Optg Manual

(35)

EAST COAST RAILWAY

Office of the
Principal Chief Operations Manager
Rail Sadan: Chandrasekharpur
Bhubaneswar-17

No. ECoR/Optg/SC/88/C.Slip/OM/01/2020 **Dated:** 03.07.2020

To

The DRMs/KUR, SBP & WAT

Sub: Amendments to Operating Manual published in 2015 by E.Co.Rly.

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Addendum/Corrigendum No.2 to Operating Manual published in the year 2015 by East Coast Railway is issued with the approval of PCOM. You are requested to arrange for further circulation among all concerned departments in the division to incorporate these corrections in the Operating Manual.

DA: 06 pages.

03/7/2020
Dy.COM(FOIS & Safety)
For Principal Chief Operations Manager

Copy to:

1. Secy. to GM for information of GM please.
2. PS(Gaz) to AGM for information of AGM please.
3. Chief Commissioner of Railway Safety, Ashok Marg, Lucknow,
4. Commissioner of Railway Safety, SE. Circle, Kolkata,
5. OSD to MT/Railway Board/NDLS for information of MT,
6. Adviser(Safety), Railway Board, New Delhi,
7. Director/Safety-I & II, Railway Board, New Delhi.
8. PCOMs – All Indian Railways
9. Principal, Railway Staff College, Vadodara,
10. Principal, ZRTI/Sini, S.E. Railway,
11. Principal, Multi Disciplinary Training Centre, Marripalem, Visakhapatnam.
12. PCOM,SDGM, PCE, PCME, PCSTE, PCEE, PCCM, PCMD, PCSO,PCSC for further circulation among their departments in HQ.
13. CTPM,CFTM,CPTM,Dy.COM(Frt), Dy.COM(Spl), Dy.COM (Chg) /ECoR/BBS.
14. Sr.DOM/KUR, WAT and SBP for further circulation to stations.
15. Principal, MDZTI, Rail Vihar, BBS

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Addendum and Corrigendum no.2 to Operating Manual of East Coast Railway Published in the year 2015

(24)

SN	Addendum and Corrigendum
1	Sub-rule 3.07(a) under heading"booking of running staff" at page no.20 shall be replaced as under: **3.07(a) Rest at headquarters:** Subject to exigencies of service, Headquarters rest of all running staff will be 16 hours irrespective of the duration of their incoming trip. Further, in exigencies of service, the existing provision will continue to be the minimum condition.
	A&C No.2 to Operating Manual, Date:11.06.2020
2	**Entire Rule no. 3.09 under heading 'counting of hours of duty, periodical rest & general instructions at page no.21 and 22 shall be replaced as under:**
	3.09 (a) Time for taking or making over charge specified in para 3.08(a) & (b) shall be counted as time of duty.
	(b) Total duty at a stretch(from 'sign on' to 'sign off") for the Running staff should not exceed 11 hours.
	(c) 'Running duty" in the case of running staff should not ordinarily exceed 09 hours. Such duty may extend further provided the railway administration gives at least 2 hours notice before the expiry of 09 hours to the crew that they would be required to perform running duty beyond 9 hours, with the stipulation that the total duty from 'sign on' to 'sign off' shall not exceed 11 hours.
	(d) In case the train does not reach its destination, normal crew changing point or the point where the reliever has been arranged, within the overall limit of 11 hours, and such a point is approximately one hour journey away, the Running staff shall be required to work to that point provided the maximum hours in that trip does not exceed 12 hours.
	(e) For Loco Pilots of all Mail/Express trains, the running duty (for the purpose of preparation of links only) should not exceed 8 hours. However, Preparatory & Complementary time shall not be included within 8 hours.
	(f) The above provision for running duty hours and total duty hours shall be applicable to all Running Staff including Loco Pilot(Mail/Express), Loco Pilots(Passenger), Loco Pilots(Freight), Motormen and Guards except wherever stated otherwise. In respect of Loco Pilots (Shunting) who are presently working on fixed roster basis, the existing provisions will continue.
	(g) Calculation of duty hours for running staff travelling as passenger on duty by coaching/freight trains before or after working the train:- (i) Actual journey time by coaching/freight train should be treated as duty hours. (ii) If pilot crew and guard are detrained to work a train at road side station or having no running room facilities, they are not entitled for any rest and their duty hour will commence from actual time of departure of the train by which they travel as pilot.
	(h) Waiting at the place of duty and not resting will count as duty during which an employee can be given other suitable work, before he actually starts on running duty.
	A&C No.2 to Operating Manual, Date:11.06.2020

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(i) For crew and guard coming pilot by Coaching/Goods train upto crew changing point/running room/headquarter station, the scale of rest to be allowed at outstation and headquarters are as under:

(a) At Outstations:

- No rest is permitted for crew/guard if the running time does not exceed 04 hours.
- 06 hours rest shall be given if the running time is more than 04 hours.

(b) At headquarters station:

- Minimum 12 hours of rest irrespective of hours of journey.

