

East Central Railway

**Office of the
General Manager (S&T)
Hajipur**

No:-ECR/S&T/JPO

Date: 09.03.2015


**Sr.DSTE's
East Central Railway
DHN, DNR, MGS, SEE & SPJ**

Sub: Joint Procedure Order for opening of Relay Room/Relay Hut/Cabin basement at Stations/Cabins.

Please find enclosed herewith, Joint Procedure Order No.4/2014 for opening of Relay Room/Relay Hut/Cabin basement at Stations/Cabins.

Please ensure that copy of this Joint Procedure Order may be distributed to all S&T officers and JE/SSE (Signal) of the division.

Divisions are requested to acknowledge receipt of the Joint Procedure Order & ensure compliance.


(Jagmohan Ram) 09/3/15
**CSE/North
for GM (S&T)**

DA: As above

- Copy to:**
1. Copy to Secy. to GM for kind information of GM please.
 2. COM, PCE & CEE/ECR for kind information please.
 3. CSO/ECR for kind information please.
 4. DRM/DNR, DHN, MGS, SEE & SPJ for kind information and request for its implementation please.
 5. CSE/South, CSTE/W, CCE, CSTE/Plg/ECR for information please.
 6. CSTE/C/South & North/MHX for information please.

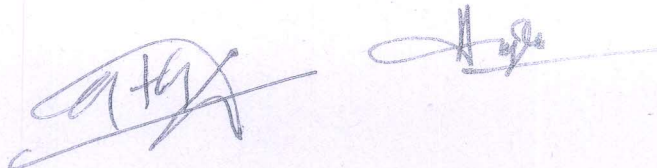
East Central Railway
Signal & Telecommunication Department
JOINT PROCEDURE ORDER NO. - 4/2014

No. - ECR/S&T/JPO/185A

Date- 24.02.2015

Sub: - Joint Procedure order for opening of Relay Room/Relay Hut/Cabin basement at Stations/Cabins.

- 1.0 Board (ML), vide Jt. Director (Signal) RB's letter No.-2005/SIG/G/9 dated 27.11.2005 had directed that 'double lock' should be provided in all the relay rooms including stations where S&T maintenance staff are available round the clock.
To streamline the system of opening of Relay Rooms/Relay hut/Cabin basement at Station and Cabins, following procedure shall be adopted.
- 2.0 **Double Lock-** One padlock lock shall be provided on the door of Relay Room/Relay Hut/Cabin basement by the station master, this lock shall be called **Operating Lock**. Like wise one lock shall be provided on the door of Relay Room/Relay Hut/Cabin Basement by the Signal Maintainer/Signal Supervisor, this lock shall be called **S & T Lock**.
- 2.1 Key of Operating lock of Relay Room/Relay Hut/Cabin basement shall be kept in the custody of ASM/SM/Dy.SS on duty. Whenever required, this key shall be given to authorized S&T staff and the transaction properly recorded in the Relay room register maintained at the station/cabin and duly signed by ASM/SM/Dy.SS on duty and the concerned S&T staff. Authorization of S&T staff for opening of Relay room shall be done by SSE/SE of the section and List of authorized S&T official shall be available in signal failure register/ relay room opening register. Before handing over key to authorized S&T staffs ASM/SM/Dy.SS on duty shall inform section control who will record in his control chart. Key of each Relay room/ Relay Hut/Cabin basement should be kept single with proper label for identification. All Keys should not be kept in a bunch.
- 2.2 Key of S&T lock shall be kept in the safe custody in separate key box.
- 2.3 For opening of relay room/Relay Hut/cabin basement both the keys shall be required.
- 3.0 Relay Rooms/Relay Hut/Cabin basement are sensitive installations and hence shall be opened only when essentially required for purpose mentioned in subsequent paragraphs. Whenever Relay room/Relay Hut/Cabin basement is opened it shall be for minimum possible duration.
- 4.0 Relay room/Relay Hut/Cabin basement key shall be taken for following Purposes.
 - (i) Routine maintenance by Signal maintainer i.e. once in a week.
 - (ii) Routine maintenance by JE/Signal i.e. once in a month.
 - (iii) Routine maintenance by SSE/Signal i.e. once in every quarter.



