

8. Casual renewal and re-fixing of roller standards, top roller, bottom roller etc., one at a time.
9. Cleaning of roundels and lenses of point indicators and signal lamps etc.

GROUP (B)

Situations definitely requiring the consent of on duty Station Master –

1. Work on track circuits without causing disconnection of leads, terminals etc.
 2. Cleaning of terminals/contacts of circuit controllers without causing energisation of lever locks.
 3. Maintenance of reversers and signal machines without changing any parts.
 4. Opening of covers of block instruments for visual inspection or token balancing.
 5. Testing of points.
 6. Testing of signals.
 7. Lubrication and cleaning of internal parts
 8. Change of batteries which cause disconnection of signalling circuits.
 9. *Cleaning of lenses inside colour light signals, by opening the doors of CLS unit.
 10. Changing of lenses of colour light signals as well as the roundels of semaphore signals.
 11. *Adjustment of staggering of axle counter.
 12. *Testing and measurement of wheel dip of outdoor equipment of axle counter.
- (*) These works apart from taking the consent of Station Master should be done in between train timings.

GROUP (C)

Situations in which issue of Disconnection Notice is definitely required –

1. Disconnection of track leads, leading to disconnection of track circuits, other than taking current readings only and adjustment of track lead resistance and relay resistance.
2. Replacement of insulation parts of track circuits block joint.
3. Disconnection of pins of rodding run, cranks/compensators, interlocking frame or any other gear which will lead to unsafe conditions.
4. Repairs and replacement of rodding transmission and cranks compensator.
5. Disconnection of any rod from corresponding lever or lever frame or from point, lock or signal, including repairs and replacement of facing point lock along with rod.
6. Disconnection of wire transmission.
7. Removal of point or lock slides of a point detector, both electrical and mechanical including repairs and replacement of point.
8. Disconnection of a lock bar or a facing point lock plunger or switch extension piece or detector rods.
9. Any work on electrical point machine/signal machine/electrical detector involving disconnection and replacement of parts.
10. Replacement of reverser/reverser parts.
11. Alteration of Station Master's slide control, Station Master's key locking boxes.

12. Disconnection of link of a circuit controller or lever lock-cum-circuit controller.
13. Making any adjustment to the contact bonds of circuit controller or lever lock and circuit controller.
14. Removal of key lock from the lever to which it is fixed.
15. Opening of key transmitter.
16. Changing of booms of lifting barriers within station limits.
17. Changing of diversion wheels of wire transmission.
18. Change of signal arms.
19. Removal of any relay from the circuits.
20. Alteration to the existing wiring (circuit diagram).
21. Insulation test of cables involving disconnection of cable terminals and replacement of cables.
22. Disconnection of any terminal carrying circuits of axle counters.
23. Disconnection of axle counter batteries either of oscillator and/or evaluator
24. Opening of covers of block instrument for maintenance or making adjustments, change of wiring etc.
25. Conducting broken wire tests.
26. Any counting arrangements like veedor counter for cancellation of route or Line Clear etc.
27. Any other signalling gear or part requiring interference which is likely to lead to unsafe condition.
28. Changing of signal transformer in colour light signalling.
29. Normally replacement of block joint insulations must be done on a programmed basis jointly by Engineering and S&T staff under special instructions. In emergency, replacement of block joint insulations shall be done under Disconnection Notice only.
30. Changing of cable conductors for working functions.
31. Rectification of defective audio warning device.

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

.....

.....

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.