

NORTH EASTERN RAILWAYCE'S P.WAY CIRCULAR NO.62 OF 1972.ACCOUNTAL OF MATERIALS IN THE CUSTODY OF PWIs.

Instructions were issued under CE's letter No. W/9-11/W-4, dated 26.12.1962 that APWIs should maintain P.Way Books with separate pages set apart for each station so that all materials issued to them by the PWIs for use on works are properly accounted for. Check at site have, however, shown that these instructions are not being rigiourasly observed. The purpose of this circular is, therefore, to reiterate these instructions which are reproduced below with slight modifications:-

(1) All receipts and issues of materials pertaining to a particular station must be entered by the APWIs daily on the relevant page of the P.Way Book maintained by them. Materials pertaining to sites in between stations may be entered against one of the stations at the end of the block section.

(2) While issuing materials to the APWIs from the stock with him, the PWI must show all such issues in his P.Way Book only in RED INK so that these issues are not confused with other normal issues which are made directly to works, etc. Similarly all receipts of such materials from APWIs wherever these have been returned due to these being surplus should be again in RED INK only.

(3) As and when the APWIs attend the PWI's office but atleast once a month, all entries in the APWIs P.Way Books (pertaining to issues made to the works, casual renewals, etc. as well as receipts from materials released from renewals, works, etc.) should be noted in the PWI's P.Way Book. These would be the normal entries like all other entries in PWIs P.Way Book. Only such entries should form the initial record for entering into the PWI's ledgers. The fact of entries having been transferred to PWI's P.Way Book and the ledger should be noted in the APWI's P.Way Books.

If the APWI does not account for use of all the materials issued to him by the PWI, the balances left over should be indicated against the original red entries with data on which the accounts are noted in the PWIs P.Way Book.

(4) The ground balance under any PWI would this be the total of balance of various stations with the APWIs alongwith the balance with the store clerk of the PWI. This balance should tally with the book balance in the PWI's ledger for any particular item.

(5) The signatures of mates or other persons in acknowledgement of the receipt of stores by them for specific works would thus, appear only in P.Way Books maintained by the APWIs.

(6) The APWIs must have these P.Way Books at all times with them on their trolley and ensure to keep these in proper custody. These should be produced to inspecting officers when called upon to do so.

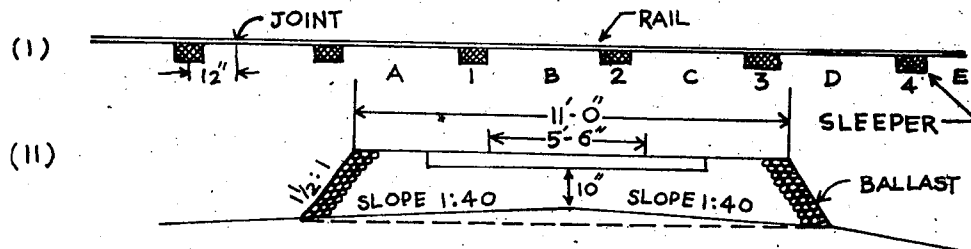
(7) The responsibility of custody of the materials at different stations and on the line will be that of the APWIs, in addition to the PWI who is in overall charge of the stock under him .

(8) The PWI during his normal trolley inspection should check the stocks and the issues made by the APWIs with respect to the entires in P.Way Books maintained by the APWIs. He should also make sure that all issues are properly authorised and acknowledged properly in the P.Way Books and that the receipts are also in order.

(9) On transfer of an APWI, he must handover to his successor the P.Way Book maintained by him. The PWI should verify at the time of such transfers that the stores and the P.Way Books with the APWIs have been properly handed over and taken over.

ANNEXURE 'D'

PROCEDURE FOR SCREENING BALLAST AND PROVIDING PROPER CUSHION WITH A BLOCK.



1. Organise the work of a ballast screening party in such a way that at the end of each working day, there is no length of conscreened tracks left between screened lengths of track. At the same time it should be ensured that, when ballast is being excavated from under one sleeper (as per procedure detailed below) there are at least four sleepers between it and the next sleeper using simultaneously and similarly worked on.
2. Remove ballast from spaces (A) & (B) on either side of 1st sleeper, '1' down to final formation level and provide wooden blocks to support the rail for passing trains.
3. Remove ballast from under 1st sleeper down to final formation level.
4. Screened ballast, place it back under 1st sleeper and pack it.
5. Remove wooden blocks from space (A).
6. Remove ballast from space 'C' down to formation level and after screening, place in space 'A' up to bottom of sleeper the balance may be taken outside the track and screened. Support the rail in space 'C' with two wooden blocks.
7. Remove ballast from under second sleeper, '2' down to formation level.

8. Provide screened ballast under sleeper '2' and pack it.
9. Remove ballast from space 'D' down to formation level and after screening place in space 'B' upto bottom of sleeper; the balance may be taken outside the track and screened. The wooden blocks should be removed from space 'B' and placed to support the rail in space 'D'.
10. Remove ballast from under sleeper 'B'.
and so on till the whole rail length is provided with screening ballast upto level of bottom of sleepers.
11. Lift back to provide additional cushion where required
12. Pack the track in the fine position and then provide boxing.

NOTE:

- (a) The work should be done under as speed restriction of 15 kmph (10mph.).
- (b) Lifting should be limited to 2" at a time.
- (c) It should be ensured that packing cross levels & grade off are satisfactory before leaving the day's work.
- (d) The speed should be gradually raised as specified in the in body of the circular.

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