



निवारक और शिकायत जाँच की चेकलिस्ट (विद्युत, सिग्नल और दूरसंचार)



CHECKLIST FOR PREVENTIVE CHECK AND COMPLAIN INVESTIGATION (ELECTRICAL, SIGNAL & TELECOM)

VAW - 2025

जारीकर्ता: सतर्कता विभाग, एसईसीआर, बिलासपुर
Issued by: Vigilance Department, SECR, Bilaspur

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1.Aspect of Check: Quality Check of Signalling/Power Cable. (2C/24C/6Q cables)**Following items to be Checked/ Collected:**

SN	Items/ Parameters	Details	Remarks, if any
1.	Name of cable		
2.	Type of cable (Underground / Overhead / Normal).		
3.	Inspecting Authority (RDSO/RITES/Consignee).		
4.	Material used for core (Copper, Aluminium etc)		
5.	Number of core/conductors in cable.		
6.	Diameter of each core/conductor of cable.		
7.	Diameter of each strain in case of multistrand cable.		
8.	Average diameter of core/conductors throughout cable length.		
9.	Insulation type.		
10.	Material used in insulation.		
11.	Number of insulation Layer.		
12.	Record of Insulation testing.		
13.	Record of Loop resistance measurement.		
14.	Lab Test as per RDSO specification.		
15.	Manufacturer as per RDSO list.		
16.	Manufacturing year, lot no., drum no. and length in meter should be engraved/printed clearly on the Cable.		
(B)	Document to be collected:		
1.	Copies of POs, Contracts		
2.	Consignee/RDSO/RITES inspection Certificate		
3.	e-Way Bill		
4.	Packing list		
5.	Guarantee certificates		
6.	Cable Lab Testing certificates		
7.	Delivery Challan supplied by the supplier		
8.	Tax Invoice		
9.	Copies of extension taken for PO/Contract, If any		
10.	Copy of ledger/MA Note Book/DMTR Register since last stock verification.		


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2.Aspect of Check: Quality check of Consignee Inspected Signal/Telecom materials

(Relay, Point machine, Signal Unit, Axle counter(SSDAC/MSDAC), Track lead junction box, Fire alarm, Earth electrodes, Steel apparatus case, True RMS Multimeter, Digital Clamp Meter, Batteries, Track Drill Machine, Hand operated insulation tester, Megger (Hand operated), Display Unit, PVC Pipe, Casing-n- Capping, Desktop Computer, Laptop, Fax machine, Printer, TSF/M Seal Jointing Kit, OFC Joint Enclosure, PA System, PF Digital Clock, Fare Display Board, MODEM, Router, Switch, LAN Extender, Media Converter etc.)

Following items to be Checked/Collected:

SN	Items/ Parameters	Details	Remarks, if any
1.	Whether material is purchased through works contract?		
2.	Whether material is purchased through store contract?		
3.	Whether material is inspected by Consignee?		
4.	Whether Technical Specification of material is available?		
5.	Whether material is inspected as per Technical Specification?		
6.	Whether inspection certificate is signed by Consignee as		
7.	well as respective officer in charge?		
8.	Whether TS is prepared by RDSO?		
9.	Whether material is purchased from RDSO approved vendor?		
10.	If not, approval of competent authority obtained?		
11.	Whether TS is prepared by Local Authority?		
12.	If yes, approval from competent authority obtained?		
13.	Whether material received as per Technical Specification?		
14.	Whether the Test report of the material is available?		
15.	Whether Company serial number is available on each unit?		
16.	Whether Expiry date of material is available on each unit?		



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17.	Whether Warranty certificate of material is available?		
18.	Whether material is taken in DMTR/ Ledger?		
19.	Whether quantity of material is as per bare minimum requirement?		
20.	Whether material is issued and installed at specified site?		
21.	Whether material is in satisfactory working condition?		
(B) Documents to be collected:-			
1.	Copy of DS2/PO/CA.		
2.	Copy of Challan.		
3.	Copy of material inspection register/ certificate.		
4.	Copy of Technical Specification.		
5.	Copy of DMTR/Ledger etc.		



