



कार्यालय
महाप्रबन्धक / इन्जी.
पूर्वोत्तररेलवे, गोरखपुर
OFFICE OF THE
GENERAL MANAGER/ ENGG.
N.E. RAILWAY, GORAKHPUR

No. CE/NER/TRACK Circular/2007/Pi. II/W-4

Dated:-08.10.2021

Principal Chief Engineer Circular No. 102

Sub: Inspection & Maintenance of Buildings, staff Quarters and other Structures

1.0 Background:

- 1.1 Frequent complaints are being received about unsatisfactory maintenance of staff quarters and Railway colonies and same is being highlighted by recognised unions/ associations during various formal & informal meetings. Some cases of falling of portion of roof / plaster etc have taken place in recent past.
- 1.2 Review with field officials revealed that stipulated inspections to be done at various levels are not being done and wherever inspections are done, no proper records are maintained.
- 1.3 With depletion of departmental works staff, majority of maintenance is to be carried out through outsourcing. In changed scenario, the need for proper inspection/ survey cannot be overemphasised. At present, due to serious shortfall in scheduled inspections, there is total disconnect between Work orders being issued under zonal contracts and inspection/survey being undertaken. Further, no action plan is available with field units to systematically attend to required repairs & maintenance in systematic manner through sanctions under special revenue/DRF.
- 1.4 Railway Board through various letters have emphasised that no expenditure shall be made on maintenance of staff quarters to be abandoned/ already abandoned. This also requires intensive inspection for identification of such quarters.
- 1.5 Accordingly, these instructions are being issued to streamline the system of inspection and maintenance of Buildings, staff quarters and Railway colonies, which shall be strictly enforced by field units.
- 1.6 For these instructions, Sectional Sr.DEN/DEN shall mean Dy. CE/GA and DRM shall mean the administrative Head SAG officer for Dy. CE/GA unit for jurisdiction of Gorakhpur area.

2.0 Stipulations of Indian Railway Works Manual:

- 2.1 Indian Railway works Manual clearly laid down the inspections to be carried out various levels. As per Para-224 of IRWM, SSE/Works has to carry out inspection of all service buildings, staff quarters and other structures once in a year and AEN has to inspect as many buildings as possible, particularly those requiring heavy repairs.

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2.2 Inspection and Maintenance of Buildings:

2.2.1 Salient provisions for Inspection and Maintenance of Buildings laid down in IRWM are re-iterated as under:

Para	SSE/Works	Assistant Engineer
Inspection and Maintenance of Buildings		
224 (a to d)	Section Engineer (Works) should inspect all the buildings, water supply installations, sewerage installations and drainage arrangements once a year. The inspection will be recorded in the Inspection Register as per proforma given in Annexure 2.4. One page will be allotted for each building. Particulars for repairs submitted to the Assistant Engineer. Repairs requiring urgent attention should be carried out expeditiously.	The Assistant Engineer should inspect as many buildings as possible particularly those requiring heavy repairs and arrange for all repairs to be carried out in good time.
224 (f)	All structures (including those carrying advertisement hoardings) situated alongside the running lines, particularly in the suburban sections, should be thoroughly inspected by the Section Engineer (Works)/Junior Engineer(Works) once in 6 months by rotation in order to ensure the integrity of their components with special reference to fitments like corrugated iron sheets which are likely to get loose and be impelled towards the adjacent track by gusts of wind.	

2.2.2 It is further stipulated that planning of repairs should be based on the inspections carried out as mentioned above and should be completed well in time to enable the repairs being done under the annual Zonal contract which commences from 1st July of each year. Requisition for repairs and renovation works should specify the dates of previous such works without which the work orders should not be issued.

2.3 Inspection of Structural steel and Timber Work:

2.3.1 Salient stipulations regarding Inspection of Structural Steel and Timber Work By Assistant Engineers and Supervisors as per Para 228 (a) of IRWM are reiterated as under:

Para No	Structure	By Sectional Engineer (Works)	By Assistant Engineer
(i)	Structures such as workshops, running sheds, platform covers and foot over bridges.	Once a year during the prescribed months.	One fifth every year on a programme basis.
(ii)	Cast iron, wrought iron or pressed steel plate water tanks and stagings whether of steel sections or rails.	Once a year on a programme basis.	As required.
(iii)	Structures with roof trusses	Once a year during the prescribed month.	10% to 20% test check inspection of structures under each group.

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(iv)	Other structures in which timber, rail or steel work is used to support any part of the structure.	-do-	-do-
(v)	Tie rods of arched roofs excluding jack arches.	-do-	-do-
(vi)	Wrought iron or mild steel tanks on sleeper cribs at temporary watering station/kilometrages	-do-	-do-

- 2.3.2 Structural Steel and Timber work inspection register will be maintained by the Section Engineer/ Works in the form given in **Annexure 2.9**.
- 2.3.3 The SSE/Works shall record results in Ink in the above register and submit the same by the prescribed date to Assistant Engineer, which should scrutinise the entries, issue orders as deemed necessary and return the Register. Prompt action shall be taken to carry out repairs required.
- 2.3.4 Assistant Engineer shall record results of his inspection in ink in the Register and ensure expeditious compliance of notes recorded.
- 2.3.5 The structures, the condition of which warrants special attention should be inspected more frequently.
- 2.4 When, during the inspection of buildings, the Section Engineer/Works notices the building to be unsafe for occupation, he shall forthwith advise the occupant of the fact and also advise the Assistant engineer to get a notice issued to the occupant for vacation of the premises and to appraise the controlling officer of the occupant of the premises.
- 2.5 Para 225 of IRWM deals with the Monitoring of maintenance. This includes
- 2.5.1 Maintaining Pretty Repair Book at stations as per Proforma in Annexure 2.5.
- 2.5.2 Complaint Books at Major stations & colonies where Section Engineer/Works is headquartered.
- 2.5.3 Colony care committee in big colonies.

