether warranty term was stipulated in PO/Contract?		
3	In the course of rejection of materials, whether warranty term stipulated in PO/Contract is taken in account?		
4	For the material rejected under warranty, whether warranty rejection advice is issued by the user?		
5	Whether copy of 'warranty rejection advice' is forwarded to all concerned i.e. firm, purchaser, pre-inspecting agency, paying authority well in time?		
6	Whether warranty claim is lodged by associated depot/ user as per the terms of PO/Contract?		
7	If warranty claim is lodged by associate depot, whether rejected material is handed-over to associate depot along with 'warranty rejection advice' and 'advice note' of return store furnishing reasons of warranty rejection?		
8	Whether details of rejection advice are entered in recovery register of paying authority for effecting recovery of payments in case payment already made to the firm?		
9	Whether firm's request to rectify or joint inspection or replacement supply of the rejected material is being dealt with as per the codal provisions?		
10	Whether recovery is ensured before permitting firm to collect the rejected material?		
11	If the firm desires to have joint inspection in case of pre-inspected material, whether all the modality of joint inspection is completed within 45 days from the date of communication of rejection advice to the supplier?		
12	Whether inspection of replacement supply against warranty failure is done by the same inspection agency which inspected and passed original supply? If not, whether the contract was amended suitably?		

Contd….

13	In order to ensure correct accountal of warranty replacement, whether warranty replacement is made to the same depot which had received the original supply?		
14	Whether 'warranty R-Note' is issued by the depot officer on account of warranty quantity replacement?		
15	Whether financial recovery (if any made) against the warranty failure has been refunded to the firm on warranty quantity replacement?		
16	Whether firm was allowed to rectify the rejected material within railway premises only after they had refunded the payment (if already made by Railway) or equivalent amount was withheld for the purpose?		
17	Whether rectification activity was completed by the firm within 45 & 90 days from the date of communication of warranty rejection advice for indigenous & imported material respectively to them?		
18	Whether ground rent levied on the firm if applicable?		
(B) Documents to be collected:-			
1	No. of materials rejected by the user (shop/shed etc) which was received from its associate stores depot.		
2	No. of material rejected under warranty		
3	No. of warranty claim lodged.		
4	No. of warranty claim settled.		
5	No. of warranty claim not settled.		
(C) Information to be sought:-			
1	Details of the files/registers being maintained by the user and its associated stores depot pertaining to material rejected under warranty period.		
2	Reason for long pendency of warranty claim.		
3	Procedure for maintaining warranty replacement?		

Check-List SL. No. 61

Aspect of Check:- तुला चौकी (वे ब्रिज) का रखरखाव

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	भंडार संहिता के पैरा 1209 में निहित प्रावधान के आलोक में मुख्य डिपो सामग्री अधीक्षक को डिपो में अवस्थित तुला चौकी (वे ब्रिज) तथा तौल मशीनों को प्रत्येक महीने के पहले सप्ताह में जाँच किया गया अथवा नहीं।		
2	जाँच में आए तथ्यों का विवरण हस्तलिखित पंजिका (Manuscript Register S-1209) में अंकित किया गया अथवा नहीं।		
3	जाँच में आए उल्लेखनीय अन्तर (Appreciable difference) प्राप्त होता है तो उसे डिपो अधिकारी के समक्ष प्रस्तुत किया गया अथवा नहीं।		
4	हस्तलिखित पंजिका (Manuscript Register S-1209) में निम्न विवरण दिया हुआ पाया गया अथवा नहीं:– (i)तौल मशीन की संख्या (ii) मशीनों का स्थापना स्थल (iii) पिछली जाँच की तारीख (iv)जाँच की तारीख (v) जाँच का परिणाम (vi)कृत कारवाई का विवरण (vii) मुख्य डिपो सामग्री अधीक्षक का हस्ताक्षर		
5	डिपो अधिकारी एवं मुख्य डिपो सामग्री अधीक्षक के द्वारा तुला चौकी की आवधिक जाँच मानक वजन और चर वजन द्वारा सुनिश्चित किया गया अथवा नहीं।		
6	नियत तिथि पर तुला मशीन की जाँच प्रमाण पत्र माप–तौल विभाग से कराया गया अथवा नहीं।		
7	तुला चौकी (वे ब्रिज) की निगरानी हेतु डिपो में CCTV लगाया गया अथवा नहीं।		
8	रेलवे बोर्ड के पत्र सं0 2001/आर एस (एस)/709/20 दिनांक 24.09.02 के माध्यम से भेजे गए एस0ए0जी0 कमिटि के रिर्पोट के पैरा सं0 37 एवं रेलवे बोर्ड के पत्र सं0 2010/आर एस (एस)/709/ 13–पीटी–1 दिनांक 12.10.2011 में निहित प्रावधान के आलोक में Electronic Weighbridge के उचित रखरखाव हेतु वार्षिक अनुरक्षण अनुबंध (Annual Maintenance Contract) कराया गया अथवा नहीं।		
(B)	**Documents to be collected:-**		
1	हस्तलिखित पंजिका (Manuscript Register S-1209) की प्रति		
2	आवधिक जाँच से संबंधित दस्तावेजों की प्रति।		
3	माप–तौल विभाग द्वारा निर्गत जाँच प्रमाण पत्र की प्रति।		
4	वार्षिक अनुरक्षण अनुबंध (Annual Maintenance Contract) की प्रति		
(C)	**Information to be sought:-**		
1	तुला चौकी के रख–रखाव हेतु अपनायी गयी प्रणाली एवं आवधिक जाँच की प्रकिया।		