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3.Aspect of Check: Quality check for the Execution of Work

(Installation or modification of PI/RRI/IBS/ABS/ LC gate interlocking /Cable trenching & laying/ location box erection)

SN	Items/ Parameters	Details	Remarks, if any
1.	Quantity of schedule items as per LOA / Last variation.		
2.	Quantity of schedule. items as per execution		
3.	Quantity of schedule items recorded in MB for payments		
4.	Physical verification of supply of schedule items.		
5.	Check Technical specification, make, dimensions etc. is as per tender schedule or not.		
6.	Check whether material is as per Tender or not		
7.	Check location of work as per site		
8.	Check location of work in MB.		
9.	Check site Register availability and record of data.		
10.	Check MB regarding Test check done by officer and location.		
11.	Check whether payment has done for actual commissioned items or otherwise.		
12.	Check and verify availability of materials supplied by firm.		
13.	Documents for Daily work progress		
(B)	Document to be collected:		
1.	Details of executed quantity		
2.	Copy of PO/CA.		
3.	Copy of Challan.		
4.	Copy of material inspection register/certificate.		
5.	Copy of Technical Specification.		
6.	Copy of DMTR/Ledger etc.		
7.	Details of Quantity recorded in MB		



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4.Aspect of Check: AMC of Passenger Amenities (Telecom terms). (PA system, GPS System, Digital Clock system, WiFi System)

SN	Items/ Parameters	Details	Remarks, if any
1.	Whether LOA available with site supervisor		
2.	Whether AMC Register opened at site		
3.	Whether contractor issued authorization of his representative to execute maintenance work		
4.	Whether name of the firm, commence date and duration of work entry done in AMC register		
5.	Whether jointly inspection done by site supervisor with firms representative		
6.	Whether separate monthly and Quarterly inspection register available		
7.	Whether failure recorded in monthly and quarterly inspection register attended and rectified		
8.	Whether failure entries in AMC register done properly		
9.	Whether failure recorded in AMC register match with failure record of test room		
10.	Whether AMC register updated		
11.	Whether failure found during check match with AMC register		
12.	Whether staff provided by contractor is/are qualified		
13.	Whether on account bill paid		
14.	Whether proper deduction made in bill		
15.	Whether contractor has been paid wage to his representative		
(B)	Documents to be collected		
1.	LOA of AMC contract.		
2.	Verified copy AMC register.		
3.	Verified copy monthly and quarterly inspection register.		
4.	Failure record of test room AMC related gears.		
5.	Related bills and MB.		
6.	Proof of qualification and paid wage to contractor's representative.		



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5.Aspect of Check: AMC/ARC of Signalling gears

(IPS system, Axle counter Cards (ARC), Datalogger/RTU/COA & SSI/ Electronic Interlocking)

SN	Items/ Parameters	Details	Remarks, if any
1.	Whether LOA available with site supervisor		
2.	Whether AMC Register opened at site		
3.	Whether contractor issued authorization of his representative to execute maintenance work		
4.	Whether name of the firm, commence date and duration of work entry done in AMC register		
5.	Whether jointly inspection done by site supervisor with firms representative		
6.	Whether separate monthly and Quarterly inspection register available		
7.	Whether failure recorded in monthly and quarterly inspection register attended and rectified		
8.	Whether failure entries in AMC register done properly		
9.	Whether failure recorded in AMC register match with failure record of test room		
10.	Whether AMC register updated		
11.	Whether failure found during check match with AMC register		
12.	Whether staff provided by contractor is/are qualified		
13.	Whether on account bill paid		
14.	Whether proper deduction made in bill		
15.	Whether contractor has been paid wage to his representative		
(B)	Documents to be collected		
1.	LOA of AMC contract.		
2.	Verified copy AMC register.		
3.	Verified copy monthly and quarterly inspection register.		
4.	Failure record of test room AMC related gears.		
5.	Related bills and MB.		
6.	Proof of qualification and paid wage to contractor's representative.		



