

Northern Railway

Headquarter Office,
Baroda House,
New Delhi.

Date: 05.07.16

No. 802-M/6/41/Tender gen/Pt.1/MC-I

Sr.DME/C&W
DLI, LKO, MB, FZR & UMB
Sr. DME/Chg/DLI

Sub: System Improvement- Execution of contract related to housekeeping, cleaning, waste management and loco cleaning/washing.

Ref: Dy.CVO/M's letter No. VIG/PC/2014/06/0317/N/DLI dt. 29.06.16 (S.No. 291.)

Reference above, based on the various vigilance checks conducted on execution of housekeeping, cleaning, waste management contracts following system improvement has been recommended by the vigilance.

1. Daily sheets for monitoring execution of work need to be prepared on the basis of work done and should verified by the SSE//c on daily basis. Daily work sheets of each contract should be serially numbered.
2. Attendance of contractor's staff should invariably be through well maintained Biometrics system
3. Stand by supervisors should be nominated for certifying the work in case the main person (SSE//c) is on rest/leave.
4. Test check protocols for works contracts should invariably be imparted in terms of HQ's letter No 802-M/6/17/Mech. Clg & OBHS/MC-I dt. 12.03.2015 (Copy attached).

All divisions are hereby required to act accordingly and implement above mentioned recommendations of vigilance department on all ongoing and future contracts related to housekeeping, cleaning, waste management and loco cleaning/washing etc under advise to this office.

(S. S. Ahluwalia)
Dy.CME (Chg.)

03/11/16
8 JUL 2016
सतकर्ता विभाग
उत्तर रेलवे, प्रधान कार्यालय
कजीवा हाउस, नई दिल्ली

Copy to:

CME- For kind information please.

CRSE/Chg- for kind information please.

DyCVO(M) – In compliance of above referred letter.

वरि. उप. महा प्रबंधक :
मुख्य सत. अधि./डी :
उप मुख्य सत. अधि./ : M
द. सत. अधिकारी/डी :