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Permanent Way Circular No. 74 of (1991)

Case No. W/275/4/Pt.I/4A.

Sub:- Working of Track Machines on N.E.Railway-
(Divisional/Headquarter Control).

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This Railway has two BG, SLC and one MG Duomatic Tie Tamping machines in addition to one set of MG Chinese Tamper. Further, two sets of PQRS machines one each for BG and M.G. for mechanized track relaying, 2 unomatic machines (BG) in replacement of above old SLC machines and 21 sets of Chinese tampers will be added to our fleet of machines in near future.

2. The performance of machines has been far from satisfactory. Targets set by Railway Board for different machines are :-

Sl. No.) Type of machine.	Blocks per day	Kms. per month
1. SLC	4 Hrs.	12 Kms.
2. Duomatic	"	68 "
3. Unomatic	"	56 "
4. PQRS 5 Tons	2 1/2 "	2.5 "
5. " 9 "	-do-	5.0 "
6. Chinese tamper	Not required	6.0 "

3. With a view to improving the performance of these machines and stream-lining their working, it has been decided that day to day working of machines and staff will be controlled by respective Divisions, where these machines work. Performance of machines will be monitored by XEN/TT under the direction of Chief Track Engineer. Following instructions are therefore issued to demarcate the responsibilities and control of the Division vis-a-vis headquarters:-

(A) Aspects to be looked after by the Divisions:-

a) Staff deployment and their welfare:-

- (i) Day-to-day deployment and control of track machines within the frame work of annual programme of track maintenance duly approved by Headquarters.
- (ii) Duty Roster for the staff deployed with the machines should be prepared as per proforma (Annexure I) every month, in advance, by the concerned DEN/Sr.DEN. This should be countersigned by Sr.DEN-I in token of his approval & copy should be sent by name to XEN/TT. Staff working on M/c is classified as 'continuous'.

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Roster prepared should thus match with the timings during which traffic blocks are expected. No alterations to this roster will generally be agreed but in case it becomes unavoidable then XEN/TT's approval should be obtained.

(iii) Sanction of leave to staff:

Each machine has a compliment of 8 staff which includes the element of rest and leave reserve. Casual leave will be sanctioned to staff by the division and advised to XEN/TT along with applications for posting in their leave record. LAP will be sanctioned by XEN/TT on the recommendation of Division. Application for LAP should be sent well in time. No substitute arrangement for staff going on leave will be made by the HQrs. Grant of leave should be so regulated that work does not suffer.

(iv) Attendance of staff will be sent by DEN/Sr. DEN I/C to XEN/TT as per proforma (Annex. II) by 17th of each month. This will cover attendance from 16th of previous month to 15th of current month.

(v) T.A. Journals of the staff duly signed by the concerned AEN should be sent to XEN/TT by 3rd of every month.

b) Working of machines:

(i) CTE will draw annual programme of deployment of machines and arrange for provision of the required blocks in WTT in consultation with COPS. Division will press for such blocks at divisional level for working of track machines as per slots allotted. A joint Engrs. & Optg. circular for the traffic blocks is being issued.

(ii) Divisions in consultation with Operating Branch will arrange availability of nominated blocks daily during day time. One block for four hours or two blocks of 2½ hours each should be planned, for optimum utilisation of machines.

- (iii) Machines will normally work during day time only. However, wherever day blocks are not possible, night working under special circumstances will be permitted by Chief Track Engineer. Relevant extracts from General and Subsidiary rules are enclosed (Annexure-III). Adequate lighting arrangement will be made by the division as per site conditions.
- (iv) Line block for machine working will be arranged by the Sectional P.W.I. or his authorised representative who will accompany the machines. Block will be imposed and removed by him by issuing suitable memos and after ensuring that the track is in fit condition. Sectional PWI will be responsible for the safety of the track.
- (v) Daily liaison will be ensured by the concerned DEN/Sr.DEN with XEN/TT. Progress achieved and assistance required from HQ should be communicated to Central Engg. Control on proforma (Annexure-IV).
- (vi) Cases of machine failure, absence of staff, blocks not permitted, block bursting etc. should be reported promptly on the day of occurrence. In case of block refusal, block bursting or machine failure, a joint report will be submitted by Sectional PWI and the Foreman Incharge so as to reach XEN/TT next day morning through special messenger.
- (vii) HSD Oil, Grease and other special grade oils and lubricants will be arranged by the Division. Adequate stock of these items should be kept at the HQ of the concerned PWI. These materials will be handed over to the representatives of the Foreman Incharge of the machine at PWI's HQ and recorded in the Log Book of the machine. These materials will be transported to the base station of machine by the representative of Foreman incharge but effective assistance will be rendered by the sectional PWI.
- (viii) Arrangement of the oils, lubricants and other consumables should be so planned that no machine remains idle or ineffective for want of them.

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- (ix) Daily progress should be relayed to HQ Engineering Control at prescribed times. Also 10 day/monthly progress reports on the prescribed format (Annexure V) should be sent to reach on 11th, 21st and on 2nd of the month. Accountability for less production (than prescribed) should be indicated in the above report.
- (x) The machine incharge will send the following reports to XEN/TT-
 - (a) 10 day/monthly progress reports (Annexure V & VI).
 - (b) Breakdown reports (Annexure VII).
 - (c) Monthly consumption statement of Oils and lubricants (Annexure VIII).
- (xi) Divisions to ensure that 10 days programme of machine working is issued in time within the frame work of annual programme of mechanised track maintenance. Inter-Divisional shifting of machines will be organised by the XEN/TT after obtaining permission of Chief Engineer/Chief Track Engineer.
- (xii) Chowkidars for safety and watching the machines will be provided by the Division. These are to be arranged locally by the concerned TWIs.
- (xiii) Sr. DEN/I will ensure reduction of gang strength in consultation with Accounts, wherever mechanised maintenance is adopted. This will be done in terms of Railway Board's letter No. 85/WSC/TK/29 dated 30.5.1988 (Annexure IX).

(B) Headquarter responsibility & control:

All other aspects will continue to be looked after by XEN/TT including the following:

- (i) CTE will issue an annual programme of mechanised maintenance for 'On Track' tampers and send it to Division. In consultation with Optg. Branch, instructions will be issued to the concerned Division to enable the divisions to organise traffic block between the nominated trains as per the annual programme.
- (ii) Reclamation of tamping tools.

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- (iii) Procurement of spares.
- (iv) Debits for working the machines including wages of the staff, cost of spares and ancillary items will be raised against Divisions by XEN/TT every month. Division should ensure that budgetary provision exists. Forecast will be given by XEN/TT to Sr. DEN/I of the respective Division.
- (v) Maintenance and technical supervision of machine will continue to be under the charge of XEN/TT.
- (vi) Salary bills, leave account, personal matters, in regard to machine staff will continue to be under the charge of XEN/TT.
- (vii) Creation of the post and filling up will be done by Chief Track Engineer.

These instructions will take effect from 31st January, 1991.

This issues with the approval of Chief Engineer.

B.R. Sharma 30/1/91
CHIEF TRACK ENGINEER.

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