

Details of important System improvements implemented during 2020:-

Sl. No.	Vigilance Case No.	Name of System Improvement
1.	DMW/Vig./Dy.CVO/PC-1015	Civil Deptt, DMW was advised to keep in view the expertise of working contractors while calling quotations for same or similar work.
2.	DMW/Vig./Dy.CVO/PC-1023	Secretariat of PCAO, DMW/Patiala has been advised that all the officers may be intimated to give complete details of their immovable property i.e. Size and Address of the Plot/ House in column "Name & Details of the property" of their IPR.
3.	DMW/Vig./Dy.CVO/PC-1039	Store Deptt. was advised to arrange recovery of the outstanding GD amount of Rs 20530/- from Ms IAG automation private ltd. panchkula as per Para 8.2 of the special instruction of tender schedule
4.	DMW/Vig./Dy.CVO/PC-1047	Personnel Department has been advised as under:- Pass declarations should be taken from Railway Servants as per frequency laid down in Railway Servants (Pass) Rules. While receiving Pass declaration, it should also be ensured that the same is complete in all respect and also bearing the date of the declaration
5.	DMW/Vig./Dy.CVO/PC-1048	<p>Dy.CE/Civil was advised to make a Procedure/Checklist for the Works Supervisors of DMW/Patiala to ensure the implementation of following:</p> <ul style="list-style-type: none"> * Names of all the Contract Labourers have been registered at Shramikkalyan Portal. * All the Contract Labourers are being paid Minimum Wages as per extant orders of Ministry of Labour & Employment. * Payment is made to the contract labour through bank. * Wage-slips are being issued to contract labour.
6.	DMW/Vig./Dy.CVO/PC-1051	Office of the Dy.CPO was advised to make necessary corrections in the names of staff in IPAS on the basis of their Service Books.
7.	DMW/Vig./Dy.CVO/PC-1053	Personnel Department has been advised to issue a procedure order jointly with Accounts Department for handling requests for Partial Withdrawal from NPS for working employees and for Premature Exit, Superannuation and Death case separately. Procedure orders should clearly define the responsibility of concerned supervisors and officers in each case along with timeline for each event. The facility should be widely publicized to all DMW employees by suitable means.

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8.	DMW/Vig./Dy.CVO/PC-1060	Stores Department has been advised to ensure before processing of Non-Stock procurement cases that NSRs are carrying Essentiality and Non- Stock Certifications.
9.	DMW/Vig./Dy.CVO/PC-1061	Personnel Deptt. has been advised to take an undertaking on Stamp Paper from widow of the deceased Railway servant regarding her marital status at the time of issue of appointment order to ensure proper compliance of provision as laid down in para V of Master Circular No.16.
10.	DMW/Vig./Dy.CVO/PC-1071	DMW hospital was advised for compliance of para 639 & 643 of IRMM-2000, that option for hospital diet from indore- patients of DMW Hospital who are not entitled for free diet, should also be taken and considered for diet from the same supplier on payment/recovery basis as per instructions available in para 642 of IRMM.
11.	DMW/Vig./Dy.CVO/PC-1092	DMW Hospital was advised to provide the list of empaneled diagnostic centers to the patient/relatives and whichever center is preferred by the patient, Railway hospital shall refer the patient to that center for that instance.
12	DMW/Vig./Dy.CVO/PC-1093	Personnel deptt was advised that in case of compassionate appointments, welfare section hould draft a check list for the purpose of collecting documents from the bereaved family or other sources in support of authenticity and dependency of the applicant and financial status of the bereaved family. Compassionate appointment may be finalized within timeline given by Railway Board.
13	DMW/Vig./Dy.CVO/PC-1094	Regarding appointment against sports quota & cultural quota, Personnel deptt was advised that character and antecedents of concerned employee should be got verified from the office of District Magistrate. Application format having complete detail of candidate should be prepared in consultation with DMWSA for future recruitments against Sports quota.
14	DMW/Vig./Dy.CVO/PC-1096	Receipt section of Store depot was advised to check the despatch documents etc. properly while receiving the material.
15	DMW/Vig./Dy.CVO/PC-1097	To avoid incidents of missing entries of leave, Personnel Deptt was advised that a close loop system is required to be implemented, whereby each section should be able to generate a monthly report for the leave record submitted by that section for one to one matching.
16	DMW/Vig./Dy.CVO/PC-1098	Personnel department was advised to correct the data related to name and designation of employees in IPAS.

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17	DMW/Vig./Dy.CVO/PC-1102	Regarding IPR of supervisors, Personnel department was advised that all the Supervisors of DMW of level-7 & above should be advised to give complete detail of their immovable property i.e. size and address of the plot/house in their statement of IPR.
18	DMW/Vig./Dy.CVO/PC-1104	To avoid overstocking of stock Items, Mechanical department was advised that while doing P&D review for any item, it should also cover all other related items which will get affected by increase/decrease in the item under review. Stores department was also advised to ensure concurrent action on all the items covered under P&D review.
19	DMW/Vig./Dy.CVO/PC-1118	In case of promotional exams of Junior engineer (T&C), Personnel branch was advised that all important notices pertaining to selection, especially the schedule of written examination should not be delayed beyond two days after the decision of conducting the exam.
20	DMW/Vig./Dy.CVO/PC-1119	Personnel branch was advised that regular meetings regarding Colony Inspection Group should be held. The colony inspection group should serve its very purpose of recommending the staff welfare works/maintenance works in planned manner duly prioritizing them based upon availability of resources.
21	DMW/Vig./Dy.CVO/PC-1123	Store department was advised to take initiative to curtail undue time taken for issue of D.P.extension amendment to avoid delay in issue of receipt note/RO.
22	DMW/Vig./Dy.CVO/PC-1127	Personnel branch was advised to devise a system for regular monitoring of Civil /Criminal cases against DMW employees by maintaining a register showing the status of the case by getting the information through the controlling officer of the employee concerned or through e-court.