

Procedure Order

Sub: Procedure for Handing over and Taking over of New Assets between Executing agencies and Open Line.

Handing over and Taking over shall be effected after Authorization for opening of the section by CRS. For other assets not requiring CRS authorisation, this exchange will be done on receipt of a letter certifying completion of work from the Executing Agency.

Exchange of custody of the asset shall be done only after completion through a Joint Inspection by both parties. The record of this Joint Inspection shall be made in the Format specified herein:

Format for Handing over and Taking over of Assets between Open Line and Executing Agency.

Srl. No.	Specific location of work	Scope of work as sanctioned (Quantities wherever specified in DE)

(Note: The table will list each item in the scope of work)

Signature with date
Name
Designation
Executing Agency

Signature with date
Name
Designation
Open Line

Note:

1. For New Lines, doubling and other track works, this change of custody shall be done after authorization for opening of section is received from CRS.
2. For other assets not requiring CRS authorisation, this change of custody shall be done on issue of a completion certificate from Executing Agency.
3. Change of custody shall be done with reference to the sanctioned Detailed Estimate taking into consideration all subsequent Revised Estimates.
4. Handing over and Taking over shall be done through a Joint inspection by both parties.
5. The inspection details shall be recorded in the format below:-

5.1

Srl. No.	Item details in scope of work	Status (completed /incomplete)	Details of anomalies, omissions and incomplete work.
(1)	(2)	(3)	(4)

(Note: each minor item in the scope of work shall also be recorded in a row in this table)

6. Both parties shall mutually agree the anomalies, omissions, incomplete activities are minor or major in their opinion.
7. The Executing agency will certify below this format whether _____
 - 7.1 the Executing Agency is willing to remove the anomalies etc. identified in Column (4) above before handing over, or
 - 7.2 Whether both parties agree to exchange custody at this stage. If yes, the Executing Agency will certify in this note that 'x' amount of money provided for in the estimate or assessed mutually by both parties shall be provided to Open Line from the estimate itself or from another identified source to be recorded herein. This approximate amount shall be mentioned in this note indicating source of fund to be provided by the Executing Agency.
8. Once signed by both parties, this note shall be binding both parties.
9. On signing by both parties, the change of custody will be assumed to have been effected from the date of signature.
10. If this Joint Inspection does not lead to signature by both parties, PCE/DRM and Head of Project on behalf of the Executing Agency shall take action to resolve the issues of disagreement.
11. AGM/ECOR will be the authority to whom the final change of custody of asset will be put up for information or resolution of disagreements unresolved at PCE/DRM and Head of Executing Agency level.

This order will take effect from the date of issue.

Enclosed: Annexure "A"


15/05/2020
(Narottam Singh Uikey)
Principal Chief Engineer
East Coast Railway

No. W4/374/CE Circular/ 1525

Date 15.05.2020

Copy forwarded to:

1. Secretary to GM for kind information of GM
2. PS to AGM for kind information of AGM
3. CAO(Con)/BBS
4. All PHODs of ECoR
5. CPD/BW/BBS
6. CTE, CBE, CPDE, CE/Br. Rehab., CGE, CE/RSW, CE/TP, CE/TM. CE/Works
7. DRM/KUR, SBP & VSKP
8. ED/RVNL/BBS
9. CPM/RVNL-II & IV/BBS, CPM/RVNL/I & II/VSKP, CPM/RVNL/Raipur.

1.0 Information in to fill-up the data in TMS:

All the information of newly created asset shall be submitted to the division in soft copy well and not later than the day of CRS inspection or commissioning of line whichever is earlier, in advance so that the data can be uploaded immediately after commissioning.

2.0 Handing Over of Equipments/Tools:

With the laying of concrete sleepers, Mechanized maintenance has become the only method of maintenance and necessary equipment for MMUs, including small track machines, Gang Tools etc. should be provided for in the estimate of doubling, new line and Gauge conversion project by construction organization. These equipments should be procured by the Construction branch and handed over to the Open Line while handing over the section (No.2003/W-2/DL/0/1 dt.10.04.2003).

3.0 Handing Over of Documents/Drawings:

- i) Detailed Project Report
- ii) Narrative handing over notes under different heads (Para-E1620)
- iii) Memorandum of understanding to complete the left over works signed by Sr. DEN/DEN and Dy. CE/Con.

