

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 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

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.

- 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.

5. DUTIES OF OPERATING STAFF:

- 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:
 - (a) In case of open line S&T staff, ensure their identity with their Identity Card.
 - (b) In case of other S&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.
 - (c) The SM shall not hand over Relay Room key to other than staff mentioned in the Sr.DSTE's Authorisation.
 - (d) Study the entries made in the Relay Room key register by S&T staff and countersign against the entries made by S&T staff.
 - (e) Enter time of handing over of key in red ink in TSR.
 - (f) Advise Section Controller and Section TI of the time of opening of the Relay Room who will record this suitably.

5.2. When SM's Relay Room key is returned by S&T staff to SM on duty, he shall:

- (a) Restore the key into the EKT and lock and seal the glass fronted Box. And acknowledge it on the Relay Room Key Register.
- (b) Enter the time of Relay Room key handing over in TSR in red ink.
- (c) Advise Section Controller and Section TI of the time of closing the Relay Room who will record this suitably.

5.3. In case key is lost/misplaced:

- a) It shall be reported to S&T control as well as SCOR.
- b) Where a spare S&T key locked with EKT and counter, duly sealed is kept with SM as safety measure, in case of emergencies like fire in Relay room, this key can be extracted by SM and Relay room can be opened to put out the fire. The reading of counter should be recorded in the concerned register. Where such spare is not provided, in emergency situation lock may be broken under advice to SCOR as well as S&T control. (*Item No. 17 of AS-18*)
- c) New lock shall be procured and provided immediately.

6. REPORTING AND RECORDING OF OPENING OF RELAY ROOMS:

- 6.1. **Signal Control Office:** 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.