

## **System Improvements suggested during 2019**

### **Stores Department**

- 1) Against preventive check on sale and delivery, the following suggestions were made:-
  - I) To comply with the conditions mentioned under the bid sheet description and certify in the office copy of the weightment slip by witnessing officials at the time of delivery of scrap.
  - II) To make mandatory of mentioning the name, designation and staff number of witnessing officials in the weightment slip.

### **Security Department**

- 2) Against a Surprise check at Material gate and Parking area, the following suggestions were made:-
  - i) To reposition the existing CCTV camera and install one more camera to have better visibility of materials loaded in the lorry and cover the Security booth and RPF personnel.
  - ii) To take appropriate action in case of unauthorised parking of vehicles. To identify and remove the car without registration number parked for so many months in the parking area. Suitable CCTV may be provided at the Parking area for monitoring and preventing such occurrence from the security point of view.
  - iii) To install additional CCTV cameras near Main gate (Approach from Road) to record trespassers.

### **Security Department**

- 3) Against a Surprise check at Employees gate, the following suggestions were made:-
  - i) To advise the concerned departments to mention all the details of contractors and their labourers like name, gender, age, mobile numbers and Aadhar numbers in the Permit/Gate pass instead of writing name + 5, to avoid unauthorised persons entering RWF.
  - ii) To provide one separate system (Computer) at Employees gate for entering the details of all the contractors, labourers, visitors etc. for transparency, easy traceability and also from the security point of view.
  - iii) To make suitable provision in the system for maintaining the data base of all contractors and their labourers along with their photographs for transparency and traceability. .
  - iv) To provide additional CCTV camera at the Employees Gate to record faces of the persons going out through Employee's gate.

## **Security Department**

- 4) Against a preventive check on manning of B1 & D gates, the following suggestions were made to:-
- i) deploy one RPF staff at B1 gate to avoid/restrict unauthorised movements.
  - ii) relocate the existing CCTV to capture the faces of those persons passing through D gate and install one more camera, if needed.
  - iii) cover the openings in between welded rods and close the gap visible at the bottom of D gate with concrete flooring to avoid theft.
  - iv) remove unauthorised parked vehicles and install CCTV facility at parking area.
  - v) provide adequate CCTV facilities both at newly constructed gate in Admin office and B1 gate.

## **Mechanical Department**

- 5) Against a preventive check on Scrutiny of expenditure contracts, the following suggestions were made to:-
- i) Necessary disciplinary action may be initiated against concerned Electrical/Mechanical in-charge/s for violation of LOA provisions (of execution of contractor work by utilising RWF staff) in order to avoid recurrence in future.
  - ii) Henceforth details of the Electrical work content and Estimate of the Electrical works shall be taken from Electrical department.
  - iii) Breakup of detailed estimate shall be made in accordance with Schedule.
  - iv) Whenever Electrical work is involved, contract copy of the LOA shall be sent to Electrical Department for monitoring proper execution of work and to avoid confusion.
  - v) Supervisor may be nominated/assigned to supervise & ensure the execution of the contract work.

The system of mentioning the estimated value of the contract in the enquiry letters of petty contract may be stopped henceforth