

**SOUTHERN RAILWAY**

Headquarters Office,  
Works Branch,  
Chennai- 600 003.

No.W.496/HQ/ System Imp

Dated 09.03.2022

**Sr.DEN/Co-ordn./MAS, SA, PGT, TVC, TPJ & MDU  
Dy.CE/CW/PER & Dy.CE/EWS/AJJ**

**Sub:** Reiteration of Guidelines on System Improvement -Reg

**Ref :** (i) This office letter No.W.416/I/17-18/Sys.Imprn dated 10.10.2020  
(ii) This office letter No.W.496/HQ/Tender Policy dated 26.02.2021

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Guidelines as "System Improvements " were issued to Divisions/Engg Units by this office vide reference cited above (Copy enclosed). Once again it is reiterated to ensure that those guidelines are being followed scrupulously.

Encl : As above

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**Dy.CE/Works /HQ**

**For Principal Chief Engineer**

**SOUTHERN RAILWAY**

Head Quarters Office,  
Works branch,  
Chennai- 600 003.

**W.416/I/17-18/Sys.Imprn.**

**Dated 10.10.2020.**

**CAO/MS, CAO/ERS, PCME, PCSTE, PCOM, PCMM, PCCM,  
PCPO, PCEE, CSC/RPF, CSO & CPLO, CWM/S&T/PTJ, CEWE/PER,  
CWM/CW/PER, CWM/LW/PER, CWM/GOC, CPM/MAS  
Sr.DEN/Co-Ordn/, SA, PGT, TVC, MDU & TPJ  
Dy.CE/EWS/AJJ & Dy.CE/C & W/PER**

**Sub:** -Deployment of site engineers by Contractors- reg.

**Ref:** -(i) Railway Board letter No 2012/CE-I/CT/O/20 dated 10-05-2013.  
(ii) As per GCC provisions as applicable

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A preventive check was carried out by Vigilance Department in one of the divisions of this Railway with regard to "Deployment of qualified Engineers at work sites by the contractor and related instructions" and pointed out some of the irregularities as mentioned below during investigation:-

- i) A recovery of amount of ₹ 3000/- and ₹ 2000/- for degree and diploma holder respectively are still incorporated in tender documents even though the modifications to GCC has been advised long back. In such cases after vigilance check divisions have entered in to a rider agreement with contractor duly deleting old conditions and incorporating new guidelines and recoveries were made from the contractor for default period.
- ii) No action has been initiated by concerned SSE/PWay/Works and Controlling Officers i.e, ADEN/AXEN to recover amount of default of contractor are not employing site engineers as per GCC and agreement conditions.
- iii) No recovery from contractor has been made for the default period in some cases contractor have not employed site engineer from commencement of work but deputed on later date.
- iv) For civil engineering works, Engineers qualified in other disciplines should not be allowed to supervise the work, since in one of the agreements, it was observed by Vigilance that the contractor had employed one Engineer graduated in Mechatronics.

- v) There is no practice of getting approval or acceptance of concerned Sr.DEN/DEN/Dy.CE/CN before-hand or even post-facto on Contactor's letter enclosed with name and willingness of Graduate/Diploma engineer.
- vi) Contractor having more than one work on hand has recommended the name of the same person for all the works. In some of the cases, the same person has been employed for works in more than one division by the same contractor.

In view of the preventive checks by Vigilance and subsequent findings the following guidelines are issued and to be followed scrupulously:-

1. As per Clause 26A of GCC 2020, each contractor shall employ qualified Graduate Engineers/Diploma Engineers at Work sites **as prescribed in the tender documents.**
2. As per Clause 26A.3, no. of qualified Engineers required to be deployed by the Contractor shall be specified in the tender documents as 'Special Condition of Contract'.
3. As per Para 3a of Addendum & Correction slip issued by Board communicated vide Board's Lr. No. 2012/CE-I/CT/O/20 dated 10-05-2013 **(or) as per Railway Board's instructions issued from time to time.**  
 , Contractor shall employ
  - (a) One qualified Graduate Engineer when cost of work to be executed is 200 lakh and above and,
  - (b) One Diploma Holder Engineer when cost of work to be executed is more than 25 lakhs, but less than 200 lakhs.
4. For Tenders finalized based on GCC 2014, GCC 2018 or GCC 2019, if the contractor fails to employ a Graduate/Diploma Engineer as aforesaid in Para 3 above, action shall be initiated to recover liquidated damages in terms of Clause 26.A.1 & 26.A.2 of the respective GCC.

