

A HANDBOOK OF VIGILANCE GUIDELINES

Committed to
Honesty & Transparency....



RITES BHAWAN, Plot No. 1, Sector 29, Gurgaon Haryana-122001, INDIA
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Mr. V K Agarwal, MD, RITES & Ms. Ranjana Kumar, Ex-Vigilance Commissioner at a talk on PSU Management organized by RITES Vigilance Department.



Admiral Tahliani, Ms. Ranjana Kumar & MD RITES at the signing ceremony of the Integrity Pact.

Message from CVO's Desk



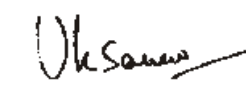
On the eve of the Vigilance Awareness Period, we bring to you a compilation of some important circulars & guidelines. This is in continuation of our efforts towards preventive vigilance. The idea is to convey and reiterate the importance of avoiding common pitfalls which lead to generation of unhappy work for us.

It is extremely important that in our hurry to meet execution deadlines, sometimes under severe pressure from clients, we do not bypass essentials of tendering processes. Our action should stand the tests of transparency and equal opportunity. Options, like that of Single Tendering are highly avoidable. However, in case such a situation arises and Single Tender has to be resorted to in rare circumstances, the requisite guidelines should be scrupulously followed. Reasons should be cogently recorded and approvals taken from empowered authority.

I also take opportunity to mention about the need to follow guidelines regarding timely filing of property returns. There has been substantial improvement in the past few months and I hope the trend will continue. Personal claims like TA/DA should not be filed mechanically, nor approved. Aberration can lead to serious consequences, even though the misdemeanour might appear trivial.

We at Vigilance, constantly strive to enhance our organisation's image in matters of ethics and probity. Our work lends itself to giving stress to some of our colleagues, which we regret but can't help. At the same time we request all our brethren in the organisation to help us in upholding the pride of the brand name 'RITES'.

Our best wishes for coming Deepawali.


(Vipin Saxena)

Sub: CCS (Conduct) Rules, 1964-transactions in sale and purchase of shares and debentures etc.

As the Ministries/Departments are aware, the provisions of sub-rule(4) of Rule 18 of the CCS(Conduct) Rules, 1964 provide that the Government or the prescribed authority may, at any time, by general or special order, require a Government servant to furnish within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, includes the details of the means by which or the source from which, such property was acquired.

2. Sub-Rule (I) of Rule 16 also provides that no Government servant shall speculate in any stock, share or other investment. It has also been explained that frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.
3. It has been brought to the notice of the /Government that a number of employees are investing in shares, securities and debentures etc. frequently with a view to enable the administrative authorities to keep a watch over such transactions, it has been decided that an intimation may be sent in the enclosed performa to the prescribed authority in the following cases: -
 - (i) Group 'A' and 'B' Officers- If the total transactions in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the calendar year.
 - (ii) Group 'C' & Group 'D' Officers- If the total transactions in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during the calendar year.
4. It is clarified that since shares, securities, debentures, etc. are treated as movable property for the purpose of Rule 18(3) of the CCS(Conduct) Rules, 1964 if an individual transaction exceeds the amount prescribed in Rule 18(3), the intimation to the prescribed authority would still be necessary.
The intimation prescribed in para 3 will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds etc. in a year exceed the limits indicated in para 3.
5. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned, these instructions are being issued after consultation with the Comptroller and Auditor General of India.
6. Ministry of Agriculture etc. are requested to bring these instructions to the notice of all concerned authorities under their control.

Form for giving intimation under Rule 18(4) of CCS(Conduct) Rules, 1964 for transactions in shares securities, debentures and investment in mutual fund schemes etc.

1. Name and designation.
2. Scale of pay and present pay.
3. Details of each transaction made in shares, securities, debentures, mutual funds scheme etc. during the calendar year.

4. Particulars of the party/firm with whom transaction is made:-

- (a) Is party related to the applicant?
- (b) Did the applicant have any dealings with the party in his official capacity at any time or is the applicant likely to have any dealing with him in the near future.

5. Source or sources from which financed:-

- (a) Personal savings.
- (b) Other sources giving details

6. Any other relevant fact which Applicant may like to mention. Declaration :-

I hereby declare that the particulars given above are true.

Station:

Signature

Date:

Designation

RITES LTD. / RAIL INFRA DIVISION / GURGAON

No. RITES/RI/MIS/11
Dt. 23rd, Dec., 05

Sub : Guidelines on Construction Project Management.

