

पूर्व तट रेलवे : East Coast Railway

कार्यालय मंडल रेल प्रबन्धक (संरक्षा), संबलपुर
Office of the Divisional Railway Manager (Safety),
Sambalpur

सं./No: SFY/SBP/Div.SC/Jt. Note./2022-23/ 21

दिनांक/Date: 31-01-2023

Divisional Safety Circular No. - 09

Sub: - Preparation of Joint Note by Sr. Subordinates.

Instances have come to notice that preparation & finalization of Joint Note by the concerned Sr. Subordinates had been exceeding the stipulated time frame of 24 hrs for submission to Sr.DSO from the time of accident.

It is also a matter of deep safety concern that the mandatory safety related aspects had not been taken care of in the "Joint Findings Report" despite necessary guidelines were issued.

To avoid such recurrence in future the provisions of Accident Manual Para 6.15 is reproduced below;


- a) In all cases of accidents, "Joint Note" of Sr. Subordinates should be prepared at the site before restoration work is started.

Joint Report of Sr. Supervisors should be analytical and detail. Supervisors should record evidence fully and preserve material related to the cause of the accidents. Analysis at the time of collecting evidence may not be considered desirable as it can result in leaving out some relevant evidence which later on, may be required for analysis and arriving at the correct conclusion.

- b) The only and first document which is prepared at the site of accident is "Joint Note" signed by concerned department supervisors. Since it is prepared at the site itself with clues and sketches, it is more authentic and should be taken into consideration in further inquiries, if any.
- c) Generally concerned sectional Senior Subordinates of the Operating, Civil Engineering, Mechanical, Signal and Telecommunication and Electrical Departments, etc. as the case may be shall sign "Joint Note" with the relevant particulars. Statements of concerned staff should be taken on spot. Preparation of Joint Note should be co-ordinated by Section DTI and submit to Sr.DSO within 24 hrs from the time of accident.
- d) On arrival at the site of accident, the Senior Subordinates after detailed examination of the site record and/or preserve the evidence which subsequently might not be available, shall mention in the "Joint Note" along with sketch and readings as soon as possible indicating the prime facie cause, so as to commence the restoration operation. If any of these officials do not agree to the cause of the accident, he may furnish his remarks thereof in the joint note. The Sr.DSO/Officer in-charge at the site should ensure preparation of Joint Note before starting restoration work.

- e) Officers should not interfere in preparation of joint note and Sr. Subordinates should not ask permission, take consent or consult their officers before signing the joint note. Actual facts should be mentioned in the note.
- f) It should be ensured that Sr. Subordinates deputed to prepare the joint note are specially nominated and sufficient time should be given for this purpose. They should not be disturbed or assigned any other duty till they complete this work.
- g) Sr.DSO should scrutinize the joint note and ensure that the joint note is complete in all respects. Concerned Sr. Subordinates shall not be relieved unless preparation of joint note is completed.
- h) For train accident investigation, Safety counsellors should be made a mandatory part of the Committee preparing & signing Joint Note at accident site. (as per RB Lt. No. 2005/Safety(A&R)/6/4 Pt. of dt.12.12.2022 & HQ Lt. No. ECoR/Safety(A&R)/Joint Note/22/2478 of dt 19.12.2022.)

All officers, Safety counsellors, CLIs, CDTIs and Supervisors of different disciplines are advised to ensure that the contents of the above mentioned rules and instructions are strictly adhered to and staffs concerned are suitably counselled and their acknowledgements to be obtained.


(Shibabrata Dhal)
वरिष्ठ मंडल संरक्षा अधिकारी/सम्बलपुर : Sr. DSO/SBP

Copy to:-

- CSO/BBS for information please,
- PS to DRM for information of DRM & ADRM please,
- Sr. DEN(Co-ord), Sr.DOM, Sr.DSTE, Sr.DME, Sr.DCM, Sr. DEE/G, Sr.DEE(TRD), Sr.DEE(OP) & Sr.DSC for information and necessary action please.
- All Safety Counselors, CDTI/Safety, SSE/Sig/Testroom, TPC/SBP, CLI/HQ and MTI/SBP for information and necessary action