सत्यमेव जयते

निवारक और शिकायत जाँच की चेकलिस्ट

(यातायात)

CHECKLIST FOR PREVENTIVE CHECK AND COMPLAIN INVESTIGATION (TRAFFIC)

VAW - 2025

जारीकर्ता: सतर्कता विभाग, एसईसीआर, बिलासपुर

Issued by: Vigilance Department, SECR, Bilaspur

Index of Checklist- Preventive Check and Complaint Investigations				**Version-1, 25-10-2025**
SN	DEPTT	CHECKLIST	VER.	UPDATED ON
1	TRAFFIC-COMML	PRS Office	1	23-9-2025
2	TRAFFIC-COMML	Booking/UTS Office	1	23-9-2025
3	TRAFFIC-COMML	EFT cash Submission by TTEs in CTI office	1	23-9-2025
4	TRAFFIC-COMML	Ticket Checking and Duty Roster of TTEs	1	23-9-2025
5	TRAFFIC-COMML	Parcel (Lease SLR/VP)	1	23-9-2025
6	TRAFFIC-COMML	Parcel Inward	1	23-9-2025
7	TRAFFIC-COMML	Pantry Car (Catering)	1	23-9-2025
8	TRAFFIC-COMML	Catering & Vending Stall at Platform	1	23-9-2025
9	TRAFFIC-COMML	Goods shed	1	23-9-2025
10	TRAFFIC	Siding	1	23-9-2025
11	TRAFFIC-COMML	Pay & Use Toilet	1	23-9-2025
12	TRAFFIC-COMML	Parking of Car/Motor Cycle/Bicycle Stand	1	23-9-2025
13	TRAFFIC-COMML	Tenders (All type of Commercial Tenders)	1	23-9-2025
14	TRAFFIC	Weighment of Rakes / EIMWB	1	23-9-2025
15	TRAFFIC	Station Master’s Office	1	23-9-2025
16	TRAFFIC	Mileage Bill of Running Staff	1	23-9-2025
17	TRAFFIC	OBHS & Preventive Check on Execution of OBHS	1	23-9-2025
18	TRAFFIC	Monitoring coverage and usage of CCTVs	1	23-9-2025
19	TRAFFIC	124 A (Untoward Incident)	1	23-9-2025
20	TRAFFIC	Demurrage, Wharfage & Waiver	1	23-9-2025
21	TRAFFIC-COMML	HO Quota/ EQ Cell	1	23-9-2025
22	TRAFFIC-COMML	Station Cleaning Contracts	1	23-9-2025
23	TRAFFIC	Transfer/ Posting/ Rotational Transfer	1	23-9-2025
24	TRAFFIC-COMML	TTE rest houses.	1	23-9-2025

SN-01
Ver-(01) Dt. 24.10.2025

Aspects of Check: PRS Office

Station-_____ **Date of Check-_____**

SL No.	Particulars	Whether Yes/No	Remarks, If any
(A)			
1	Name of Staff Whether Identity of on duty staff found displayed.		
2	Whether fare and other details of ticket are displayed.		
3	Whether Private cash register checked, and irregularities noticed in them recorded properly – Whether PC declared in register: Whether PC fed in system: Whether any shortage/Excess:		
4	Government cash: Whether as per DTCS: Whether any Shortage/Excess:		
5	Check of Duty roster & Rotation of staff on counter.		
6	Whether log in / Log out are proper. Is Login ID/Password pasted on computer/Table.		
7	Whether special cancelled /modified tickets checked.		
8	Whether NI tickets are properly maintained.		
9	Whether requisition /concessional vouchers are proper.		
10	Whether ticket rolls and record of supply to station /locations there of maintained properly.		
11	Staff position: Whether as per attendance register: Whether any shortage: Whether staff found working are posted at station:		
12	Whether CCTVsare installed. Whether installed CCTV in working condition. For what period is CCTV data being recorded.		
13	Whether POS machine is in working condition.		
14	Whether number of Check/inspection done by Unit/Station in-charge (Supervisor/Inspector) as well as Commercial Officers are as per norms. (***Para No 2901 & 2902 of IRCM Vol-II).***		
15	Whether proper deposition of Cash is made in bank.		
16	During Check found any undeclared amount (***Para 2429 of IRCM Vo-II)***		
17	Whether Rotational Transfer Policy followed.		
18	Check sold tickets found in the PRS counters & Office. No. of Tickets- Tatkal/General Time of issuing of Tickets- Users ID Name of Staff-		