The instructions contained in Para 8.14 of Chapter 8 on 'Receipt, Opening and Acceptance of Tenders' of the subject book stand deleted and replaced with the following :

8.14 PROCEDURE FOR CONDUCTING NEGOTIATIONS

In respect of tenders for RITES projects, the CVC guidelines as included in their Office Order No. 68/10/05 issued under letter No. 005/CRD/12 dt. 25.10.05, reproduced below, should be followed without any variation:

- a. There should not be any negotiations. Negotiations if at all shall be an exception and only in the case of proprietary items or in the case of items with limited source of supply. Negotiations shall be held with L-I only. Counter offers tantamount to negotiations and should be treated at par with negotiation.
- b. Negotiations can be recommended in exceptional circumstances only after due application of mind and recording valid, logical reasons justifying negotiations. In case of inability to obtain the desired results by way of reduction in rates and negotiations prove in-fructuous; satisfactory explanations are required to be recorded by the Committee who recommended the negotiations. The Committee shall be responsible for lack of application of mind in case its negotiations have only unnecessarily delayed the award of the work/contract.
- c. Further, it has been observed by the Commission that at times the Competent Authority takes unduly long time to exercise the power of accepting the tender or negotiate or re-tender. Accordingly, the model time frame for according such approval to completion of the entire process of Award of tenders should not exceed one month from the date of submission of recommendations. In case the file has to be approved at the next higher level a maximum of 15 days may be added for clearance at each level. The overall time frame should be within the validity period of the tender/contract.
- d. In case of L-1 backing out there should be re-tendering as per extant instructions.

In case of tenders of clients' projects, CVC guidelines would be followed but could be varied only if client advises otherwise in writing.

The above issues with the approval of Competent Authority.

Sd/-
(B.K. Makhija)
Executive Director/RI

Copy:

CVO	GGM/Highways
ED/UI	GGM(Finance)
ED/B&A	SSs to MD/DP - for kind
ED/TS	information of MD and DP.
GGM/CS	

All SBU Heads/RI -for circulation amongst all concerned employees issued the book titled "Guidelines on Construction Project Management".

No. PERS/11/D&AR Policy/2007
Dated 07.03.2008

Rule-27 (A): Continuation of disciplinary proceedings after retirement of the employee.

"The employee against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof. The concerned employee will not receive any pay and / or allowance after the date of superannuation. He will also not be entitled for the payment of retirement benefits till the proceedings are completed and final order is passed thereon except his own contribution to CPF."

Office Order No. PP/15/2008

RITES Ltd./RAIL INFRA DIVISION/GURGAON

No. RITES/RI/MIS/11B
Dt. 04/06/2008

Sub: Verification of authenticity of documents of 'L-1' Bidder

Instances have come to notice that PQ documents/credentials submitted by the bidders were found fake/forged.. It is therefore, imperative that the authenticity of documents is ascertained before award of the contract to a bidder. This has been emphasized by CVC also.

In order to avoid delay in finalization of tenders within their validity period, following procedure may be adopted:-

1. Earnest Money Deposit may be accepted only in the form of a Banker's Cheque/DD drawn on a Scheduled Bank/reputed Commercial Bank like ICICI & Axis.
2. Authenticity of Solvency Certificates, and Performance/Experience Certificates of all bidders may be got ascertained. However, the financial bids, pending receipt of confirmation, may be opened so that processing of tenders may continue without waiting for verification of documents.
3. It may, however, be ensured by the convener of TC that before submission of recommendations to the Tender Accepting Authority verification of documents/credentials of 'L-1' Bidder is done.
4. The Tender Committee shall make suitable mention regarding verification of documents in their recommendations to the Tender Accepting Authority.
5. In case any of the self attested document turns out to be incorrect or fake EMD shall be forfeited and bidder blacklisted.

These instructions should be complied with by all concerned in RITES.

This issues with the approval of competent authority.

Sd/-
(S. K. Malhotra)
Jt. GM (MIS)/RI

All Divisional Heads/SBU
Heads/GGMs/GMs/CVO
Copy to : SS to MD/DP/DT/DF



राइट्स लिमिटेड
(भारत सरकार का प्रतिष्ठान)
RITES Limited
(Schedule 'A' Enterprise of Govt. of India)

Amendment No. 06

NO. RITES/ACCTS/SOP/2009
Dated: 15/01/2009

Sub: Modification to Revised Schedule of Powers (Applicable w.e.f. 15.01.2007) issued vide this office circular NO. RITES/ACCTS/ SOP/2007 dated 16.01.2007.

With immediate effect, it has now been decided as under:-

Sl. No. 2.6 - "Calling of Single Tenders" under Item NO.2 "Calling of Tenders"

Under the above item, Annexure "D" has been revised as per guidelines of CVC and is annexed.

Sl. No. 3.3 - "Single Tenders" under Item NO.3 "Nomination of Tender Committee and acceptance of its recommendations for Works and for materials (including export).

