# Complete Business Cycle to enable transparency in working

## A) STEPS TOWARDS DIGITISATION TO MAKE BUSINESS EASY WITH RCF

## (i) E-Dispatch of material

System has been implemented for limited users. 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.

## (ii) Issue of Digital R-Note & RO to Vendors through automated mail

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.

0			R	Same	ch Facto	unit and	apurthala			*****
-	tares Activities -									
		Digit	al Sign B	y Ward C	DMS/DMS					14 - 1 - 1 - 1
PO Sa	HEARING PERMIT	PO Carlor	20,703.000	Recent Today No.	magain simpler w	40.94	APROXIMAL C	ALCONTRACTOR	ITTERS INCOME	200.2%
10.041	antering)	12.0		Para Callo	State .	-	TTATES.	tere (most		- F
Non-Sales	Aanes social faints	Address	POLUSE WORK 7	THE REAL PROPERTY	ana mana	UN1		100	-	
-		Res Providence	MILLIPHI		BUIRSkia	#2-09-	14	DIVERSION (PAN	and have a	
2017	en .	Potern aller	Keens-	1000 810	a.a.t	-	101	statement in the	and the second	
Search .	HOLD	Proper		best lieb		8019611	125	hing 2 - China		5
Charles Inc.	417	prosection Date		disaston Chat		11.94	promately .		a James on and	1.000
-	2010-03	101240	-	018.99	14	Togettee 1	w 100			
increasing the	-	(a)	nuedan	Later-						
Date:	M.	Barter	a	222	N			in the second		
Service .		83 Date life	M.					thefen.		magar.

## (iii) Launching of e-Bill submission Module

Earlier the supplier had to physically deposit the bill for material supplied.



This bill submission was verv uncomfortable and time consuming for suppliers located in remote places. Now, computerised system new enables our business partners to submit their digitally authenticated (DSC) bill online https://pardarsy.railnet.gov.in after

digital copy of Receipt Order (RO) is received by the vendor.

### (iv) Vendor bill payment 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.

ation Products	Tender Information	Vendor and Contractors Corner	Contact Us	Staff Corner
d Antenas II M	at this page	na ma tada	QUICK LIN Select	863
Payment De	tail			
Frm Name BC BLADES				
Party Bill No - DI POCameran No - T	ISRCF20218573 Party Bill Bridine	Dens - 38/6/2020	Status - Payment M	iele.
	DOD-TORIXY AB			
		No - STING HUEBANES		
		Antt 1 Fts 2,75 846.1	Next Anti 1 Pea, 30,71,31	
	ATE BANK OF INDIA PAND		Amount No 200189104	20

## (v) Auto Unloading Sequence for Lorries based on FIFO

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 lorries on first come first serve basis eliminating mal practices and hardships to suppliers/ transporters.

## (vi) Launching of Pardarsy Website

'pardarsy.railnet.gov.in' is the 1<sup>st</sup> of its kind web portal launched by General

Manager of RCF on 29.01.2021. The acronym of 'pardarsy' is **PART**ners **D**irect Registration Access and SYstem. Through this website, a number of facilities like Electronic Dispatch Note, Electronic Receipt Note/Receipt Order. Electronic Bill submission, etc. are available to RCF business partners and other customers. This will ensure 100% transparency and a unified web portal for RCF business partners.



#### (v) **Dossiers for Vendors**

A dossier of vendors has been developed which contains the information of

	Alcome JANNESH KUMAR	MIS Dashboard	Change Passers	d Logod	
		Material Management Overvie	Contraction of the local division of the loc		
		INTENTORY LEVEL			
Tura	DOSSI	R OF VENDORS	est.	687.34	
Out			p 10	125.30	
Und	-		p 25 In Rs. (cros		
Une	Rejections in last 2	na not issued in last more			
-	Rejection Details				
	Improvement Advice		DOSSER OF VE	NDORS	

the material rejected of various vendors. Detailed information with reasons for the rejections occurs at various times is recoded. Vendor wise rejection history is available in this dossier various improvement advices sent to the vendors are readily available.

#### **OPTIMISATION AND UTILISATION OF MATERIAL FOR PRODUCTION** B)

#### Implementation of FIFO (First In First Out) (i)

IT 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.

#### Prediction of shortfalls of materials for a Production Plan (ii)

Provision has been made by IT department for predicting the shortage of material for next 03 months production for production shops (Shell, Bogie and Furnishing) with respect to the monthly production programme of respective shop. This will contribute in advance planning of the production at shop floor.