19	Whether JCM Prepared at site		
20.	During Tatkal Time Priority of Requisition forms followed or not.		
21	Whether RPF constable available during Tatkal time.		
(B)	**(Documents to be collected).**		
1	Requisition Slip		
2	Special Cancelled Ticket		
3	Transaction details		
4	DTCS		
(C)	**Information to be sought.**		
1.	Clarification of concerned staff & Supervisor. (if required)		
(D)	**Any other Aspects /Irregularities**		
(E)	**Officials Present During the Check**		

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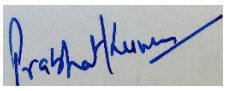

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SN-02
Ver-(01) Dt. 24.10.2025

Aspect of Check: Booking/ UTS Office.

Station-_____ **Date of Check-_____**

SL No.	Particulars	Whether Yes/No	Remarks, If any
(A)			
1	Name of Staff Whether Identity of on duty staff found displayed.		
2	Whether fare and other details of ticket are displayed .		
3	Whether Private cash register checked and irregularities noticed in them recorded properly – Whether declared in register: Whether feed in system: Whether any shortage/Excess: ***(C.C No.32 of 2017 implemented or not)***		
4	Government cash: Whether as per DTCS: Whether any Shortage/Excess:		
5	Check of Duty roster & Rotation of staff on counter.		
6	Whether log in / Log out are proper.		
7	Whether special cancelled /modified tickets checked.		
8	Whether NI tickets are properly maintained.		
9	Whether requisition /concessional vouchers are proper.		
10	Whether ticket rolls and record of supply to station /locations there of maintained properly.		
11	Staff position: Whether as per attendance register: Whether any shortage : Whether staff found working are posted at station:		
12	Whether CCTV's in working condition.		
13	Whether POS machine is in working condition.		
14	Whether No. of check of inspection done by Unit/Station in-charge (Supervisor/Inspector) as well as Commercial Officers are as per norms. (***Para No 2901 & 2902 of IRCM Vol-II).***		
15	Whether proper deposition of Cash is made in bank.		
16	During Check found any undeclared amount (***Para 2429 of IRCM Vo-II)***		
17	Whether Rotational Transfer Policy followed.		
18	Whether JCM prepated at Site:		
19 (B)	**(Documents to be collected).**		
1	Personal cash Register		
2	Transaction details		
3	ITC		
4	Any non cancelled found in possession.		

19 (C) Information to be sought.			
1	Clarification of concerned staff & Supervisor. (if required)		
(D)	**Any other Aspects /Irregularities**		
(E)	**Officials Present During the Check**		

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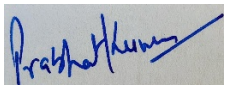

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SN-03
Ver-(01) Dt. 24.10.2025

Aspect of Check:EFT cash submission by TTEs in CIT office.

Station-_____ **Date of Check-_____**

SL No.	Parameters	Whether Yes/ No	Remarks, If any
(A)			
1	Whether staff positions checked		
	Whether Link diagram approved by competent authority available or not		
	Whether duty roster are as per link diagram		
	Whether total staff are utilized in sleeper link RG & LR		
	Whether EFT cash submission with money receipt (MR) and EFT used on date are proper.		
	Whether Record foils of used EFT are in accordance with accounts foils.		
	Whether reason for late submission of EFT cash are taken		
	Whether in case of delay in submission of EFT cash (Govt. Cash) the matter is brought in notice of Divisional authorities by the concerned in-charge.		
	Whether clarification of in-charge & staff recorded on site.		
	Whether sign on & sign off register/proper logged in /logged off in the system are made.		
	Whether distribution of EFT books register, is maintained properly		
	Whether Rotational Transfer Policy followed		
	Whether any JCM prepared at site		
(B) Documents to be collected.			
1	Used EFT book		
2	Booking Register		
3	Record of Sign on & Sign off		
4	Summary of EFT cash submission details		
(C)	**Information to be sought.**		
1	Clarification of concerned staff & Supervisor. (if required)		
(D)	**Any other Aspects /Irregularities**		
(E)	**Officials Present During the Check**		

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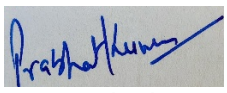

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SN-04
Ver-(01) Dt. 24.10.2025

Aspect of Check: Duty Roster of TTEs in CIT office.

