

Annexure A

SOUTH CENTRAL RAILWAY

S&T department – Memo of consent

Memo to operating staff seeking permission for attending to signalling gears

No.....

To

SM on duty/

Please note that the following gears will be attended without interference

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Signature of ESM/MSM/SI

Date..... Time

Acknowledgement

Signature of Station Master

Date Time

II. LOCKING OF RELAY ROOMS — PROCEDURE FOR WORKING.

(Item No 1 of AS 14 dated 16.04.24)

1. DOUBLE KEY LOCK ARRANGEMENT

- 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.
- 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.
- 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.

- 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.
- 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&T), JE (S&T) Signal Maintainer, and Section TI.

2. OPENING OF RELAY ROOM:

- 2.1. The opening of Relay Room shall be arranged by authorised S&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.
- 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.
- 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.
- 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&T staff. The S&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&T staff shall enter the previous and progressed number in the Relay Room Key register along with other particulars.
- 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.
- 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&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.