Check-List SL. No. 62

Aspect of Check:- भंडार संविदा के तहत् सामग्रियों का लेखाकरण

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	भंडार डिपो में सामान वैगन, स्टोरभान, पार्सल या मालगोदाम, ट्रक आदि के माध्यम से प्राप्ति के उपरान्त क्लियरेंस अनुभाग आये हुए माल का वजन करवाकर इसे Weighment Register (S-1215) में इन्द्रार्ज किया गया अथवा नहीं।		
2	प्राप्ति अनुभाग में सामग्री प्राप्त होने के उपरान्त Receipt Register (S-1219) में दर्ज किया गया अथवा नहीं।		
3	आपूर्ति की इकाई मैट्रिक, टन, किलोग्राम इत्यादि है तो उसी के अनुरूप मात्रा का वजन लिया गया अथवा नहीं। अगर नही ंतो ऐसा क्यों ?		
4	यदि सामग्री की आपूर्ति मूल उपकरण निमाणकर्ता (OEM's) के प्राधिकृत व्यपारी के द्वारा किया जाना है तो क्रयादेश में सीधे सुपुर्दगी की धारा का उल्लेख होता है जिसके अनुसार सामग्री मूल उपकरण निमाणकर्ता के क्षेत्राधिकार से कन्साईनी को सीधे भेजा जाना है। ऐसी स्थिति में यह सुनिश्चित किया गया है कि सामग्री की आपूर्ति मूल उपकरण निमाणकर्ता से प्राप्त हुआ है कि नहीं।		
5	सप्लायर को पैकिंग खोलने की रिर्पोट तथा पैकेज में पायी गयी कमी/अधिकता या क्षतिग्रस्त मात्रा के बारे में बताया गया अथवा नहीं।		
6	जाँच के समय सामग्री की आपूर्ति उसी प्रेषण के माध्यम से की गई है जैसा कि क्रयादेश में उल्लेखित है यथा रेल/सड़क/जल या हवाई मार्ग सामग्री की प्राप्ति का माध्यम साथ ही वाहन संख्या तथा तिथि एवं समय प्राप्ति रजिस्टर पर अंकित किया गया है अथवा नहीं।		
7	यदि पार्सल वे बिल (PWB)/RR प्राप्त नहीं हुआ है तो क्षतिपूर्ति बंध–पत्र (Indemnity bond) पर पार्सल कार्यालय से सामग्री का खुला परिदान लिया गया है अथवा नहीं।		
8	यदि सामग्री पूर्व निरीक्षित है तो आपूर्ति के साथ निरीक्षण प्रमाण पत्र एवं जाँच रपट संलग्न है अथवा नहीं।		
9	आयातित भंडार के निरीक्षण एवं आपूर्ति के समय आयात दस्तावेजों की प्रस्तुति का तथ्य जैसे कस्टम पास बिल ऑफ इन्ट्री, बिल ऑफ लेडिंग/एयर वे बिल, निर्माता द्वारा जारी सामग्री जाँच प्रमण पत्र/गारन्टी प्रमाण पत्र, उत्पादन करनेवाले देश सं संबंधित प्रमाण पत्र, निर्माता का इनवाइस आदि की जाँच की गयी एवं निरीक्षण प्राधिकारी को निरीक्षण प्रमाण–पत्र में यह पुष्टि की गयी है कि आयात से संबंधित दस्तावेजों की जाँच कर ली गई है अथवा नहीं।		

Contd....

10	आपूर्ति की गई सामग्री पर अलग न होनेवाले निरीक्षण प्रतिकृति की उपलब्धता की जाँच की गयी है जो निरीक्षण प्रमाण पत्र पर उल्लेख के अनुरूप है। प्रतिकृति कैसे एवं कहाँ लगाई गई है का उल्लेख प्राप्ति रजिस्टर पर की गयी एवं कार्टून एवं पैकिंग पर लगाई गई निरीक्षण प्रतिकृति की कुछ मात्रा संबंधित मिसिल में लगायी गयी है अथवा नहीं।		
11	यदि निरीक्षण के परिणामस्वरूप सामान ड्राइंग/स्पेशिफिकेशन के अनुसार स्वीकार्य गुणवत्ता के पाये जाने पर पूर्व निरीक्षित समग्रियों के मामले प्राप्ति नोट तीन कार्य दिवस के भीतर ग्रांट किया गया एवं अगले तीन दिनों के भीतर प्राप्ति आदेश जारी किया गया है अथवा नहीं। जिन मामलों में परेषिती द्वारा निरीक्षण किया गया है वैसे मामले में डिपो द्वारा दो कार्य दिवस में अनुरोध भेजा गया एवं अगले सात दिवस में निरीक्षण प्रमाण पत्र जारी किया गया है अथवा नहीं। केंद्रीकृत प्राप्ति एवं निरीक्षण के मामलों में स्टॉकिंग डिपो का दायित्व है कि प्राप्ति डिपो द्वारा प्राप्ति नोट जारी होने की तिथि से पाँच कार्य दिवसों के भीतर प्राप्ति डिपो से सामग्री की प्राप्ति एवं उसके अगले दो कार्य दिवस के भीतर प्राप्ति आदेश जारी हुआ है अथवा नहीं। (प्राधिकार–भंडार निर्देश सं0 90 पत्र सं0 ईसीआर/एसएमएम/सीएमएम एवं मेक/मिस0 दिनांक 23.08.2018)।		
12	यदि निरीक्षण के परिणामस्वरूप सामान ड्राइंग/स्पेशिफिकेशन के अनुसार सही नहीं पाया जाता है तो उसे अस्वीकृत करते हुए अस्वीकृति मेमो जारी किया गया अथवा नही।		
(B) Documents to be collected:-			
1	Weighment Register (S-1215) की प्रति।		
2	Receipt Register (S-1219) की प्रति।		
3	क्रयादेश, निरीक्षण प्रमाण पत्र की प्रति एवं प्राप्ति नोट की प्रति।		
4	मिसिल की प्रति।		
(C) Information to be sought:-			
1	सामग्री की प्राप्ति हेतु अपनायी गयी प्रणाली का विवरण प्रभारी से प्राप्त करना।		

Check-List SL. No. 63

Aspect of Check:- स्क्रैप सामग्रियों की प्राप्ति एवं लेखाकरण

SL No	Parameters	Whether Yes/No	Remarks if any
(A)			
1	रद्दी माल का लेखाकरण एन0एस0–11 वाउचर में निहित मात्रा के आधार पर किया गया है अथवा नहीं।		
2	सभी प्राप्ति भंडार के वाउचर की प्रविष्टि एन0एस0–11 पंजिका में की गयी है अथवा नहीं।		
3	लौटायी गयी सामग्री का विवरण एन0एस0–11 में वर्णित विवरण से मेल खाता है अथवा नहीं।		
4	लौटायी गयी सामग्री की मात्रा और गुणवत्ता एन0एस0–11 के सापेक्ष नहीं पाए जाने की स्थिति में विसंगति मेमो जारी किया गया अथवा नहीं।		
5	भेजी गयी मात्रा और डिपो अधिकारी द्वारा स्वीकृत की गयी मात्रा में अन्तर होने पर संबंधित अधिकारी/प्रेषिति को सूचित किया गया है अथवा नहीं।		
6	स्क्रैप सामग्री को प्रेषिति द्वारा पृथक कर भेजा गया है अथवा नहीं।		
7	डी0एस0–8/एन0एस0–11 में किसी प्रकार का परिवर्तन अथवा अधिलेखन किया गया है अथवा नही। यदि हाँ तो इसके क्या कारण थे।		
8	प्राप्त सामग्री जिस जगह पर रखा गया है उस जगह को प्राप्ति पंजिका में दर्शायी गयी है अथवा नहीं।		
9	शिड्यूल के अनुसार नियमित अंतराल पर भंडार का सत्यापन किया गया है अथवा नहीं।		
10	बी0ए0आर0(खाता औसत दर) की नियमित समीक्षा की गयी अथवा नहीं।		
11	अधिकारियों के द्वारा नियमित औचक निरीक्षण की गयी है अथवा नहीं। यदि निरीक्षण की गयी है तो निरीक्षण की टिप्पणी जारी की गयी है अथवा नही।		
(B)	**Documents to be collected:-**		
1	डी0एस0–8/एन0एस0–11 की प्रति।		
2	एन0एस0–11 पंजिका की प्रति।		
3	भंडार सत्यापन से संबंधित दस्तावेज की प्रति।		
4	बी0ए0आर0(खाता औसत दर) की समीक्षा से संबंधित दस्तावेज की प्रति।		
5	औचक निरीक्षण से संबंधित दस्तावेज की प्रति।		
(C)	**Information to be sought:-**		
1	डी0एस0–8/एन0एस0–11 में किसी प्रकार का परिवर्तन अथवा अधिलेखन के उचित कारणों का पता करना। प्राप्ति एवं लेखाकरण हेतु प्रचलित प्रणाली।		