(c) Coaching crew and guard, those who are in schedule links will pick up their links as scheduled.

(j) Train ordered but subsequently cancelled:-

In case a train already ordered is cancelled subsequently due to unavoidable reasons i.e due to abnormally delayed for unforeseen causes, engine failure and so on then crew and guard are relieved and given rest as under:

(b) For headquarters Crew and Guard:

- Train cancelled within 08 hours: 12 hours of rest.
- Train cancelled on 08 hours or above: 16 hours rest.

(b) For outstation crew and guard:

- Train cancelled within 08 hours: 06 hours of rest.
- Train cancelled on 08 hours or above: 08 hours rest.

(k) Periodic rest: Running staff shall get the following periodical rest at headquarter:

Five period of rest not less than 22 consecutive hours each in a month. However, preference should be given to Periodical rest for four periods of 30 consecutive hours. Periodical rest given at HQRS should always include full night in bed. (Night implies from 22.00 hours to 06 hours of next day).

(l) General Instructions:

(a) In case of running staff, continuous night duty should be limited to 4 nights with Fourth night towards headquarters.

(b) Running staff should not normally be kept away from headquarters for more than 72 hours at a stretch.

Note: It is for the lobby supervisor or/and Crew Controller and Station Master on duty to see that running staff booked on ballast train away from HQRS return to HQRS within the time shown at (b) above.

(c) Running staff as far as practicable should be advised of their periodical rest at or before its commencement.

(m) Accident and Emergencies: In an emergency, like accidents, floods, agitation, equipment failures and other unexpected situations, which could not have been forced or prevented, staff must remain at their post as long as required, even if it is beyond their normal hours of work under these instructions. However, in such cases, Controller must advise the staff suitably. If there is possibility for relief of crew and guard by any means, Controller/TLC/DPC should arrange for their relief.

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(92)

3 **Sub rule no.3.11 under heading " Road learning for Running staff" shall be replaced as under:**

3.11: Road learning for Running staff:

(a) Initial sectional road learning:

Category	No. of trips	No. of trips on Ghat section and Automatic territories.
LP/Motorman/ ALP	03(UP & DN separately). One must be at night time.	06 trips in both directions.
Guard	03(UP & DN separately). One must be at night time.	06 trips in both directions.

Note: If more than one line is available in a section, at least one trip road learning in each line shall be provided.

(b) Not operated for specific period:
Loco Pilot/Motor Man/ALP/Guard:

Duration of absence	No. of trips	No. of trips on Ghat section and Automatic territories
3 to 6 months	One trip	Three trips
6 months to 2 years	Two trips	Three trips
Over 2 years	Three trips	Six trips

(c) Any additional trip/s considered necessary should be provided with the approval of the controlling branch officers of the Division.

(d) The scale of trips provided as above would apply to all systems of working.

(e) For working in sidings:
(i) LP/ALP/Guard whenever, not worked in a siding for
06 months and above, can ask for learning road of 01(one) trip.

(ii) If the pilot is worked in the siding accompanied by traffic
Pointsman/TP as per SR.5.13.03, then need of road learning is not required.

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6	**Following sub-para shall be incorporated below table at existing para 19.03 under heading "Characteristics of Premium and CC Rakes" at page no.264.**
	a) Both Mechanical & Traffic Control of the division and HQ shall record the movement particulars of every CC rake of ECoR origin and CC rakes running more than 6000 KMs should normally be kept within ECoR jurisdiction.
	b) CC rakes shall be monitored closely through FOIS by all Sr.DOMs to ensure that these rakes are worked to their respective base depot before completion of stipulated Kms. or days.
	c)If a CC rake BPC becomes invalid, it will lose its CC rake status. It may be loaded for a destination towards the base depot/short of base depot or run up to base depot in empty condition on GDR check for PME.
	d) Loading of CC rakes should as far as possible be for circuits which are mentioned in the BPC. i) When a CC rake is received by Zonal railway (i.e. ECoR) which is not in the jurisdiction defined in BPC, in either loaded or empty condition, it should not be treated as "Invalid" provided the BPC is valid in terms of both Kilometres and days and such a rake should run accordingly. ii) In case, an overdue CC rake is received by East Coast Railway not mentioned in BPC, the procedure for the movement of overdue rakes should be followed in this case. iii) On receipt of a CC rake by E.Co. Railway not covered in the jurisdiction mentioned in the BPC, a message should immediately be given to the loading Zonal railway regarding wrong loading with a copy to TT Directorate of Railway Board. iv) After release, the CC rake should be moved in empty/loaded condition on priority to the Zonal railway under whose jurisdiction the CC rake is assigned.
	A&C No.2 to Operating Manual, Date: 11.06.2020
7	**First Para and first line of second para under sub-rule no.19.04.02 under heading GDR Check at page no.265 shall be replaced as under:**
	19.04.02: GDR Check(Guard and Loco Pilot joint check) (i) GDR check is not required when the rake has a valid BPC. (ii) GDR check should be done post loading/ back loading of a rake. (iii) After tippling, the rake will be subjected to post-tippling examination. In case less than 3 rakes are being tippled per day, the check may be carried out by Guard and Loco Pilot. (iv) If a rake is stabled at non-TXR point for more than 24 hrs, GDR check should be done before clearance of stabled load. (v) In case of attachment/detachment of the wagon or reversal of power at non-TXR point continuity of brake pipe pressure must be ensured by Guard and Loco Pilot. (vi) To arrest unnecessary delay, the time for GDR check should be restricted to 45 minutes. GDR check shall be carried out by Guard & Loco Pilot as per RB's letter No. 2005/M(N)/951/13, Dt-08.02.2006 and 2008/M(N)951/13 dated 28.08.2009 and SR.4.31.03. Items to be checked by Guard and Loco Pilot are reproduced below.
	A&C No.2 to Operating Manual, Date: 11.06.2020
8	**Sub-rule 19.04.03 under heading " Special features for BOBR/BOBRN rakes at page no.265 shall be replaced as under:**
	19.04.03: Special features for BOBR/BOBRN rakes: a) Whether CC or Non-CC BOBR/BOBRN rakes, each rake shall be offered for C&W examination for attention of proper door closing mechanism before next loading. b) BOBRN empty/loaded rakes after release /back loading at Paradeep Rail Receival Station(PRDP RRS) (except CC rakes of Paradeep) with invalid BPC will be cleared on GDR check ex. Paradeep up to the destination bypassing Cuttack examination point.
	A&C No.2 to Operating Manual, Date: 11.06.2020

