

## EAST COAST RAILWAY

Office of the  
Principal Chief Safety Officer  
Bhubaneswar

No. ECoR/SFY/67/ 2025 / 254

Date: 30.04.2025

### **SAFETY CIRCULAR NO: 01 /2025**

#### **Sub: TRD Competency certificates.**

Competency certificates should be issued to staff working in the Electrified territory as depicted below (Para No.21213, 21215, 21216 , 21217,21218 & 21219 of ACTM Vol-II, Part -I).

#### **1.Competency Certificate ( Para no.21213)**

Each authorized person will be given a "Competency Certificate", defining the works which he is certified as competent to carry out after he has been trained, examined and found fit. The following categories of Traction distribution staff/P. way staff/Station staff shall be issued with the certificates by the official indicated against each category after written/oral test as shown:

	Designation of staff	Category of certificate.	To be issued by
<b>A</b>	<b>OHE SECTION</b>		
<b>1</b>	Khalasi	TR-1	JE or SSE after oral test
<b>2</b>	Technician	TR-2	ADEE(TRD) after oral test.
<b>3</b>	Supervisor	TR-3	DEE(TRD) after written and oral test.
<b>4</b>	OHE Inspection Car Driver	TR-4	DEE(TrD) after written and oral test
<b>B</b>	<b>PSI SECTION</b>		
<b>5</b>	Assistant	TR-1	JE or SSE after oral test
<b>6</b>	Technician	TR-5	ADEE(TRD) after oral test.
	Supervisor	TR-6	DEE(TRD) after written and oral test
<b>7</b>	Artisans/Supervisors for Protective Relays and Instruments	TR-7	ADEE/DEE(TrD) after written, oral and practical test.
<b>C</b>	<b>REMOTE CONTROL</b>		
<b>8</b>	Technician	TR-8	ADEE(TrD) after oral test.
<b>9</b>	Supervisor	TR-9	DEE(TRD) after written and oral test.
<b>D</b>	<b>STATION STAFF &amp; P.WAY STAFF</b>		
<b>10</b>	Station staff	TR-10	DEE(TRD)/ADEE(TRD) after practical training Oral test and assurance
<b>11</b>	P Way Staff	TR-11	DEE(TRD)/ADEE(TRD) after practical training Oral test and assurance

#### **2.OHE Inspection Car Driver ( Para No.21215)**

An OHE Inspection Car Driver should undergo courses of training and tests indicated below before the competency certificate is issued to him:-

General and Subsidiary Rules in the Zonal Training School or other approved establishment followed by a written, oral and practical test conducted by the school.

An oral and practical test by SSE(OHE) to see if the employee is fully conversant with the mechanism and operation of the engine and running gear of the Inspection Car, as well as the details of maintenance he is required to carry out.

Training for a period of one month to learn the road in the section in which he is required to work the Inspection Car, at the end of such training the employee should sign a declaration that he is fully conversant with the road.

A period of practical training for 2 months in the actual driving of the Inspection Car under the supervision of a qualified Car Driver at the end of which a driving test will be taken by DEE(TrD).

Prescribed medical examination.

### **3.Knowledge of Rules (Para No.21216)**

Competency Certificate No. TR-1 may be issued to unskilled staff after the safety rules pertaining to their work are explained to them personally by JE or SSE who should satisfy himself that the person concerned has fully understood the instructions, in particular what he is not permitted to do. For other categories of staff, copies of the relevant chapters of the "Manual of AC Traction" and other rules pertaining to their work should be issued to the employee along with the certificate and necessary endorsement to this effect made in the office copy of the respective certificate. That they continue to be aware of the rules prescribed and that they do in practice comply with them shall be checked from time to time by the SSE and ADEE and an entry made of such checks in the Register of Certificates (para 21217). Station staff should be issued competency certificate no- 10 after practical training, oral test and assurance signed by staff. The Validity of all the competency certificates will be 5 years.

### **4. Register of Certificates (Para no. 21217)**

A register of Competency Certificates issued shall be maintained in the office of every supervisory official, as per proforma given in Annexure 12.01, showing the names and designations of staff under him who have been Issued with the Certificates.