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6.Aspect of Check: Quality Check of materials supplied against Contracts

SN	Parameters	Remarks
1.	Collection of Contract copy/LOA copy/Copy of P.O.	
2.	Check the list of supply of materials against the contract	
3.	Check materials physically in store or at site	
4.	Confirm mode of procurement (Stock/Non- stock/Works tender)	
5.	Confirm accountal of the materials in ledgers	
6.	Check approved drawings, if any	
7.	Check copy of material inspection certificate	
8.	Check copy of warranty if any	
9.	Check whether material is as per contract or not	
10.	Check technical specification, make, dimensions etc. is as per specifications or not	



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7.Aspect of Check: Quality check of power cables

SN	Parameters	Remarks
1	Name of cable.	
2	Type of cable (Underground / Overhead / Normal).	
3	Inspecting Authority (RDSO/RITES/Consignee).	
4	Material used for core (Copper, Aluminium etc)	
5	Number of core/conductors in cable.	
6	Diameter of each core/conductor of cable.	
7	Diameter of each strain in case of multi strain cable.	
8	Average diameter of core/conductors throughout cable length.	
9	Insulation type.	
10	Material used in insulation.	
11	Number of insulation Layer.	
12	Type of armour	
13	Number of armouring layers	
14	Manufacturing year, lot no., drum no. and length in meter should be engraved/printed clearly on the Cable.	



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8.Aspect of Check: Accountal of store materials

SN	Parameters	Remarks
1	Check maintaining of type of registers whether manual or through UDM	
2	Check consignee of the store	
3	Check list of ledgers	
4	Check whether it is stock or Non-stock item	
5	Check Average Annual Consumption	
6	Check last stock verification	
7	Check materials physically in store	
8	Check unverified challan	
9	Check ground balance of items	
10	Collect ledger pages of all checked items	



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9.Aspect of Check: Finalization of Tenders

SN	Parameters	Remarks
1	Check sanction of Detailed estimate	
2	Check approval of Tender Documents	
3	Check the Tender Notice Period	
4	Check type of contract whether Works/Service	
5	Check Type of tender Single packet/Two Packet	
6	Check the mode of tender whether Open/Single/Limited	
7	Check Financial/Technical Eligibility criteria	
8	Ensure proper Earnest Money Deposited	
9	Check details of corrigendum Issued	
10	Check Timely opening of Tender	
11	Check the tender opening authority	
12	Check formation of Tender Committee	
13	Check Discussion on offer	
14	Check reasonableness of rates	
15	Check Acceptance of TC minutes	
16	Check duration of finalization of Tender	
17	Check issue of Acceptance Letter	



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10.Aspect of Check: Checking of execution of works against contract

SN	Parameters	Remarks
1	Check Authority of work LOA/Contract Agreement	
2	Check submission of PG within schedule period	
3	Check the imposition of penalty against submission of PG if any	
4	Check engagement of Technical supervisor by the contractor as per GCC/Tender conditions	
5	Check the execution of schedule items as per contract	
6	Check the list of supplied materials against the contract	
7	Check the make approval of supplied materials	
8	Check the authority for material inspection	
9	Check approval of design/drawings if any	
10	Verify the location and quality of execution of work as per agreement	
11	Check availability of site register and recording of execution of work	
12	Check MB for recording of quantity of schedule items	
13	Check MB for recording of Test check done by the concerned officer	
14	Check the billing done for actual schedule items and quantity	



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11.Aspect of Check: AMC& Repairing contracts for electrical equipment

SN	Items/ Parameters	Details	Remarks, if any
1.	Whether LOA available with site supervisor		
2.	Whether Register opened at site		
3.	Whether contractor issued authorization of his representative to execute maintenance work		
4.	Whether name of the firm, commence date and duration of work entry done in register		
5.	Whether separate monthly and Quarterly inspection register available		
6.	Whether staff provided by contractor is/are qualified		
7.	Whether on account bill paid		
8.	Whether proper deduction made in bill		
9.	Whether contractor has been paid wage to his representative		
(B)	Documents to be collected		
1.	LOA of contract.		
2.	Verified copy register.		
3.	Verified copy monthly and quarterly inspection register.		
4.	Related bills and MB.		
5.	Proof of qualification and paid wage to contractor's representative.		



