

LIST OF SYSTEM IMPROVEMENTS TAKEN UP BY RAILTEL VIGILANCE

S.N	Date	Subject	Background	System Improvement as Advised
1.	10.01.2020	Annual Property Return (APR) for Vigilance Clearance	DoPT guidelines issued from time to time mentioned that Vigilance Clearance shall be denied to an officer if he/she fails to submit his/her Annual Property Return (APR) of the previous year by 31 st Jan of the following year.	Advised HR department to invariably mention the date of last APR filled by the employee while seeking vigilance clearance.
2.	04.03.2020	Procurement Manual and Training of Executives	A tender case was investigated in which various procedural lapses were observed. It was seen that the same was due to non availability of in house procurement policy/manual.	<ol style="list-style-type: none"> 1. Preparation of procurement manual. 2. Training of Officers in tender and procurement matter.
3.	10.08.2020	System Improvement in HR Policy for TA/DA	While in a case investigated by Railway Board Vigilance it was observed that an employee claimed for "stay by own arrangement" while on official tour to a particular city where he have been using RailTel owned accommodation for his family.	Modification/Review of TD/DA Policy was advised to incorporate suitable provisions so that any employee does not miss use the policy.
4.	10.08.2020	System Improvement in ERP	<p>While examining a case it was observed that while filling reimbursement claims in ERP, it was found that:</p> <ol style="list-style-type: none"> 1. Employees were able to file claims against official tours even when the official tour was not duly approved by his/her controlling officer. 2. In some cases it was found that employee were able to claim twice against the same item for the same date. 	<p>System Improvement in the ERP software were advised to ensure that:</p> <ol style="list-style-type: none"> 1. ERP should not allow submission of the claim by the employee till the tour is approved by the Competent Authority in ERP. 2. ERP system should not allow any claim for the same item twice for the same date.
5.	14.08.2020	Identification of sensitive posts in RailTel.	It was seen that the last exercise of identification of sensitive post was done a decade back, which is not in line with the current organizational structure and nature of work being done in	HR department was advised to review the list of sensitive post in RailTel as per the current organizational structure.

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6.	01.09.2020	Scrutiny of Annual Property Return	While scrutiny of Annual Property Return (APR) it was found that 237 executives have not filled their APR even by Aug'2020 which is supposed to be filled by 31 st Jan 2020. It was further observed that the format of APR in ERP had certain shortcomings towards selection of the year for which the APR is filed.	The following system improvements have been advised: <ol style="list-style-type: none"> 1. In the ERP format it was advised that instead of current year as displayed, it should display the previous year with no option to select/show current year as on the date of filing of APR. 2. While filing of self appraisal by the employee in ERP it should be ensured that the employees mandatorily submit the date of filing APR. 3. Contractual employees (on the roll of RailTel) should also be advised to file their APR.
7.	08.10.2020	Systematic improvement in hiring of vehicle.	During examination of a case regarding hiring of vehicle for a project work, certain systemic shortcomings were found.	The following systemic improvements were advised: <ol style="list-style-type: none"> 1. Logbook must be compulsorily provided by RailTel and that must include the column for Name, Designation and purpose of each trip and signature of the officials using such vehicle. 2. Name, Designation and purpose of visit of the officials must be entered in legible form in the logbook by each official. 3. The duration of use of vehicle must be provided in the terms and conditions of the contract along with period of extension, if any. 4. The logbook should also mention the concerned authority to whom the vehicle is attached.