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No. T.157/G&amp;SR-2020/AS/14

Date: 16.04.2024.

**DRMs/SC, BZA, GTL, HYB, GNT& NED.****विषय/Sub: Amendment Slip no. 14 to SCR G&SR - 2020.**

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Following amendments to SCR G&amp;SR 2020 have been given for implementation.

Item No.	SR No.	Existing Rule
Item no. 1 of AS-14		<p style="text-align: center;"><b>LOCKING OF RELAY ROOMS — PROCEDURE FOR WORKING.</b></p> <ol style="list-style-type: none"> <li>The Relay Room or the Cabin Basement Room where relays and interlocking/locking gears are housed shall invariably be kept locked with -             <ol style="list-style-type: none"> <li>two independent locks, keys of one lock shall be with Station Master on duty and the key of the other lock shall be with the Signal Maintainer, or</li> <li>single lock which works on double key operation, one key of the lock shall be kept with the Station Master and the other with the Signal Maintainer.</li> </ol> </li> <li>The locks meant for locking the Relay Room/Cabin Basement, shall be provided by the S&amp;T branch. These locks should have numerical counter like the one used for crank handle.</li> <li>In the two independent lock arrangement the key of one lock shall be under the custody of Signal Maintainer and the other in the custody of Station Master. Unless both the padlocks are opened, the Relay Room door cannot be opened.</li> <li>In the case of single lock with double key, one key will be with the Signal Maintainer and the other key in the custody of Station Master. The locking is such that the lock cannot be opened unless both the keys are inserted and turned one after the other in succession.</li> <li>This arrangement will mean that without the consent of either party (Station Master or Signal Maintainer) the Relay Room cannot be opened.</li> <li>A Register will be kept in the Station Master's room in which the S&amp;T staff intending to carry out the work requiring the opening of Relay Room should make suitable entries as per Annexure B. The Station Master shall then handover the key to the S&amp;T Maintainer after obtaining his signature in the register.</li> <li>The register should be kept only in the Station Master's office at stations even where end cabins are manned by Switchmen. However when Station Masters are manning the cabins, the register can be kept with the Cabin Station Master.</li> </ol>

Contd...2.

Item No.	SR No.	Existing Rule																				
Item no. 1 of AS-14	An ne xur e A of Ap pe ndi x- XIII	<div>8. After carrying out the work, the Signal Maintainer/Signal Inspector shall return the key to Station Master. Both shall sign the register indicating the date and time of returning the key.</div> <div>9. The Station Master's key of the Relay Room shall be kept under the personal custody in a box in Station Master's office.</div> <div>10. The keys of the Signal Maintainer shall be kept in the personal custody of MSM/ESM or in a box in the S&amp;T equipment room or in case equipment room is not there, in the Station Master's room with a universal lock.</div> <div>11. These instructions shall apply to all stations either panel interlocked including RRI or provided with mechanical lever frame and also where round the clock S&amp;T maintenance staff are available.</div>																				
	Ann exur e B of App endi x- XIII	<div>Annexure - B</div> <div>RELAY ROOM KEY REGISTER</div> <table><tr><td>S. No.</td><td>Date</td><td>Time</td><td>Key handed over to</td><td>Reason for taking key</td></tr><tr><td>1.</td><td>2.</td><td>3.</td><td>4.</td><td>5.</td></tr><tr><td></td><td>Signature of SM ESM/JE/ SSE</td><td>Key taken over from S&amp;T staff</td><td>Time and date</td><td>Signature of SM/ ESM/ MSM/SI</td></tr><tr><td></td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table>	S. No.	Date	Time	Key handed over to	Reason for taking key	1.	2.	3.	4.	5.		Signature of SM ESM/JE/ SSE	Key taken over from S&T staff	Time and date	Signature of SM/ ESM/ MSM/SI		6	7	8	9
	S. No.	Date	Time	Key handed over to	Reason for taking key																	
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SR No.	Amended as																					
II of App endi x - XIII	<div>Renumbered as II of Appendix – XIII and amended as following:</div> <div>II. LOCKING OF RELAY ROOMS — PROCEDURE FOR WORKING.</div> <div>1. DOUBLE KEY LOCK ARRANGEMENT</div> <div>1.1. The Relay Room or the Cabin Basement Room where relays and interlocking/locking gears are housed shall invariably be kept locked with single lock which works on double key operation, one key of the lock shall be kept with the Station Master and the other with the Signal Maintainer.</div> <div>1.2. The locking provision shall be such that the lock cannot be opened unless both the keys are inserted and turned one after the other in succession. Also, it shall be such that the locking with ESM's key shall not operate unless the locking with SM's key is done, so as to ensure that SM's key is operated before ESM key, while locking.</div> <div>1.3. This arrangement is to ensure that without the consent of both parties (Station Master and Signal Maintainer) the Relay Room cannot be opened by either one of them.</div>																					

