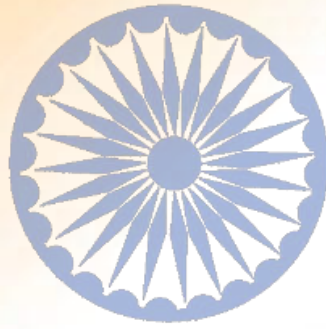




निवारक और शिकायत जाँच की चेकलिस्ट (कार्मिक, चिकित्सा और सुरक्षा)



CHECKLIST FOR PREVENTIVE CHECK AND COMPLAIN INVESTIGATION (PERSONNEL, MEDICAL & SECURITY)

VAW - 2025

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

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Check-List for PCs- Personnel Ver-3 (15.09.25)

(1) Check-List -Scrutiny of CG Appointment Cases-

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether the CG appointment has been approved on written request of spouse/ward of deceased Railway employee?		
02	Whether any delay in processing the matter as per model calendar		
03	If delay, reason of delay and responsible person, if any		
04	Whether Death Certificate or medical incapacitation documents available		
05	Whether candidature is genuine and verified from pass declaration/family ration card or other documents etc issued from civil authority		
06	No such person has been given CGA who is not entitled to be ascertained as per prevalent rules		
07	Whether Minimum Educational certificate is available and it's verification has been done		
08	Whether NOC from all other family members has been obtained		
09	Whether Enquiry report of SWI is available on record.		
10	Whether the request for CG appointment has been made normally within 5 years from the date of death of Railway employee?		
11	Whether the request for CG appointment has been received within 2 years from the date of attaining majority of the ward (in such cases where the ward was minor at the time of death of employee)?		
12	Whether approval of competent authority ⁶⁷ has been obtained. (DRM/CWM/HOD/GM), as the case may be)		
13	Whether necessary affidavit has been obtained from spouse of Railway employee regarding re-marriage?		
14	Whether necessary affidavit/declaration from the applicant to look after the spouse and members of family of Railway servant and declaration about assets & liabilities of family has been obtained?		
15	Whether spouse of Railway servant has certified that the applicant will be the bread winner of family (if appointment is not sought by spouse)		
16	Whether Post allotment has been done correctly as per qualification, medical category and marks obtained		
17	Whether approval of competent authority on allotment of posts has been obtained or not.		
18	Whether offer of appointment has been issued without delay to be checked		

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19	Whether approval for additional chances for CGA has been obtained from competent authority		
(B) Documents to be collected (as and when needed)			
01	Applicant's application for CG appointment		
02	Affidavit/declaration of applicant to look after the spouse and members of family of Railway servant (if spouse is not interested for CG appointment)		
03	Affidavit from spouse of Railway employee regarding re-marriage?		
04	Copy educational/technical qualification certificate of applicant.		
05	Copy of declaration form of Railway employee In previous years.		
06	SWI Report.		
07	Approval of competent authority for CG appointment.		
08	Copy of result of written examination for CG Appointment (for appointment in Gr. "C" post)		
09	Authority for appearing in 2 nd /3 rd chance in written examination (as the case may be) for CG Appointment to Group-C posts.		
10	Copy of final police report (if the CG appointment has been given to spouse/ward of missing Railway employee before completing two years of missing).		
11	Recommendation of spouse for CG appointment to eligible person.		
12	Attendance Sheet		
13	If found any delay or irregularities, reasons and clarification from concerned persons		
14	Roles & responsibilities of concerned staff		
15	Availability of reference documents (circular, codes, manuals etc)		
16	Skill & Competency of Supervisors & contractor's staff		
17	System Improvement (SI), if any		
18	If SI issued, compliance status		
19	Inspection schedule of Officers/Supervisors		
20	Inspection Notes and compliance report (If Any)		



Dayanand Kumar
Signature of CVI/VI

Name:- Dayanand KUMAR
Designation:- VI (P)
Date:-

(2) Check-List -Scrutiny of Selections Ver-4 (15.09.25)

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
01	Whether timely calculation of vacancies has been done?		
02	Is there any unnecessary delay in vacancy calculation and timely conduct of selections		
03	If delay, reason of delay and responsible person, if any		
04	Whether vacancy approval was as per rules or not. (Indicative issues: Reservation Rules, anticipated vacancy, higher grade vacancies, correct roster, vetting of liasioning officer etc.)		
05	Whether vacancy has been approved by competent authority or not		
06	Whether published notification regarding selection is as per rules. (Correct Eligibility criteria, educational qualification, minimum required service, exam scheme etc.)		
07	Whether proper publicity of notification by sending it to all concerned and publishing it on websites etc has been done or not		
08	Whether correct eligibility list as per notification criteria- (seniority, inter se seniority, as per educational criteria, minimum service, medical standards etc) has been published or not		
09	Whether Pre-promotional training has been completed		
10	Whether availability of APAR/ Working report was ensured		
11	Whether information to all eligible candidates about date of exam has been provided		
07	Whether sparing of all eligible candidates has been ensured. If some candidates were absent, reason of absence to be ascertained.		
08	Whether Supplementary exam is to be held or not to be checked		
09	Whether availability of CCTV cameras were ensured while conducting exams.		
10	Whether sufficient mechanism was followed to avoid impersonation during the exam- (photo, signature and thumb impression matching from spare memo and attendance sheet etc.)		
11	Whether nomination of selection committee is correct or not		
12	Whether question paper is as per prevailing guidelines		
13	Whether Model answers were provided or not		