### **5.Service Record ( Para No.21218)**

An entry should be made in the service sheet of every employee who has been issued with a Competency certificate.

### **6.Inspections ( Para No.21219)**

During inspections Officers and Supervisors should make it a point to check the competency certificates in the possession of the staff and also test-check their knowledge of the rules pertaining to their work.

This Safety Circular should be followed strictly by all concerned.

*Samode*  
30/4/25

**Pr. Chief Safety Officer**  
**Bhubaneswar**

#### **Copy to:**

1. Secy. to GM for kind information of GM.
2. Secy. to AGM for kind information of AGM.
3. PCEE, PCE, PCOM, PCSTE, PCME, PCCM, PCSC & CAO (Con) for information.
4. DRMs – KUR, SBP & WAT for information & necessary action.
5. Sr. DSOs – KUR, SBP & WAT for information & necessary action.
6. Principal MTDC/VSKP & MDZIT/BBS for information & necessary action.



### Annexure 12.01

#### Proforma Register of Competency Certificates

Name	Designation	Certificate No	Date of test and issue	Name of the official who conducted the test	Station where the employee is posted at present	Date of periodical check	Remarks

..... RAILWAY

#### **CERTIFICATE OF COMPETENCY No. TR-1**

(For unskilled Class IV staff)

No.....

Shri ..... S/o shri ..... is authorized to work as an unskilled Assistant in the OHE/PSI section to assist skilled staff and supervisors in maintenance, repair and installation work. The safety rules pertaining to his work have been personally explained to him by me.

\*He is NOT authorized to work independently on any OHE line or Power Supply installation except in the presence of and under the direct supervision of an authorized person.

\*However a Literate Khalasi having minimum three years of working experience is authorized to operate isolator under instruction of TPC following all extant procedure/rule issued in this regard.

Date.....

.....  
SSE/JE

\*Strike out item not applicable.

A fresh certificate should be issued when he is transferred to a new section after the safety rules pertaining to the new section are explained to him.



..... RAILWAY

ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No. TR-2**  
(For OHE Technician)

No. ....

Shri ..... S/o Shri..... has been examined for his knowledge of rules and is authorized to work as Technician grade .....in the electrified section from ..... to .....

He is authorized to\*-

- a. Take power block from TPC for 25 kV OHE/66/132/220 kV transmission lines and underground cables
- b. effect shut down in yards and sidings by operating isolator switches;
- c. operate switching stations on local control under instructions from TPC;
- d. carry out repair, installation and maintenance work on 25 kV OHE; duly observing the prescribed rules.

He is. NOT authorized to

- a. issue 'permits-to-work'; and
- b. bring into operation any new installation.

Date .....

.....  
ADEE(TRD)

'Strike. out item not applicable.

..... RAILWAY

ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No. TR-3**  
(For OHE Supervisor)

No. ....

Shri ..... has been examined for his knowledge of rules and is authorized to work as a Supervisor on the installation, maintenance and repairs of 25 kV OHE and 66/132/220 kV Transmission lines and underground cables. He is authorized to.

- a. issue permits-to-work ; and
- b. bring into operation new installations after they have been inspected by an officer, duly observing the prescribed rules.

Date .....

.....  
DEE(TRD)

..... RAILWAY  
ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No. TR-4**  
(For OHE Inspection Car Drivers)

No. ....

Shri ..... is authorized to drive an OHE Inspection Car in the section between ..... and ..... duly observing the safety rules and standing instructions. His written declaration\* dated ..... that he is familiar with the road signals in the above section has been noted in issuing this certificate.

He is further authorized to carry out routine maintenance of the OHE Inspection Car in accordance with the prescribed schedules.

Date .....

.....  
DEE(TRD)

\*This declaration must be countersigned by Driving Inspector and personally scrutinized by the Officer before issue of this certificate. The Driving Inspector before countersigning the declaration, shall orally examine the employee for his knowledge of the road.

.....RAILWAY  
ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No. TR-5**  
(For Skilled PSI staff)

No. ....

