

राइट्स लिमिटेड, सतर्कता विभाग, राइट्स भवन, 1, सेक्टर-29, गुडगाँव-122001  
**rites LTD, Vigilance Cell, RITES BHAWAN,**  
**Plot No. 1, Sector - 29, Gurgaon - 122001**

No. RITES/CO/VIG/2013/VAW

Dt. 24th October 2014


Reg: Observance of Vigilance Awareness Week-2014 : Modified programme.

Due to certain administrative reason there are following changes in the programme for Vigilance Awareness Week-2014, earlier circulated vide Note No. RITES/CO/VIG/2013/VAW Dt. 21<sup>st</sup> October 2014:

- (a) Pledge taking ceremony will commence from 10:30 hrs instead of 10:50 hrs.
- (b) Programme enlisted for 10:30 hrs to 14:00 hrs on 30/10/2014 will now be held on at 14:30 hrs. to 17:00 hrs. on 27/10/2014.
- (c) The interactive session earlier proposed to be held at 15:00 hrs. on 31/10/2014 will now be held at 11:30 hrs.

The modified programme is enclosed herewith.

The above changes may be widely circulated to all the officers.

  
24/10/2014  
(Rakesh Kapoor)  
Group Gen. Manager (Vig.)

JGM/SS to CMD

Kindly arrange CMD's schedule on 27<sup>th</sup> & 31<sup>st</sup> October 2014.

JGM/Secy. to DT,  
DGM/Secy. to DP,  
& DGM/Secy. to DF

Kindly request DT, DP and DF to grace the occasion on 27.10.2014 and 31.10.2014.

GGM/Admn

Kindly arrange for all the logistics and escorting of CMD and publicity of the above programme.

All Divisional / SBU Heads

- for nominating officers for the programmes. The nomination may be sent to Sh. R. K. Marwah, AGM/Admn.

**Observance of Vigilance Awareness Week-2014 : Modified programme.**

Date	Time	Program	Venue	Name of Official associated from Vigilance Cell/ Administration
27.10.2014	10:30 hrs	Assembly at Attrium	Attrium, ROC-I, Gurgaon	Compering by Sh. Rajnish Malik, DGM/Vigilance & Sh. R. K. Marwah, AGM/Admn.
	10:35 hrs	Introduction of Programme by CVO		
	10:40 hrs	Pledge to be administered by CMD		
	10:45 hrs	Address by CMD		
27.10.2014	11:00 hrs. To 12:00 hrs.	Presentation on 'Awareness on Vigilance Cases and Methodology to Prevent Them' by Sh. Rajesh Aggarwal, GM(QA).	Conference Hall, RITES, SCOPE Minar, Laxminagar, Delhi.	GGM(I)
27/10/2014	14:30 hrs. to 17:00 hrs.	A Presentation on Common mistakes committed while framing estimates, justified cost and Award of Work. (DGM to AGM)	Conference Hall, 6 <sup>th</sup> Floor, ROC-I, Gurgaon.	Sh. M.D. Joshi, AGM/Vigilance Rajnish Malik, DGM/Vig. &- Sh. R. K. Marwah, AGM/Admn.
28.10.2014	10:30 hrs to 13:00 hrs	Workshop on "RITES Procurement Procedures" by Shri G. V. Chananna, Advisor/ RITES (for Officers dealing with Procurement)	Conference Hall, 6 <sup>th</sup> Floor, ROC-I, Gurgaon.	Sh. M.D. Joshi, AGM/Vigilance & Sh. R. K. Marwah, AGM/Admn
29.10.2014	10:00 hrs. to 13:00hrs.	Presentation by Shri Sanjay Agarwal, GGM/Civil on "How to frame Detailed estimate of Railway Items". (Engineer to JGM)	Conference Hall, 6 <sup>th</sup> Floor, ROC-I, Gurgaon.	Sh. M.D. Joshi, AGM/Vigilance Rajnish Malik, DGM/Vig. & Sh. R. K. Marwah, AGM/Admn.
	14:00 hrs. to 17:00hrs.	Presentation by Shri Pawan Chowdhry/Shri S. K. Kapoor, AGM/Civil, on "How to fill Hindrance Register at Site and its relevance". (Engineer to Manager)	Conference Hall, 6 <sup>th</sup> Floor, ROC-I, Gurgaon.	Sh. Rajiv Gupta, Manager/Vigilance & Sh. R. K. Marwah, AGM/Admn.

Date	Time	Program	Venue	Name of Official associated from Vigilance Cell
30.10.2014	10:30 hrs. to 13:00 hrs.	A Talk on "D&AR Procedures with special emphasis on Inquiry Report' (DGM to AGM)	Conference Hall, 6 <sup>th</sup> Floor, ROC-I, Gurgaon.	Sh. K. K. Giri, DGM/Vig. & Sh. R. K. Marwah, AGM/ES
	14:00 hrs. to 17:00 hrs.	Training on e-Procurement implimentation in RITES by GM(IT) (DGM to AGM)	Conference Hall, 6 <sup>th</sup> Floor, ROC-I, Gurgaon	Sh. P. K. Lal, Manager/Vig. & Sh. R. K. Marwah, AGM/ES
31.10.2014	11:30 Hrs.	Interactive session with CMD, CVO & Directors. (GM & above)	Conference Hall, 6 <sup>th</sup> Floor, ROC-I, Gurgaon.	Sh. M.D. Joshi, AGM/Vigilance Rajnish Malik, DGM/Vig. &- Sh. R. K. Marwah, AGM/Admn