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14	Aspect of leakage if question paper before conduct of exam to be checked from similarities in answering wrong/tough questions/ higher pass percentage		
15	Is there any scope of manipulation in answer sheet to be checked		
16	Whether Answer sheets have been evaluated as per prevailing guidelines and is there any deviation from Model Answers		
17	Is there any mistake in awarding marks or total calculation of marks by evaluating officer		
18	Whether correct coding and decoding has been done		
19	Correctness in entries in tabulation sheet to be checked		
20	Whether necessary training completed before promotion to be checked wherever required		
21	Whether D&AR/ Vigilance clearance has been obtained before promotion or not		
22	Whether medical Examination wherever required has been conducted or not		
23	Whether Sealed cover procedure has been followed or not, wherever required		
24	Whether Educational Qualification, Award Punishment etc. has been correctly mentioned in SRs of candidates? And if not reason and person responsible for it.		
(B) Documents to be collected (As and when required)			
01	Documents related to vacancy approval and committee nomination		
02	Post based roster		
03	Copy of subject notification		
04	Eligibility List		
05	Documents related to completion of Pre Promotional Training		
06	APARs/ Working reports of candidates		
07	Entry of educational qualification, award/punishment etc.		
08	Question Paper and Model Answer		
09	Coded/ Decoded Mark Sheets		
10	Attendance Sheet		
11	Answer sheets		
12	D&AR/ Vig. Clearance of all candidates		
13	Tabulation Sheet and Proceedings		
14	If found any delay or irregularities, reason and clarification from concerned persons		
15	Roles & responsibilities of concerned staff		
16	Availability of reference documents (circular, codes, manuals etc)		
17	Skill & Competency of Supervisors & contractor's staff		

Documents

Proposed

18	System Improvement (SI), if any		
19	If SI issued, compliance status		
20	Inspection schedule of Officers/Supervisors		
21	Inspection Notes and compliance report (If Any)		

Dayanand

Dayanand

Signature of CVI/VI

Name:- Dayanand Kumar

Designation:- V.I.P.

Date:-

(3) **Check-List -Maintenance of Leave Records Ver-3 (15.09.25)**

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Availability of leave sheet to be ascertained for every employee		
2	Availability of leave register		
3	Entry in leave sheets to be cross checked from leave registers and attendance register		
4	It is to be checked that if leave is mentioned in attendance register, proper entry has been done in leave register and leave sheet or not		
4	Whether leave is being carried forward or not		
5	Whether LAP/LHAP was credited in Advance during the month of January & July or not		
6	Whether 2.5 days LAP and 1.6 LHAP for each completed calendar month of service was credited in case of appointment/retirement/removal or dismissal from service/death in service or not.		
7	Whether the leave application was duly submitted in HRMS Module and sanctioned by the competent authority or not.		
8	Whether the LAP/LHAP was debited from the Leave A/C or not.		
9	Whether CL/RH application was submitted through HRMS Module and sanctioned by the competent authority.		
10	Whether sick leave (RMC/PMC) entered in Attendance Register is supported by medical certificate?		
11	Whether sick leave application was submitted through HRMS Module and sanctioned by the competent authority.		
12	Whether SCL marked in Attendance Register/Muster Roll is applied through HRMS Module and sanctioned by competent authority. Whether SCL is supported by relevant document.		
13	Whether any case of unauthorized absence detected?		
14	If yes, whether action has been taken for unauthorized absence?		
(B) Documents to be collected:-			
1	Copy of leave register and leave sheet		
2	Absentee statement		
3	Relevant page of attendance register		
4	Salary slip if employee was on EOL		
5	Supporting document for sick leave/SCL etc		
6	Screen shot of HRMS module showing sanction of leave (Leave/CL/RH)		
(C) Information to be sought:-			

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1	If leave partially credited, information regarding new appointment/retirement/ removal or dismissal from service/death in service		
2	If employee was absent and leave was not sanctioned, information regarding deduction of pay accordingly and deduction in credit of leave (1/10 th in LAP & 1/18 th in LHAP of period of such EOL and/or Dies non- subject to maximum of 15 days) in next cycle.		
3	Roles & responsibilities of concerned staff		
4	Availability of reference documents (circular, codes, manuals etc)		
5	Skill & Competency of Supervisors & contractor's staff		
6	System Improvement (SI), if any		
7	If SI issued, compliance status		
8	Inspection schedule of Officers/Supervisors		
9	Inspection Notes and compliance report (If Any)		

[Signature]

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Signature of CVI/VI

Name:- Dayanand KUMAR

Designation:- VICE,

Date:-

(4) Check-List -Maintenance of Pass Records (Duty Pass)
Ver-3 (15.09.25)

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether duty was approved by the competent authority or not.		
2	Whether tour program approved by the competent authority in case of officers and movement register in case of non gazetted employee was duly signed by the competent authority or not.		
3	Whether duty pass was issued as per entitlement of officer /staff or not.		
4	Whether validity of the duty of pass was given as per approved duty or not.		
5	Whether the route of pass was issued as per approved duty program or not.		
(B) Documents to be collected:-			
1	Copy of tour program in case of gazetted and copy of relevant page of movement register in case of NG staff.		
2	Relevant page of attendance register, whether duty is marked or not.		
3	Counterfoil of pass issued		
(C) Information to be sought:-			
1	Unnecessary booking of more than one person for the same nature of job, if it is found, information should be collected.		
2	If employee was booked for same place at several times without specific reason, information should be collected.		
3	Roles & responsibilities of concerned staff		
4	Availability of reference documents (circular, codes, manuals etc)		
5	Skill & Competency of Supervisors & contractor's staff		
6	System Improvement (SI), if any		
7	If SI issued, compliance status		
8	Inspection schedule of Officers/Supervisors		
9	Inspection Notes and compliance report (If Any)		

Signature

Signature of CVI/VI

Name:- Dattamand Kaman

Designation:- V.I.P.