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12.Aspect of Check: Hiring of vehicle

SN	Items/ Parameters	Details	Remarks , if any
1.	Whether LOA available with site supervisor		
2.	Whether Register opened at site		
3.	Whether contractor issued authorization of his representative to execute maintenance work		
4.	Whether name of the firm, commence date and duration of work entry done in register		
5.	Whether jointly inspection done by site supervisor with firms representative		
6.	Whether separate monthly and Quarterly inspection register available		
7.	Whether failure of vehicle recorded in monthly and quarterly inspection register attended and rectified		
8.	Whether staff provided by contractor is/are qualified		
9.	Whether on account bill paid		
10.	Whether proper deduction made in bill		
11.	Whether contractor has been paid wage to his representative		
(B)	Documents to be collected		
1.	LOA of contract.		
2.	Verified copy register.		
3.	Verified copy monthly and quarterly inspection register.		
4.	Related bills and MB.		
5.	Proof of qualification and paid wage to contractor's representative.		



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13.Aspect of Check: Checking of Irregularities in eligibility criterion- special conditions restrictive in nature

SN	Parameters	Remarks
1	Check Authority of work LOA/Contract Agreement	
2	Check submission of PG within schedule period	
3	Check the imposition of penalty against Submission of PG if any	
4	Check engagement of technical supervisor by the contractor as per GCC/Tender conditions	
5	Check the execution of schedule items as per contract	
6	Check the list of supplied materials against the contract	
7	Check the make approval of supplied materials	
8	Check the authority for material inspection	
9	Check approval of design/drawings if any	
10	Verify the location and quality of execution of work as per agreement	
11	Check availability of site register and recording of execution of work	
12	Check MB for recording of quantity of schedule items	
13	Check MB for recording of Test check done by the concerned officer	
14	Check the billing done for actual schedule items and quantity	



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14.Aspect of Check: Checking of Use of IRWCMS for works/ service contracts

SN	Parameters	Remarks
1	Check Authority of work LOA/Contract Agreement	
2	Check submission of PG within schedule period	
3	Check the imposition of penalty against submission of PG if any	
4	Check engagement of Technical supervisor by the contractor as per GCC/Tender conditions	
5	Check the execution of schedule items as per contract	
6	Check the list of supplied materials against the contract	
7	Check the make approval of supplied materials	
8	Check the authority for material inspection	
9	Check approval of design/drawings if any	
10	Verify the location and quality of execution of work as per agreement	
11	Check availability of site register and recording of execution of work	
12	Check MB for recording of quantity of schedule items	
13	Check MB for recording of Test check done by the concerned officer	
14	Check the billing done for actual schedule items and quantity	



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15.Aspect of Check: Scrutiny of tenders finalized beyond 30 days of original validity.

SN	Parameters	Remarks
1	Check sanction of Detailed estimate	
2	Check approval of Tender Documents	
3	Check the Tender Notice Period	
4	Check type of contract whether Works/Service	
5	Check Type of tender Single packet/Two Packet	
6	Check the mode of tender whether Open/Single/Limited	
7	Check Financial/Technical Eligibility criteria	
8	Ensure proper Earnest Money Deposited	
9	Check details of corrigendum Issued	
10	Check Timely opening of Tender	
11	Check the tender opening authority	
12	Check formation of Tender Committee	
13	Check Discussion on offer	
14	Check reasonableness of rates	
15	Check Acceptance of TC minutes	
16	Check duration of finalization of Tender	
17	Check duration of TC member give his remarks	
18	Check issue of Acceptance Letter	



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16.Aspect of Check: Online finalization of Tenders/Issuance of Letters of Acceptance (LoA) in IREPS.

SN	Parameters	Remarks
1	Check sanction of Detailed estimate	
2	Check approval of Tender Documents	
3	Check the Tender Notice Period	
4	Check type of contract whether Works/Service	
5	Check Type of tender Single packet/Two Packet	
6	Check the mode of tender whether Open/Single/Limited	
7	Check Financial/Technical Eligibility criteria	
8	Ensure proper Earnest Money Deposited	
9	Check details of corrigendum Issued	
10	Check Timely opening of Tender	
11	Check the tender opening authority	
12	Check formation of Tender Committee	
13	Check Discussion on offer	
14	Check reasonableness of rates	
15	Check Acceptance of TC minutes	
16	Check duration of finalization of Tender	
17	Check issue of Acceptance Letter	



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17.Aspect of Check: Scrutiny of contracts where variation is over and above 25%.

