

East Central Railway

Office of the
Principal Chief Electrical Engineer
Hajipur
Dated: 12.04.2022

No. ECR/ELE/OP/RR/394

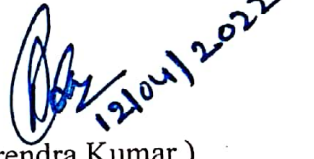
Sr DEE/OP
ECR, DDU/DHN/SEE/SPJ

Sr DEE/OP
ECR/Danapur

Sub: JPO for Crew Lobbies under supervision of traffic and under supervision of Drafted Running Supervision (CC) working as Unified Crew Lobby.

Please find enclosed herewith the Joint Procedure Order for Crew Lobbies under supervision of Traffic and under supervision of Drafted Running Supervisor (CC) working as Unified Crew Lobby signed by PCOM and PCEE (copy enclosed) for your information and implementation.

DA:- As above.


(Amarendra Kumar)
CELE/ECR/HJP

Copy to:-

PCEE, PCPO & PCOM: for kind information please.
DRM/DHN,DDU.DNR,SEE&SPJ: for kind information please.
CPTM & CFTM: for information & necessary instruction to division please.

163
22/12/21

**Joint Procedure Order for Crew Lobbies under supervision of Traffic and under
supervision of Drafted Running Supervisor (CC) working as
Unified Crew Lobby**

Instance has been reported on contactless sign 'ON' system through Chalak Dal App in which approval for sign 'ON' was rendered by Data Entry operator (outsourced) without checking the physical presence of the Crew (Guard), whereas, the requirement is ensuring physical verification of crew before giving approval for sign 'ON' by the competent supervisor.

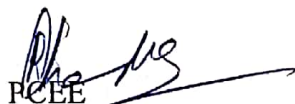
As per GR, LP/ALP & Guard should meet in lobby at the time of sign 'ON' and share information and also match the timing but this is not complied many times in letter and spirit.

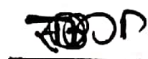
In the year 2009, JPO (No.ECR/MEC/OPR/JPO/2009, dtd: 30.01.2009), was issued for unified crew lobby when Electrical and Diesel crew were under control of Electrical and Mechanical department separately. At that time the sign 'ON/Off' was manual. Now it is through CMS/Chalak Dal App and fully under control of Electrical department.

In view of above, the JPO needs review. The objective of the JPO is to streamline the crew booking of the combined crew lobbies working under supervision of Traffic and Drafted Running Supervisor. The unified crew lobby wherein crew means Loco Pilot, Assistant Loco Pilot and Guard of the train. All activities of booking, safety checks, call, issue of walkie-talkie and FSD are to be integrated for providing crew for working trains.

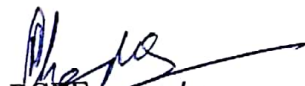
Following procedure is to be followed strictly at integrated crew lobbies for ensuring safe and smooth booking of crew;

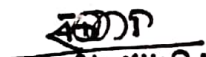
1. Overall in-charge of Unified Crew Lobby shall be Chief Crew Controller for day to day control which shall also include issues of periodical rest, casual leave, PME and other Refresher courses, Sick, Road learning and all such other issues which are directly related with day to day train operation. However, the overall administrative control will continue to remain as at present i.e. LP/ALP/LPS will remain with Electrical department and Guards with traffic department. LAP applications of Guards with recommendation as to be sanctioned or not shall be routed through Chief Crew Controller to Yardmaster/SS/Dy SS.
2. All lobbies located at Railway stations shall be combined i.e. Coaching lobby of Loco Pilots/Guards shall be merged with lobby for goods crew. In case goods lobby is located far off from railway station, coaching and goods lobby may continue to be separate as an exception only.