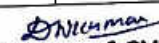
Date:-

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(5) **Check-List -Travelling Allowances Ver-3 (15.09.25)**

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether duty is approved by the competent authority of the period for which TA has been claimed.		
2	Whether the TA rate applied is correct as per existing rules.		
3	Whether DA is claimed for duty beyond the radius of 8 KM from H.Q.		
4	Whether Times of trains are reconciled with the Railway Time Table.		
5	Whether TA Bill has been submitted within 60 days from the day of journey performed.		
6	Whether the date of TA claimed are matching with the Duty Booking Register		
7	Whether certificate issued by Station Master is enclosed in case delay of train, if applicable.		
8	Whether percentage & arithmetical calculation of TA Bill is correct.		
9	Whether Sanctioned Tour Programme is attached whenever journey performed by Air		
10	Whether Attendance certificate is attached when TA is claimed for witness in court.		
12	Whether Duty Booking Register, Duty Pass copy & Muster Roll are cross checked and found correct.		
13	Whether Road Mileage is claimed as per existing rule		
(B) Documents to be collected:-			
1	TA Journal		
2	Duty Booking Register		
3	Duty Pass Foil		
(C) Information to be sought:-			
1	Any irregularity, if found, in the case.		
2	Reasons for Delay, if any.		
3	Other misc. queries arise at checking place.		
4	Roles & responsibilities of concerned staff		
5	Availability of reference documents (circular, codes, manuals etc)		
6	Skill & Competency of Supervisors & contractor's staff		
7	System Improvement (SI), if any		
8	If SI issued, compliance status		
9	Inspection schedule of Officers/Supervisors		
10	Inspection Notes and compliance report (If Any)		




Signature of CVI/VI
Name:- Dayanand Kumar
Designation:- VI (P)
Date:-

(6) Check-List - CBT exams (RRB, RRC, LDCE, DPQ, CGA etc)**Ver-3 (15.09.25)**

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Notification/Reference regarding exam had been issued.		
2	Whether the list of eligible candidates disclosed (For deptt. exams.)		
3	Whether entry to the venue is properly secured.		
4	Whether screening & frisking of candidates are available.		
5	Whether Railway officer nominated as Nodal officer/Center in-charge/City in-charge to conduct exam.		
6	Whether Other Railway officials nominated as Invigilator or Technical Assistant.		
7	Whether Sparing letter/Call letter issued by authority.		
8	Whether 'no relative' declaration given by the Rly. Officials & Institute Officials		
9	Whether proper sitting arrangement available for candidates.		
10	Whether CCTV is available in exam center, if yes Whether it is working properly.		
11	Whether separate sitting arrangements for candidates having scribe facility		
12	Whether cross checked the identity of some of the candidates along with Aadhar card, Hall ticket and photo appearing on the screen with the physical person.		
13	Whether seat allotted to the candidates was arranged by system generated or manually.		
14	Whether proper Identification/Bio metrics of the candidates has been done.		
15	Whether instruction has been given to the candidates before commencing the exam.		
16	Whether nominated invigilators (Rly. & ECA) having identity card.		
17	Whether RPF/State police deputed at the exam center.		
18	Whether any candidate allowed after gate closing time.		
19	Whether any candidate allowed leaving exam hall before closing time.		
20	Whether in exigency generator/Inverter is available for electricity back up.		
21	Whether any higher Rly. officer inspected at the exam center during examination.		
22	Whether drinking water purifier is available in exam center.		
23	Whether separate washroom available for ladies and gents.		
24	Whether cleanness of washroom is maintained.		
25	Whether proper ventilation and lighting available in exam hall		
26	Whether proper space is available for Bike and car parking.		
27	Whether facility for safe keeping of belongings of candidates available		

Dr. Kumar

28	Whether network jammer is available & working at the center.		
29	Any other aspect-		
30			

(B) Documents to be collected: -

1	Copy of Notification/References about examination. (For deptt. exams.)		
2	Copy of list of eligible candidates (For deptt. exams.)		
3	Copy of nomination letter of officer and other Rly. staff for conducting exam.		
4	Details of attendance (Proforma 1) of candidates (Summary sheet).		
5	List of Invigilator and Tech. assistant deputed by ECA.		
6	No declaration by officials regarding close relative		

(C) Information to be sought: -

1	Any irregularity, if found, during checks (Vigilance/Administrative aspects).		
2	Reasons for delay in starting/closing of exam, if any.		
3	Number of Security personnel either Railway/State police posted at exam center.		
4	Terms and conditions related to this examination which have been followed or not.		
5	Other misc. aspects arise at checking place.		
6	Roles & responsibilities of concerned staff		
7	Availability of reference documents (circular, codes, manuals etc)		
8	Skill & Competency of Supervisors & contractor's staff		
9	System Improvement (SI), if any		

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Signature of CVI/VI

Name:- Dayanand Kuman

Designation:- NCR

Date:-

(7) Check-List - Maintenance of Leave Records (Child Care Leave)
Ver-3 (15.09.25)

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether child care leave is sanctioned as per rule or not (Female Railway servant and single male Railway servant may be granted CCL by an authority competent to grant leave for a maximum period of Seven Hundred Thirty days during entire service for taking care of two eldest surviving children below 18 years).		
2	Whether leave is granted as per prescribed spells in calendar year or not (three spells in a calendar year, in case of single female Railway servant extended to six spells in a calendar year)		
3	Whether leave is sanctioned for not less than 05 days or not.		
4	Whether record of CCL is being maintained in separate sheet or not.		
5	Whether CCL has been applied and sanctioned through HRMS Module or not.		
6	Whether CCL has been granted within the prescribed limit of 730 days.		
7	If CCL is availed for full month, whether Transportation Allowance was deducted or not.		
8	If CCL is availed for more that 365 days, whether 80% of salary for next days of CCL has been paid?		
(B) Documents to be collected:-			
1	HRMS screen shot of sanction of CCL		
2	Absentee statement		
3	Relevant page of attendance register		
(C) Information to be sought:-			
1	If employee was on CCL in full month, non-payment of Transport allowance to be confirmed.		
2	If employee was on CCL more than first Three Hundred Sixty Five days, payment of employee may be confirmed (After 365 days, 80% of salary for the next three hundred and sixty five days).		
3	Roles & responsibilities of concerned staff		
4	Availability of reference documents (circular, codes, manuals etc)		
5	Skill & Competency of Supervisors & contractor's staff		
6	System Improvement (SI), if any		
7	If SI issued, compliance status		
8	Inspection schedule of Officers/Supervisors		
9	Inspection Notes and compliance report (If Any)		