Under the above item, a financial limit, equivalent to 'twice the amount' specified in para 3.3 of SOP dated 15.01.2007 has been revised as per annexure for each level of delegation of power, which can be exercised in a financial year.

These issues with the approval of Managing Director [Reference MD's approval dt.31.12.2008 on Note No. CPC/Single Ten/02 dated 01.12.08 initiated by AGM (CPC)]

Sd/-
(M. Mahalingam)
General Manager (Finance)
DA: As above.

Distribution

- All EDs / SBU Heads
- All DFOs
- GGMs / GMs(I) - Mumbai, Chennai, Kolkata, New Delhi, COI - Bhilai
- GGM / GM (P) - Mumbai, Secunderabad, Kolkata, Nagpur, Bhubneswar, Lucknow
- CPMs - Talcher, Tenughat, Farakka & Kahalgaon
(with a request to circulate amongst all concerned within the group)

Copy for information to:-
C.V.O., Company Secretary
GM (Fin.)-II, GM(F)-III
Secys. to Chairman, MD,
DF, DT and DP

ANNEXURE "D"

[Revised w.e.f. 15.01.2009]

Sub: Nomination of Tender Committee - procedure for calling and acceptance of single tender.

Prior administrative approval of the authority competent to call for single tender, as per Schedule of Powers in force shall be obtained, besides obtaining finance concurrence.

Before according such administrative approval, the competent authority shall satisfy himself that at least one of the following conditions are fulfilled:

1. a) That the situation is emergent. Emergent situations would cover:
 - (i) Accidents, force majeure, etc. involving dislocation of essential services/work.
 - (ii) Works of specialized nature to be personally approved by the Divisional Head with prior concurrence of finance.
 - (iii) Any other situation where Executive Director personally considers it inescapable to call for single tender subject to the following provision:
 - This power cannot be sub-delegated
 - Prior financial concurrence is obtained
 - b) There have been no bids to repeated tenders (minimum two times).
 - c) That in case of proprietary articles, it is certified that a similar article is not manufactured by any other firm which could be used in lieu.
2. Tight targets and urgency cannot be accepted as a reason for calling single tender.

Sd/-
M MAHALINGAM
General Manager (Fin.)
RITES LTD.
Gurgaon -122001

ANNEXURE
[Amendment No. 06]

MODIFICATION TO SCHEDULE OF POWERS DT. 15.01.2007 - REVISED w.e.f. 15.01.2009

ITEM NO. I. CONTRACTS / PURCHASES : SL.NO. 3 "Nomination of Tender Committee and acceptance of its recommendations for Works and for materials (including export).

Sl. No.	Item	Directors	Div. Head	SBU Head (GGM/GM)	ED/GGM/GM (Other than Div/SBU Head)	AGM
1	2	3	4	5	6	7
I.	CONTRACT/ PURCHASES					
3.3	Single Tenders	Upto RS.5 crore for each case, subject to Rs. 10 crore in all cases in a financial year	Upto Rs.1 crore for each case, subject to Rs. 2 crore in all cases in a financial year.	Upto Rs. 50 lakh for each case, subject to Rs. 1 crore in all cases in a financial year.	Upto Rs. 10 lakh for each case, subject to Rs. 20 lakh in all cases in a financial year.	Nil

Sl. No.	JGMs	DGMs	Managers	Remarks
8	9	10	11	
3.3	Nil	Nil	Nil	1. All works awarded on single tender/nomination basis should be brought to the notice of BOD every quarter for scrutiny and vetting post facto. 2. All SBU Heads should ensure that all single tenders / nomination awards should be posted on the web site ex-post facto. Sd/- M MAHALINGAM General Manager (Fin.) RITES LTD. Gurgaon -122001

NO: 11/AZ-Corresponden'ce
2nd January, 2009

Group General Manager (Insp.)

Northern Region, Delhi
Eastern Region, Kolkata
Western Region, Mumbai
Central Region, Bhilai

General Manager (Insp.)

Southern Region, Chennai

Sub: Accountal of Holograms.

Vigilance cell has communicated that accountal of Holograms is not asked from the IEs / submitted by the IEs, for reconciliation by office, before issuance of fresh lot of Holograms. It may result in mismatching in the serial number and become cause of rejection of stores at consignee end.

It is suggested that IE's shall be instructed to maintain the accountal of Holograms IC wise / stage clearance certificate wise clearly indicating the Sl. Number of Holograms used on :

- (i) IC, stage clearance certificate
- (ii) Test Requisition slip
- (iii) Samples
- (iv) Inspection Document
- (v) Material

IE shall submit accountal indicating consumed & returned Holograms along with request for issue of new lot of Holograms.

The Holograms returned by IE should be re-circulated for use in further inspection.

Acknowledgment should be obtained from IE after issue/receipt by dak of Holograms.

