

East Central Railway

Office of the  
Principal Chief Operations Manger  
Hajipur

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

Dated: 12.12.2023

**Sr. DOMs**

East Central Railway  
DHN, DNR, DDU, SEE & SPJ

**SUB: 'RULES OF THE MONTH' FOR MONTHLY SAFETY MEETING AT  
STATION FOR 2024**

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 2024 is attached herewith as Annexure-A. The under mentioned instructions are to be adhered while conducting Safety Meeting 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

(Md. Imteyaz Alam)

Dy. Chief Operations Manager/Chg.  
East Central Railway, Hajipur

## Annexure-A

<b>SAFETY MEETING CALENDAR AT STATION/YARD FOR THE YEAR-2024</b>		
<b>Months</b>	<b>Subject</b>	<b>G&amp;SR</b>
<b>January</b>	Responsibility of SM for Shunting.	5.14
	Use of fixed signal for shunting.	3.46
<b>February</b>	Precautions to be observed during allowing/receipt of Power Block.	17.04
	Action by the Station Master when vehicle escapes from his Station.	6.11
<b>March</b>	Reception of a train on an obstructed/block line.	5.09
	Protection and working of points of outlying sidings	3.35
<b>April</b>	Conditions for taking 'OFF' Home signal	3.40
	Conditions for taking of last stop signal or I B stop signal	3.42
<b>May</b>	Protection of material train when stabled.	4.64
	Condition for closing the block section.	14.10
<b>June</b>	Duties of SM generally when a departure stop signal is defective	3.70
	Duties of Station Master when an approach Stop signal is defective	3.69
<b>July</b>	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
<b>August</b>	Running of Goods train without Guard/without Brake Van	4.25 & 4.24
	Shunting near level crossing	5.17
<b>September</b>	Conditions for granting line clear at a class 'B' station	8.03
	Obstruction on double line at a block station when a train is approaching	8.05
<b>October</b>	Block back or Block forward	8.14
	Putting back of signal to 'ON' which was taken 'OFF' for movement of trains.	3.36
<b>November</b>	Work in thick, foggy or tempestuous weather impairing visibility	15.07
	Motor trolley	15.25
<b>December</b>	Gate working instructions & related record maintenance.	16.02
	Defects at level crossings	16.06