Signature of CVI/VI

Name:-
Designation:-
Date:-





**(8) Check-List - Periodical Medical Examination (PME)
of Railway Employees**

Ver-3 (15.09.25)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Medical Memo (GM-3) issued by the concern department before proceeding of Rly. staff for PME.		
2	Whether Movement card (with reporting date of PME) issued by the concern department before proceeding for PME of Rly. staff.		
3	Whether staff submitted his statement/declaration in proper format as mention in IRMM Para -520.		
4	Whether daily attendance of staff is recorded, who are appearing for PME.		
5	Whether list of Doctors nominated for PME is issued with the approval of competent authority, if yes, than it is periodical/ weekly basis ?		
6	Whether PME report of employee is issued by the medical department in stipulated time within 03 days.		
7	If PME report is delayed by more than 03 days, whether the reasons for delay is mentioned/indicated in proper register.		
8	Whether Dr's Name, Designation, Signature with date are also mentioned in PME report.		
9	Whether separate files/records are maintained for defferent category, A-1, A-2, A-3, B1, B2, C1,C2.		
10	Whether Roster/schedule for PME are issued in advance.		
11	Whether daily progress register for PME is maintained in CMS office ?		
12	Whether records of temporary unfit candidates is maintained in separate register.		
13	Whether proper entry in register has been made of candidates who are declared unfit by 03 member committee of doctors in register.		
14	Whether after completion of PME, releasing letter is issued to employee with intimation to fit for duty.		
15	Whether cleanliness of washrooms/Toilets is maintained .		
16	Whether drinking water purifier is available.		
17	Whether proper sitting arrangements are available for the staff.		

(A) Documents to be collected:-

1	Provide category wise details i.e. A-1, A-2, A-3 separately of last 03 months, whose PME was finalized after more than 03 days (including running staff) in following format:-						
	SN	PME No.	Name/Desg./ station of staff	Date of receipt of memo	Date of issue Fit certificate	No. of days taken	Reason for delay
	1.						

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2	Provide category wise details i.e. A-1, A-2, A-3 separately of last 03 months, whose PME was finalized within stipulated period i.e. 03 days (Including running staff) in following format :-		
	SN	Month	Total No. of medical memo received for PME
	1.		
Parameters			Whether Yes/No
3	Copy of PME progress register, last 03 months		Remarks, if any
4	List of Doctors, who are nominated for PME during last 01 year, along with the approval of competent authority.		
5	Copy of Medical Memo, Movement card and statement/ declaration submitted by the staff during PME for last 03 months. (For cross check)		
6	Fit/Unfit certificate issued by the CMS after completion of PME.		
(C) Information to be sought:-			
1	Any irregularity, if found, during checks.		
2	Reasons for delay in PME, if any.		
3	Terms and conditions given as per IRMM were followed or not.		
4	Other misc. queries arise at checking place.		
5	Roles & responsibilities of concerned staff		
6	Availability of reference documents (circular, codes, manuals etc)		
7	Skill & Competency of Supervisors & contractor's staff		
8	System Improvement (SI), if any		
9	If SI issued, compliance status		
10	Inspection schedule of Officers/Supervisors		
11	Inspection Notes and compliance report (If Any)		

Signature of CVI/VI

Name:-

Designation:-

Date:-

Signature

Signature

**(9) Check-List- Initial Medical Examination (IME) of
new recruited candidates (RRB, RRC)**

Ver-3 (15.09.25)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Copy of Centralized notification issued from RRB, RRC.		
2	Whether List of candidates for medical fitness test sent by RRB or RRC, along with covering letter address to CMS.		
3	Whether Medical memo (GM-2) issued by RRB/RRC for medical fitness test of new candidates.		
4	Whether signature and LTI of candidates has been taken in medical memo and photo attested by the concern issuing authority.		
5	Whether candidates submitted his statement and declaration in proper format as mention in IRMM Para -520, in Annexure VII.		
6	Whether signature of candidates and signature of medical examiner with his Name, Designation and date of test is mentioned in statement and declaration in proper place.		
7	Whether daily attendance is recorded of candidates who are appearing for medical fitness test.		
8	Whether list of Doctors, who are nominated for medical fitness test is issued with the approval of competent authority.		
9	Whether medical fitness test report of candidates are issued by the medical department in stipulated time within 03 days.		
10	Whether medical fitness test report is delayed by more than 03 days, than the reasons for delay is mentioned/indicated in proper register.		
11	Whether in case candidates have to be sent to another place for medical examination, then it has been decided by a 03 member committee of doctors or not.		
12	Whether separate files/records are maintained for defferent category, A-1, A-2, A-3, B1, B2, C1, C2.		
13	Whether daily progress register for medical fitness test is maintained in CMS office ?		
14	Whether proper entry has been made in register regarding candidates who are declared unfit by 03 member committee of doctors.		
15	Whether cleanliness of washrooms/Toilets is maintained .		
16	Whether drinking water purifier is available.		
17	Whether proper sitting arrangement is available for the staff.		
(B) Documents to be collected:-			