3.1 New Lines/Doubling/Gauge Conversion (CE's circular 219 of 2000 & Engg. Code):

Registers:

- i) Deep Cutting Register
- ii) Tunnel Inspection Register
- iii) The Index Plan Register
- iv) Bridge Inspection Register
- v) Asset Register
- vi) SWR/LWR/CWR plans & Register
- vii) Welding Register
- viii) Section Register
- ix) Curve Register
- x) Points & Crossing Register
- xi) Rail/Weld failure Register

- xii) Level Crossing Register
- xiii) USFD Register
- xiv) Land boundary Registers (807(b) (c) (d) (e) (f) of IRWM)
- xv) Standard measurement book for Service buildings/Staff Quarters etc., (227 (a) of IRWM).
- xvi) Infringement Register with details of condonation to the infringements
- xvii) Bad bank Register
- xviii) Rivet (Loose) inspection Register/camber Register

3.2 Plans / Drawings:


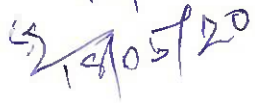


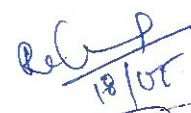

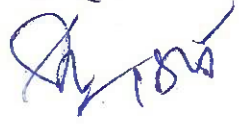

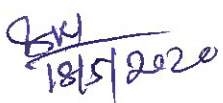
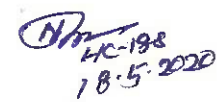


- i) The Index plan & "L" section in tracing paper, duly approved.
- ii) The certified land plans, land acquisition documents and compensation paid, Mutations etc. where land acquisition involved (Chapter VIII of IRWM, 2000 Edition).
- iii) P.Way diagram
- iv) The original completion drawing of all the bridges including road – over bridges, road –under bridges and pipe line crossings, buildings, stations yard plans Level Crossings etc.
- v) Colony layout plans
- vi) The water supply arrangement details and the plans for water supply distributary system.
- vii) The details of water purification plant.
- viii) List of sections having ballast deficiency.
- ix) History of major breaches /Cutting slips etc.
- x) List of RATs with details/history/plans.
- xi) Special feature like excessive tilting of wells of major bridges, unusual phenomenon encountered while construction of new line, etc.
- xii) CRS's sanctions.
- xiii) Compliance of CRS's observations at the time of opening.
- xiv) List of Bridges (Para-E1621).
- xv) List of Buildings (Para-E1622).
- xvi) List of Level crossings (Para-E1623).
- xvii) List of Bench marks (Para-E1624).
- xviii) List of completion of drawings (Para-E1625).
- xix) List of Tools & Plants made over (Para-E1626).
- xx) List of P-way material made over on interest (Para-E1627).
- xxi) List of petty & consumable stores made over (Para-E1628).
- xxii) List of interlocking materials made over (Para-E1629).
- xxiii) List of materials lying at site of works made over (Para-E1630).

- xxiv) List showing maintenance labour & Staff transferred to Open Line (Para-E1631).
- xxv) Statement showing route and track kilometer age (Para-E1630).
- xxvi) List of ongoing works still to be done in the section with target dates.
- xxvii) Final statement of deficiencies (As per para 2C of Bd's letter dt.22.01.91).
- xxviii) Approved Estimate (As per para 2 (d) of Bd's letter dt.22.01.91).
- xxix) Passenger amenity details.

3.3 New Building /ROB/RUB/FOB/ Pipe Line Crossing /other structures:

- i) Approved site plan
- ii) Approved GAD
- iii) Approved structural drawings.

3.4 Documents to be handed to other Deptt.: The documents to be handed over to the departments like S&T, Electrical and other departments are also required to be prepared and handed over to the respective departments by the Construction organization as per the system laid down by respective PHODs.

- 1) Secy. to GM —  18/5
 - 2) PS to AGM —  18/05/20
 - 3) SDGM —  18/5
 - 4) PCOM —  18/5/20
 - 5) PCEE —  18/05
 - 6) PCME —  18-5-20
 - 7) PSCO —  18/5
 - 8) PFA —  18/05/20
 - 9) CPRO —  18/5/2020
 - 10) PCSC —  18.5.2020
 - 11) ED/RVNL/BBS
 - 12) CPM/RVNL-III/BBS
 - 13) CPM/RVNL-IV/BBS
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18/5/2020