

## **Jaipur Division Safety Organization**

Information as per RTI guidelines.

### **1. Particulars of organization functions & duties**

**Organization;** The Railway Safety Review Committee in their report has observed that “the department of Safety should mostly act as a catalyst and each executive department responsible for running the trains must own the task of monitoring safety. The prime objective should be to prevent accidents and for this purpose meticulous technical work needed to arrive at the precise causes / remedies. Thereafter pro-active preventive action will need to be instituted and relentlessly pursued. A sense of involvement in the subject will need to be developed in each department.” Accordingly the Board took the decision to restructure the safety organization on the Railways and broad base it by including officers from five major disciplines viz. Traffic, Civil, Mechanical, Electrical and Signal & Telecommunication Departments.

Consequent upon the recommendations of the Railway Safety Review Committee, 1998 (Khanna Committee), the Safety Organization has now been made multidisciplinary. The Safety Department is now required to work more in an advisory role as Audit Department, and to deal with Accident Inquiries, follow up, etc.

**Safety branch in Jaipur is headed by Sr. Divisional Safety officer who is assisted by 6 safety counselors one each from Traffic, C & W, Signal, P. Way, Electrical & Loco Branches.**

### **Functions & Duties of safety organization**

The functions of safety department are as under;

- Monitoring implementation of all directives issued by Rly Board & HQs in matters pertaining to safety.
- Ensuring super checks of functioning of operational & maintenance machinery on the division.

- Super check of coaching & goods trains, conduct night inspections, joint inspections with officers of civil, engineering , S& T electrical & Mechanical departments.
- Implementation of safety circular & safety drives on the division.
- Coordination of improvement in crew & guard booking lobbies, running rooms for running staff.
- To coordinate disaster management functions , relief, & restoration etc.
- Assisting authorities in conducting inquiries in serious accidents.
- Counseling & monitoring of staff involved in maintenance & operations
- Make suggestion about proposal for new works having bearing on safety in train operations & maintenance of operational assets.
- Suggestion related to various manuals of different disciplines.

## **2. Powers & duties of its officers & employees**

Sr. DSO is branch officer (BO) at divisional level. He belongs to Junior Administrative Grade, availing the powers of JA grade as per NWR schedule of power (SOP) (available at web site [www.northwesternrailway.gov.in](http://www.northwesternrailway.gov.in))

### **DUTY LIST OF SR.DSO**

1. Reporting of Accidents to DRM.
2. Compilation of accident statistics and analytical review of trends of accidents and suggesting remedial measures in co-ordination with other departments.
3. Assisting CRS in conducting enquiries into serious accident and supervise the accident enquiries and associate with accident enquiries.
4. Assisting DRM in acceptance and review of all accident enquiry reports.
5. Monitoring of D&AR cases arising out of accidents and review there of to assess adequacy of punishments by discrepancy, appellate and reviewing authority.
6. Monitoring implementation of the recommendation of CRS and various safety related committees.
7. Monitoring the implementation of all directives issued by Railway Board in the matters pertaining to safety.

8. Apprising DRM of deficiencies in implementation of safety measures adopted by various departments keep liaison with other departments for safe working of maintenance and operational practice.
9. Carryout safety super checks of the functioning of operational and maintenance machinery on the division including inspection of track machines, loco sheds, C&W depots, points and crossing motors, trolley inspection, ambush checks, station inspection, breakeven etc.  
Super check of coaching and goods trains, conduct night inspections, joint inspection with officers of Civil. Engg, S&T, Electrical and Mechanical department and Safety Audit.
10. Coordination with other Government agencies for promoting safety at Level crossings.
11. Preparation and circulation of safety circulars, posters, bulletins etc.
12. Safety drives based on the safety environment prevailing on the division.
13. Regular counseling and monitoring of staff involved in maintenance and operation.
14. Nomination of signal sighting committee and ensuring rectification of deficiencies recorded
15. Co-ordination of improvement in crew and guard booking lobbies, running rooms for running staff.
16. Suggestions related to various manuals of different disciplines.
17. Working of safety counselors of all disciplines.
18. Checking of HOERs, bringing out deficiencies affecting safety.
19. Make suggestions about the proposals for new works having bearing on safety in train operation and maintenance of operational assets.
20. Co-ordination regarding disaster management functions, relief and restoration etc. Preparation of implementation of divisional disaster management plan.
21. Implementation of corporate safety plan and follow up of divisional safety action plan.
22. Follow up of breathalyzer applications and adoption of preventive measures to curb drunkenness.
23. Ensuring that all clues relevant to accident investigation are preserved.
24. Ensuring that all relevant measures are jointly recorded.
25. Any other function assigned by DRM.