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1	Provide information related to the new candidates whose list sent by RRB/RRC for medical examination in the following format.								
	SN	File No.	Name of candidate	Post	Medical Category	Date of reporting of candidate	Date of Medical exam.	Date of issue Fit certificate	Name of Doctor's/ Examiner
	1.								
2	Copy of progress register, as per list received by RRB/RRC.								
3	List of Doctors, who are nominated for medical fitness test, along with the approval of competent authority.								
4	Copy of Medical Memo and statement/declaration submitted by the staff during medical test. (For cross check)								
5	Fit/Unfit report issued by the CMS after completion of medical fitness test. (For cross check)								
6	Copy of correspondence related to medical examination in cases of Disability and PwBD candidates.								
7	Pending dates list of candidates issued by CMS/BSP is required in following format:-								
	S N	Name of candidates	Appeared on date	Disposed on Date	Doctor's name	Reason for pending	Remarks		
	1.								
(C) Information to be sought:-									
1	Any irregularity, if found, during checks.								
2	Reasons for delay in medical test, if any.								
3	Terms and conditions given as per IRMM followed or not.								
4	Other misc. queries arise at checking place.								
5	Roles & responsibilities of concerned staff								
6	Availability of reference documents (circular, codes, manuals etc)								
7	Skill & Competency of Supervisors & contractor's staff								
8	System Improvement (SI), if any								
9	If SI issued, compliance status								
10	Inspection schedule of Officers/Supervisors								
11	Inspection Notes and compliance report (If Any)								

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Signature of CVI/VI

Name:-

Designation:-

Date:-

(10) Check-List - NIP (Notice for Imposition of Penalty)**Ver-3 (15.09.25)**

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether the copy of NIP has been received by all concerned? If yes, the date of receiving.		
2	Whether NIP has been entered in Service Record? If yes, the date of entry.		
3	If penalty of withholding of promotion has been imposed, whether the CO has been called for selection/non selection.		
4	Whether promotion has been given during such penalty? If yes, when it was given.		
5	Whether a ban on promotion during the period of other types of penalties has been followed?		
6	Whether financial penalty has been imposed? If yes, whether it has been implemented by the bill clerk on time.		
7	Whether penalty of withholding of Pass/PTO has been imposed? If yes, whether it has been implemented by blocking in HRMS Pass Module?		
8	Whether penalty has been imposed by the competent authority?		
9	Whether penalties are according to Rule 6 of D&A Rules?		
10	Whether D&A register is maintained by the concerned dealer.		
9	Whether proper entry has been made in D&A register.		
(B) Documents to be collected:-			
1	Copy of NIP		
2	Acknowledgement of NIP served.		
3	Copy of entry of NIP in SR.		
4	Copy of Pay slip if punitive punishment has been given.		
5	If the punishment of withholding of Pass/ PTO, then screen shot of HRMS module blocking the Pass/PTO.		
6	Whether punishment has been imposed as per rule 06 of D&A, if yes, then copy of memorandum required.		
(C) Information to be sought:-			
1	If the copy of NIP has not been received then why? Detail of the person responsible for it.		
2	Reasons for delay if any, in receiving the copy of NIP to all concerned.		
3	Reasons why NIP is not recorded in SR? If it has been recorded, then signature of Officers has been taken on it.		

4	Appropriate ink has been used while recording the NIP in SR.		
5	Reason to be sought if, promotion has been given during the period of punishment.		
6	Reason to be sought whether the recovery proceeding has been initiated late from the salary and recovery has been made as per the penalty or not.		
7	If there is a penalty of stoppage of increment or downgrading stage in pay level, has it been applied as per the penalty or not ?		
8	If there is a penalty of reversion to lower grade, has it been applied or not?		
9	Roles & responsibilities of concerned staff		
10	Availability of reference documents (circular, codes, manuals etc)		
11	Skill & Competency of Supervisors & contractor's staff		
12	System Improvement (SI), if any		
13	If SI issued, compliance status		
14	Inspection schedule of Officers/Supervisors		
15	Inspection Notes and compliance report (If Any)		

Signature of CVI/VI

Name:-

Designation:-

Date:-

Amber

Pragya

**(11) Check-List - Ration Money Allowance (RMA) paid to RPF/RPSF
NG personnel during LAP, CCL, ML, PL, SICK period.**

Ver-3 (15.09.25)

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Muster Roll of RPF staff being maintained properly by the concern Bill dealer.		
2	Whether LAP, CCL, ML, PL, SICK leave being applied by the staff through HRMS.		
3	Whether all kind of leave being applied by the staff through HRMS, before proceeding on leave.		
4	Whether LAP, CCL, ML, PL sanctioned by the competent authorities.		
5	Whether CCL register is maintained properly as per (RBE 158/2008) SECR's Estt. Rule 204/2008.		
6	Whether all kind of leave, debit & credit is entered in IPAS modules and proper entry has been made in SR.		
7	Whether Ration Money Allowance (RMA) paid to RPF staff as per revised rate circulated by Railway Board time to time.		
8	Whether Ration Money Allowance (RMA) paid to RPF staff during ML, PL, SICK period.		
9	Whether Ration Money Allowance (RMA) paid to RPF staff during CCL for first 60 days in full rate and after that half rate .		
10	Whether Ration Money Allowance (RMA) paid to RPF staff during LAP for first 60 days in full rate and after that half rate .		
11	Whether Transport allowance paid to RPF staff during absence due to leave in full calendar month.		
(B) Documents to be collected:-			
1	Muster Roll for last 01 year.		
2	Leave debit details of concern staff last 01 year.		
3	Yearly statement of salary of concern staff.		
4	Copy of CCL register.		
(C) Information to be sought:-			
1	Whether officials proceeding on leave after applying through HRMS or not ?		
2	Whether staff proceeding on leave without prior sanction of the competent authority.		
3	Any irregularity, if found, during checks.		
4	Other misc. queries arise at checking place.		
5	Roles & responsibilities of concerned staff		
6	Availability of reference documents (circular, codes, manuals etc)		
7	Skill & Competency of Supervisors & contractor's staff		
8	System Improvement (SI), if any		
9	If SI issued, compliance status		
10	Inspection schedule of Officers/Supervisors		
11	Inspection Notes and compliance report (If Any)		

Signature of CVI/VI

**Name:-
Designation:-
Date:-**

Amber

Pragya

(12) Check-List- Rotational transfer of staff posted in sensitive post in various Department/Unit.

