



Accuracy Honesty
Forthright Openness
Trust Clarity
Responsive

Transparency

Communication

Purposeful Strategic

INITIATIVES FOR WORK TRANSPARENCY IN RCF



RAIL COACH FACTORY, KAPURTHALA

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ISSUE OF DIGITAL RO TO VENDORS THROUGH EMAIL

A web based system is developed to replace the existing paper based R-Note and RO with digitally signed e-R-Note/ e-RO. This will bring transparency in the system for the material delivery and payment to the vendors. The copy of RO will be delivered to vendor through the system generated email without any human intervention.



IMPLEMENTATION OF E-INVOICE

E-Invoice facility has been implemented for Vendors. This will facilitate the vendors for making the entry of dispatched items and generation of invoice. This will also eliminate the human intervention at workshop gate by using the QR code for capturing the information of the material to be delivered while entering to workshop for delivering the materials to Store Depot. Also, the RB / Ward wise unloading sequence will be generated automatically for the vehicles.

VENDOR BILL PAYMENT ONLINE STATUS

A detailed online status of bill passed or rejected including the payment made, deductions, levies, etc is being provided at RCF website. Vendor can view their payment details for the supplied material. In addition to this, the payment status of bills submitted by vendors is intimated to them through auto SMS/ email.



IMPLEMENTATION OF FIFO (FIRST IN FIRST OUT)

RCF has developed software to regulate the issue of material from Stores ward to Shop. This software assists the Depot Store Keeper to issue the older material first. The aim of this software is to consume the material in the order of its arrival in Depot within warranty period to eliminate wastage and sub-standard materials get weeded out.



TOUCHFREE RFID DIGITAL ENTRY IN WORKSHOP

Paper based manual Gate Pass issued to staff for coming out from workshop or going to workshop from Administrative Building have been replaced with RFID based Gate Passes and RFID I-Cards. Bearer has to flash this gate pass or I-Card to RFID Scanner installed at Workshop Gate. Software has been developed for monitoring the usage of RFID based entry.



DIGITALIZATION OF VISITORS GATE PASS

Record of all outside visitors is captured in the database. Visitor's gate pass is issued after validating the identity of the visitor and his photo is captured through system. This is helpful to avoid any unsolicited/ unauthorized visit to the workshop and Administrative Building by vendors/ suppliers and their representatives.



AUTO UNLOADING SEQUENCE FOR LORRIES

Auto unloading sequence for each receipt branch and ward is generated at the time of entry of vehicle at workshop gate. This will ensure unloading the lorries in the order of First In First Out (FIFO). Bringing transparency in unloading of lorry on first come first serve basis eliminating mal practices and hardships to suppliers/ transporters.

IMPLEMENTATION OF E-OFFICE



E-office was implemented in RCF on 27.06.2019. RCF has the highest number of users in e-office and is also the first PU in Indian Railways to implement it. All of the letters and files as per Railway Board's guidelines are being handled through e-office for the communication between the department. This has resulted in saving of tones of papers and man hours through e-delivery and brought transparency. No new physical is being created after 01.06.2020.

BILL DROPPING UNDER CCTV SURVEILLANCE

Human contact has been removed for bill submission by vendors, which are dropped in earmarked enclosure outside the Administrative Building under CCTV surveillance. Monitoring is at the highest level i.e. PFA.



RCF MOBILE APP AND SERVICE ESSENTIALS VISUALIZER (SEVA) APP



Mobile App developed by RCF is enriched with useful information. This App contains the information like Telephone numbers of top management, Department officers & staff, utility emergency numbers, link for Nivaran portal for grievances of employees/retired employees, empanelled hospitals, etc. Service Essentials Visualizer (SEVA) App has been launched to facilitate employees for instant viewing of their Service Record, Salary, Leave, Incentive, PF, Pass & PTO balance, Qtr waiting list, Employee Seniority list etc. and other employee related activity.

PROVISION OF OMR SCANNER

To make more transparency and to publish the examination result with accuracy and in short period, provision of OMR scanner has been made for scanning of the OMR based answer sheets of the candidates appearing in any examination held by RCF. This will eliminate the human mistakes in evaluating the answer sheets of the candidates and the result of examination can be published in a shortest time.

ONLINE VENDOR REGISTRATION

A web based portal is being developed for online registration of vendors in Stores by capturing the relevant information through online process. Vendor will upload the requisite documents in PDF format on this portal.

DOSSIERS FOR VENDORS

A dossier of vendors has been developed which contains the information of the material rejected of various vendors. Detailed information with reasons for the rejections occurs at various times is recorded. Vendor wise rejection history is available in this dossier various improvement advices sent to the vendors are readily available.



TRANSPARENT VENDOR DEVELOPMENT POLICY

To facilitate competent manufacturers to develop and supply the material to RCF, a transparent policy has been made and published at RCF's website. A prototyping cell is being established which will act as a single window to interact with the vendors in all activities related to vendor development including Capacity-cum-Capability Assessment, giving guidance during development of product, First Article Inspection, Field trials etc.

DISPLAY OF APPROVED SOURCES ON WEBSITE

RCF is procuring bulk quantity of specified Safety/Critical items from approved sources of RCF/ICF/MCF whose capacity cum capability has already been verified for supply of such items. Details of these items and approved vendor list are displayed at website. Procedure of inclusion vendors in approved list and deletion from it is also given, to ensure transparency. For some other safety/critical items RDSO approved vendor list is followed, details of which are given at RDSO's website.

PAPERLESS PROCUREMENT PROCESS

Complete procurement of RCF, for Goods, Works and Services is paperless and being done through Railways' dedicated e-procurement portal www.ireps.gov.in. Some general nature Goods and Services, if available at GeM portal, are being procured through that portal. All types of tenders of any value are available on website for information to public. Tender documents and Drawing/specs of tendered item are freely downloadable from RCF's website. All transactions like Receipt of offers, accessibility of Tabulation statement, e-Reverse Auction, Negotiations, Issue of Letter of acceptance, Purchase orders, Amendments etc. are done online leaving no scope of alteration. Details of purchase orders with rates are made available on IREPS portal for information and guidance of suppliers.

SCRAP SALE THROUGH E-AUCTION

RCF is selling all scrap material through a transparent E-auction process. Bidders remain anonymous during submission of their bids and auto acceptance is given by the system if highest bid is higher than the reserve price set by RCF. From September'20, online payment through payment gateway and issue of online delivery order has been started. So, purchaser has to come to RCF for collection of material only and for any other documentation.

हमारा संकल्प: ईमानदारी प्रतिष्ठा परिश्रम