## **DUTY LIST OF SAFETY COUNSELLOR/LOCO**

1. Footplate and counseling of drivers having poor engineman ship. Driver of each LI to be covered every three months.
2. Foot plating and counseling of four drivers having good engineman ship per month regarding use of dynamic brake.
3. Inspection of all drivers, Running Rooms and Lobbies once every 3 months.
4. Preparing a list of habitual drinkers and keeping a special watch over them.
5. One seminar per month at different driver HQ station.
6. 4 ambush checks per month regarding the following
  - i). Exchanging of all right signal with the station staff.
  - ii) Whistling at unmanned Level Crossing gates.
  - iii) Observance of temporary engineering speed restrictions.
7. During inspections list should be prepared indicating the following
  - i) Short comings noticed.
  - ii) Items of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
8. Attending accident sites and accident inquiries.
9. One proposal for innovation/system improvement per month.
10. Any other work as directed by Sr.DSO

## **DUTY LIST OF SAFETY COUNSELLOR/P.Way**

1. Covering 100 KMs per month by push trolley on any one section.
2. Footplate inspection of the same section each month before and after the push trolley inspection.
3. During the push trolley, inspection the following items should be checked up.
  - i) Work sites and safety precautions.
  - ii) Engg. Gangs and safety equipment available.
  - iii) Points and crossings.
  - iv) Level Crossing gates.
  - v) LWR/CWR
  - vi) IMR/OBS rails.
  - vii) Bridges approaches.
  - viii) Sharp curves.
  - ix) Motor/Push trolley competency available with staff.
4. Inspection of P. way materials of all ARTs once in three months.
5. Inspection of all Track machine once in three months.
6. Night inspection of gang, Level Crossing gates, 1 gate in each PWI's jurisdiction every 3 months.
7. During inspection lists should be prepared indicating the following.
  - i) Short comings noticed. Work sites and safety precautions.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
8. Attending accident sites and accident enquiries.
9. One proposal for innovation system improvement per month
10. Any other work as desired by Sr. DSO.

## **DUTY LIST OF SAFETY COUNSELLOR/TRAFFIC**

1. Detailed Inspection of Station and Cabin and counseling of staff, one station of each sectional TI's beat is to be covered every month.
2. Inspection of Traffic Level Crossing gates and counseling of staff at Level Crossing gates in each sectional TI's beat is to be covered every 3 months.
3. Surprise Night inspection of stations and Level Crossing gates 3 nights per month.
4. Night Foot plate inspection by Goods Trains to monitor exchange of all right signal by station staff. 2 per month each TIs beat is to be covered every 3 months.
5. Inspection of all Guard Running Rooms and lobbies once every months.
6. Brake van inspection and counseling of guard 4 checks per month.
7. Counseling of 10 shunting staff at one and every month.
8. Preparing a list of habitual drinkers and keeping a special watch over traffic staff.
9. Safety seminars per month.
10. During inspections lists should be prepared indicating the following.
  - i) Short comings noticed.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
11. Attending accident sites and accident enquiries.
12. Proposal for innovation/system improvement per month.
13. Any other work as desired by Sr. DSO

## **DUTY LIST OF SAFETY COUNSELLOR/C&W**

1. Super check of rakes intensively examined within the division. 8 goods loads and 4 M/E rakes to be checked per month at different locations.
2. Checking of BPC's of goods trains originating on division with actual brake power available on train. Goods train to be checked per month at different locations.
3. Examination of close circuit rakes after termination and before origination at the maintenance depots. 4 rakes per month.
4. Check of brake power of through passing trains. 8 goods trains and 4 M/E to be checked per month at different locations.
5. Checks of SLR equipment such as fire extinguishers, PCP sets, Electric kit box, first aid box, vacuum gauge etc. 8 checks to be conducted per month at different locations for originating through trains on the division.
6. All ARME/ART rolling stock to be checked once in three months.
7. Super checks on sick line out turn 2 checks per month for wagons and coaches.
8. Night inspection of working place. 2 night per month.
9. To make out a list of important tool and plant items which are either not available or not in working order in yards, sick lines, platforms and washing lines.
10. Counseling of gateman to make them conversant with method of detecting hot axles, Bearing spring broken or any other hanging part. 8 gatemen to be counseled per month on the any one section.
11. During inspections lists should prepared indicating the following
  - i) Short comings noticed.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
12. Attending accident sites and accident inquiries.
13. One proposal for innovation/system improvement per month.
14. Any other work as desired by Sr. DSO.