PCEE
17/12/21


PCOM 21. XII.21

3. At present, crew links of Loco Pilots and Guards for Mail/Express and Passenger trains are not common. Differently Headquartered Loco Pilots and Guards work the same trains. This is not desirable. Divisions shall enter into dialogue with adjacent divisions to correct this anomaly. Hereafter, link of LP/ALP and Guard shall be the same.
4. A Yardmaster/SS/SM (as the case may be) from traffic side shall assess the crew requirement for goods trains from deputy controller of the concerned division. Crew calling (LP/ALP & Guard) for Mail/Express and Passenger trains shall be as per the scheduled train list. However, if Mail/Express and Passenger trains are running late, in that case Crew Controller may consult central control/Dy SS on duty who shall promptly give the status of late running of train, so that crew can be booked accordingly. Crew calling for Special/Parcel/TOD etc. will be arranged by Crew Controller in consultation with Dy Coaching.
5. All the prescribed process in CRIS manual for sign 'ON/Off' through CMS Kiosk or Chalak Dal App should be followed strictly.
6. Permission for sign ON/Off through Chalak Dal App should not be released for LP/ALP and Guard till their physical presence is ensured before the Crew Controller (on duty). Crew Controller (on duty) will be responsible for any lapses with this regard.
7. Responsibility of Breathe Analyser test of Crew (LP/ALP & Guard) will remain with the Crew Controller. He will also be responsible for proper maintenance of all the Registers maintained at Crew Booking points of Loco Pilots and Guards.
8. GR 4.03 should necessarily be complied between LP/ALP and Guard in lobby at the time of sign 'ON' to make train running safe and smooth.
9. Caution Order to be served to the train crew (LP/ALP & Guard) by the Crew Controller at the time of Sign 'ON' with the clear acknowledgement. Signed manual/printed copy of the Caution Order will be made available in the crew lobby by the authorized person of traffic department in this regard.
10. Any spare movement of crew will be done with the permission of TLC who will consult Dy. Coaching or Dy. Goods (as the case may be) for final decision on the case to case basis.
11. All the record keeping and method of relaying of different information to different controls will remain unchanged.
12. Walkie-talkie handsets shall be issued in sets to both the Loco Pilots and Guards and a common distribution, charging and record keeping system shall be put in place. The maintenance and procurement of walkie-talkie handset will be with S&T Department whereas day to day control will be with Chief Crew Controller.

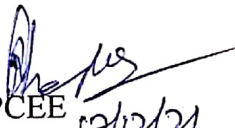

PCEE
17/12/21


PCOM
21.12.21

13. Issue and maintenance of stores of all the line items to Guards shall remain with Yardmaster/SS/SM.
14. Regular Crew Controller should be provided at every crew booking point with CMS irrespective of number of average booking per day. Regarding this, Drafted Running Supervisor provision is to be made in crew review as per norms.
15. To operate trains originating from non-CMS road side station and where average booking is up to 10 trains (LP,ALP&Guard = 1 set), sign 'ON/Off' and BA test shall be under the control of Dy SS/SM on duty. It shall be done manually. All the relevant procedures mentioned above shall be applicable to Dy SS/SM on duty.
16. Regular Crew Controller/Drafted Running Supervisor should be provided at every crew booking point (either CMS or Non-CMS) where average crew booking is more than 10 trains under fixed yard stick mentioned as under:-

Average crew booking per train (LP,ALP&Guard = 1 set)	Crew Controller/Drafted Running Supervisors required
Below 58 sets	1 per shift + 1 rest giver
58 sets – 100 sets	2 per shift + 1 rest giver
101 sets – 150 sets	3 per shift + 2 rest giver
151 sets & above	4 per shift + 2 rest giver
In addition, 30% of the total required CC/Drafted Running Supervisors shall be as leave & training reserve.	

17. Outsourced staff can only be utilized for data entry. No outsourced staff shall be utilized for sign 'ON/Off' purpose.


 PCEE
 (Ramesh Chandra)


 PCOM 21.XII.21
 (Salil Kumar Jha)