Check-List SL. No. 64

Aspect of Check:- स्क्रैप सामग्रियों का परिदान

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	सुपुर्दगी प्रारंभ करने से पूर्व प्रारंभिक सामानों की सूची ली गयी है अथवा नहीं एवं क्षेत्र पुस्तक में विवरण दर्ज किया गया है अथवा नहीं।		
2	समीपवर्ती स्थान पर उपलब्ध किसी अन्य सदृश मदों/लॉटों का विवरण क्षेत्र पुस्तक में दर्ज किया गया है अथवा नहीं। ऐसे मद को पेंट से विक्रय के लिए नही के रूप में पेंट किया गया है अथवा नहीं।		
3	क्रेता एवं साक्ष्य अधिकारियों के पास मूल सुपुर्दगी आदेश की प्रति उपलब्ध है अथवा नहीं।		
4	क्रेता के द्वारा स्वयं परिदान न लेकर शक्ति किसी एजेन्ट को प्रदान किया गया है तो क्रेता द्वारा मूल मुख्तारनामा जमा किया गया है अथवा नहीं।		
5	एजेन्ट का नमूना हस्ताक्षर को परिदान से पूर्व सत्यापित किया गया अथवा नहीं।		
6	सामग्री की सुपुर्दगी सुपुर्दगी आदेश में दर्शायी गयी स्थानों से की जा रही है अथवा नहीं।		
7	टेयर वजन के विवरण पर सभी साक्ष्यकर्मीयों का हस्ताक्षर है अथवा नहीं।		
8	यदि लदान/कटाव/डिसमेटेंलिंग के लिए क्रेता किसी उपकरण का उपयोग कर रहा है उसका विवरण क्षेत्र पुस्तक में दर्ज किया गया है अथवा नहीं।		
9	वगैर पिक एवं चूज का सहारा लिए लॉट को एक छोर से दूसरे छोर पर सुपुर्द किया जा रहा है अथवा नहीं।		
10	यदि रॉलिंग स्टॉक को सुपुर्द करने की स्थिति में सुपुर्दगी को विधिवत् पुनः दावा योग्य मदों को अभिरक्षक को सुर्पुद कर दिया गया है अथवा नहीं। इन तथ्यों को विवरण क्षेत्र पुस्तक में दर्ज किया गया है अथवा नहीं।		
11	एक ही समय पर एक ही साथ साक्ष्यकर्मीयों के एक ही बैच के द्वारा विभिन्न लॉट की सुपुर्दगी दी जा रही है अथवा नहीं।		
12	एक स्थान पर लदान पूर्ण होने पर यदि लॉरी को लदान के लिए दूसरे स्थान पर ले जाया जाता है तो उसका विवरण क्षेत्र पुस्तक में दर्ज किया गया है अथवा नहीं।		
(B)	**Documents to be collected:-**		
1	परिदान आदेश की प्रति, क्षेत्र पुस्तिका की प्रति एवं संबंधित मद के मिसिल की प्रति।		
(C)	**Information to be sought:-**		
1	परिदान हेतु प्रचलित प्रणाली का विवरण अभिरक्षक से प्राप्त करना।		

Check-List SL. No. 65

Aspect of Check:- अस्वीकृत सामग्री का निस्तारण

SL No	Parameters	Whether Yes/No	Remarks, if any
1	क्या डिपो में अवस्थित अस्वीकृत सामग्री की अस्वीकृति की सूचना भंडार संहिता के पैरा 764 एवं रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी)/379/ 2 दिनांक 27/08/15 के आलोक में पूर्व निरीक्षण कर्ता एजेन्सी, भुगतान अधिकारी, आपूर्तिकर्ता एवं खरीद अधिकारी को दी गई है ?		
2	क्या अस्वीकृत भंडार को ऐसे स्थानों पर रखा गया है, जहां अन्य अस्वीकृत भंडार को मिल जाने की संभावना है ?(भंडार संहिता के पैरा 762)		
3	क्या अस्वीकृत सामग्री का संयुक्त निरीक्षण अस्वीकृति के ज्ञापन की तिथि से 21 दिन के अन्दर (देषी सामग्री) एवं 45 दिन के अन्दर (आयातित सामग्री) निष्पादन किया गया है ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी)/379/2दिनांक 18/01/15		
4	क्या संयुक्त निरीक्षण के आवंटन की तिथि हेतु सूचना प्रतिष्ठान, निरीक्षणकर्ता को दी गई है ?		
5	क्या संयुक्त निरीक्षण के निर्धारित तिथि पर प्रतिष्ठान के प्रतिनिधि एवं निरीक्षणकर्ता उपस्थित हुए ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी)/379/2 दिनांक 27/08/15)		
6	क्या संयुक्त निरीक्षण के दौरान लिये गये निर्णय के आलोक में कार्यवाही की गई ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी)/379/2 दिनांक 27/08/15)		
7	क्या अस्वीकृत सामग्री को ले जाने के पूर्व प्रतिष्ठान को दी गई अग्रिम भुगतान को वापस ली गई है ? (प्राधिकार–रेलवे बोर्ड के पत्र सं0–2000/आरएस(सी) /379/2 दिनांक 27/08/15)		
8	क्या अस्वीकृत सामग्री के बदले नई आपूर्ति की गई सामग्री का निरीक्षण पूर्व निरीक्षणकर्ता से कराई गई है ? क्या निरीक्षण प्रभार का भुगतान प्रतिष्ठान के द्वारा किया गया है ? (प्राधिकार – IRS Condition Para 703).		
9	क्या अस्वीकृत सामग्री के बदले नई सामग्री प्राप्ति के उपरान्त पूर्व के अस्वीकृत मदों के अस्वीकृत मेमो को वापस लिया गया है ? (प्राधिकार – रेलवे बोर्ड के पत्र सं0– 2000/आरएस (सी)/379/2 दिनांक 18/03/09).		
(B) Documents to be collected:-			
1	मिसिल की छायाप्रति।		
(C) Information to be sought:-			
1	उपरोक्त प्रावधान के अनुपालन नहीं कर पाने की स्थिति में उनके कारणों पर स्पष्टीकरण।		

