

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY
वरिष्ठ मंडल कार्मिक अधिकारी का कार्यालय, विजयवाड़ा
Office of the Sr. Divisional Personnel Officer Vijayawada.

No:SCR/P-BZA/721/ Vig.Awareness Week

Dt. 16-10-2020.

To
All Branch Officers,
BZA Division

Sub:- Observance of Vigilance Awareness Week – 2020 from 27th October
2020(Tuesday) to 2nd November 2020(Monday)

Reg.

Ref:- SDGM/SC's Lr.No.G.265/V/IV/Misc/Vol.XIII-VAW/2020,
dt.05-10-2020.

* * *

Further to this office letter of even No. dated 12.10.2020, as advised by the Hqrs active involvement of BZA Division is required successfully in observing Vigilance Awareness Week. Due to the prevailing Covid-19 pandemic the activities carried out in previous years will have to be suitably modified to suit the present circumstances.

In this connection, a copy of **Annexure-B** i.e., a copy of enclosure to SDGM/SC's letter dated 05.10.2020 showing the details of **Internal House keeping activities** to be taken up in campaign as part of VAW-2020 of BZA Division is enclosed for **ready reference and necessary action**. Concerned officers are requested to send a report on the activities under taken may please be submitted on or before 02.11.2020 to the Email ID: srdpobza@gmail.com to forward the same to Hqrs through Nodal Officer(ADRM/OP/BZA) please.

Digitally signed by G.R.

SUDHEER KUMAR

Date: Fri Oct 16 17:39:01 IST
2020

Copy to PS to DRM For kind information of DRM please.

Copy to PS to ADRM's For kind information of ADRM/Infra., & OP please.

Copy to PRO/BZA For necessary action.

Reason: Approved

**Internal Housekeeping Activities to be taken up in calendar mode as part of
YAW 2020**

- 1. Land management (title of land, property, encroachment issues etc.)**
 - (a) Does the division possess revenue documents/records for the land(s) under its control?
 - (b) How much land is under encroachment and at what locations?
 - (c) Steps being taken to combat encroachment?
 - (d) Any other initiative?
- 2. Allotment of houses/quarters and related issued**
 - (a) Does the division use IT application for allotment of houses?
 - (b) Does the division possess a house allotment policy?
 - (c) Is house allotment being done as per prescribed policy?
 - (d) Is there any illegal occupation of house, if any and what action is being taken?
 - (e) Any other issue?
- 3. Payments and other benefits to persons working in outsourced services in the division**
 - (a) Whether the division possesses prescribed norms for outsourcing?
 - (b) If yes, are these norms adhered to?
 - (c) Whether payment of salaries/wages is paid through bank account by the contractor?
 - (d) Whether other statutory dues (PF, medical benefits etc.) are being given on time?
 - (e) Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management?
 - (f) Whether the vendors are adhering to norms prescribed by the division?
 - (g) Any other special initiative regarding outsourcing?
- 4. Management of Assets**
 - (a) Whether condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items etc.) is being done as per extant rules strictly.
 - (b) Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items etc.) may be given.
- 5. Major and Minor Penalty proceedings**
 - (a) Proceedings pending over six months to be finalized by 02.11.2020
- 6. Gender sensitization issues**
 - (a) Has the Division constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held.
 - (b) Percentage of representation of women at all levels in the Division.
 - (c) Whether awareness regarding gender issues is being created in the Division.
- 7. Leveraging Technology – IT usage and E-governance**
 - (a) Whether Information System Audit is done regularly for IT based applications running in the Division. Date of last Information System Audit may be given.
- 8. Systems Improvements undertaken (brief description within 100 words)**
Description of Systems improvement works/initiatives done may be given in 50 words for each work/initiative and not more than 100 works in total for all works.