Item No.	SR No.	Amended as (Contd...from page -2)
Item no. 1 of AS-14	II of App endi x – XIII (Co ntd ... from pag e -2)	<p>1.4. The Station Master's key shall be chained to an EKT key that in turn is fixed into the EKT with counter. 'Green' and 'Red' light indications shall be provided to the EKT, to indicate 'Green' light as long as the EKT key remains inserted in the EKT and 'Red' light when the EKT key is extracted. The entire arrangement shall be fixed in Glass fronted wooden box which shall be locked and sealed when the key is in. The Glass fronted box shall be fixed in SM's office. The key of the sealed glass fronted box shall be under the personal custody of Station Master/Cabin Station Master.</p> <p>1.5. The Doors of the Relay Room shall also be connected with Data logger, so that their opening and closing timings are recorded in the Data logger and messages are relayed concerned ADSTE, SSE(S&amp;T), JE (S&amp;T) Signal Maintainer, and Section TI.</p> <p><b>2. OPENING OF RELAY ROOM:</b></p> <p>2.1. The opening of Relay Room shall be arranged by authorised S&amp;T staff only. The Signal Maintainer of the station, JE/SSE (Signals) of the section and any staff authorised by Sr.DSTE through a signed letter of the authorisation shall constitute the authorised staff.</p> <p>2.2. The Signal Maintainer of the station, JE/SSE (Signals) of the section and any staff authorised is permitted to obtain the SM's key by showing their identity card issued by Railways for maintenance/failure attendance.</p> <p>2.3. When the relay room is required to be opened for construction / projects/PSUs, such as RVNL/RITES/IRCON and RE works, the concerned Signal Supervisor of the executing agency shall first obtain an authorisation from Sr.DSTE, duly submitting the full details of drawings/ layout plan and plan of activity. On authorisation of Sr.DSTE, they shall produce the letter of authorisation to the Station Master and handover a copy that shall be pasted in the Relay Room key register.</p> <p>2.4. When the Relay Room is required to be opened, SM shall hand over the key of the sealed glass fronted box to authorised S&amp;T staff. The S&amp;T staff shall open the glass fronted box and extract the EKT key. When the EKT is taken out, the counter shall change to next higher number; 'Green' light shall become off and 'Red' light shall glow. The S&amp;T staff shall enter the previous and progressed number in the Relay Room Key register along with other particulars.</p> <p>2.5. The Relay Room shall be kept open for a bare minimum time not exceeding one hour for regular maintenance and during attending failures. The entries shall be made in the Relay Room Key Register before opening and after closing of relay room.</p> <p>2.6. Work that takes more than two hours shall have the prior permission from Sr.DSTE. If any work that exceeds two hours unanticipated, concerned S&amp;T official shall make a report on the circumstances that warranted to keep the relay room open beyond the stipulated time to Sr.DSTE, a copy of which shall be pasted in the Relay Room key register.</p>