Check-List SL. No. 66

Aspect of Check: Medical De-categorization/AEMG of employee.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether the employee was sick since last more than six months? Whether his treatment records are available?		
2	Whether review of fitness of employee was done by treating doctor?		
3	Whether treating doctor referred the case of employee to CMS I/C for a decision regarding certification of AEMG after having exhausted all method of treatment and whether evidences of the same are available in DMC file?		
4	Whether there is any inordinate delay in constitution of DMC by CMS?		
5	Whether a specialist in the field of disease was present in DMC or not		
6	Whether light duty for a specified period in original post was initially recommended to the employee prior to de-categorization?		
7	Whether the competent authority indicated its inability to provide temporary light duty to the employee?		
8	Whether, after above specified period, the case was reviewed?		
9	Whether there is any inordinate delay in review of case was after above specified period?		
10	Whether recommendation of DMC was approved by CMS I/C or not?		
(B) Documents to be collected:-			
1	Copy of entire pages of Case file of AEMG board		
2	Bed Head Details of employee		
3	Copy of IME, PMEs, SMEs		
(C) Information to be sought:-			
1	Name of treating doctors as well as those who conducted IME, PMEs, SMEs etc.		
2	Procedure being adopted for conduction of AEMG board with authority of that.		

Check-List SL. No. 67

Aspect of Check: PME/SME/Re-medical Examination.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Medical memo for PME/SME/Re-medical examination was issued from the concerned department on scheduled time?		
2	Whether appropriate medical category was mentioned in Medical memo? In case of PME/SME, whether medical category under which employee was last examined was mentioned?		
3	Whether medical tests of candidates for a particular category as specified in IRMM was conducted during medical examination.		
4	Whether PME was conducted by medical department within specified period of time and as per frequency laid down in IRMM?		
5	Whether there is any inordinate delay in conduction of PME? If yes, whether the reason of that was recorded?		
(B) Documents to be collected:-			
1	Copy of medical memo, certificate of medical examination & medical test reports.		
(C) Information to be sought:-			
1	Name of doctor who conducted the medical examination. IME, PMEs, SMEs etc.		
2	Procedure being adopted for conduction of AEMG board with authority of that.		

Check-List SL. No. 68

Aspect of check: Outsourcing of Clinical, Pathological and Radiological Investigations in terms of RB's letter No.2011/H/6-4/Policy Dt: 03.02.15.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether concurrence with the associate finance was made before entering into MoU by MD/CMS/CMO/ACMS in-charge with the private diagnostic centers or not?		
2	Whether Minimum Qualifying criteria for empanelment of private Diagnostic centers/labs was formulated by keeping in view of local condition prior to inviting EOI from the diagnostic centers/labs or not?		
3	Whether an advertisement had been published in the local newspapers, Railway website, etc. for invitation of EOI from the diagnostic centers for investigative facilities on the CGHS rate list for the city or not?		
4	Whether all the diagnostic centers which had applied were inspected by a team of three doctors as constituted by the MD/CMS/ACMS In-charge for inspection or not?		
5	Whether all the diagnostic labs which have been empanelled for providing facilities pathological/radiological (CT/MRI/PET scan/special investigations on CGHS rates were fulfilled all the criteria as advertised or not?		
6	Whether the list of all the empanelled diagnostic centers is being displayed at Railway websites or not?		
7	Whether the invoice/bill submitted by the diagnostic centers against the pathological/radiological facilities provided to railway employees who had been referred by the railway medical administration are being paid as per the CGHS rates/AIIMS rates/any other government hospital rates available for that city or not?		
8	What number of invoices/billssubmitted by the empanelled private diagnostic center with rates for special investigation other than the CGHS rates till date and passed by Railway medical administration?		
9	In case no government hospital rate is available for a particular investigation, how the medical administration certifying reasonableness of rate as charged by empaneled diagnostic center?		
(B)	**Documents to be collected:-**		
1	Copy of MOU		
2	Copy of advertisements of EOI		
3	Copy of min. qualifying criteria formulated by competent authority		
4	Copy of nomination of the team of doctors to visit a particular centre and Inspection Certificate issued by them after such visit.		
5	List of empanelled diagnostic centers as displayed at railway website		
6	Copy of referral letters.		
7	Copy of invoices during a particular period submitted by the diagnostic centers		
(C)	**Information to be sought:-**		
1	Existing practice being followed in the unit in outsourcing of clinical, pathological and radiological investigations.		
2	Action initiated after receipt of RB's letter No.2011/H/6-4/ Policy Dated: 03.02.2015 towards outsourcing of the same.		

Check-List SL. No. 69

Aspect of check: Referral cases- option given by Railway Patients.

(Authority: RB's Letter No.2016/h-1/11/58/policy Dated: 21.06.2018 & 2018/Trans Cell/health/Medical Issues Dated-24.01.2019)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether DRH displayed the list of private empanelled hospitals or not.		
2	Whether option from the patient or their relatives taken in writing before referring the patient to private empanelled hospitals or not.		
3	Whether the two doctors (one treating doctor and other from administrative side) were involved in issuing referral letter to railway medical beneficiary or not.		
4	Whether refence of option taken from patient/relatives was mentioned in the referral letter or not.		
5	Whether signature/LTI/RTI of railway medical beneficiary was taken in the side space of referral letter or not.		
(B)	**Documents to be collected:-**		
1	Copy of referral letter		
2	Copy of option given by the patient/relatives of patient		
3	Copy of ledger/register towards maintenance of records of referral cases.		
4	Copy of list of private empanelled hospitals and image of the same displayed at the DRH.		
(C)	**Information to be sought:-**		
1	Existing practice for referring a Railway Patient to private empanelled hospitals and its authority.		

