

**Sub:- Strengthening of 'Night Inspection mechanism at stations by SS/SM in-charge.**

As per norms, night inspections of stations are to be conducted fortnightly by SS/SM in-charge. It has been observed that the report of night inspection hardly reflects irregularities, as they are not conducted in true spirit. The contents & language are also stereotype, hence; the very purpose of Night Inspection is defeated.

In view of the importance of night inspection, strengthening of inspection mechanism is essential. All SS/SM in-charges are hereby directed to comply with the under mentioned procedures, while conducting night inspection, without which 'Night Inspection' will be treated as incomplete.

1. **TSR Entry** - SS/SM in-charge must make entries of at least one train in the TSR with his own pen & signature as to distinguish it. Take a snap/photo of the TSR entry and send the same to What's App group as detailed in Sl.no. 5.
2. **SCNL's Pvt.no.-** Apprise Section Controller of his inspection under exchange of Private Number. The Pvt.no. so exchanged shall be recorded with timing not only in inspection register but also in the Station Diary suitably.
3. **Pvt.no. Register in Control Board** – For the purpose of cross check, a separate register must be maintained at each control board to record the Private Number exchanged by SS/SM in-charge in support of Night Inspection.
4. **Taking Selfie** – SS/SM in-charge will take a Selfie along with SM on duty covering station clock in background and send the same to What's App group as detailed in Sl.no. 5.
5. **Making What's App Group** – Sr.DOM to ensure that a What's App group consisting of Dy.CHC (Gen.), one AOM and one Divisional TI is formed and all SS/SM in-charges are attached to it in order to comply with the instructions under Sl.no. 1 & 4. A cross check, with the register kept with SCNL and with What's App evidences should be done and stringent action against the staff found responsible be taken. The undersigned may also be apprised with a copy of the same.
6. **Selection of Inspection Time** - SS/SM in-charge should bear in mind that the ultimate aim of night inspection is to see the conditions of working at the station as they actually exist, to detect the wrong or unsafe practices or short cut being resorted to by the staff. Hence, he should select such timings when there is a likelihood of normal flagging of energy and temptation for the staff to go in for relaxation and adopt short cut methods.

In order to make the inspection effective, a check list as Annexure-A is attached herewith.

DA:- Annexure-A




(Salil Kumar Jha)

Principal Chief Operations Manager  
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Copy to:

1. Secy. To GM –for kind information of GM
2. PCSO – for kind information.
3. Sr. DOM- DHN, DNR, DDU, SEE & SPJ for necessary action.

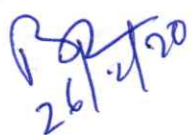
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## Annexure-A

1. Make a hidden check to observe alertness of staff on duty.
2. Check whether SM on duty is operating the Panel himself or there is proxy operation by Porter or otherwise.
3. Check whether SM on duty promptly responds to telephone rings, block bell/buzzer sounded on block instrument from other end stations and telephone rings from Gateman.
4. Check whether entries made in Train Signal Register, Private No. Sheet and Pvt. No. Exchanged with L.C.Gates are complete.
5. Check whether Pvt.no. used are being scored out as per rule and details for which purpose used has been mentioned thereon.
6. Check whether SM himself is exchanging All Right signal from the earmarked place or not.
7. Check whether station staff is deputed to exchange All Right signal from off side to run through trains.
8. Check that SM ensures complete arrival from Guard on T/1410 (When required).
9. Check that SM is prompt to give 'In' & 'Out' report to other end SM and train passing report to controller.
10. Check availability of Relay Room key. If not available, see that entry in the register has been made and signature of S&T staff has been obtained with date & time or not.
11. Check whether shunting order (T/806) for ongoing shunting (if any) has been issued or not.
12. Observe whether shunting is being supervised and there is a porter/shuntman for giving signal when the load is being backed.
13. In case of stabled stocks, check that it is properly secured and relevant entries are made in the register as well as in station diary and TSR in red ink.
14. Check whether entries in Line Block & Clear Register has been made for the blocked line in red ink or not and lever collar/slide collar/stop plug has been used.
15. Make a hidden check, whether any short cut method is being adopted.
16. Whether entry of S&T failure is made in the failure register and failure memo to this effect is issued.
17. Make a hidden check to observe alertness of the Gateman, whether he stands firmly with a view to detect any unusual/abnormal with a passing train.