Ver-4 (15.09.25)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether sensitive posts declared by the Railway Board are being followed.		
2	Whether employees posted on sensitive posts are being monitored regularly by the concern Department.		
3	Whether the period of 04 years prescribed by the Railway Board for sensitive posts is being followed.		
4	Whether timely rotation of staff posted in sensitive post are maintain by the concern Department.		
5	Whether timely rotation of staff is not done by the Department than reason for that explained by the Branch Officer, or not.		
6	Whether transfer of staff posted in sensitive post on Administrative grounds, Own request, Spouse ground with proper approval of competent authorities.		
7	Whether proper Office Order has been issued by Personnel Department.		
(C) Documents to be collected:-			
1	List of staff posted in sensitive post.		
2	Copy of Office Order for transfer and posting of staff.		
(C) Information to be sought:-			
1	Any irregularity, if found, during checks.		
2	Reasons for delay in transfer on rotational basis, if any.		
3	Terms and conditions given as per IRVM followed or not.		
4	Other misc. queries arise at checking place.		
5	Roles & responsibilities of concerned staff		
6	Availability of reference documents (circular, codes, manuals etc)		
7	Skill & Competency of Supervisors & contractor's staff		
8	System Improvement (SI), if any		
9	If SI issued, compliance status		
10	Inspection schedule of Officers/Supervisors		
11	Inspection Notes and compliance report (If Any)		

Signature of CVI/VI

Name:-

Designation:-

Date:-

Amli

[Signature]

(13) Check-List- Scrutiny of Quarter Allotment (Procedure/Policy).

Ver-3 (15.09.25)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Number of Quarters available in the unit. (Type-I, II, III, IV)		
2	Number of Quarters vacant as on date.		
3	Number of applications pending for quarter allotment as on date		
4	Whether extant procedure/policies are being followed for quarter allotment.		
5	Criteria for allotment of quarter (i.e. seniority/as per application)		
6	Whether quarters are allotted on out of turn basis.		
7	Policy for allotment of quarter on out of turn basis.		
8	Whether any deviation from the allotment policies		
9	Whether unauthorized occupation by any employee of vacant quarters		
10	Whether unauthorized occupation, if any, has been reported to higher authority.		
(B) Documents to be collected:-			
1	Copy of quarter allotment procedure/policies		
2	Letter of quarter allotment committee		
3	List of quarter allotted through out of turn basis.		
4	Criteria for out of turn allotment		
5	Copy of quarter allotment order for any particular quarter		
6	Copy of waiting list employee for allotment of quarter		
(C) Information to be sought:-			
1	Any irregularity, if found, during checks.		
2	Reasons for unauthorized occupation of quarter, if any.		
3	Other misc. queries arise at checking place.		
4	Name of employee occupying quarter unauthorizedly, if any		
5	Action taken against above employee, if any		
6	Roles & responsibilities of concerned staff		
7	Availability of reference documents (circular, codes, manuals etc)		
8	Skill & Competency of Supervisors & contractor's staff		
9	System Improvement (SI), if any		
10	If SI issued, compliance status		
11	Inspection schedule of Officers/Supervisors		
12	Inspection Notes and compliance report (If Any)		


Signature of CMI/VI
Name:- S. K. Murthy
Designation:- CMI/VI
Date:-

(14) Check-List- Selection of Contract Homeopathic practitioner.

Ver-3 (15.09.25)

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether notification has been issued for walk-in interview from BSP Division.		
2	Whether notification has been published in news paper.		
3	Whether application of all candidates has been checked.		
4	Whether nomination of selection committee approved by competent authority ie DRM/BSP.		
5	Whether attendance of candidates has been taken who are appearing for walk-in interview.		
6	Whether complete proceedings of selection, awarding marks etc are correct		
7	Whether signature of all selection committee member has been taken in assessment sheet in tabulation format.		
8	Whether office memorandum has been issued by personnel Department of selected candidates.		
9	Whether medical fitness test of selected candidates has been taken by medical department.		
10	Whether Offer of appointment letter has been issued by personnel Department.		
11	Whether agreement Bond contract documents and other relevant documents as prescribed in Annexure A,B,C &D has been submitted by selected candidates.		
(D) Documents to be collected:-			
1	Copy of Notification of Selection of temporary Homeopathic practitioner in BSP division/SECR.		
2	Nomination of selection committee member by the competent authority.		
3	Declaration of screening committee members.		
4	Copy of Medical certificates, agreement Bond contract, Bio data, and character certificates submitted by selected candidates in prescribed format.		
5	Proceedings of selection		
(C) Information to be sought:-			
1	Any irregularity, if found, during checks.		
2	Reasons for delay in medical test, if any.		
3	Terms and conditions given as per IRMM followed or not.		
4	Other misc. queries arise at checking place.		
5	Roles & responsibilities of concerned staff		
6	Availability of reference documents (circular, codes, manuals etc)		
7	Skill & Competency of Supervisors & contractor's staff		
8	System Improvement (SI), if any		
9	If SI issued, compliance status		
10	Inspection schedule of Officers/Supervisors		
11	Inspection Notes and compliance report (If Any)		

Signature of DVI/VI

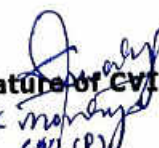
Name:-
Designation:-
Date:-

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DVI/VI

(15) Check-List- Timely publication of seniority list.**Ver-3 (15.09.25)**

SL No	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether seniority list is published as per Railway Board's guideline every year. ?		
2	Whether seniority list is published through HRMS or other means.?		
3	Whether after publication the seniority list, employees are given one month time to make representation.		
4	Whether timely publication of seniority list has been followed by the Division & HQ?		
5	Whether in case of promotion and change in Level of employees, seniority list up dated.		
6	Whether in case of employee came on own request transfer his name has been placed in bottom in the seniority list.		
7	Whether in case of ONR/NR cases the name of employee omitted from seniority list every month?		
8	Whether seniority list of concern employee is available on HRMS.		
9	Whether seniority list published with authorized signatory?		
10	Is there any unnecessary delay in timely publication of seniority list.		
11	If, delay reason of delay and responsible person, if any.		
(E) Documents to be collected: -			
1	Copy of seniority list.		
2	Related documents of seniority list.		
(C) Information to be sought: -			
1	Representation of employees and its compliances.		
2	Any irregularity, if found, during checks.		
3	Other misc. queries arise at checking place.		
4	Roles & responsibilities of concerned staff		
5	Availability of reference documents (circular, codes, manuals etc)		
6	Skill & Competency of Supervisors & contractor's staff		
7	System Improvement (SI), if any		
8	If SI issued, compliance status		
9	Inspection schedule of Officers/Supervisors		
10	Inspection Notes and compliance report (If Any)		


