

East Central Railway

Office of the
Principal Chief Operations Manger
Hajipur

No.ECR/Optg.Safety/Monthly Safety Meeting Calendar/52/505

Dated:17.12.2024

Sr.DOMs
East Central Railway
DHN, DNR, DDU, SEE & SPI

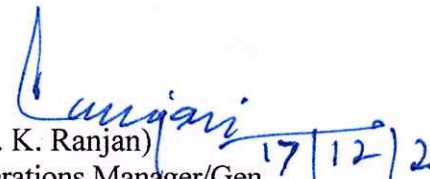
SUB: MONTHLY SAFETY MEETING AT STATIONS FOR 2025

It has been observed that during Safety Meeting conducted at stations, some of the subjects are not included or inadvertently not taken up for discussion. With a view to ensure that all relevant subjects necessary to enhance safety in train operation are essentially discussed, a list of month wise subjects for the year 2025 is attached herewith as Annexure- 'A' The under mentioned instructions are to be adhered while conducting Safety Meting at the Stations/Yards.

1.	The monthly safety meeting shall be conducted by SS/SM-Incharge/Senior most SM/CYM.
2.	Topic for the given month should be discussed in detail and minutes of the meeting Should be recorded in the register.
3.	In case of non-attendance of staff in the safety meeting due to justified reason, the Minutes should be given to read & understand and he will acknowledge by signing in the register when he/she resumes duty.
4.	Safety Alerts, Safety Circulars, Safety Instructions, Safety Bulletins, Safety Drives, JPO etc. issued by Headquarter/Division shall also be included in the safety meeting.
5.	The SS/SM in-charge/CYM to ensure that illiterate staff are made to understand Contents of the minutes of meeting before taking their acknowledgement in the register.
6.	It is desired that staff of other departments available at the station during safety Meeting should also be called for attending the meeting.
7.	TI of the section should prepare a schedule of the Safety Meetings for his section and A copy of the schedule to be sent to Sr.DOM.
8.	As per the schedule, TI shall to ensure his presence in the meeting except in Unavoidable circumstances and shall also sign on the minutes.

Henceforth, the safety meeting instead of fortnightly shall be conducted once in a month at all Stations/Yards. Advise all SS/SM in-charge/CYM and sectional TIs for implementing the same with immediate effect.

Enclosure: Annexure-A


(M. K. Ranjan)
Dy.Chief Operations Manager/Gen.
East Central Railway, Hajipur

SAFETY MEETING AT STATIONS FOR THE YEAR-2025		
Months	Subject	G&SR
January	Duties of SM generally when a signal is defective.	3.68
	Permission before entering on or crossing a running line.	3.82
February	Responsibility of SM regarding tail board or tail lamp of passing trains.	4.17
	Exchange of signal between LP, Guard and Station staff.	4.42
March	Running of Goods train without Guard.	4.25
	Working of a material train in a block section.	4.62
April	Reception of a train on an obstructed line.	5.09
	Reception of a train on a non-Signalled line.	5.10
May	Responsibility for shunting.	5.14
	Shunting during reception of trains.	5.16
June	Method of train working during failure of Block Instrument.	Appendix-C of BWM
	Securing of vehicles at stations.	5.23
July	Train in a block section without authority to proceed.	6.06
	Conditions for granting line clear at a class 'B' station.	8.03
August	Responsibility of Station Master as to authority to proceed.	14.11
	Working of trolley, lorry and motor trolley.	15.18
September	Testing of emergency cross over & Crank Handle at stations and maintaining its record.	CTPM's letter dt. 30.01.2020
	Obstruction at level crossing and action to be taken.	16.07
October	Precautions to be observed during allowing/receipt of Traffic Block & Power Block.	17.04
	Condition for taking 'OFF' Last Stop signal or Intermediate Block stop signal.	3.42
November	Action taken in case of Seizure of roller bearing/Hot axle and Hanging of parts etc.	4.29
	Single line working on double line section in Absolute Block system.	6.02
December	No shunting should be carried out after granting line clear if visibility is impaired.	8.06 (b)
	Work in thick, foggy or tempestuous weather impairing visibility	15.07