Check-List SL. No. 70

Aspect of Check: आहार प्रभार बिल

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	अंतरंग रोगियों को रेल अस्पताल द्वारा प्रदत्त आहार प्रभार का निर्धारण रेलवे बोर्ड के पत्रांक 98/एच/6–1/29 नई दिल्ली दिनांक 11.03.2003 एवं आईआरएमएम–2000 पैरा 642 में वर्णित प्रावधान के अनुसार रेलवे चिकित्सा विभाग के द्वारा प्रत्येक तीन वर्ष पर आहार प्रभार की दरों की समीक्षा हो रही है अथवा नहीं।		
2	यदि आहार प्रभार के दर की समीक्षा की गयी है तो मंडल अस्पताल के द्वारा नये दर से आहार प्रभार शुल्क की कटौती की जा रही है अथवा नहीं।		
3	रेलवे बोर्ड के पत्र सं0 2005/एच/23/6 दिनांक 13.06.18 के अनुसार जिन कर्मियों का मूल वेतन/पेंशन/परिवारिक पेंशन वेतन रू0 44900/– तक है वे सभी निःशुल्क आहार के पात्र है। अतः उक्त पत्र में निहित प्रावधान के आलोक में ही आहार प्रभार की कटौती सुनिश्चित की जा रही है अथवा नहीं।		
4	यदि कर्मियों का बिल उनके इकाईयों द्वारा बनायी जाती है तो ऐसे मामले में आहार प्रभार की कटौती हेतु पत्र कार्मिक विभाग को ने देकर संबंधित बिल इकाई को दी गयी है अथवा नहीं।		
(B)	**Documents to be collected:-**		
	रेलवे चिकित्सा विभाग के द्वारा प्रत्येक तीन वर्ष पर आहार प्रभार की दरों की समीक्षा से संबंधित पत्र की प्रति।		
	आहार प्रभार शुल्क की कटौती से संबंधित दस्तावेजों की प्रति।		
	आहार प्रभार शुल्क की कटौती हेतु बिल/लेखा को जारी पत्र की प्रति।		
(C)	**Information to be sought:-**		
	कार्यरत कर्मचारियों के भोजन प्रभार बिल की वास्तविक वसूली संबंधित कर्मचारियों के वेतन से हुई है अथवा नहीं को सुनिश्चित करने/ **Reconciliation** हेतु अपनायी गयी प्रणाली।		

Check-List SL. No. 71

Aspect of Check:- Cross Checking of DDMs at RPF Post

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Maintaining of demi-guard Register		
2	Pasting of each DDM		
3	Pasting in chronological order		
4	Remarks on each DDM		
5	Monthly summary		
6	Cross checking with Commercial Department		
7	Any irregularity noticed?		
(B)	**Documents to be collected:-**		
1	Xerox copy of Monthly Summary from RPF & Comml Deptt.		
(C)	**Information to be sought:-**		
1	As per RPF Regulations (7.5 of chapter XXVII) demi-guard register will be maintained at the RPF POST in which messages (DDM) will be pasted in chronological order and against each DDM necessary particulars as given in the form shall be filled in.		
2	A monthly summary giving the following particulars will be prepared at the end of the month and pasted in the Register- i) Total number of DDMs received ii) Total number of DDMs on which cases were registered iii) Total number of DDMs transferred to other posts iv) Total number of DDMs in which enquiry is under progress v) Total number of DDMs on which no offence could be made out. vi) Remarks		

Check-List SL. No. 72

Aspect of Check:- Checking of Daily Diary of RPF Post

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Proper Opening and closing of Daily Diary.		
2	Time of last updation.		
3	Last entry in Daily Diary made for?		
4	Periodical dispatch of the duplicate of the Daily Diary to the competent authority of RPF.		
5	Any irregularity noticed?		
(B)	**Documents to be collected:-**		
1	Xerox copy of concerned page of Daily Dairy if required.		
2	Documents to confirm regular dispatch of Daily Dairy to the competent Authority of RPF.		
(C)	**Information to be sought:-**		
1	Proper and regular updation of Daily Dairy and Counter check by Incharge of the Post.		

Note:- As per **RPF Regulations (7.64 of chapter XXVII)** Incharge of the RPF POST is responsible for each entry made in the Daily Diary of the RPF POST and it's responsibility of the incharge to check the entries daily (made in it) and must sign it Daily.

Check-List SL. No. 73

18. Aspect of Check: - Implementation of NIP in RPF

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	**TOTAL number of NIP issued in a year**- A. Major Punishment (148.2/153 RPF Rules 1987) B. Minor Punishment(148.3/158 RPF Rules 1987) C. Petty punishment(148.4/160 RPF Rules 1987) D. Other minor Punishment (149 RPF Rules 1987)		
2	Entry in Service Record (166 RPF Rules 1987) A. Should be Timely B. Should be in chronological order so that no previous punishment be left. C. full details of implementation particulars D. Should be signed by appropriate authority.		
(B)	**Documents to be collected:-**		
1	Copy of NIP		
2	Copy of SR concerned		
3	Pay slips (Starting Month & Last Month)		
(C)	**Information to be sought:- Implementation of punishment**		
1	Period of punishment (from - to)		
2	Quantum of Punishment		
3	Deductions from salary or withholding of Next Increment should be supported by Pay slips (Starting Month & Last Month)		
4	In case of withholding of Next Increment with cumulative effect (CE) next Increment after completion of first punishment must be checked, supported by Pay slips.		
5	Special emphasis on Entry in Service Records, In cases of Punishments other than financial implications (Censure, Reprimand, Warnings, Withholding of privileges of Passes or PTOs etc).		

Check-List V5

Check-List SL. No. 74

Aspect of check:- Maintenance of EIMWB

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether annual stamping of EIMWB is carried out by Weight and Measure Department of respective states on or before due date?		
02	Availability of Certificate of stamping & Verification issued by Weight & Measures Department of state govt.		
03	Whether testing, calibration and certification of EIMWB had carried out using a test train of loaded reference wagon during calibration of EIMWB by Weight & Measure department?		
04	Whether EIMWB is under warranty period now?		
05	Whether Weighbridge is under Annual Maintenance Contract.		
06	Whether AMC is carried out with OEM of EIMWB or with other Firm		
07	Availability of breakdown register showing details of weighbridge went out of order, problem reported, remarks of service engineer with sign. Of weighbridge in-charge and nominated mechanical officials.		
08	Whether Digitizer and control panel locked & sealed jointly by the supervisors of Commercial, mechanical & representative of OEM/AMC provider?		
09	Whether RDSO approved vender certify software integrity for FOIS integration along with version authenticity for said EIMWB?		
10	Whether weighment as reflected in EIMWB software is correctly reflected in FOIS net, certified by the team of officers from Mech, Commercial & Finance department as per checklist circulated by RB JPO regarding integration of EIMWB with FOIS vide L. No. 2014/C&IS/ Project/FOIS-TMS Progress/1 dated: 04.01.2019.		
11	Whether joint inspection of EIMWB had carried out by Sr.Scale and JAG officers of divisions preferably around six month after annual stamping & certification by Wight & Measure Department.		
(B) Documents to be collected			
1	Certificate of Stamping issued by Weight & Measure Department.		
2	Breakdown register.		
3	Details of AMC.		
4	Certificate of FOIS Integration by RDSO approved vendor		
5	Certificate issued by team of officer as per JPO check list, for FOIS integration.		
6	Copy of joint inspection by divisional officers.		
(C) Information to be sought.			
1	Preventive measure taken by mechanical department to reduce breakdown and ensure optimal availability of EIMWB.		