SN	Parameters	Remarks
1	Check sanction of Detailed estimate	
2	Check approval of Tender Documents	
3	Check the Tender Notice Period	
4	Check type of contract whether Works/Service	
5	Check Type of tender Single packet/Two Packet	
6	Check the mode of tender whether Open/Single/Limited	
7	Check Financial/Technical Eligibility criteria	
8	Check the EOT of contract	
9	Check the approved drawing of work	
10	Check the reason of extension of EOT if contract is extended from original contract period	
11	Check any variation in approved drawing of work	



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18.Aspect of Check: Checks on Quality of Mast foundation

SN	Parameters	Remarks
1	Check Authority of work LOA/Contract Agreement	
2	Check submission of PG within schedule period	
3	Check the imposition of penalty against submission of PG if any	
4	Check engagement of Technical supervisor by the contractor as per GCC/Tender conditions	
5	Check the execution of schedule items as per contract	
6	Check the list of supplied materials against the contract	
7	Check the make approval of supplied materials	
8	Check the authority for material inspection	
9	Check approval of design/drawings if any	
10	Verify the location and quality of execution of work as per agreement	
11	Check availability of site register and recording of execution of work	
12	Check MB for recording of quantity of schedule items	
13	Check MB for recording of Test check done by the concerned officer	
14	Check the billing done for actual schedule items and quantity	



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19.Aspect of Check: Quality of Electrical material inspected by the consignee

SN	Items/ Parameters	Remarks
1.	Name of Materials.	
2.	Inspecting Authority (RDSO/RITES/Consignee).	
3.	Schedule Quantity of Materials	
4.	Supplied quantity of Materials	
5.	Quantity of Material if rejected	
6.	Size of material as per tender schedule	
7.	Specification of material as per tender schedule	
8.	Manufacturing year, lot no., drum no. and length in meter should be engraved/printed clearly on the Cable.	
9.	Lab Test as per tender specification.	
	Document to be collected:	
1.	Copies of POs, Contracts	
2.	Consignee/RDSO/RITES inspection Certificate	
3.	e-Way Bill	
4.	Packing list	
5.	Guarantee certificates	
6.	Lab Testing certificates	
7.	Delivery Challan supplied by the supplier	
8.	Tax Invoice	
9.	Copies of extension taken for PO/Contract, If any	
10.	Copy of ledger/MA Note Book/DMTR Register since last stock verification.	



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20. Aspect of Check : Accountal of High Value materials

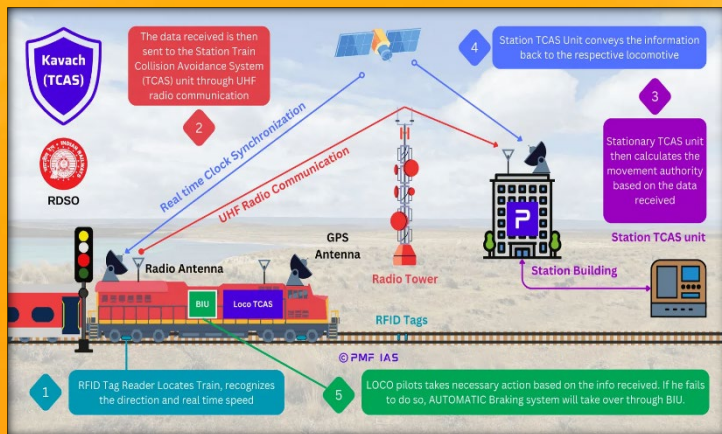
SN	Parameters	Remarks
1	Check maintaining of type of registers whether manual or through UDM	
2	Check consignee of the store	
3	Check list of ledgers	
4	Check whether it is stock or Non-stock item	
5	Check Average Annual Consumption	
6	Check last stock verification	
7	Check materials physically in store	
8	Check unverified challan	
9	Check ground balance of items	
10	Collect ledger pages of all checked items	



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