For strict compliance by all inspecting Engineer / Controlling Manager.

Sd/-
(C. P. VERMA)
Group General Manager (QA)

RITES LTD.
CORPORATE OFFICE/PERSONNEL DIVISION
PMS (Performance Management System) Section

No. PERS/79/policy

Dated:- 20th January, 2010

Sub:- i) Submission of Annual Immovable Property Return
ii) Reporting transaction in immovable/movable property for prior intimation or seeking prior sanction.

In supersession of various circulars issued from time to time regarding submission of Annual Immovable Property Return, Management has decided that henceforth all employees should submit their Annual Immovable Property Return in the enclosed Forms, prescribed by DPE. These returns are to be submitted on first appointment and also by 31st January every year. Notes appended to each Form may please be read carefully before filling up these Forms.

Form-1 relates to Immovable Property (Lands, House, Shops, other Buildings etc.) &

Form-2 relates to Shares/Debentures purchased under Promoters'/ Employees' Quota in own name and also those held in the names of spouse and dependent children. It is clarified that where the total transactions in shares, securities, debentures and investment in mutual fund schemes etc. exceeds Rs.25,000/- during the previous calendar year and/or the Shares/Debentures purchased under Promoters' /Employees' Quota in own name and also those held in the names of spouse and dependent children are to be reflected in this Form.

2. All SBU Heads are requested to nominate an officer responsible for ensuring that blank forms (Form-I &II) are distributed immediately to all employees under their administrative control and returned, duly completed, to the PMS Section latest by 5th February, 2010 under a covering letter.

Officers and staff on deputation to RITES are requested to send their returns in the proforma prescribed by their parent organisations.

3. As regards reporting transaction in immovable/movable property for prior intimation or seeking prior sanction for the convenience of all concerned, it has been decided to introduce a prescribed proforma for submitting prior intimation or seeking prior sanction under Rule 16 of RITES (Conduct Discipline & Appeal) Rules, 1984 each time a transaction beyond the prescribed value is entered into by an employee.

4. Rule 16.1 relates to submitting prior intimation and Rule 16.2 relates to seeking prior sanction of the competent authority. Rule 16.3 relates to the value of each transaction for different categories of employees. For the convenience the same is reproduced below:

Rule 16.1 states that 'No employee shall, except with the previous knowledge of the competent authority, acquire or dispose off any immovable property by lease, mortgage purchase sale, gift or otherwise, either in his / her own name or in the name of any member of his family.

Rule 16.2 states 'No employees shall except with the previous sanction of the competent authority, enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with the employee or his/her subordinate.

Rule 16.3 Every employee shall have to intimate any transaction in moveable property either in his/her own name or in the name of any member of his/her family to the competent authority within one month of such transaction, if the value of such property exceeds Rs. 20,000/- in case of Board level, below Board level executives, managerial and supervisory staff and Rs. 15,000/- in case of Group 'C' & 'D' staff.

(re-introduced vide circular of even No. dt. 24th September, 2008 with partial modification dt. 9th January 2009 on the basis of DPE's O.M. No. 15(6)98-DPE(GM) dt. 13th August 2008 and Corrigendum dt 3rd December 2008.

5. It is once again clarified here that if the amount of transaction, e.g. purchase of jewelry, insurance policies and annual premium, house hold items refrigerator, air conditioner, television, radio, radiograms, loans advanced; motorcycle/scooter, etc. is less than Rs. 20,000/- in case of Managers and above and Rs. 15,000/- for below Manager level officials, the same need not be intimated.

6. The Forms would be available on RITES Intranet and can also be down loaded by the staff concerned.

Encl: a/a 12 Blank AIPR Forms.

Sd/-
(Devender Kumar)
Jt. GM (Pers/PMS)

To:

- | | |
|---|---|
| 1. JGM(Secy)/SS to MD/DP/DT/DF & CVO | 5. GM(P&A), GC/DMRC Delhi. |
| 2. EDs/GGMs/SBU Heads in Corp. Office | 6. Dy. Project Manager, GC to Bangalore Metro |
| 3. GGMs/GMs in RPOs Kolkata, Mumbai, Secunderabad, Lucknow, Nagpur & Bhubaneswar. | 7. Secretary/CONCERT |
| 4. GGMs/GMs in RIOs Delhi, Chennai, Kolkata, Mumbai & Bhilai | 8. Notice Boards in all the offices. |



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RITES Limited
(Schedule 'A' Enterprise of Govt. of India)

**NO. RITES/ ACCTSII
NSTRUCTIONS
Dated: 26/03/2010**

Sub: Procedure for receipt of bills and releasing of payments thereof.

