

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.