## (iii) Identification of Surplus/Non-Move Items

Facility has been developed to identify the material available in stock but not

Ren	Ran Daise: 22/09/2020 RAIL COACH FACTORY, KAPURTHALA LORRY ENTRY IN WORKSHOF GATES ON 22-8EF-20				
SeNo	In Date	Lotty No	Material Description	Unload Seq	Mard
	22/09/2020 06:39:50	HEFF2HA52	FO NO 114301015101047, PL NO 193980413 - COMPRES FLYWOOD 12X1220X5090MM (BOTH SIDE FLAIM AS PER DR	FUR-1	- 2
2	22/09/2020 06142117		PO NO 114201015101047, PL NO 153900413 - COMPRES FLYWOOD LINISIONSONOM (BOTH SIDE PLAIM)AS PER DE	FOR-2	9
3	06197105		PD NO 131121901100018, PL NO 133850141 - WATER TANK (2X605 LT) COMPLETE WITH UPPER & LOWER FRAME (	FOR-3	33
4	22/09/2020 06:56:37	MR37C0253	PO NO 102201040100721, PL NO 133640154 - HIGH CAFACITY INTER VEHICAL COUPLER (2 S COUPLING) 500 A	FUR-4	23
5	22/09/2020 07:04:13		PC NC 114201015101046, PL NC 193980413 - COMPRES PLYWOOD 12X1220X3050MM (BOTH SIDE PLAIM AS PER DR	FOR-5	,
e	07+08123		PO NO (31171901100822, PL NO (33567270 - ENTRANCE DOOR ASSLY (L.N) FOR LNB NON AC STAINLESS STEEL	FOR-6	22
9	07:11:11		FO NG 114201015101046, FL NG 193980413 - COMPRES FLYWOOD 12X1220X3050MH (BOTH SIDE FLAIM)AS FER DB	PUR-7	
0	22/09/2020	PBIOGK0227	PO NO 107191057100748, PL NO 133671199 -	FUR-0	35

being issued or not required for the production or a specific period. This has helped in regulating the future supplies and thus, making best use of purchase grant.

## (iv) Identification of Excess Items available in Depot

Facility has been developed to identify the excess material of 03 month's requirement with respect to the monthly production plan. This has helped in disposing the surplus inventory and cancellation of very old developmental orders.

## (v) Data of Rolling Stock Certificate to CMMS

Uploading of Rolling Stock Certificate data to Coaching Maintenance Management System (CMMS) of CRIS. A folder of warranty certificate for Rolling Stock is provided to the concerned Railways during the coach delivery. This folder contains the critical details of safety items such as component name, make, item serial number, PL number, etc. for the purpose of warranty claim. Now, this data is digitally transferred to the CMMS portal of the CRIS. Railways now, can refer this data directly from CMMS while registering the warranty claims rather than searching the hard folder manually. Railways can refer this data through CMMS portal as and when they required. This will help in resolving the complaints of railways and to settle down the warranty claims quickly.

### C) HUMAN RESOURCE MANAGMENT ACTIVITIES

### (i) Touchless RFID Digital Gate Pass for Admin Building & Workshop Staff

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. Bearer has to flash this gate pass to RFID Scanner installed at Workshop Gate. Software has been developed for monitoring the usage of RFID gate pass.



#### (ii) **Computerisation of Visitors Gate Pass for Workshop**



Record of all 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.

## (iii) RFID based Identity Card to Supervisors and Officers

All supervisors and officers are given RFID based identity card. This will facilitated them to mark their In/ Exit entry to/ from on RFID based machines installed in the Workshop Gate. The bearer has to flash his RFID I-Card with RFID Scanner at Workshop Gate. Software developed for monitoring the IN/ OUT movement of the officials.

## (iv) 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.

#### Launching of Integrated Complaint Redressal Module in Mob App (v)

Existing RCF Mobile App has been enhanced by adding a module for registering the complaints related to infrastructure of Civil, Electrical, S&T and IT department. The complainant can view the status of his complaint and the representative of concerned department can assign the job by monitoring the complaints through this module. This will ease the resident and staff for registering the complaints even they are away from the destination.

#### D) **OTHER MISCELLANEOUS ACTIVITIES**

#### Installation of video conferencing kit at TKJ office (i)

Video conferencing system has been installed and commission between HSQ and RCF TKJ office through M/s RCIL. This has resulted in seamless participation of TKJ officers in GM's store meeting. Earlier a couple of officers have to travelled from New Delhi to RCF Kapurthala which was a great inconvenient for the travelling and also huge saving in terms of TA to the officials.

## (ii) CCTV camera installation at TKJ office

On the request of CMM/TKJ, a CCTV system consisting of 13 cameras along with sufficient storage has been installed and commissioned on TKJ office. This was essential for the security of human beings as well as Railway property. This will keep a watch on the theft incidents and enforce the security.

## (iii) Augmentation of Internet Bandwidth

RCF Kapurthala was having Railtel internet bandwidth of 02 Gbps. M/s Railtel was claiming about 02 crore charges on behalf of this, from N.Rly. This was monitored and bandwidth utilizations monitoring was done. Thereafter, this bandwidth was reduced from 02 Gbps to 1.5 Gbps and the internet bandwidth from M/s BSNL was increased from 400 Mbps to 1Gbps. This augmentation of Internet Bandwidth has resulted recurring savings of Rs. 55 lakhs per annum.

## (iv) Implementation of E-office

E-office was implemented in RCF on 27.06.2019. RCF has the highest



CF 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 departments. 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.

# E) PROACTIVE ACTION FOR EFFECTIVE COVID-19 FIGHT

- A wide publicity was made for COVID-19 on RCF website by publishing the latest information/ instructions and regular notifications were sent through RCF mobile App.
- Dedicated helpline mobile no. and mobile set were provided for online ordering and door step delivery of vegetables and other grocery material.
- During lockdown, more than 83 thousand SMSs were sent to disseminate the critical information to the RCF employees.
- Downloading the Arogya App and installation in the mobile sets of the employee and dependent members for the protection and prevention from COVID-19.