

EAST COAST RAILWAY

I. Organization, Functions and Duties of Safety Department

Organization:

Safety Department of East Coast Railway is headed by Chief Safety Officer, assisted by four Dy. CSOs from Electrical, Engineering, Mechanical & S&T departments and one ASO from Traffic Department at Zonal level and by Sr. DSOs and ADSOs at Divisional level.

Functions:

The prime function of the organization is to ensure safe traffic operation & accident free railway working system by conducting inspections, checks & audits at different levels including, but not limited to, surprise night inspection, ambush check over different units, conducting seminars, counseling sessions & public awareness programmers.

Duties:

- Reporting accidents to GM/DRM, Commissioner of Railway Safety and Railway Board.
- Compilation of Accident Statistics and Analytical Reviews of trends of accidents and suggesting remedial measures in coordination with other departments.
- Assisting CRS in conducting inquiries into the serious accidents and supervise the accident inquiries and associate with accidents inquiries and associate with accidents inquiries.
- Assisting GM/DRM in acceptance and review of all accident inquiry reports.
- Monitoring of DAR cases, arising out of accidents and review thereof to assess adequacy of punishments by disciplinary, appellate and reviewing authorities.
- Monitoring implementation of the recommendations of CRSs and various safety related committees.
- Monitoring the implementation of all directives issued by Railway Board in the matters pertaining to Safety.
- Carrying out safety super-checks of the functioning of operational and maintenance machinery of the railways, including inspections of station/yards, loco shed, C&W depots, track machines, tower wagons, Brake Vans, Points & Crossings, OHE, RCRV, etc. and conducting trolley inspections, Night Footplate Inspections, ambush checks, Joint Inspections & Audits.

- Safety drives based on the safety environment prevailing in Railways.
- Regular counseling and monitoring of staff involved in maintenance and operation.
- Coordination regarding Disaster Management functions of relief and restoration.
- Preparation and implementation of Crisis Management Plan and Zonal/Divisional Disaster Management Plan.
- Any other functions assigned by GM/DRM.

II. Powers & Duties of Officers and Employees

The powers are exercised as embodied in the establishment rules & as delegated from time to time for all categories of officers. The duties of officers/employees are defined in case of accidents in the Accident Manual and allied instructions/guidelines of Railway Board.

III. Procedure Followed in the Decision Making Process including Supervision & Accountability

The instructions received from Safety Directorate & other high level committees are discussed at top management level and the decisions taken on matters of safety there on are passed on to divisions for implementation.

IV. Norms for Discharge of Functions

General norms set up by this department for discharging its functions is through monitoring and educating railway staff involved in train operation and maintenance at different levels with special emphasis on grass root level employees.

V. Rules, Regulations, Instructions, Manuals and Records

Accident Manual along with other specific manuals pertaining to other department of railways are guidelines for functioning of this department.

VI. Documents Under Control of Safety Department

Accident Manual and Zonal/Divisional Disaster Management Plans are the prime documents held by Safety Department. The department follows guidelines prescribed in these during accidents & untoward incidents.

VII. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

The policy adopted by Railway Board which is the highest executive body under the Ministry of Railways is being implemented.

VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible to public.

involving passenger carrying trains, CRS (statutory body) Enquiry is conducted where local Civil Administration & member of general public wishing to give evidence are included. A copy of the finding is docketed to Press Information Bureau.

IX. Directory of officers and Employees

A directory of Zonal officers & employees is being maintained at the Zonal level & that of the division is being maintained at Divisional level.

X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Officers and employees of this department are paid their remuneration as recommended by 7th Pay Commission and other extant establishment rules. However they are eligible for T.A. & other allowances as per extant rule. The details are being maintained by Personnel Department of East Coast Railway.

XI. The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made.

The budget is allocated through Finance Department in the beginning of the every financial year. When the budget allocation either falls short or can not be spent for any reasons, revised allotments asked for in the August Review Estimate and Revised Estimate. The details of allocation, expenditure are maintained by the Finance Department.

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable.

XIII. Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable.