Station-_____ **Date of Check-_____**

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether staff position checkd		
2	Whether Link diagram approved by competent authority available or not		
3	Whether duty roster are as per link diagram		
4	Whether total staff are utilized in Sleeper link RG & LR		
5	Whether Personal cash declaration register maintained		
6	Whether Sign on & Sign Off register / proper logged in /logged off in the system are made		
7	Whether CTA claimed is in accordance with the actual movement as per duty roster and cross check with individual DTS/73		
8	Whether staff are involved in official duty and claiming CTA		
9	Whether in case of casualty of staffs. Staff being utilised as per rule		
10	Whether Clarification of in-charge for any deficiencies taken an site		
11	Whether Rotational Transfer Policy followed		
12	Whether JCM prepared at site		
(B) Documents to be collected			
1	Used EFT book		
2	Link Diagram		
3	Booking register		
4	Record of Sign On & Sign Off		
5	DTS -73		
(C) Information to be sought			
1	Reason for not performing duty as per roster		

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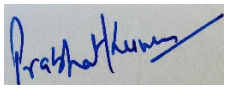

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SN-05
Ver-(01) Dt. 24.10.2025

Aspect of Check: Parcel (Lease SLR/VP).

Station-_____, Date of Check _____.
Train no: _____. Ex. Stn To stn_____
Name of Lease Holder_____

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether leased agreement of this train available		
	Whether SLR/VP has proper sealing or locking with Pad lock		
	Whether manifest is proper Name of Consignor- Name of Consignee		
	Whether Package details as per manifest – Total No. of Packages – Total Weight -		
	Whether loading is in accordance with carrying capacity of SLR/VP (LHB coach or not)- C.C.-		
	After Re-weighment :- Total No. of Packages – Total Weight –		
	Excess Weight found		
	Compartment leased out from _____ Division, _____ Railway		
	Under Charged raised & realised - Rs. _____ vide MR No._____ Dated _____		
	Whether habitual or first time offender -		
	How many times check conducted by commercial supervisors / inspectors as well as divisional officials.		
	Observation, if any		
(B) Documents to be collected			
	Copy of Manifest		
	Copy of RR if any		
(C) Information to be sought.			
	The latest checked conducted by Commercial department		

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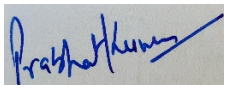

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SN-06
Ver-(01) Dt. 24.10.2025

Aspect of Check: Parcel Inward.

A preventive check was conducted by the vigilance team/ECR at ..... with the assistance of parcel staff of ..... station for checking the inward unloaded parcel consignments from train no .....dated .....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether P.W Bill generated through PMS		
2	Whether PW Bill was issued manually then check proper filling of PW Bill		
3	The details particular check are as under :-		
i	P.W. Bill/ RR No		
ii	Booking Date		
iii	Booked from / to		
iv	No. of Packages		
v	Description of consignment		
vi	Booked weight (In Kg)		
vii	Booked Measurement weight		
viii	Charged fare as per (RR/PW Bill)		
ix	Weight as per re-weighment		
x	Undercharges (if any)		
4	Labour Employed by the contractor		
5	Observation, if any		

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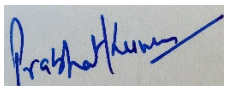

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SN-07
Ver-(01) Dt. 24.10.2025

Aspect of Check: Pantry Car (Catering).