3.0 Inspection and Submission of Inspection Registers:

- 3.1 Instruction was already issued to complete all inspection for current year immediately and action plan shall be finalised. Thorough inspection of all the buildings and structures is carried out and a report shall be submitted to HQ through Division.
- 3.2 In order to streamline the system of inspection and follow up action for future, the laid down schedule shall be adhered, so as to complete the inspection/survey well before commencement of Zonal Contracts. Following schedule of Inspection shall be followed for building and structures:

S.N.	Activity	Schedule
1.	Inspection of Buildings and structures by SSE/Works	September to December
2.	Submission of inspection Registers on Format as per Annexure 2.4 of IRWM	As & When completed for particular station/ colony, latest By First week of January
3.	Inspection by Assistant Engineer for quarters as due for inspection and quarters identified for Major Repairs and Quarters being declared unsafe or beyond economic repair	January (Quarters declared unsafe shall be inspected immediately on advise)
4.	Submission of Inspection Register to Sectional Sr.DEN/DEN by AEN with specific report regarding Quarters being declared unsafe or beyond economic repair	By Second week of February

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5.	Inspection by Sectional Sr.DEN/DEN as required and Quarters being declared unsafe or beyond economic repair	February to March
6.	Approval to abandon the quarter/ building to AEN & SSE/Works and return the Register to SSE/Works through AEN	Latest by Second week of April
7.	Preparation of Action plan for repair & maintenance and submission to division	April to June

- 3.3 The Structures such as workshops, running sheds, platform covers and foot over bridges etc. shall be inspected by SSE/Works in month of January & February every year and Inspection Register in format as per Annexure 2.9 shall be submitted to Assistant Engineer by first week of March Every year. Assistant Engineer shall carry out his scheduled inspection in month of March & April every year and submit the inspection register to Section Sr.DEN/DEN latest by April end. The register shall be scrutinised by Sr.DEN/DEN and returned with further directions.
- 3.4 The program for inspection of other structures indicated in Para 2.8 of IRWM as per laid down schedule shall be made by SSE/Works and indicated in the register. The inspection register after inspection shall be submitted to Assistant Engineer for required test check.

4.0 Action Plan for Repair and maintenance:

- 4.1 Consequent to detailed inspection/ survey, the buildings/structures shall be grouped in to following 3 categories.
1. Buildings / Quarters requiring Routine/Minor repair and maintenance based on inspection
 2. Buildings/ Quarters requiring Major repairs: These should be personally inspected by AEN and requirement shall be confirmed.
 3. Building / Quarters declared unsafe or those beyond economical repairs: These shall be inspected at the level of sectional Sr. DEN/DEN.
- This exercise should be carried out annually.

4.2 Buildings / Quarters requiring Routine/Minor repair and maintenance:

Based on detailed inspection/survey undertaken, the Work order shall be prepared giving reference of inspection (Date/Page no of inspection register etc.) under zonal contract. The work order shall be processed following laid down procedure and got sanctioned. Necessary works as per sanctioned work order shall be ensured with proper quality control.

4.3 Buildings/ Quarters requiring Major repairs:

The detailed assessment of work required shall be done based on inspection results and decision indicated by Assistant Engineer in the inspection register.

- (i) The works, which can be undertaken under Zonal contract, keeping the availability of scope under contract in view, shall be got done under zonal contract.
- (ii) The detailed estimate shall be processed for other urgent repairs and maintenance under special revenue. The fund requirement shall be projected accordingly in budget estimate stage. The priority shall be decided by Sr.DEN/Co for division and estimates shall be sanctioned accordingly. The agency shall be fixed and work shall be executed.
- (iii) The major repairs such as reroofing etc. shall be planned and proposed under PH 51 (DRF) or provision of estimates for staff welfare etc can be utilised. The works

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shall be got sanctioned as per priority decided by Sr.DEN/Co and executed as per available sanctions.

4.4 Building / Quarters declared unsafe or those beyond economical repairs:

Such structures shall be abandoned after inspection & certification by Sectional Sr.DEN and memorandum shall be issued after following laid down procedure.

It shall be ensured that no expenditure on repair and maintenance of such structures is incurred.

The requirement shall be reviewed keeping the demand, availability, sanction of new quarters etc. If urgently required, the work for construction of new staff quarters shall be proposed after approval of DRM in works program.

4.5 Construction of many staff quarters are sanctioned against replacement account. It has been observed that quarters are being constructed at station where there are already surplus quarters available. This lack of planning leads to infructuous expenditure. No quarter should be constructed at such location.

4.6 Utmost care should be taken while fixing plinth level of new buildings or quarters. Plinth level should sufficiently high so that there is no water logging during service life of the buildings or quarters.

5.0 Strict compliance of above instructions shall be ensured by all units. Any violation will be viewed very seriously.

This has the approval of PCE/NER.

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(Ravi Amrohi)
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North Eastern Railway

Copy for Information and necessary action to-

1. Secy. To GM for kind information of GM
2. PFA, SDGM, PCPO, CAO/Con, North Eastern Railway, Gorakhpur
3. DRMs Izzatnagar, Lucknow and Varanasi
4. Sr.DEN/Co Izzatnagar, Lucknow and Varanasi
5. Dy. CE/GA/GKP