Reference is invited to earlier instructions /circular No(s). RITES/ACCTS/INSTRUCTIONS dated 30.01.2009 and subsequent instructions dated 02.07.09 on the above captioned subject.

With effect from 1st April 2010, a new bill register is to be maintained in strict compliance of above procedure/system in toto. To start with cross-check of compliance will be reviewed in first week of May 2010.

Copies of circulars dated 30.01.09 and 02.07.09 are enclosed for ready reference.

All SBU Heads / DFOs are requested to ensure strict compliance please .



**(M. Mahalingam)
Group General Manager (Finance)**

Encl: As above.

Addressed to:

- | | |
|---|---|
| <ul style="list-style-type: none"> ● All EDs / SSU Heads in RITES Bhawan, Gurgaon ● All DFOs - ROC, Gurgaon ● GM (F)-II, GM (F)-III ● GGMs / GMs (I) - Mumbai, Chennai, Kolkata, New, Delhi ● COI - Bhilai | <ul style="list-style-type: none"> ● GGMs / GMs / CPMs - Kolkatta, Lucknow, Mumbai, Nagpur, Bhubaneswar, Secunderabad, Tenughat & Talcher Copy to: JGM(Secys)/Spl.Secys to Chairman, MD, DT, DP, DF and CVO |
|---|---|



राइट्स लिमिटेड
(भारत सरकार का प्रतिष्ठान)
RITES Limited
(Schedule 'A' Enterprise of Govt. of India)

NO. RITES/ACCTS/INSTRUCTIONS

Dated: 30.01.2009

Sub: Procedure for receipt of bills and releasing of payment thereof.

To streamline the procedure for avoiding delay in release of payment (other than staff), henceforth following steps should be taken:

01 All SBUs must ensure that before sending the bills/papers for release of payment (other than staff), entry of the same should be made in the "Bill Forwarding Register" to be maintained by the concerned Division and obtain acknowledgment from the Finance Deptt. in the register itself.

02 As soon as bills/papers received in the Finance Department, concerned DFOs should ensure that after due acknowledgment of the receipt, bills/papers are to be entered serially and date wise in the Bills Register and bills needs to be passed for payment on first come and first out basis. Date of release of payment shall also be entered in the register.

If a bill has to be returned to the SBU, the reasons for doing so shall be indicated and an entry for the same made in the remarks column of Bills Register.

03 Payments need to be made strictly as per the guidelines issued for processing payment through Electronic Clearing System (ECS).

04 All miscellaneous bills must be paid within 5 working days.

05 For payment of contractors bill, time schedule is as under:-

- | | |
|---|-------------------------|
| (i) Payment of running bills | 7 (Seven) working days. |
| (ii) Payment of final bills for works value upto Rs. One crore | 1 (One) Month |
| (iii) Payment of final bills for works value over Rs. One crore | 2 (Two) Months. |

06 The date of receipt of contractor's bills by Finance should be informed to IT Division so that it can be reflected in RITES Web Site.

07 The concerned officials dealing with staff claims, should enter in the register on receipt of claims and give the serial number and such serial number should be informed to the staff at the time of submission of claims. FIFO system should be followed strictly in this regard.

All Unit / Site Offices shall also follow the above system. Please ensure strict compliance of the above.



**(M. Mahalingam)
General Manager (Finance)**

Encl: As above

Addressed to:

- All SBU Heads in RITES Bhawan, Gurgaon
- GGMs / GMs (I) -: Mumbai, Chennai, Kolkata, New Delhi
- COI - Bhilai
- GGMs / GMs / CPMs - Kolkata, Lucknow, Mumbai, Nagpur, Bhubaneswar, Seeunderabad, Tenughat & Taleher
- All DFOs - ROC, Gurgaon

Copy to: JGM(Secys)/Spl.Secys to Chairman, MD, DT, DP, DF and CVO



राइट्स लिमिटेड
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RITES Limited
(Schedule 'A' Enterprise of Govt. of India)

NO. RITES/ACCTS/INSTRUCTIONS

Dated: 02.07.2009

Sub: Procedure for receipt of bills and receiving of payments thereof.

Reference is invited to our earlier instructions/circular No. RITES/ACCTS/ INSTRUCTIONS dated 30.01.2009 on the above captioned subject.

The existing procedure with regard to the disbursement of various claims submitted by the employees and payment of bills from contractors and suppliers has been examined by Vigilance with a view to determine whether a system of tracking of the claims exists right from its submission till its payment / disbursement.

In order to streamline the system and to provide transparency in tracking the employee claims status, the following system improvement is directed to all departments:

These instructions as mentioned in above cited circular on captioned subject needs to be implemented along with:-

- For SBU's - Maintaining Suppliers / Contractors' "Bill Forwarding Register" and acknowledgment by tile Finance Deptt. in tile register itself and
- For Finance - Acknowledging the above bills in the "Bills Register" and the date of release of payment is required to be indicated in the Register by ensuring First in and First Out basis.

