

NORTHERN RAILWAY

SDGM  
Dy. CVO/A&P  
Head Quarters Office,  
Baroda House,  
New Delhi.

Confidential  
No. E-142/Misc/S. Cell (P)

Date: 28.12.2021

DRM/P/DLI, LKO, MB, UMB & FZR  
CWM/JUDW, ASR, CB/LKO, JUDW, ASR, AMV/LKO & SW/GZB.  
Dy. CMM/JUDW, AMV/LKO, Stores Depot/SSB.  
Medical Director/NRCH.  
CPRO, State Entry Road, New Delhi.  
CCM/PM, IRCA Building, New Delhi.  
SCM/Refund, Station Building, New Delhi,  
SCM/Claims, NDCR Building, State Entry Road, New Delhi.

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Sub: Vigilance Investigation.

Ref: Dy. CVO/A&P's letter No.VIG/PC/2020/12/00557/V2 dated 14.12.2021 — 8. no 307

With reference to above, during vigilance investigation it was found that the guidelines issued by HQ Office Baroda House and Railway Board, are not being implemented.

The following drawbacks were found while implementing the guidelines-

1. It is directed vide PS No- 2589 circular number 384E/0-II(EIV) dated: 16.07.1964 of Northern Railway to maintain the Discipline and Appeal Register. **However, no such type of register was maintained in one of the Division.**
2. It was found that most of the **service records were incomplete as entries of increments were not attested and entry of punishment was not done on proper punishment page and there was no supervisor to check whether the service records which were with the dealer are complete or not.**

In this regard, the Railway reform committee, has made the following recommendation in connection with maintenance of service records of the employees-

(i): "Service Records of staff should be kept up to date in order to cut down handling time. This should be the special charge of the Personnel Branch and form part of the duties of Staff and Welfare Inspector."

(ii) 'Staff and Welfare Inspector should ensure that entries in the service records are not allowed to become more than one month behind the current position.'

Accordingly, it may be ensured that entries in the service records are not allowed to become more than one month behind the current position.

(Vijay Kumar)  
For General Manager (P)

Copy for information and necessary action to:

Secy /SDGM, PCE, PCME, PCCM, PCOM, PCMM, PCEE, PCMD, PCME, FA&CAO (Budget Branch)  
Dy. GM/G, Dy. GM/Law, Asstt. Statistical Officer, Dy. CCM/FM-II(Rates Br.)