

EAST COAST RAILWAY

Office of the Chief Engineer,
Bhubaneswar-751023.
Dated 07 October 2004

CE's CIRCULAR NO. 14**Sub: Inspection of Hidden Works**

Deep cuttings are provided with catch water drains to intercept water from running down the hillside and getting into the cutting. Periodical inspections of catch water drains and their maintenance to design section is of paramount importance on safety considerations. During inspections it is required to be ascertained that the Catch Water Drains are clear of all obstructions and that there are no depressions in the longitudinal level of these drains, which could collect storm water and may cause slips. It is also required to be seen that the catch water drains have a good longitudinal slope towards the outfall.

Similarly, to protect slopes of the embankments at vulnerable locations, toe walls/retaining walls are often provided at the toe of the bank. It is also equally important that these works are inspected periodically to ascertain satisfactory functioning of the weep holes, or to look for signs of upheavals, tilt/breakage etc. so that timely action in their repairs/rehabilitation may be planned and undertaken.

However, such works being **normally hidden from the eyes** do not get noticed during routine trolley inspections at various levels.

It is accordingly decided that each and every one of such hidden works should be serialized and entered in a separate page of a "**HIDDEN WORKS REGISTER**" in the same way as Bridge Inspection Registers are maintained. All such hidden works should be annually inspected after cessation of monsoon by AENs simultaneously with annual bridge inspections and remarks regarding their condition entered in the register. Hidden works registers should also be put up to the DENs once in a year during January – March.

All the identified repair works should be completed before onset of next monsoon. To facilitate identification of location of various hidden works, indication boards should be erected by the side of track as indicated below: -



Hidden Works Register shall be maintained in the format enclosed

Encl: Proforma


(K. Gangopadhyay)
Chief Engineer

No.W-4/374/CE's Circular/Pt.I/

Dated: 07.10.2004

Distribution: -

1. DRMs/KUR, WAT & SBP
2. Sr.DENs (Co-ord)/KUR/WAT & SBP
3. CSO/BBS
4. CBE, CTE, CGE (THODs)
5. All Dy. HODs in HQrs office

/

(R. K. Swain)
Secy to CE

PROFORMA FOR INSPECTION OF HIDDEN WORKS

Division _____ AEN Sub Division _____ Sl. No of Hidden Work _____

Section _____ KM _____ to KM _____ UP/DN

Description of Hidden Work _____

| Date of Inspection | Condition of work at the time of inspection | Action taken on previous year's notes | Initial of inspecting officer with remarks if any | Initials of higher officers with remarks if any |
|--------------------|---|---------------------------------------|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |
| | | | | |