All SBU Heads / DFOs are requested to ensure implementation of the above procedure/system which will facilitate in setting up of a transparent procedure in respect of payment of bills of contractors / suppliers as well as various claims of employees.



(M. Mahalingam)
General Manager (Finance)

Addressed to:

- All SBU Heads in RITES Bhavan, Gurgaon
- GGMs / GMs (I) - Mumbai, Chennai, Kolkata, New Delhi
- COI - Bhilai
- GGMs / GMs / CPMs - Kolkata, Lucknow, Mumbai, Nagpur, Bhubaneswar, Secunderabad, Tenughat & Talcher
- All DFOs - ROC, Gurgaon

Copy to: JGM (Secys)/Spl. Secys to Chairman, MO, DT, OP, Dr: and CVO



राइट्स लिमिटेड
(भारत सरकार का प्रतिष्ठान)
RITES Limited
(Schedule 'A' Enterprise of Govt. of India)

No. RITES/ES/Fid.Ins./2010

May 31, 2010

Sub: Fidelity Guarantee Insurance Policy covering Contract Engineers of RITES.

1. Enclosed please find a copy of Fidelity Guarantee Insurance Policy covering Contract Engineers of RITES. The policy is valid from 16.12.09 to 15.12.10.
2. The terms and conditions of the Policy are as under:
 - i. RITES shall be insured against any fraudulent act of any Contract Engineer, if detected during service and up to a period of two years after expiry of the Insurance Policy or the date of leaving of service by the Contract Engineer, whichever is earlier.
 - ii. On the discovery or any act of default or circumstances which may give rise to a claim, RITES shall forthwith give written notice and supply proof relating to the claim to the Insurance Company.
 - iii. For the purpose of identifying the employee, information regarding name, date of birth, date of joining the employer, department, discipline, period of contract of each Contract Engineer, shall be given to the Insurance Company, and updated periodically.
 - iv. The comprehensive cover will be for all Contract Engineers working in RITES.
 - v. The liability of the Insurance Company will be Rs. 5 lakh for each contract engineer.
 - vi. The Insurance Company will not be liable to pay more than one claim in respect of the acts of anyone of the contract engineer.
 - vii. The Insurance Company will not be liable in respect of losses arising elsewhere than in India.

You are requested to peruse the terms and conditions of the Policy and forward any claim falling under this Policy to the undersigned for taking up the matter with the Insurance Company.

Sd/-

V S Kalra

Jt. General Manager (Admn)/ES

Encl: as above.

All EDs/GGMs/GMs in RITES Corporate Office

GGM(P)s/GM(P)s/CPMs - Bhubaneswar, Kolkata, Lucknow, Mumbai, Nagpur, Secunderabad, Tenughat, Farakka, Talcher

GGMs(Insp)/GMs(Insp) - N.Region/W.Region/E.Region/S. Region & C. Region.

GC to DMRC/ Lodhi Road, New Delhi,

GC to BMR L, Bangalore

Copy to JGM (Secy)/SS to MD, DF, DP, DT CVO for kind information of MD/DF/DP/ DT/ CVO



राइट्स लिमिटेड
(भारत सरकार का प्रतिष्ठान)
RITES Limited
(Schedule 'A' Enterprise of Govt. of India)

No. RITES/MCS/Staff-Matters/63
Dt. 10/6/2010

Sub: Monitoring / tracking of employees Complaints/Representations/Grievances.

Ref: Meeting between MD and CVO on 2/6/2010

It has been decided to establish a Centralized Complaint Cell (CCC) in ROC/Gurgaon for all SBUs. All the complaints/grievances/representations received in RITES shall be registered centrally in the Complaints Cell and subsequently sent to the respective Desk Officers/SBUs for follow up action/resolution.

All Regional Project Offices/Inspection Offices shall also maintain a complaint register for their SBU separately and take timely action for resolution of complaints. They will advise monthly progress to Central Complaint Cell by 10th of every month.

Mrs. S.K. Sharma, AGM (Admn.) will be the In-charge of the Centralized Complaint Cell with immediate effect. Copies of the complaints/representations grievances received on or after 1/4/2010 and action taken/status may be sent to her. SBUs may give the complaint no. in their register e.g.

Project Office Lucknow: PO/LKO/COMP/2010/1

Sd/-

(A. K. M. SHARMA)

Group General Manager (MCS/Admn.)

Encl: 1) Proforma for Complaint Register
2) Proforma for Monthly Progress Report on complaints

Note: Present system of complaint handling by QA Division will continue as it is, however they will be required to advise monthly summary to CCC.

