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N.E. RAILWAY
GORAKHPUR.
January 6, 1994

CE's Circular No. 79.

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

Sub: Inspection Schedule for Track Machines.

1.1 The track machines and other equipments are very costly asset. Apart from the cost, overall availability of equipment is limited. Keeping them in good fettle is, therefore, of paramount importance. Responsibility for doing so devolves jointly on the track machine organisation and the division where the machines are deployed.

1.2 The officers and Inspectors of Track Machines Organisation and Divisional Officers shall periodically inspect the track machines working in their jurisdiction to ensure better upkeep, operation and maintenance of track machines, and to reduce the down time. The instructions contained in this circular are in amplification of those contained in CE's circular No. 74 "Working of Track Machines on N.E. Railway (Divisional/Headquarter control)" for more effective upkeep of the TT machines.

2.0 Inspection by Inspectors and Officers of Track Machine Organisation.

2.1 The inspection schedule will be as under:-

Sr. : Type of machines No. :	Schedule of inspections		
	CFD/AFO Line : AEN		XEN/Dy. CE
1. Unomatic & Duomatic	Fortnightly	Monthly	Quarterly
2. O9-CSM	Weekly	Fortnightly	Once a month
3. PQRS	Weekly	Fortnightly	Once in 2 months.

2.2 The CFD/AFO line will devote at least 15 days per month for inspection of machines under their charge.
AEN/TT will devote at least 8 days per month for inspection of machines.

XEN/Dy. CE/TT will devote at least 5 days per month for inspection of machines.

2.3 Inspection reports of XEN(TT)/Dy. CE(TT) will be put up to CE. AEN(TT)'s inspection report will be sent to XEN/(TT) with a copy to CE. CFD/AFO line inspection notes covering aspects for which responsibility devolve on the division will be sent to concerned divisional officers with a copy to XEN/TT.

3.0 Details of Inspection by Track Organisation.

Officers and Inspectors of Track Machines Organisation shall cover the following aspects in addition to any other items that they would consider necessary/relevant, or, which might have been separately specified under any other instructions:-

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- i) Working of various assemblies of the machines, such as (a) Lifting unit (b) Lifting unit (c) Lining Unit (d) Engine (e) Gear Box (f) Hydraulic system (g) Elect. System, etc.

Some of the more important items regarding engine, hydraulic system, pneumatic system etc. which should be specially checked by them are listed in Annexure-I. This list should not be considered exhaustive and they should check all other aspects in addition which they consider necessary/relevant in each case.

- ii) Observance and quality of preventive maintenance schedule (indicated in Annexure-II & II A)
- iii) Availability of imprest stock of spares and other T&P items on machine. These list are separately available in the IT organisation for different machines and the inspecting official should carry with him a copy of the relevant list.
- iv) Quality of work done.
- v) Output per effective hour of work.
- vi) Adequacy of advance preparation of track before machine working.
- vii) Adequacy of attention being given to track after machine working.
- viii) General health and over all working of the machine.
- ix) Cleanliness of oil and ensuring the regular filtration and changing of filters as specified.
- x) Maintenance of repetitive failures and action taken thereon.
- xi) Record keeping including filling of log book, performance register, schedule maintenance register and history register. Inspecting Officials will record their observation in the various record registers/books which shall be in the nature of exception report giving deficiencies and steps taken to remove the same.
- xii) Daily attendance of staff on machine at specified time.

4.0 Inspection by Divisional Officers

4.1 The inspection schedule will be as under:-

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| AEN | : Once a fortnight for each machine working in his jurisdiction. |
| DENS/Sr. | : Once in a month for each machine working in his jurisdiction. |
| DENS | : jurisdiction. |

4.2 AENS will submit their inspection reports to respective DENS/Sr.DENS with a copy to XEN/IT.

DENS/Sr.DENS will submit their inspection reports to CTE for perusal.

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5.0 Details of Inspection by Divisional Officers

- 5.1 Divisional officers shall look for quality and quantum of machine output. In addition, they shall also see the condition of IT Machines in respect of items listed in Annexure-III.
- 5.2 The inspection reports shall be in form of exception report giving deficiencies and steps to be taken to remove them.
- 5.3 The quality of machine work, proper utilisation of machines on the division and availability of required consumables will be the main tasks assigned to Divisional Engineers. Coordinating Sr.DEN will personally involve themselves in ensuring availability of blocks and achieving rated output of the machine in addition to the sectional Divisional Officers.

[Signature]
V.C.E. C/19/11/11