For Tenders finalized/under finalization based on GCC 2020, it shall be ensured by the Field Executives that the penalty norms shall be prescribed in the Tender documents for recovering the liquidated damages, if the contractor fails to employ Graduate/Diploma engineer.

5. It must also be ensured that qualification possessed by the site engineers matches with the type of work to be executed. This aspect shall be checked

by the Field Officials/Officers before recommending the Contractor's request to the Engineer-in-charge for approval.

6. Site Engineers shall be permitted to work only after taking the approval of the Engineer-in-charge.
7. It is observed that in many cases, Contractors, who are having more than one ongoing works, have got the approval of same site engineer for multiple works. In order to avoid such cases, it is mandatory for the Field Officials/Officers to ensure physical availability of the nominated site engineers throughout the course of the work.

Divisions has to maintain the details of site engineers engaged by the contractors as per the format

Sl.no	Name of the work	Name of the site engineer	Agreement value	ADEN	Sr.DEN/DEN	Remarks

8. Before passing each bill, it shall be ensured at the time of Technical Check that the Field Officer's certification is available in the M.Book to the effect " **Site engineer has been deployed for the work as per GCC**" and the Bill-passing Authority shall cross-verify this aspect while signing the bill.
9. The conditions shall be included as the foot note of the tender schedule regarding deployment of qualified engineers in respective discipline and railway board instructions.
10. The same condition shall also needs to be incorporated as part of the LOA

This issues with the approval of PCE

**RAVIKUMAR K** Digitally signed by RAVIKUMAR K  
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**(K.RAVI KUMAR)**  
**Chief Engineer (Works)**

**Copy to: -**

Dy. CVO/Engg./MS for information

(w.r.t letter No. VO/E/System  
imp/2018 dated 22/23-10-2018)

## SOUTHERN RAILWAY

Headquarters Office  
Works  
Branch

Chennai-3.

No.W.496/HQ/Tender Policy  
26.02.2021

Dt.

### All DRMs

Sub :- Transparency in awarding works by calling of quotations-  
Reiteration of Guidelines – Reg.

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Vigilance, in its investigation in one of the cases, has made the following observations :-

1. The work for housekeeping and Maintenance of ORH in one of the field units was awarded through “Calling of quotations” from local contractors.
2. The work orders were issued with the completion period of 12 months.
3. The work has been awarded to the same person for Six Years continuously.

Vigilance, in view of the above, has advised that suitable guidelines may be issued to all the Divisions / Field Units to follow the transparent procedure, while awarding works by calling of quotations.

In this connection, the Instructions to call for quotations to execute works, issued vide Rly Board Circulars No.2007/CE-I/CT/18/Pt. dt. 05.03.2009 & No.2007/CE/-I/CT/18/Pt.13 dt. 06.09.2010 and Item No.5 (F) of MSOP2018 (Works Matters), along with the Conditions stipulated therein are reiterated and reproduced below for strict adherence in the most transparent manner:-

1. The powers to call for quotations to execute works will be exercised by the Officers with their own administrative approval and no separate administrative approval is necessary.
2. Normally powers to dispense with calling of tenders (quotations) should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out.
3. The work should not be split up for the purpose of bringing it within the ambit of this dispensation.
4. The reasonableness of rates should be gone into objectively and in detail by the Accepting Authority.
5. Quotations should not be for items which can be executed through the existing

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- contracts including Zonal Contracts.
6. Quotations should not be for fancy (expensive but of low utility) items.
  7. Quotations should only be for works which are urgent in nature.
  8. Quotations should normally be invited from at least three well experienced contractors / agencies not necessarily borne on the approved list.
  9. Accepting Authority must take precautions to see that the quotations are from genuine firms ( and not from fictitious firms).
  10. A Register showing the full particulars of works authorized through quotations will be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to Associate Finance while seeking their concurrence.
  11. The powers delegated in SOP are specific to the Department/Division concerned.
  12. Cross-utilisation of powers of equivalent Officers in a Division/Single Administrative Unit shall not be allowed.
  13. Notice Period of at least 7 days from the date of NIQ (Notice Inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation.

This issues with the approval of PCE

KAVETI  
MASTAN  
RAO

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**(K. MASTAN RAO )**  
**CE/Works/MAS**  
**For Principal Chief**

**Engineer**

Copy to

**CAO/CN/MS & ERS**

**All Sr.DENs/Co**