Circulation: All Divn. & SBU Heads

PROFORMA FOR COMPLAINT REGISTER

Complaint Regn. No.	Date of Receipt	Complaint Particulars	No. & date and nature of complaint	Sent to (Ref. & date)	Registration No. of Complaint at SBU level	Remarks/action taken
1	2	3	4	5	6	7

PROFORMA FOR MONTHLY PROGRESS REPORT ON COMPLAINTS STATUS
Period: From 1/04/2010 to 31/05/2010

Total No. of complaints	Action taken & complaints resolved	Pending & (No. of cases)	Reasons for pending complaints
5	2	3	4



राइट्स लिमिटेड
(भारत सरकार का प्रतिष्ठान)
RITES Limited
(Schedule 'A' Enterprise of Govt. of India)



NO. PERS/11/210/Misc (D&A)/2008
Dt. 17.06.10

OFFICE ORDER NO.PP/25/2010

The question of revision of rates of Honoraria for inquiry officers and their assisting officials, in the conduct of departmental inquiries had been under consideration of the Management and it has been decided that in supersession of all earlier instruction on the subject, the revised rates of honoraria for the Inquiry officers & others connected with departmental inquiry in both vigilance and non-vigilance cases shall be as under: -

a) Where the departmental inquiry is conducted by a retired senior RITES/Railway officer' not below the rank of JGM/SG grade.

(I) The rate of honoraria for Inquiry Officer

The Inquiry Officer, in such departmental inquiries, will be entitled to a fixed Honorarium of Rs. 15000/- (Rs. Fifteen Thousand Only), exclusive of local transport charges, per inquiry report.

(II) Rate of TA /DA for Inquiry Officer.

Where the duties and responsibilities entrusted to IO involve traveling, the rate of TA/DA, in such cases will be the same as applicable to serving officers of equivalent rank.

(iii) The rate of honorarium for Presenting Officer

The presenting officer will be entitled to a fixed honorarium of Rs. 1875/- (Rs. One thousand eight hundred seventy five only), per Inquiry Report in a case.

(iv) The rate of honorarium for Stenographer/Typist.

In addition to the fixed amount of Rs. 15000/- (Rs. Fifteen Thousand Only), the Inquiry Officer will be entitled for an additional amount of Rs. 2625/- (Rs. Two thousand six hundred & twenty five only), per Inquiry Report provided the Stenographic/Typing assistance is arranged by the Inquiry Officer himself.

Where the services of a serving Stenographer/Typist are placed at the disposal of the retired IO, on his request, the serving stenographer/Typist will be eligible for honorarium @ Rs. 1875/- (Rs. One thousand eight hundred seventy five only), per Inquiry Report in a case.

b) Where the Departmental Inquiry is conducted by a serving senior officer not below the rank of JGM.

(i) The rate of honoraria for Inquiry Officer

The Inquiry Officer, will be entitled to an Honorarium of Rs. 8440/- (Rs. Eight Thousand Four Hundred & Forty Only), per inquiry report in a case.

(ii) Rate of TA/DA for Inquiry Officer.

Where the duties and responsibilities entrusted to IO involve traveling, the rate of TA/DA, in such cases will be the same as applicable to serving RITES officers of equivalent rank.

(iii) The rate of honorarium for Presenting Officer

The presenting officer will be entitled to a fixed honorarium of Rs. 1875/- (Rs. One thousand eight hundred seventy five only), per Inquiry Report in a case.

(iv) The rate of honorarium for Stenographer/Typist

The Stenographer/Typist assisting the Inquiry Officer, in the conduct of a Departmental Inquiry, will be entitled to an Honorarium of Rs. 1875/- (Rs. One thousand eight hundred seventy five only), per Inquiry Report in a case.

c) Where the departmental Inquiry is conducted by a retired RITES/Railway servant of Sr. DGM grade/JA grade and below upto the rank of Assistant Manager/ Gr. 'B' Gazetted Railway Officer.

(i) The rate of honoraria for Inquiry Officer

The Inquiry Officer, will be entitled to an Honorarium of Rs. 3750/- (Rs. Three Thousand Seven Hundred & Fifty Only), per inquiry report in a case besides local conveyance allowance amounting to Rs. 950/- (Rs. Nine Hundred and Fifty only) per inquiry report for A, A-1 and B-1 cities. The local conveyance charges for other cities shall be Rs. 550/- (Rs. Five Hundred & fifty only) per Inquiry report.

(ii) The rate of honorarium for Presenting Officer

The presenting officer will be entitled to an honorarium of Rs. 1250/- (Rs. One thousand two hundred & fifty only), per Inquiry Report In a case.