Check-List SL. No. 75

Aspect of check: Quality check of safety items on coaches, locos & wagons

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	List of safety items as per latest RDSO/ Rly. Bd.		
2	Check periodicity of changing (AOH/ IOH / POH / minor schedule)		
3	Check whether Stock or Non-stock item		
4	AAC (Average Annual Consumption)		
5	Approved Sources		
6	Check LAR's as per PO		
7	Confirm Mode of procurement (stock/non-stock/ works tender)		
8	Check last Five year quantity of Purchase and Inspecting Authority		
9	Testing method for acceptance of material		
10	Check last Five year quantity of Consumption		
11	Check Monthly Withdrawal and Consumption Register		
12	Check material in stock physically		
13	Confirm date of manufacturing, Firm's embossing on material		
14	Check warranty Failure and firm's Response		
15	Check process of condemning of material.		

Check-List SL. No. 76

Aspect of Check:-**Quality Check of Signalling/Power Cable.**

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Name of cable.		
2	Type of cable (Underground / Overhead / Normal).		
3	Inspecting Authority (RDSO/RITES/Consignee).		
4	Material used for core (Copper,Aluminium etc)		
5	Number of core/conductor in cable.		
6	Diameter of each core/conductor of cable.		
7	Diameter of each strain in case of multi strain cable.		
8	Average diameter of core/conductors throughout cable length.		
9	Insulation type.		
10	Material used in insulation.		
11	Number of insulation Layer.		
12	Record of Insulation testing.		
13	Record of Loop resistance measurement.		
14	Lab Test as per RDSO specification.		
15	Manufacturer as per RDSO list.		
16	Manufacturing year, lot no., drum no. and lengh in meter should be engraved/printed clearly on the Cable.		

Check-List SL. No. 77

Aspect of Check:-Quality Check of Supply of OHE Materials.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check the list of supply of OHE materials		
2	Check periodicity of changing of material		
3	Check whether Stock or Non-stock item-		
4	AAC (Average Annual Consumption)-		
5	Approved Sources-		
6	Check LAR's as per PO		
7	Confirm Mode of procurement (stock/non-stock/ works tender)		
8	Check last Five year quantity of Purchase and Inspecting Authority		
9	Testing method for acceptance of material		
10	Check last Five year quantity of Consumption		
11	Check Approved Drawings, if any		
12	Check materials physically in store		
13	Check monthly withdrawal and consumption from Register		
14	Check for Warranty Failure and firms Response		
15	Check codal life of material		
16	Check Condemnation process and accountal		

Check-List SL. No. 78

Aspect of check:-Execution of Work

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Quantity of schedule items as per LOA / Last variation.		
2	Quantity of schedule items as per execution.		
3	Quantity of schedule items recorded in MB for payments		
4	Physical verification of supply of schedule items.		
5	Check whether material is as per Tender or not.		
6	Check Technical specification, make, dimensions etc. is as per tender schedule or not.		
7	Check location of work as per site		
8	Check location of work in MB.		
9	Check site Register availability and record of data.		
10	Check MB regarding Test check done by officer and location.		
11	Check whether payment has done for actual commissioned items or otherwise.		
12	Check and verify availability of materials supplied by firm.		

Check-List SL. No. 79

Aspect of check:-**Scrutiny of Quotation Work**

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check estimate of Quotation work.		
2	Whether estimate is approved by the competent authority.		
3	Work is under which fund dispensation. Each JAG office has up to maximum 60 lakh.		
4	Check whether Estimate has been vetted or not.		
5	Check whether urgency of material is endorsed by competent authority or not.		
6	Check the Firms are real and working.		
7	Check for any cartel formation of firms in quotation work.		
8	Physical Verification of firms address ,if possible		
9	Check the material supplied by firm as per tender.		
10	Check consumption of materials as procured in urgency.		
11	Check Quality of materials.		

Check-List SL. No. 80

Aspect of check: Checks on travelling authority and personal cash carried by on- board staff.

SL No	Parameter			Remarks
01	Details of staff booked			
(i)	No. of staff	No.		
(ii)	List of booked staff for on board the train			
(iii)	Staff available in the train	Name	Details Degn./PF /PRAN	
(iv)	I – Card availability	Y/N		
02	Travelling authority	Y/N		
03	Personnel cash found during check with each staff	Rs.		
04	Declaration of personal cash	Rs.		
05	Matching of personal cash found with staff and declare cash	Y/N		
(B)	**Documents to be collected**			
01	List of booked staff for the train from booking register/site			
02	Record of issued travelling authority from his office			
03	Verification of staffs ID from Personal department			
(C)	**Information to be sought**			
01	Personal cash found with staff during check should be matched with declared personal cash.			
02	Personal should be in limit as per rule.			
03	Excess cash should deposit to booking office on receipt.			
04	Gennuinous of staff and his identities should be verifies.			
05	JCM should be prepared in scheduled form with independent witness.			

Check-List SL. No. 81

Aspect of check: Preventive Check on Mechanised Coach Cleaning.

SL No	Parameters	Whether Yes/No	Remarks, if any
I.	**Exterior cleaning**		
01	Removal of old labels.		
02	Window shutter both glass and Venetian to be closed before cleaning & dusting from inside with detergent dipped cloth.		
03	Destination Board duly scrubbed and cleaning done.		
04	All exterior panels including end panel and window shutter thoroughly scrubbed and washed with high pressure jet.		
05	AC Coaches, external window cleaning and wiping using glass cleaning solvent and squeeze.		
06	External cleaning of coaches using high pressure jet machine with appropriate chemical.		
07	Hand rails, window bars and steps washing and cleaning.		
II.	**Interior Coach Cleaning**		
01	The entire coach floor and corridor dry swept, dust and debris collection in polybags and wet mopping with cleaning agent.		
02	Cleaning of Al chequered plate in doorway, corridors with scrubbing machine.		
03	All interior panelling /Rexine/Upholstery Metal beading, wall-protectors, shutter, seat/birth, racks cleaning with a duster dipped in detergent solution, wiped, clean and dry.		
04	Cleaning of compartment mirror, window glass cleaning from inside and outside.		
05	Cleaning of vestibule area.		
06	Dusting on seats/birth.		
07	Cleaning of all inside wall, doors and ceiling of toilet.		
08	Washbasin cleaning and dry wipe.		
09	Lavatory floor cleaning.		
10	Cleaning of lavatory pan & commode chute.		
11	Watering in coaches.		
III	**Others**		
01	Deployment of gang Supervisor		
02	Staff in proper uniform,		
03	Deployment of manpower as per CA		
04	Padlocking of coaches after MCC.		
05	Availability of I.D cards.		
06	Use of PPE by workers supplied by contractor.		
07	Deployment of Resource Chemicals as per CA.		
08	Deployment of Resource Machine as per CA		
09	Whether deployed machines are in working condition.		
(B)	**Document to be collected:-**		
01	Copy of agreement, containing information on schedule of item, rates, quantity, penalty, resource chemicals, deployed machines.		
02	Score card for MCC (Normal).		
03	Attendance records.		
(C)	**Information to be sought:-**		
01	Details of test check carried out by depot officials.		
02	Monthly Audit of Machineries/Consumables.		
03	Details of surprise inspection conducted during cleaning operations.		