Train No. Date of check:-

Pantry Car No.---------- (LHB or NOT)

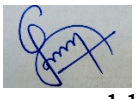
Station from:----------

Station To:----------

Name of Pantry Car Manager:----------

Contractors name:- ----------

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether registered with IRCTC		
2	Whether staff in Pantry car aa per sanctioned strength		
3	Whether attendance register checked No. of staff present in pantry car - No. of staff absent on board P/Car -		
4	Whether medical card available with all staff		
5	Whether valid travel authority available		
6	Whether certificate of food preservation act is available		
7	Whether the food products used of AGMARK		
8	Whether brand of PWD bottles used are as per agreement		
9	Whether fire extinguisher available with validity, whether staff knowing their use		
10	Whether Gas cylinder are in use		
11	Whether agreement paper available		
12	Whether rate list available at proper place		
13	Whether weighing machine is available		
14	Whether quality & quantity of food supplied to the passenger are as per norms		
15	Whether proper sanitation is maintained		
16	Whether any irregular passengers found travelling in P/Car		
17	Whether POS machine available and in use		
18	Whether complaint book available Last complaint lodged regarding		
19	Whether passengers feedback obtained		
20	Whether articles sold are as per agreement		
21	Whether any excess charging are made		
22	Whether JCM prepared at site		



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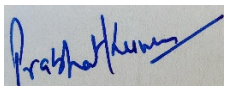

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SN-08
Ver-(01) Dt. 24.10.2025

Aspect of Check: Catering & Vending Stall at Platform.

Station:----------Date of check :----------

Stall No & Platform No:----------Name of Contractor:----------

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether registered with IRCTC		
2	Whether staff in vending stalls are in accordance with the sanctioned strength		
3	Whether staff found working in stall with proper uniforms & named badge		
4	Whether certificate of food preservation act is available		
5	Whether the food products used of AGMARK		
6	Whether brand of PWD bottles used are as per agreement		
7	Whether fire extinguisher available with validity, whether staff knowing their use		
8	Whether agreement paper available		
9	Whether LOA available		
10	Whether rate list available at proper place		
11	Whether sanitation is satisfactory		
12	**Whether license fee paid or not** Paid up to – Verify with MR -		
13	If any previous action taken against contractor		
14	Check POS machine available or not		
15	Check dustbins available or not		
16	Sectional CTIs & CS inspection note and its compliance, if not, why?		
17	Observation, if any		

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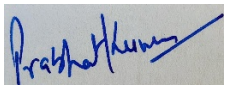

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SN-09
Ver-(01) Dt. 24.10.2025

Aspect of Check: Goods Shed

Name of Goods Shed/Station - ..... Date of check -.....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Check staff position (Posted Since)		
2	Check of wharf Position		
3	Check Demurrage charge		
4	Check and details position of outstanding of Goods shed		
5	How much % DC/WC waived		
6	Check working Hours of Goods shed		
7	Capacity of Goods Shed No. of Lines and - Its capacity		
8	Checking of different register:-		
i	Wagon exchange book		
ii	Wagon transfer register		
iii	Goods received & delivery book		
iv	Placement and release memo		
v	Demurrage & Wharf age register		
vi	Indent register		
vii	Stacking register		
viii	Outstanding register		
ix	Govt. Cash register		
x	DD register		
xi	Personal cash register.		
xii	Inspection registers.		
xiii	Inspection & what unusual found by inspection officer		
xiv	TMS installed in Goods shed (Working or not)		
xv	Whether RR generated through TMS or not		
9	Observation, if any		

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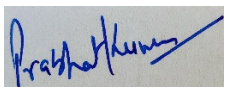

Checked by Dy.CVO/T/SECR

SN-10
Ver-(01) Dt. 24.10.2025

Aspect of Check: Sidings

Name of Goods shed/Siding/Station.....

Date of check: .....

Name of Goods Shed/Station - ..... Date of check -.....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Check Railway staff posted in siding sice		
2	Siding Agreement and blue print of siding available **(Para 2503 of IRCM Vol –II)**		
3	Restriction in booking over a siding – **(Para 2504 of IRCM Vol-II)**		
4	Subletting of siding **(Para 2506 of IRCM Vol-II)**		
5	Procedure of handing over/ Taking over of wagons – follow or not		
6	Check siding vouchers		
7	Demurrage on wagons/vehicle placed in siding		
8	Shunting of wagons / vehicles within the siding		
9	Procedure for booking and delivery of traffic in the siding		
10	Check Siding Charge & Freight charge		
11	Register of siding charge available or not		
12	Check Accountal of siding charge		
13	Deficiency, If any		

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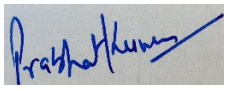

Checked by Dy.CVO/T/SECR

SN-11
Ver-(01) Dt. 24.10.2025

Aspect of Check: Pay & Use Toilet

Name of Station - ..... Date of check -.....