- (iv) Routine inspection of officers at various levels as and when required.
- (v) Routine maintenance of data loggers.
- (vi) Maintenance of Electrical gadgets by Electrical Department.
- (vii) For upkeepment of building, windows, doors etc. by Engineering department.
- (viii) Attending to Signal failures.
- (ix) Addition & alteration for carrying out any work.
- (x) Directed maintenance and testing of signals.
- (xi) Meggering of cables as and when required.
- (xii) Checking the voltage & current at relays and C.T. rack.

5.0 In view of above, following instructions are being issued for Implementation, with immediate effect, to ensure minimum opening of Relay rooms/Relay Hut/Cabin basement.

5.1 There should not be any need for electrical staff to independently take the key of Relay Room/Relay Hut/Cabin basement for attending to electrical gadgets and for its operation. Whenever required it shall be done with S&T staff during scheduled maintenance as mentioned in Para 5.6.

5.2 All opening in the Relay rooms/Relay Hut/Cabin basement such as doors, windows, ventilators and roofs etc. should be properly repaired to minimize ingress of dust/water etc.

5.3 Storage of any materials/stores in the Relay rooms/Relay Hut/Cabin basement is strictly prohibited.

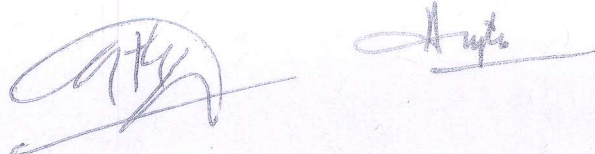
5.4 Opening and closing of Relay rooms/Relay Hut at PI/EI/RRI stations, where data loggers have been provided, should be linked to data loggers for logging of all opening and closing event of the door.

5.5 Periodicity of opening of Relay room/Relay Hut shall be governed by reason cited in Para 4.0. Sr.DSTE's should ensure that relay room is opened for minimum possible time and reasons of opening should be recorded properly.

5.6 In case of abnormal situations such as accidents and yard remodeling works, the opening of relay rooms may be frequent and for longer periods but then it shall be under the direct supervision of authorized S&T officials. Such purposes should be clearly mentioned in the ASM's relay room keys taking over/handing over register. If external agencies like construction, RE etc have to work in relay room/cabin basement then prior approval of Sr.DSTE and Sr.DOM shall be obtained and work shall be carried out in direct supervision of open line S&T official.

5.7 During the period when the key of the Relay room/Relay Hut/Cabin basement is with S&T staff, the cabin staff/ASM/SM/Dy.SS and the S&T officials shall ensure that no unsafe practices are adopted and in no way integrity of S&T equipment is violated.

5.8 When the key of Relay room/Relay Hut/Cabin basement is handed over to S&T at the time of any failure of Signal/S&T gears, the ASM/SM/Dy.SS concern



should remain extra vigilant and, the first train should invariably be dispatched/received on T-369(3b) and rules prescribed for reception/dispatch of trains at the time of failure of signal points should be strictly followed. If a train movement is covered by T-369(3b), it should be completed as per procedure even if the work of S&T staff is completed and keys are handed back, during the train reception. Normal working should be resumed for subsequent train movement only.

- 6.0 For attending failures of S&T Gears from within Relay Rooms/Relay Hut/Cabin basement, entry to be made in Signal incidences Register by on duty ASM/SM/Dy.SS and failure memo to be issued to S&T staff. The S&T staff shall not take the Relay Room/Relay Hut/Cabin basement key for attending failures and open the relay room unless failure is recorded in Signal Failure Register. If disconnection is required, Disconnection Memo to be given by authorized S&T staff to ASM/SM/Dy.SS on duty.
- 7.0 All concerned staff should ensure that the instructions covered under G&SR are strictly followed during the period the relay room is in open condition.

Divisions are requested to acknowledge receipt of the Joint Procedure Order & ensure compliance.


(Deepak Nath)
COM


(A.N.Jha)
CSTE


(L.M.Jha)
PCE


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