Check-List SL. No. 82

Aspect of check: Preventive Check on Depot Premises Cleaning

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether deployment of Manpower is as per CA?		
02	Attendance of contractual staff during check.		
03	Collection of Scrap material & Keep them in nominated place.		
04	Sweeping, Cleaning, swapping & disinfection of service areas.		
05	Availability of PVC dustbins with Polybags in all the rooms where railway staff works.		
06	Cleaning & disinfection of office Lavatories & its fittings as mirrors, washbasins.		
07	Cleaning of washing Pits and removing Algae by use of Bleaching powder		
08	Cleaning & disinfection of drains and sewage lines		
09	Grass cutting in surrounding area of depot.		
10	Supply of material by Contractor for Depot premise cleaning work for a month as per CA.		
(B)	**Documents to be Collected :-**		
1	LOA, Scope of work, details of penalty to be imposed for deficiency in service		
2	Score cards for associated area cleaning.		
3	Attendance records of contractual staff.		

Check-List SL. No. 83

Aspect of check Preventive Check on Execution of OBHS

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether EHK has been deployed to supervise OBHS work in the train?		
02	Whether Coach Mitra/Janitors is deployed as per no. of work station in train?		
03	Whether trip card is available with EHK?		
04	Whether trip card is completely filled and signed by Depot supervisor?		
05	Whether travelling authority is available for all on board contractual staff?		
06	Whether I.D card and Name Batch is available for EHK and Coach Mitra/Janitors?		
07	EHK is in proper uniform?		
08	Coach Mitra/Janitors is in proper uniform?		
09	Whether all staff wore Cap, Gloves & Shoes?		
10	Whether Private Cash declaration form is available with EHK and it is completely filed for all staff, signed by them and counter signed by depot Supervisor?		
11	Whether Lost & found register is available?		
12	Whether Resource chemicals of approved brands are available as per CA.		
13	Whether Resource equipment are available as per CA.		
14	Whether Tool kit of FRP along with tools for minor plumping/Carpentry related repairs available with EHK?		
15	Whether Sticker which shows scope of work and contact details of OBHS pasted in each Coach.		
16	Whether instruments for E-feedback system available with EHK?		
17	Whether instrument for E-feedback system is in working condition?		
18	Whether accommodation to OBHS staff is provided by contractor in train?		
19	Whether Toilets, wash basins are clean?		
20	Whether passenger occupation areas are clean?		
21	Whether vestibule area and Doorways are clean?		
22	Liquid shop and tissue paper roll are available in toilets?		
22	Whether AC window glass is clean?		
23	Whether garbage is collected in Polybags?		
(B)	**Documents to be collected**		
01	Copy of trip card, cash declaration form, authority cards,		
02	Copy of Attendance records taken before, in route and after.		
03	Copy of agreement, details for scope of work, penalty details, resource deployment for chemicals & equipments.		
(C)	**Information to be sought**		
01	Details of education qualification of EHK deployed.		
02	Details of police verifications for deployed staff.		
03	Copy of medical checkup report for deployed staff.		

Check-List SL. No. 84

Aspect of check:- Quality check of Consignee Inspected Telecom materials (Display Unit, PVC Pipe, Casing-n-Capping, Desktop Computer, Laptop, Fax machine, Printer, TSF/M Seal Jointing Kit, OFC Joint Enclosure, PA System, PF Digital Clock, Fare Display Board, MODEM, Router, Switch, LAN Extender, Media Converter etc.)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether material is purchased through works contract?		
2	Whether material is purchased through store contract?		
3	Whether material is inspected by Consignee?		
4	Whether Technical Specification of material is available?		
5	Whether material is inspected as per Technical Specification?		
6	Whether inspection certificate is signed by Consignee as well as respective officer in charge?		
7	Whether TS is prepared by RDSO?		
8	Whether material is purchased from RDSO approved vendor?		
9	If not, approval of competent authority obtained?		
10	Whether TS is prepared by Local Authority?		
11	If yes, approval from competent authority obtained?		
12	Whether material received as per Technical Specification?		
13	Whether the Test report of the material is available?		
14	Whether Company serial number is available on each unit?		
15	Whether Expiry date of material is available on each unit?		
16	Whether Warranty certificate of material is available?		
17	Whether material is taken in DMTR/Ledger?		
18	Whether quantity of material is as per bare minimum requirement?		
19	Whether material is issued and installed at specified site?		
20	Whether material is in satisfactory working condition?		
(B)	**Documents to be collected:-**		
1	Copy of DS2/PO/CA.		
2	Copy of Challan.		
3	Copy of material inspection register/certificate.		
4	Copy of Technical Specification.		
5	Copy of DMTR/Ledger etc.		

Check-List SL. No. 85

Aspect of check:- Execution of D-check of Cummins india limited Make engine KTA 50L of 1400 H.P demu DPC.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether work order for D-check is issued on latest rate contract of ICF for M/s CIL?		
02	Whether rate contract is valid for the D check?		
03	Total no. of D check allotment for Zonal Railway from ICF.		
04	Total No of D –Check executed in current year.		
05	Whether pre shopping report prepared and jointly signed by both the Railway representative and the firm representative?		
06	Whether schedule work plan of D –check prepared and jointly signed by both the Railway representative and the firm representative?		
07	Whether must change item and condition based items are procured from OEM authorized dealer?		
08	Whether items procured for D-check received before starting of D check?		
09	Whether tentative date of start communicated to firm for availability of engine for D –check?		
10	Whether D check completed in all respect including Load Box Test within maximum time period of 12 days?		
11	If D check not completed within 12 day, any penalty imposed on firm for delay.		
12	Availability of site order book.		
13	Availability of material passing register and material of must change and condition based item endorse and signed by concern SSE and Officer- in –charge.		
14	Availability of daily progress register		
15	Availability of firm staff attendance register.		
(B)	**Documents to be collected**		
1	Copy of pre shopping report.		
2	Copy of schedule work plan of D –check.		
3	Details of material received.		
4	Details of Load Box Test.		
(C)	**Information to be sought.**		
01	deployment of staff from railway for D-check.		
02	Responsible staff from railway to execute D –check.		

Check-List SL. No. 86

Aspect of check:- Execution of Annual Maintenance and Operational Contract (AMOC) of Bio-toilet.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether Site supervisor of firm is available to supervise the AMOC work on site?		
02	Whether skilled and unskilled staffs of firm deployed as per CA for execution of AMOC?		
03	Whether contractual staff carry valid Identity card for entry into railway premises?		
04	Whether contractor had submitted a list of authorised persons to his representative?		
05	Whether firm staffs are in proper uniform?		
06	Whether Bio toilet is maintained during the maintenance timing of train?		
07	Whether all necessary consumables and spares for day to day functioning are available?		
08	Whether daily report of Bio -toilets maintained by firm and signed after joint inspection of Bio toilets.		
09	Whether daily report sheet of Bio-toilet is Machine Sl. No.		
(B)	**Documents to be collected**		
1	Copy of agreement for AMOC.		
2	Details of penalty levied on contractor for bad Workmanship.		
3	Details of sampling testing quarterly.		
4	Details of daily report of Bio toilet maintained under AMOC.		
(C)	**Information to be sought.**		
01	Details for use of evacuation machine for removing waste from 1st chamber of the Bio-digester.		
02	Details for charging of Bio-Culture (innoculum).		