Name of contractor:.....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether Agreement paper available or not		
2	Check issue of LOA available or not Name of Contractor- Period of contract- Issuing date of LOA-		
3.	Check availability of Identity card, Medical certificate uniform & logo,		
4	Availability of toilet for handicapped users (if any)		
5	Display of Rate list at prominent place		
6	Whether staff present in counter/booth Name of Staff -		
7	Check Printer receipt for users available or not		
8	**Check Quality of cleanliness** Toilets - Urinals - Bathrooms -		
9	**Check Quantity & Quality of Materials, Instruments/tools required as per contract :-** Available - Not Available - Deficiencies -		
10	Check Payment of license fee and verify with MR		
11	Payment of electric bills		
12	Sectional CTIs & CS inspection note and its compliance		
13	If found any irregularities/deficiency, clarification of In-charge taken on site.		
14	Check users feedback form available or not		
15	Observation, if any		

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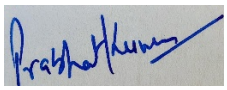


Checked by Dy.CVO/T/SECR

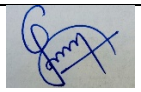
SN-12
Ver-(01) Dt. 24.10.2025

Aspect of Check: Parking of Car/Motor cycle/Bicycle stand

Name of Station - ..... Date of check -.....

Name of contractor:..... Unit:.....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether Agreement paper available or not		
2	**Check issue of LOA available or not** Name of Contractor – Period of Contract – Issuing date of LOA -		
	Check availability of Identity card, uniform & logo,		
	Display of Rate list at prominent place		
	Whether staff found working in parking zone No. of staff working in per shift Name of Staff -		
	Check Printer receipt for users available or not		
	Check Payment of license fee and verify with MR		
	Demarcated Area		
	Cleaning condition of parking area		
	Sectional CTIs & CS inspection note and its compliance		
	If found any irregularities/deficiency, clarification of In-charge taken on site.		
	Check users feedback form available or not		
(B) Documents to be collected:-			
	Detail Estimate		
	Tender File		
(C) Information to be sought:-			
	Any irregularity, if found, in the case		
	Reasons for delay, if any.		
	Other misc. queries which arise on inspection of Documents		
	Observation, if any		
	Whether payment has been made as per scheduled		



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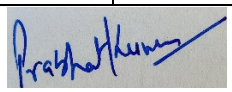
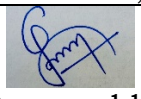


Checked by Dy.CVO/T/SECR

SN-13
Ver-(01) Dt. 24.10.2025

Aspect of Check: Tenders (All type of Commercial tenders)

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Check Authority of Work		
2	Check Sanction of Estimate		
3	Check assessment of Cost / Rates		
4	Check on what basis preparation of Tender Schedule has been done.		
5	Check preparation & approval of Tender Document- By whom		
6	Check mode of Tendering & its approval- By whom		
7	Check Eligibility Criteria- Technical Bid Financial Bid		
8	Check Similar nature of work & its approval		
9	Whether Cost of Tender Documents is proper		
10	Whether Earnest money is proper		
11	Check approval of tender documents- by whom		
12	Check whether NIT for publication in newspapers was done on time		
13	Check regarding uploading of Tender Documents and Tender Notice on Website		
14	Check details of Corrigendum issued, if any		
15	Check Tender Notice period		
16	Check Opening of tender has been done by proper committee & on time		
17	Check Comparative Statement		
18	Check Briefing Note		
19	Check Vetting of Briefing Note		
20	Check how verification of credential has been done		
21	Check Technical eligibility		
22	Check Financial eligibility		
23	Check Type of Tender- Single packet/Two Packet		
24	Discussion on Offer		
25	Check reasonableness of rates		
26	Check TC formation Approval		
27	Acceptance of TC Minutes		
28	Check issue of Acceptance letter		
29	Contract Agreement		
30	Vetting of Contract Agreement proper & timely done		
(B) Documents to be collected:-			
1	Detail Estimate		
2	Tender File		
(C) Information to be sought:-			
1	Any irregularity, if found, in the case		
2	Reasons for delay, if any.		
3	Observation, if any		