Signature of CVI/VI
Name:- S K Mohan
Designation:- CVI (P)
Date:-

(16) Check-List- Long absentee (unauthorizedly absence from duty)**Ver-4 (15.09.25)**

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether Muster roll received by unit on time?		
2	Whether leave, Sick & Absent from duty clearly mentioned in muster roll.		
3	Whether sick leave (RMC/PMC) entered in Attendance Register is supported by medical certificate?		
4	Whether any case of unauthorized absence detected?		
5	Whether information regarding unauthorized absence of employee has been given to concern officers.		
6	Whether salary for Assumed period has been paid to the employee and arear recovery has been made after resume duty.		
7	Whether during unauthorized absent period salary paid to the employee has been recovered?		
8	Whether the absent period has been regularized into any kind of leave or not.		
9	Whether action has been taken against the employee for unauthorized absence?		
10	Whether action has been taken against responsible person?		
(B) Documents to be collected:-			
1	Copy of Muster Roll.		
2	Copy of employee earning & deduction details.		
3	Copy of action taken against employees.		
4	Copy of punishment order.		
(C) Information to be sought:-			
1	During Assumed period, salary drawn to the employee & Over payment has been recovered or not ?		
2	If employee was absent and leave was not sanctioned, information regarding deduction of pay accordingly and deduction in credit of leave (1/10 th in LAP & 1/18 th in LHAP of period has been done.		
3	Any irregularity, if found, during checks.		
4	Other misc. queries arise at checking place.		
5	Roles & responsibilities of concerned staff		
6	Availability of reference documents (circular, codes, manuals etc)		
7	Skill & Competency of Supervisors & contractor's staff		
8	System Improvement (SI), if any		
9	If SI issued, compliance status		
10	Inspection schedule of Officers/Supervisors		
11	Inspection Notes and compliance report (If Any)		

Signature of CVI/VI

Name:-
Designation:-
Date:-

S.K. [Signature]
 CVI (P)

[Signature]

**(17) Check-List- Checking of outsourcing of manpower in lieu of BPs
(TADK)**

Ver-4 (15.09.25)

SN	Parameters	Whether Yes/No	Remarks, if any
(A)			
1	Whether initial approval of work is taken?		
2	Whether concurrence of proposal from associated account obtained?		
3	Whether estimate sanctioned by competent authority and financially vetted by competent authority?		
4	Check assessment of cost/rates. Whether estimate has been prepared on the basis of latest LAR or BQ.		
5	Whether preparation & approval of Tender documents by authorized person?		
6	Whether approval of Tender documents by competent authority as per SOP.		
7	Check similar nature of work & its approval.		
8	Whether Tender documents & Tender notice uploaded in website?		
9	Whether Tender notice has been published in newspapers on time?		
10	Check eligibility criteria-Financial & others		
11	Check special conditions of contract		
12	Whether as per Term & condition of the tender following conditions are mentioned clearly in agreements:- (i) Monthly remuneration per attendant. (ii) Basic wages (iii) Statutory deduction of EPF (iv) Statutory deduction of ESI (v) Applicable GST charges (vi) Period of contract from the LOA (vii) Deposit of earnest money by the agency		
13	Whether opening of tender has been done by proper committee on time?		
14	Check the Tender Committee minutes, notes, discussion on offer, reasonableness of rates, dissent note, if any.		
15	Check formal approval of TC minutes.		
16	Check acceptance of TC minutes.		
17	Check issue of LOA		
18	Whether Criminal antecedents and character of the attendant have been verified from the police authority by the agency, before deployment of attendant by the agency?		
19	Whether health certificate of the proposed attendant issued by the Government Doctors?		
20	Whether Minimum age 18 years, educational qualification class 10 th & past experience details have been followed by		

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	the agency?		
21	Whether contractors ensured complete compliance of prevailing provisions of all Labour LAWS, Rules and regulation and guidelines of Government of Bharat as amended from time to time?		
22	Whether other terms & conditions of tender contract being followed by the agency/contractor		
(B) Documents to be collected: -			
1	Copy of Tender document		
2	Copy of detail Estimate.		
3	Copy of Contract Agreements.		
(C) Information to be sought: -			
1	All terms and condition have been followed by agencies or not?		
2	Tender file		
3	Any irregularity, if found, during checks.		
4	Other misc. queries arise at checking place.		
5	Roles & responsibilities of concerned staff		
6	Availability of reference documents (circular, codes, manuals etc)		
7	Skill & Competency of Supervisors & contractor's staff		
8	System Improvement (SI), if any		
9	If SI issued, compliance status		
10	Inspection schedule of Officers/Supervisors		
11	Inspection Notes and compliance report (If Any)		