Item No.	SR No.	Amended as (Contd...from page -3)																		
Item no. 1 of AS-14	II of Appendix – XIII (Contd ... from page -3)	<b>3. RELAY ROOM REGISTER:</b>																		
		3.1. A Register shall be kept in the Station Master's/Cabin SM's office in which the S&T staff intending to carry out the work requiring the opening of Relay Room should make suitable entries.																		
		3.2. After ascertaining the entries made by S&T official are proper and in order, the Station Master/Cabin SM shall handover the key to the S&T Maintainer duly appending his signature also in the register.																		
		3.3. After carrying out the work and locking the Relay Room, the Signal Maintainer/JE/SSE shall return the SM's key to Station Master. Both shall sign in the register indicating the date and time of returning the key.																		
		3.4. Following Is the proforma of SM's Relay Room key register –																		
		<table><tr><th>S. No.</th><th>Date &amp; Time</th><th>Name and designation of Supervisor carrying out works</th><th>No. of Railway staff working inside Relay Room</th><th>No. of contractual staff working inside Relay Room</th><th>Details of the work to be done</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S. No.	Date & Time	Name and designation of Supervisor carrying out works	No. of Railway staff working inside Relay Room	No. of contractual staff working inside Relay Room	Details of the work to be done	1	2	3	4	5	6						
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		<table><tr><th>Whether work involves disconnection</th><th>If so, whether disconnection is obtained</th><th>Counter no. before extracting the key</th><th>Counter no. after extracting the key</th><th>Signature of S&amp;T staff taking over the key</th><th>Signature of SM Handing over the key</th></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Whether work involves disconnection	If so, whether disconnection is obtained	Counter no. before extracting the key	Counter no. after extracting the key	Signature of S&T staff taking over the key	Signature of SM Handing over the key	7	8	9	10	11	12						
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<table><tr><th>Date &amp; Time of Relay Room key returned by S&amp;T official</th><th>Signature of S&amp;T official handing over the relay room key</th><th>Signature of SM taking over relay room key</th><th>Remarks</th></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Date & Time of Relay Room key returned by S&T official	Signature of S&T official handing over the relay room key	Signature of SM taking over relay room key	Remarks	13	14	15	16												
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13	14	15	16																	
<b>4. DUTIES OF S&amp;T STAFF:</b>																				
4.1. The executing supervisor shall not leave the relay room to contractor staff.																				
4.2. On completion of work in Relay Room, the concerned Signal Maintainer / Signal Supervisor shall handover SM's key to the Station Master, after locking the Relay Room with both keys, as per the procedure given below, and making necessary entries in the Relay Room Key Register																				
(a) First properly close Relay Room / Cabin Basement door and lock it with both the keys.																				
(b) Then return the SM Relay Room key to the SM on duty and make the entry in the Relay Room Key Register. Confirming that both locks have been properly placed.																				
(c) Advise Section Engineer (Signal) and Divisional Signal Control Office, of the time of closing the Relay Room.																				

Item No.	SR No.	Amended as (Contd...from page -4)
Item no. 1 of AS-14	II of Appendix – XIII (Contd...from page -4)	<p><b>5. DUTIES OF OPERATING STAFF:</b></p> <p>5.1. When SM on duty is requested for key by technician / JE and SSE/Signals of concerned section of open line or any other official authorised by Sr.DSTE, he/she shall:</p> <ul style="list-style-type: none"> <li>(a) In case of open line S&amp;T staff, ensure their identity with their Identity Card.</li> <li>(b) In case of other S&amp;T staff, ensure the authorization given by Sr.DSTEs and identities of the authorised officials taking over the Relay Room key and paste the copy of letter of authorisation in the register.</li> <li>(c) The SM shall not hand over Relay Room key to other than staff mentioned in the Sr.DSTE's Authorisation.</li> <li>(d) Study the entries made in the Relay Room key register by S&amp;T staff and countersign against the entries made by S&amp;T staff.</li> <li>(e) Enter time of handing over of key in red ink in TSR.</li> <li>(f) Advise Section Controller and Section TI of the time of opening of the Relay Room who will record this suitably.</li> </ul> <p>5.2. When SM's Relay Room key is returned by S&amp;T staff to SM on duty, he shall:</p> <ul style="list-style-type: none"> <li>(a) Restore the key into the EKT and lock and seal the glass fronted Box. And acknowledge it on the Relay Room Key Register.</li> <li>(b) Enter the time of Relay Room key handing over in TSR in red ink.</li> <li>(c) Advise Section Controller and Section TI of the time of closing the Relay Room who will record this suitably.</li> </ul> <p>5.3. In case key is lost/misplaced:</p> <ul style="list-style-type: none"> <li>(a) It shall be reported to S&amp;T control as well as SCOR.</li> <li>(b) In emergency situation lock may be broken under advice to SCOR as well as S&amp;T control.</li> <li>(c) New lock shall be procured and provided immediately.</li> </ul> <p><b>6. REPORTING AND RECORDING OF OPENING OF RELAY ROOMS:</b></p> <p>6.1. <b>Signal Control Office:</b> A record of Relay Room opening and closing along with purpose and repercussions, if any, shall be kept in the register kept for this purpose.</p> <p>6.2. <b>Divisional HQ</b> - Section Engineer (Signal), HQ at Divisional Signal Control Office shall prepare daily statement and also compile a 30 days report for day to day and periodical perusal of Sr.DSTE/DSTE/ADSTE &amp;Sr.DOM/DOM/AOM.</p> <p>6.3. <b>Sectional SSE &amp; TI:</b></p> <ul style="list-style-type: none"> <li>(a) Senior Section Engineer Signal &amp; TI of the respective section shall check the station records of Relay Room opening during their inspections and cross check it with data logger / counter reading. Discrepancy, if any, shall be immediately inquired into and advised to nominated Signal and Operating Officers by the numbered control message from the station immediately.</li> </ul>