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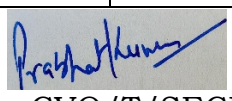

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SN-14
Ver-(01) Dt. 24.10.2025

Aspect of Check: Maintenance of EIMWB.

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether annual stamping of EIMWB is carried out by Weight and Measure Department of respective states on or before due date?		
2	Availability of Certificate of stamping & Verification issued by Weight & Measures Department of state govt.		
3	Whether testing, calibration and certification of EIMWB had carried out using a test train of loaded reference wagon during calibration of EIMWB by Weight & Measure department?		
4	Whether EIMWB is under warranty period now?		
5	Whether Weighbridge is under Annual Maintenance Contract		
6	Whether AMC is carried out with OEM of EIMWB or with other Firm		
7	Availability of breakdown register showing details of weighbridge went out of order, problem reported, remarks of service engineer with sign. of weighbridge in-charge & nominated mechanical officials.		
8	Whether Digitizer and control panel locked & sealed jointly by the supervisors of Commercial, mechanical & representative of OEM/AMC provider?		
9	Whether RDSO approved vender certify software integrity for FOIS integration along with version authenticity for said EIMWB?		
10	Whether weighment as reflected in EIMWB software is correctly reflected in FOIS net, certified by the team of officers from Mech, Commercial & Finance department as per checklist circulated by RB JPO regarding integration of EIMWB with FOIS vide L. No. 2014/C&IS/ Project/FOIS-TMS Progress/1 dated: 04.01.2019.		
11	Whether joint inspection of EIMWB had carried out by Sr. Scale and JAG officers of divisions preferably around six month after annual stamping & certification by Wight & Measure Department		
(B) Documents to be collected			
1	Certificate of Stamping issued by Weight & Measure Department		
2	Breakdown register.		
3	Details of AMC.		
4	Certificate of FOIS Integration by RDSO approved vendor		
5	Certificate issued by team of officer as per JPO check list, for FOIS integration		
6	Copy of joint inspection by divisional officers.		
7	Whether operator is duly certified by OEM and nominated official of commercial department after training		
(C) Information to be sought.			
1	Weighbridge Location & owned by -		

2	Year of commissioning of EIMWB &it's Make/Model no. -		
3	Weighbridge manufactured & maintained by -		
4	Weighbridge manned/operated by -		
5	Preventive measure taken by mechanical department to reduce breakdown and ensure optimal availability of EIMWB		
6	Date of Last inspection by Railway officers. **(compliance of inspection note)**		
7	Date of Last calibration – whether done by 5 test wagons.		
8	Whether breakdown register is being inspected by Railway official.		
9	Whether functioning of weighbridge being reported daily-wise to the division.		

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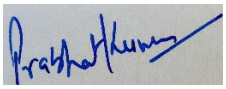

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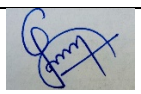
SN-15
Ver-(01) Dt. 24.10.2025

Aspect of Check: Station Master Office

Name of Station - ..... Date of check -.....

Name of on duty SM/SS .....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Check the muster for violation duty roster.		
2	Counter check the muster with the CR register, whether the CR is granted for actually performing extra duty than the approved hours		
3	Check whether the sick memo issued have the time and date of issue.		
4	Check whether the CCL is granted only after getting approval from Sr.DPO.		
5	Check whether the LAP granted by Sr.DOM especially more than 7 days is marked as LAP and not as CR. If it's marked as CR the rest accrued for the week will be an addition to the leave period approved. This will lead to overworking by other staff.		
6	Check whether the arrival time and pavement time of goods stocks are recorded in real time.		
7	Check whether unloading is permitted before the goods stock are placed as per record.		
8	Check whether the diesel usage register for the use of generators are maintained at non electrified stations.		
9	Check proper accounting of imprest cash are being carried out by tallying the bill dispatched at Sr.DOM office.		
10	Check of privilege pass, whether the passes are issued to authorized family members only and the privilege pass is issued for the approved route only.		
11	Check whether the privilege pass is issued only as per the approved rank		
12	Check whether the dependent widowed mother's pension is not crossed above the approved rate.		



