

**3. RELAY ROOM REGISTER:**

- 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 -

| S.No. | Date& Time | Name and designation of Supervisor carrying outworks | 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                              |
|       |            |  |  |  |                                |

| 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                                   |
|                                     |  |                                       |                                      |  |                                      |

| 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      |
|  |   |  |         |

**4. DUTIES OF S&T STAFF:**

- 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.