Shri ..... has been examined for his knowledge of rules and is authorized to work as a Technician in the installation, maintenance and repair of Traction Power Supply installations at sub-stations, switching stations and auxiliary transformer stations. He is authorized to –

1. effect shut down on 25 kV equipment under instructions of TPC;
2. take power block from TPC for working, on 25 kV equipment;
3. operate equipment at traction sub-stations and switching stations under instructions from TPC, duly observing the prescribed rules.

**He is NOT authorized to-**

1. issue permits-to-work;
2. effect shut downs or take power block for extra high voltage (EHV) installations and
3. bring into operation any new installation,

Date .....

.....  
ADEE(TRD)





..... RAILWAY  
ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No. TR-6**  
**(For Supervisors of PSI)**

No.....

Shri ..... has been examined for his knowledge of rules and is authorized to work as a Supervisor on the installation, maintenance and repair of 25kV and extra high voltage (EHV) Traction Power Supply Installations at sub-stations, switching stations and booster transformer stations. In addition to items covered by Certificate No.TR-5, he is authorized to –

1. issue permits-to-work on 25 kV and extra high voltage ((EHV ) equipment;
2. bring into operation new 25 kV and extra high voltage installations after they have been inspected by an Officer, duly observing the prescribed rules.

Date .....

.....  
DEE(TrD)

..... RAILWAY  
ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No. TR-7**  
**(For staff dealing with Protective Relays and Instruments)**

No.....

Shri .....(Designation) has been examined for his knowledge of rules as well as his skill pertaining to the maintenance, testing and repair of protective relays and associated circuits and instruments in traction substations and switching stations and is authorized to\*-

1. work as a skilled artisan to perform the above type of work;
2. supervise the above works.

He is authorized to bring into operation new installations only after they have been inspected by an Officer.

Date. ....

.....  
DEE(TrD)/ADEE(TrD)

\*Strike out item not applicable.

..... RAILWAY  
ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY NO.TR-8**  
(For Skilled staff of Remote Control)

No.....

Shri ..... has been examined for his knowledge of rules and is authorised to work as a skilled Fitter in the installation, maintenance and repair of Remote Control equipment\*/ FMVFT equipment at Remote Control Centre and controlled posts.

He is NOT authorized to work on any 240 V medium or higher voltage equipment.

Date. ....

.....  
ADEE(TRD)

\*Strike out item not applicable.

.....RAILWAY  
ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No. TR-9**  
(For Supervisors of Remote Control)

No.....

Shri ..... has been examined for his knowledge of rules and is authorized to work as a Supervisor in the installation, maintenance and repair and testing of Remote Control equipment including FMVFT equipment.

He is authorized to bring being into operation new installations only after they have been inspected by an Officer.

Date.....

.....  
DEE(TRD)



ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No.TR- 10**

(For Station Master/Yard Master/Asstt. Station master/Pointsman)

No. ....

Shri ..... S/o Shri.....Designation..... has been trained, examined and found fit for his knowledge of rules and special Instructions applicable to the equipment provided the station as laid down in the Station Working Rules to enable him to operate isolator switches under instructions from TPC in the 25 kV OHE electrified section during emergencies with exchange of private number and initial.

Date .....

.....  
DEE(TRD)/ADEE(TRD)

PROFORMA OF  
**ASSURANCE**

Necessary training for operation of isolator switches has been given to me with necessary operating instructions.

I can operate the switch during emergencies on receiving message from ON duty TPC.

Date .....

Signature  
Name & Designation  
Station Seal

.....RAILWAY  
ELECTRICAL DEPARTMENT  
**CERTIFICATE OF COMPETENCY No.TR- 11**  
(For Permanent way staff)

No. ....

Shri ..... S/o Shri.....Designation..... has been trained, examined and found fit for his knowledge of Subsidiary rules for 25 kV ac traction issued by PCEE and PCOM and Permanent Way Safety Rules issued by Principal Chief Engineer as supplement to Part "J" Chapter II of Indian Railway Permanent Way Manual and ACTM (special Instructions applicable for Changing the Rails in 25 kV Electrified Section).

At the time of dismantling / replacing track from the site, Shri ..... is authorized to provide continuity jumpers as per instructions given in ACTM in addition to other instructions for the precautions to be observed by permanent way staff.

Date .....

.....  
DEE(TRD)/ADEE(TRD)