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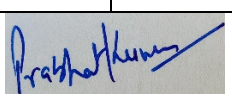

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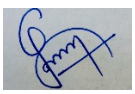
SN-16
Ver-(01) Dt. 24.10.2025

Aspect of Check: Mileage Bill of Running staff.

Name of station :.....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Staff Position: Whether as per attendance register: Whether any Shortage : Whether staff posted at other station and performing duty at another station:		
2	Whether claiming mileage in accordance with CMS		
3	Whether claiming mileage without performing running duty		
4	Whether booking register match with CMS report		
5	Whether CMS is functioning properly		
6	Whether mileage are generated through CMS		
7	Whether mileage are prepared manually		
8	Whether sign on and sign off are made in CMS		
(B) Documents to be collected			
1	CMS report		
2	Booking register		
3	Mileage bill		
4	Salary details		



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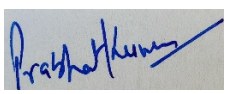

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SN-17
Ver-(01) Dt. 24.10.2025

Aspect of Check: Check on Travelling authority and personal cash carried by OBHS(On–Board House Keeping staff)

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	**Details of staff booked** I. No. of staff II. List of booked staff for on board the train III. Staff available in the train IV. I – Card availability		
2	Travelling authority		
3	Personnel cash found during check with each staff		
4	Declaration of personal cash		
5	Matching of personal cash found with staff and declare cash		
(B) Documents to be collected			
1	List of booked staff for the train from booking register/site		
2	Record of issued travelling authority from his office		
3	Verification of staffs ID from Personal department		
(C) Information to be sought			
1	Personal cash found with staff during check should be matched with declared personal cash.		
2	Personal should be in limit as per rule.		
3	Excess cash should deposit to booking office on receipt.		
4	Gennuinous of staff and his identities should be verifies.		
5	JCM should be prepared in scheduled form with independent witness		

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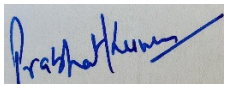

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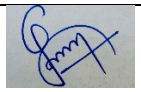
SN-18
Ver-(01) Dt. 24.10.2025

Aspect of Check: Preventive Check on Execution of OBHS

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	Whether EHK has been deployed to supervise OBHS work in the train?		
2	Whether Coach Mitra/Janitors is deployed as per no. of work station in train?		
3	Whether trip card is available with EHK?		
4	Whether trip card is completely filled and signed by Depot supervisor?		
5	Whether travelling authority is available for all on board contractual staff?		
6	Whether I.D card and Name Batch is available for EHK and Coach Mitra/Janitors?		
7	EHK is in proper uniform?		
8	Coach Mitra/Janitors is in proper uniform?		
9	Whether all staff wore Cap, Gloves & Shoes?		
10	Whether Private Cash declaration form is available with EHK and it is completely filed for all staff, signed by them and counter signed by depot Supervisor?		
11	Whether Lost & found register is available?		
12	Whether Resource chemicals of approved brands are available as per CA.		
13	Whether Resource equipment are available as per CA.		
14	Whether Tool kit of FRP along with tools for minor plumping/Carpentry related repairs available with EHK?		
15	Whether Sticker which shows scope of work and contact details of OBHS pasted in each Coach		
16	Whether instruments for E-feedback system available with EHK?		
17	Whether instrument for E-feedback system is in working condition?		
18	Whether accommodation to OBHS staff is provided by contractor in train? Whether Toilets, wash basins are clean?		
19	Whether passenger occupation areas are clean?		
20	Whether vestibule area and Doorways are clean?		
21	Liquid shop and tissue paper roll are available in toilets?		
22	Whether AC window glass is clean?		
23	Whether garbage is collected in Polybags?		
(B) Documents to be collected			
1	Copy of trip card, cash declaration form, authority cards,		
2	Copy of Attendance records taken before, in route and after		
3	Copy of agreement, details for scope of work, penalty details, resource deployment for chemicals & equipment's		
(C) Information to be sought			
1	Details of education qualification of EHK deployed.		
2	Details of police verifications for deployed staff.		
3	Copy of medical checkup report for deployed staff		



