

- (m) DRM's Unusual Occurrence Register.
- (n) ODC Register.
- (o) Rajdhani Express (and similar trains) Caution Order Register.
- (p) Emergency and General Control Office Message Register (Outward)
- (q) Interchange Register.
- (r) Inward message book.
- (s) Outward message book.
- (t) Working order registers.
- (u) Weather warning and acknowledgement register.
- (v) Safety circular register.
- (w) Road map register.
- (x) Night order book.

Zonal Control Office

Every zonal headquarters has a zonal control office situated in the General Manager's office premises. It functions similar to the division office but to the zonal level covering all the divisions of the zone. There are no section wise control boards as such activities are not done by the zonal control office. The zonal control main function is that of coordination between divisions and be a single source of communication with Railway Board to monitor, improves the coordination between zones. All departments are also represented in the zonal control set up with their own controls.

Organization of Zonal Operating Control Office

Central Control: Central Control collects information from the Divisions, puts up the same to Officers concerned and communicates the orders of the Head Quarters to the Divisions. Central Control provides link between Head Quarters operating officers and Divisions. Chief Controller is the head of the Central Control. All the functions are done on his direct supervision. Dy.Chief Controllers (Coaching, Goods, and Stock) will assist the Chief Controller.

Following are some of the functions performed by the Central Control:

1. Prepare reports on wagons available in divisions, received and forwarding wagons, yard balances at ZERO hour and figures of wagons at 24:00 hours i.e. clearance.
2. Keeps a close watch on the relief trains.
3. Collection of figures of stabled wagons with description of vehicle / train.
4. Analysis of detention to trains.
5. Allotment and distribution of goods stock to the divisions.
6. Issue proper instructions for train working during major dislocations affecting two or more divisions.

7. Coordinating speedy relief in case of accident.
8. Help connecting the unconnected wagons.
9. Advice divisions regarding weather warning to take necessary precautions.
10. Arrange periodic census.
11. Permissions for diversion, rebooking and short of destination delivery.
12. Monitoring local and foreign restrictions for loading.
13. Inter zonal coordination like interchange, ODC movements, military movements etc.
14. Managing the manning of the disaster management room.
15. Ensuring that instructions of HQ officers like GM, AGM, PCOM, PCSO reach the divisional and field officers in case of emergencies.

Emergency Control:

1. The Chief of Emergency Control Office is CHC assisted by Dy. CHC in shifts.
2. Dy. CHC prepares figures of passenger trains run shift wise and as per the directives of CHC.
3. In emergency control, advance diary is prepared in which special instructions are mentioned. This diary is made date wise in different pages.
4. Maintain punctuality of all passengers, M/E trains run in CR.
5. Inform the running position of trains to foreign Railway along with late running and also the description of late running trains and departure time of trains.
6. Observe loss of punctuality percentage, its causes, and position of coaching stock, current situation of wagons, parcel vans etc and collection of data.
7. Record of operation of special trains, bogies is kept in this office.
8. Concerned divisions are informed of passenger trains and other coaching trains.
9. All the data regarding coaching such as Fair Special, Summer Special, Relief Special etc., is collected.
10. Assist in the preparation of timetable in coordination with neighbouring divisions, and Railways.

The train operations between stations is thus regulated, monitored and controlled by the Control Organization. As the train running is sequential and any detention has a domino effect on all the train operations in the section, each activity is minutely controlled by the Control office, thereby achieving an efficient system of train running.

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