(iii) The rate of honorarium for Stenographer/Typist

The RIO will be entitled to an additional amount of Rs. 1125/- (Rs. One Thousand One Hundred & Twenty Five Only) per Inquiry Report in a case for Clerical/Stenographer/Typing assistance arranged by him. However where the services of a serving Stenographer/Typist are made available to the IO, an amount of Rs. 750/- (Rs. Seven Hundred & Fifty only) per departmental Inquiry Report, will be paid to the serving Stenographer/Typist.

d) Where the departmental Inquiry is conducted by a serving Official of Sr. DGM grade and below upto the rank of Junior Manager/Engineer.

(i) The rate of honoraria for Inquiry Officer

The Inquiry Officer, will be entitled to an Honorarium of Rs. 2500/- (Rs. Two Thousand Five Hundred Only) per departmental inquiry report.

(ii) The rate of honorarium for Presenting Officer

The presenting officer will be entitled to an honorarium of Rs. 1250/- (Rs. One thousand two hundred & fifty only), per departmental Inquiry Report.

(iii) The rate of honorarium for Stenographer/Typist

The Stenographer/Typist assisting the Inquiry Officer, in the conduct of a Departmental Inquiry, will be entitled to an Honorarium of Rs. 750/- (Rs. Seven Hundred & Fifty only) per departmental Inquiry Report.

e) Contingency Expenditure.

An amount of Rs. 100/- (Rs. One Hundred Only) is permitted as contingency expenditure to met the basic courtesy requirement of serving tea/biscuits etc. for each sitting of the Inquiry. This expenditure will be incurred by the Presenting Officer and will be reimbursed to him on certification of Inquiry Officer. In the absence of Presenting officer, the Inquiry Officer shall incur the expenditure and the same will be reimbursed to him along with honorarium.

f) Rate of Local transport charges

The rate of local transport charges will be the same as applicable to the serving Officers of equivalent rank. For this purpose, the notified residential address of the Inquiry Officer, will be deemed HQs of the Inquiry Officer.

g) Postage and Stationery charges

Postage and Stationery charges, on certification by Inquiry Officer shall be borne by RITES.

h) Expenses made by the Inquiry Officer

Expenses made by Inquiry Officer towards Fax and Telephone call charges, shall be reimbursed to them on actual, on certification by Inquiry Officer, subject to a maximum of Rs. 250/- (Rs. Two Hundred & Fifty Only) per Inquiry Report.

2. This issues with the concurrence of Competent Authority and the revised rates will be applicable w.e.f. the date of issue of this letter i.e. inquiries in which order for appointment of Inquiry Officer have been signed by the DA on or after the date of issue of this letter.

Sd/-
(Ved Parkash)
General Manager (P)

Distribution:

JGM(Secy)/SS to Chairman, MD, DT, DP, OF & CVO
All EDs/GGMs/GMs in C.O., Gurgaon
All GGM(P)/GM(P) - Mumbai, Nagpur, Lucknow, Kolkata, Secunderabad, Bhubaneswar
All GGM(I)/GM(I) - N.Region/W.Region/E.Region/ S.Region I C. Region
All GMs in GC to DMRC/BMRCL
Company Secretary, GM(Vig), JGM (Admn), JGM (P)/CR
All Desk Officers in Personnel Branch Secretary/CONCERT
OO File/ Notice Board



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RITES Limited
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Amendment NO. 10

Sub: Modification to Revised Schedule of Powers (Applicable w.e.f. 15.01.2007) issued vide this office circular No.RITES/ACCTS/ SOP/2007 dated 16.01.2007.

With immediate effect, nomenclature of SOP item appearing at SI. No. 2.2 has been modified as under: -

Sl. No.	Item	
	Existing	Modified
2.2	Relaxation of Standard PO Criteria for specific requirement of a tender / project	Approval of deviations from Standard Tender and Contract Document.

The other terms and conditions will remain unchanged.

This issues with the approval of Managing Director. [Reference MD's approval dated 25.06.2010 on the noting No. RITES/CPC/T&D & GCC of EO/B&A dated 28.05.10].

Sd/-

(H.K. Bali)

General Manager (Finance)

Distribution

- All EDs / SBU Heads
- All DFOs
- GGMs / GMs (I) - Mumbai, Chennai, Kolkata, New Delhi, COI - Bhilai
- GGM / GM (P) - Mumbai, Secunderabad, Kolkata Nagpur, Bhubneswar, Lucknow
- CPMs - Talcher, Tenughat, Farakka & Kahalgaon
(with a request to circulate amongst all concerned within the group)

Copy for information to: CV.O., Company Secretary

GGM (F-I), GM (F)-II, GM (F)-III, GM (F)-IV

Secys. to Chairman, MD, DP, DF, DT, CVO

*Glimpses of earlier
Vigilance Awareness Week celebrations*