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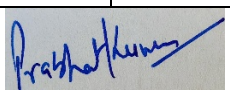

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SN-19
Ver-(01) Dt. 24.10.2025

Aspect of Check: Monitor coverage and usage of CCTVs and other surveillance mechanisms at various critical infrastructures of railways where misuse is rampant.

Name of Station:..... Unit:..... Date of check -.....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	**Whether installation paper available** (No. of CCTVs camera installed and their locations) Functional - Non Functional -		
2	PTZ camera DOM camera Bullet camera		
3	DVR/NVR Recording HDD capacity (500GB/1TB/2TB) Make Model (SL/No.)		
4	Proper Coverage		
5	Monitor with mouse available		
6	UPS Available or Not		
7	Whether location of cameras are proper		
8	WARRANTY Period of CCTV Ending date		
9	**Check Annual maintenance contract (AMC) available or not (If available)** Period of contract – Name of contractor - Failure Register proper maintain – No. of staff deployed per shift -		
10	Whether failure register maintained by firm Date of Failure- Deficiency - Rectify date & time -		
11	Whether inspection register available (If any inspection by officers or supervisors)		
12	Periodic maintenance		
13	Video clarity (Satisfactory / Not Satisfactory)		
14	Installation and wiring as SOW Wiring Material quality as per LOA (data/power cable, PVC Pipe etc)		
15	Can be monitor remotely		
16	Staff training to replay video		
17	History of recording seen in any miss happening		
B. Documents to be collected			
1	LOA of CCTV and other surveillance system available		
2	Periodic maintenance register of Warranty/AMC		
3	History of unavailable camera/material		
C. Information to be sought			

1.	A JCM should be prepared with clearly mention available/short/excess material and in relation to above mentioned topic with signature of S&T/Comm./ Operating/RPF supervisor related to maintenance and operation of the system.		

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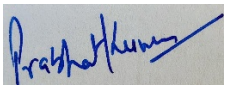

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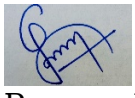
SN-20
Ver-(01) Dt. 24.10.2025

Aspect of Check: Investigating or addressing a serious accident under 124-A (Untoward Accident) ensure that important aspects are systemically covered .

Name of Station:..... Unit:..... Date of check -.....

SL No.	Parameters	Whether Yes/No	Remarks, If any
(A)			
1	**Whether proper investigation Report was provided.**		
2	Check		
3	DVR/NVR Recording HDD capacity (500GB/1TB/2TB) Make Model (SL/No.)		
4	Proper Coverage		
5	Monitor with mouse available		
6	UPS Available or Not		
7	Whether location of cameras are proper		
8	WARRANTY Period of CCTV Ending date		
9	**Check Annual maintenance contract (AMC) available or not (If available)** Period of contract – Name of contractor - Failure Register proper maintain – No. of staff deployed per shift -		
10	Whether failure register maintained by firm Date of Failure- Deficiency - Rectify date & time -		
11	Whether inspection register available (If any inspection by officers or supervisors)		
12	Periodic maintenance		
13	Video clarity (Satisfactory / Not Satisfactory)		
14	Installation and wiring as SOW Wiring Material quality as per LOA (data/power cable, PVC Pipe etc)		
15	Can be monitor remotely		
16	Staff training to replay video		
17	History of recording seen in any miss happening		
B. Documents to be collected			
1	LOA of CCTV and other surveillance system available		
2	Periodic maintenance register of Warranty/AMC		
3	History of unavailable camera/material		
C. Information to be sought			



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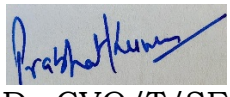

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Vigilance Department
SECR, Bilaspur