Item No.	SR No.	Amended as (Contd... from page -5)
Item no. 1 of AS-14	II of App endi x – XIII (Co ntd ... from pag e -5)	<p>6.3. <b>Sectional SSE &amp; TI (contd from page 5):</b></p> <p>(a.b) Senior Section Engineer Signal &amp; TI of the respective section shall check the station records of Relay Room opening during their inspections and cross check it with data logger / counter reading. Discrepancy, if any, shall be immediately inquired into and advised to nominated Signal and Operating Officers by the numbered control message from the station immediately.</p> <p>(a.c) Senior Section Engineer Signal &amp; TI of the respective section shall send a monthly report of opening of Relay Rooms of all stations in their section to the nominated Signal and Operating Officers respectively.</p> <p>Note: SSE (Signals) shall provide all data logger exceptional reports to Section TI for scrutiny.</p>

Please note and notify.

*B. N. Chy*  
Principal Chief Operations Manager

Copy to: General Managers, PCOMs & PCSOs/CR, ECR, ECoR, ER, NCR, NER, NWR, NFR, NR, SECR, SER, SWR, SR, WCR, WR, SCoR& Metro Rly/Kolkatta;  
Secretary to GM for kind information to GM;  
AGM, SDGM, DGM/G, CPRO;  
PED/Safety (A&R); CRS/SCC/SC;  
PCCM, CCO, CCM/PS, CCM/FM, CFTM, CPTM, CTPM,  
PCE, CTE, CTE/TP, CBE, CGE,  
CAO/C, CE/C-I, CE/C-II, CE/C-III, CE/C-IV & CE/C/V,  
PCME, CWE, CMPE/Dsl, CRSE, CWM/WS,  
PCEE, CEDE, CPM/RE, CECE, CELE, CESE, CEE/RS, CEE/O & Plng;  
PCSTE, CSE, CCE, CSTE/P, CSTE/C, Director, IRISSET/LGD;  
PCSO, PCSC, PCPO, PFA, Principal Director/Audit, MRA;  
Sr.DOMs & DOMs/ SC, BZA, GTL, GNT, HYB & NED;  
Sr.DSOs/DSOs/SC, BZA, GTL, GNT, HYB & NED;  
Sr.DEN (Co-ord)s/Sr.DENs/DENs/SC, BZA, GTL, GNT, HYB & NED;  
Sr.DME/DMEs/DMEs (P)/ SC, BZA, GTL, GNT, HYB & NED;  
Sr. DSTE/DSTEs/ SC, BZA, GTL, GNT, HYB & NED;  
Sr.DEE/Tr.D/ SC, BZA, GTL & GNT;  
Sr.DEE/TRSO/ SC, BZA, GTL & GNT;  
Principals/ZRTI/MLY, STTC/MLY, ETTC/BZA, STC/LGD & ZCETC/KCG;  
Rajbhasha Adhikari for translation into Hindi.

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