Check-List SL. No. 87

Aspect of check: - Outsourced Maintenance of Electric Locomotive parts.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	List of outsourced locomotive items for maintenance.		
02	Manpower saving due to outsourcing.		
03	Name of firm whom contract has been awarded.		
04	Whether contract has been awarded to approved firm or not.		
05	Whether execution of contract is in rly. premises or firms premises		
06	Check for delivery period of materials (lot wise)		
07	Check whether joint inspections are done at different stages or not.		
08	Check whether materials are supplied by firm within delivery period or not.		
09	Check for warranty failure of materials under outsourcing.		
10	Check whether all materials are replaced by firm as per tender schedule or not.		
11	Check for penalty, for bad workmanship by firm.		
12	Check whether rly. Employee is involved in maintenance in lieu of firm's staff.		
13	Check for on account payment to firm.		
14	Check for overall quality of work by firms.		
(B)	**Documents to be collected**		
1	LOA copy.		
2	Copy of availability of material in section.		
3	Copy of material inspection register/certificate.		
4	Copy of warranty failure.		
5	Copy of consumption register.		
(C)	**Information to be sought.**		

Check-List SL. No. 88

Aspect of check: - AMC of Passenger Amenities.

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether LOA available with site supervisor		
02	Whether AMC Register opened at site		
03	Whether contractor issued authorization of his representative to execute maintenance work		
04	Whether name of the firm, commence date and duration of work entry done in AMC register		
05	Whether jointly inspection done by site supervisor with firms representative		
06	Whether separate monthly and Quarterly inspection register available		
07	Whether failure recorded in monthly and quarterly inspection register attended and rectified		
08	Whether failure entries in AMC register done properly		
09	Whether failure recorded in AMC register match with failure record of test room		
10	Whether AMC register updated		
11	Whether failure found during check match with AMC register		
12	Whether staff provided by contractor is/are qualified		
13	Whether on account bill paid		
14	Whether proper deduction made in bill		
15	Whether contractor has been paid wage to his representative		
16	Whether railway labourer/electricity used by contractor		
(B)	**Documents to be collected**		
1	LOA of AMC contract.		
2	Verified copy AMC register.		
3	Verified copy monthly and quarterly inspection register.		
4	Failure record of test room AMC related gears.		
5	Related bills and MB.		
6	Proof of qualification and paid wage to contractor's representative.		
(C)	**Information to be sought.**		
1	Provide good service for value.		

Common Check-Lists

Check-List SL. No. 89

Section: V1 + V5

Aspect of check: Monitor coverage and usage of CCTVs and other Surveillance mechanisms at various critical infrastructures of railways where misuse is rampant.

Station _____, Unit_____, Date of check _____

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether installation paper available (No. of CCTVs camera installed and their locations) Functional - Non Functional -		
(i).	PTZ camera		
(ii)	DOM camera		
(iii)	Bullet camera		
2.	DVR/NVR Recording HDD capacity (500GB/1TB/2TB) Make Model (SL/No.)		
3.	Proper Coverage		
4	Monitor with mouse available		
5	UPS Available or Not		
6	Whether location of cameras are proper		
7	WARRANTY Period of CCTV Ending date		
8	**Check Annual maintenance contract (AMC) available or not (If available)** Period of contract – Name of contractor - Failure Register proper maintain – No. of staff deployed per shift -		
9	Whether failure register maintained by firm Date of Failure- Deficiency - Rectify date & time -		
10	Whether inspection register available (If any inspection by officers or supervisors)		

Contd….

11	Periodic maintenance		
12	Video clarity (Satisfactory / Not Satisfactory)		
13	Installation and wiring as SOW		
14	Wiring Material quality as per LOA (data/power cable, PVC Pipe etc)		
15	Can be monitor remotely		
16	Staff training to replay video		
17	History of recording seen in any miss happening		
B.	**Documents to be collected**		
01	LOA of CCTV and other surveillance system available.		
02	Periodic maintenance register of Warranty/AMC		
03	History of unavailable camera/material		
C.	**Information to be sought**		
1.	A JCM should be prepared with clearly mention available/short/excess material and in relation to above mentioned topic with signature of S&T/Comm./ Operating/RPF supervisor related to maintenance and operation of the system.		

Check-List SL. No. 90

Section: V3 + V5

Aspect of Check: Tenders

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Check Authority of Work.		
2	Check assessment of Cost/Rates. Check whether estimation is prepared on the basis of latest LAR or BQ.		
3	Check Whether estimation of Schedule of Quantity as per requirement is done or not.		
4	Check Whether Estimate sanctioned by Competent Authority or not.		
5	Check Whether Estimate is financially vetted or not.		
6	Check on what basis preparation of Tender Schedule has been done.		
7	Check preparation & approval of Tender Document- By whom		
8	Check mode of Tendering & its approval- By whom		
9	Approval of TC member as per SOP done or not		
10	Check for approval of Tender document by competent Authority.		
11	Check Similar nature of work & its approval		
12	Check Eligibility Criteria- Technical & Financial		
13	Check Special condition of contract.		
14	Whether Cost of Tender Documents is proper		
15	Whether Earnest money is proper		
16	Check whether NIT for publication in newspapers was done on time		
17	Check regarding uploading of Tender Documents and Tender Notice on Website		
18	Check details of Corrigendum issued, if any		
19	Check Tender Notice period		
20	Check Opening of tender has been done by proper committee & on time		

Contd….

21	Check Comparative Statement		
22	Check Briefing Note		
23	Check Vetting of Briefing Note		
24	Check how verification of credential has been done		
25	Check Technical eligibility		
26	Check Financial eligibility		
27	Check Type of Tender- Single packet/Two Packet		
28	Discussion on Offer		
29	Check reasonableness of rates		
30	Check Whether TC minutes covered all aspect of Tender or not.		
31	Check for any Dissent Note of any TC member and its implication.		
32	Check whether Negotiation of Rate or Counter Offer given by TC or not.		
33	Check TC formation Approval		
34	Acceptance of TC Minutes		
35	Check issue of Acceptance letter		
36	Contract Agreement		
37	Vetting of Contract Agreement proper & timely done		
(B)	**Documents to be collected:-**		
1	Detail Estimate		
2	Tender File		
(C)	**Information to be sought:-**		
1	Any irregularity, if found, in the case		
2	Reasons for Delay, if any.		
3	Other misc. queries which arise on inspection of documents.		