Signature

Name:-

Designation:-

Date:-

Signature of CVI/VI

S. K. Moolgupta
CVI/VI

(18) Check-List- Checking of Scale-check register**Ver-3 (15.09.25)**

SN	Parameters	Whether Yes/No	Remarks , if any
(A)			
1	क्या लेखा कार्यालय में विभागवार स्वीकृत अराजपत्रित कर्मचारियों की संख्या वाला वेतनमान जांच रजिस्टर रखा जाता है ? Whether scale check register containing the department wise sanctioned number of non-gazetted employees is maintained in the accounts office?		
2	क्या लेखा विभाग में आईपास मॉड्यूल में वेतनमान जांच रजिस्टर प्रत्येक महीने अद्यतन किया जाता है ? Whether Pay Scale Check Register updated every month in IPAS modules in the Accounts Department?		
3	क्या लेखा विभाग द्वारा यह जांच की जाती है कि , संचालित पदों की संख्या और प्राप्त वेतन किसी विभाग के लिए स्वीकृत पदों की संख्या से अधिक तो नहीं है ? Whether it is checked by the Accounts Department that the number of posts operated and salary drawn have not exceeded the number of sanctioned posts for a department?		
4	क्या लेखा विभाग के द्वारा, अस्थायी पदों या कार्यभारित पदों की जानकारी रजिस्टर में दर्ज की गई है ? In the case of temporary post or work charged posts, whether the period of currency is posted in the register?		
5	क्या लेखा विभाग के द्वारा विभागवार कार्यभारित पद की स्वीकृति एवं मुद्रा विस्तार की जानकारी रखी जाती है ? Whether Accounts Department maintain information regarding approval of department wise chargeable post and extension of funds?		
6	क्या अस्थायी पदों/कार्य प्रभारित पदों के सृजन के लिए, एसोसिएट फाइनेंस की सहमति से मण्डल स्तर पर DRM और मुख्यालय स्तर पर PHOD की प्रशासनिक स्वीकृति प्राप्त की गई है ? Whether administrative approval of DRM at Divisional level and PHOD at Headquarter level has been obtained for creation of temporary posts/work charged posts with concurrence of Associate Finance?		
7	मुद्रा विस्तार न होने की स्थिति में, क्या वेतन और भत्तों का अनंतिम भुगतान अधिकृत था? In case of non-extension of currency, whether provisional payment of pay and allowances was authorized?		
8	क्या, अनंतिम भुगतान की प्रविष्टि को आपत्ति पुस्तिका में दर्ज की गई है ? Whether provisional payment made was kept under objection book?		
9	क्या अनंतिम भुगतान तीन महीने से अधिक समय के लिए किया गया था ? Whether provisional payment was made beyond three months?		
10	क्या लेखा विभाग द्वारा प्रत्येक इकाई के लिए स्वीकृत संख्या के सापेक्ष		

	वास्तविक स्टाफ संख्या का सत्यापन किया गया है? Whether the actual staff strength against the sanctioned strength for each units verified by accounts department.		
(B) Documents to be collected: -			
1	लेखा विभाग द्वारा बनाए गए स्केल चेक रजिस्टर की प्रति । Copy of scale check register maintain by Accounts Department.		
2	प्रत्येक इकाई के लिए स्वीकृत संख्या के विरुद्ध वास्तविक कर्मचारी संख्या की प्रतिलिपि । Copy of actual staff strength against the sanctioned strength for each units		
3	आपत्ति आईटम रजिस्टर की प्रतिलिपि । Copy of OIR (objectional Item Register)		
4	मुद्रा विस्तार की स्वीकृति की प्रतिलिपि । Copy of sanction for extension of currency.		
5	अस्थायी पदों/कार्य प्रभारित पदों के सृजन के लिए DRM और PHOD के द्वारा प्रदत्त प्रशासनिक अनुमोदन की प्रतिलिपि । Copy of administrative approval of DRM & PHOD for creation of temporary posts/work charged posts.		
(C) Information to be sought: -			
1	क्या वेतनमान जांच रजिस्टर को वेतन बिल पास के बाद प्रत्येक माह अद्यतन किया जाता है । Whether Scale check register updated every months after passing salary bills.		
2	क्या वेतनमान जांच रजिस्टर विभागवार/इकाई के अनुसार बनाया गया है । Whether Scale check register maintain Department wise/Unit wise.		
3	लेखा विभाग में पदस्थ Sr. SSO/SSO/JAA के कार्य निष्पादन की सूची । Duty list of Sr.Section officer, Section officer & JAA.		
4	चेक के दौरान यदि कोई अनियमितता पाई गई है । Any irregularity, if found, during checks.		
5	चेक के दौरान यदि कोई अन्य बातें उजागर हुई हो तो । Other misc.queries arise at checking place.		
6	Roles & responsibilities of concerned staff		
7	Availability of reference documents (circular, codes, manuals etc)		
8	Skill & Competency of Supervisors & contractor's staff		
9	System Improvement (SI), if any		
10	If SI issued, compliance status		
11	Inspection schedule of Officers/Supervisors		
12	Inspection Notes and compliance report (If Any)		

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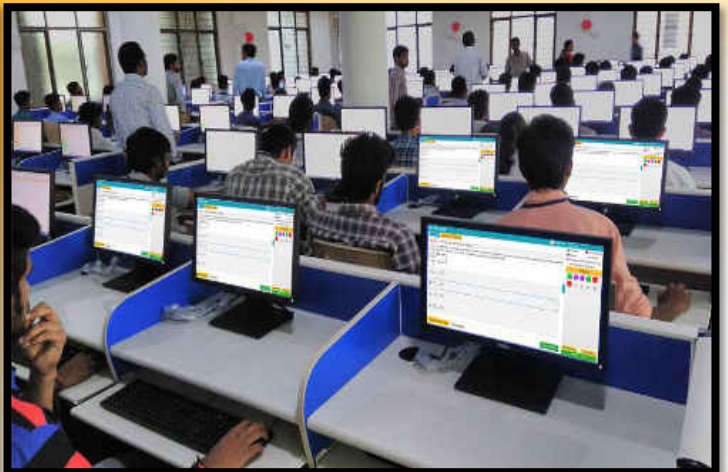
Signature of CVI/VI

Name:-

Designation:-

Date:-

S. K. Manley
CVI (P)



**Vigilance Department
SECR, Bilaspur**