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9	**Sub rule(d) under rule no.19.04.04 under heading " BTPN and Other Tank Rakes) at page no.266 shall be replaced as under:**
	(d) In case of Invalid BTPN rake intended for loading, if train runs via Cuttack, only under-gear examination and validation of BPC shall be done at Cuttack. In case of overlapping of invalid BTPN empty rakes, examination at Cuttack can be skipped and under gear examination of the rake can be done at Paradeep.
	A&C No.2 to Operating Manual, Date: 11.06.2020
10	**(10) Sub-rule(c) under rule no.19.04.06 under heading " Rakes for steel plants" at page no.266 shall be replaced as under:**
	(c) The loaded rake on receipt from Steel Plant shall be offered for C&W examination in the outward Yard/Exchange Yard and valid for loading to destination & back to steel plant. A fresh BPC shall be issued as round trip BPC. Certification/fitness of load (securing & positioning) shall be done by C&W staff only.
	A&C No.2 to Operating Manual, Date: 11.06.2020
11	**Table under rule no.19.04.07 under heading " Private owned rakes" at page no.267 shall be deleted and following shall be replaced:**
	19.04.07: Privately owned rakes procured under different wagon investment schemes shall be examined at nominated examination point as per the provisions in the agreement signed between Railway and wagon investors.
	A&C No.2 to Operating Manual, Date: 11.06.2020
12	**Sub-rule(b) under rule no.19.06 under heading " Instructions for Crew, Station Staff and Control" at page no.267 shall be modified as under:**
	(b) In case Crew/Guard notice that, BPC is invalid, it should be brought to the notice of SM on duty, who will advise the Control about the same. Thereafter, the Controller will instruct the Crew/Guard for the action to be taken on the basis of this JPO.
	A&C No.2 to Operating Manual, Date: 11.06.2020
13	**(13) Item no.1 under rule no.14.21 under heading Train Operation during NI period, working of signals at page no.193 shall be replaced as under:**
	1. Speed of trains during NI period shall be 30 kmph subject to following precautionary conditions: (i) Speed can be raised upto 30 kmph with clamp padlocking of points by using suitable clamps. (ii) No separate temporary panel is needed and only free home signal shall be given. (iii) Integrity of point shall be checked by Operating staff and normal detection of facing points shall be proved in the concerned signal by suitable circuit wiring. (iv) Physical verification of track shall be done by station master physically. (v) Necessary safety directions should be incorporated in temporary working instructions for non-interlocking at 30 kmph under approved special instruction with suitable infrastructural support as deemed necessary.
	A&C No.2 to Operating Manual, Date: 11.06.2020
14	**(14) Item no.2 under Sub-rule no.14.22 under heading 'Train Running' at page no.193 shall be replaced as under:**
	2. Trains must be allowed to enter cautiously at 30 kmph subject to conditions stipulated at sub-rule 14.21(1).
	A&C No.2 to Operating Manual, Date: 11.06.2020
15	**(15) Item No.(b)(1) under heading "General Instructions for Train Operation" at page no.181 shall be replaced as under:**
	(b)General Instructions for Train Operations: (1) Speed restriction of 30 kmph shall be imposed over all facing points subject to conditions stipulated at sub-rule 14.21(1).
	A&C No.2 to Operating Manual, Date: 11.06.2020

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(P.K.Jena)
PCOM

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