## **DUTY LIST OF SAFETY COUNSELLOR/Signal**

1. Covering 8 stations per month by push/motor trolley on the following sections.
2. Footplate inspection of the same section each month before and after the push motor trolley inspection.
3. Inspection of stations for the following items.
  - i) Testing of signals, points, lever frame, SM's slide control frame and block instruments.
  - ii) Double locking of relay rooms, cabin basements and checking of records.
  - iii) Points and crossings including point motors.
  - iv) Locking and sealing arrangement of all S&T gears.
  - v) Work sites and safety precautions.
  - vi) Disconnection and reconnection memos.
  - vii) Testing of PCP sets and telephones in cabins. Etc.
  - viii) Repeaters.
  - ix) Voltage checking of signals.
  - x) Founts and wick holders.
  - xi) Motor/push trolley competency available with staff.
4. Inspection of panel stations.
5. Inspection of level crossing gates both Engg. as also interlocked traffic gates.
6. Checking of competency certificates for ESMs and MSMs.
7. Inspection of S&T materials of all ARTs once in 3 months.
8. Night inspection of MSM/ESM Hd. Qrs. having shift duty (2 night per month)
9. During inspections lists should be prepared indicating the following.
  - i) Short comings noticed.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
10. Attending accident sites and accident enquiries.
11. One proposal for innovation/system improvement per month.
12. Any other work as desired by Sr. DSO.



### Duty List Of Safety Branch Jaipur.

S. No.	Name and Designation	Job assigned.
1.	Sh Naveen Kumar- Ch. OS	<p>Over all in charge of Safety Cell. Establishment, staff matters. Maintenance of Hd. Qrs. Dak Register, Maintaining of D&amp;AR accident and unusual incidents, Bursting of points position / record in proper register. Safety MCDO, All cases of train accidents, Level crossing accidents, Fire in trains, fire at stations, Train accident on Foreign Rlys. Sabotage and obstruction.</p> <p>Accident free service awards, POM, DOM, Conference, All Meetings related to safety. Action plan. Safety shield. Awards, CRS recommendations, Correspondence of, ART/ARME, Alert advises, Parliamentary questions. Cash Imprest and other correspondence. Any other work as desired by Sr. DSO.</p>
2	Sh.OP Singh, O. S.-I	<p>Safety Circulars, Safety Bulletin, Safety Posters, Safety Seminars and Campaigns, Night Inspections and Inspections of officers related with Safety, Correspondence and inspections by Signal Sighting Committee, Correspondence related with Safety Counselors, Inspections by Safety Councilors, Misc. correspondence of safety. Any other work as desired by Sr. DSO.</p>
3	S S SAINI, OS-II	<p>Yard Derailments on JP Division, Rail fracture cases, Policy of yard derailments, Run over cases, Bumping cases. Tempering with track, damage to dead end and structure building, Rolling stock, P. way, Train Parting, Safety Drives and Monitoring, Safety rules, Correspondence related to safety at Level Crossing gate. Any other work as desired by Sr. DSO.</p>

3. The procedure followed in decision making process including channels of supervision & accountability. Decisions are taken in accordance to the various manuals prescribed department wise duly approved by Railway Board.

The responsibility of ensuring effective working is of all the department as system of safety will essentially remain with the concerned departments. The role of safety organization is the auditing of system as to whether operations & maintenance are carried out in accordance with the manuals, rules & regulations.

4. Norms set by it for discharge of its functions :  
The operation maintenance of train running system is governed strictly by code & manuals duly approved by Rly Board.
5. Rules, regulations, instructions, manuals, & records held by it or under its control or ruled by employees for discharging its functions,
  - General & Subsidiary rules
  - Indian Railways permanent way Manual
  - Signal Engineering Manual.
  - Operating Manual
  - Block Working Manual
  - Accident Manual
  - C& W Manual
  - Coaching Manual
6. A statement of categories of documents that are held by it or under its control .
  - Accident enquiry reports
  - Safety circulars
  - Safety Drives
  - Safety Counseling
  - Safety campaigning
  - Accident related D & AR
7. Particulars of any arrangement that exists of consultation with, or represented by members of public in relation to formulation of its policy on implementation there of ..... **Nil** .
8. A statement of boards, councils, committees, & other bodies consisting two or more persons constituted as its part or 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 minutes of such meetings are accessible for public ..... Nil

9. A directory of its officers & employees.

SN	Name	Designation	Mobile No.
1	Sh. Santosh Kumar Vijay	Sr. DSO	9001199901
2	Sh RM Varshney	ADSO	9001199498
3	Sh Mahipal	CA	9001199575
4	Sh. Arjun Singh	SC - Traffic	9001199631
5	Sh. Prem Dass	SC - C & W	9001199595
6	Sh. KC Rajoria	SC - S & T	9001199596
7	Sh. YK Jain	SC - Engg.	9001199497
8	Sh. VP Meena	SC - (Loco)	9001199370
9	Sh Jitendra Kumar	SC - (Elect.)	9001199324
10	Sh Naveen Kumar	Ch.O.S	9001199499
11	Sh. OP Singh	O. S.	9413490459
12	Sh SS Saini	O. S.	9001199497

10. Monthly remuneration received by each of its officers & employees including system of compensation as provided in regulations

SN	Name	Designation	Basic Pay	Grade Pay	Scale
1	Sh. Santosh Kumar Vijay	Sr. DSO	126000	Level-13	15600-39100
2	Sh RM Varshney	ADSO	88700	4800	9300-34800
3	Sh Mahipal	CA	25500	2400	9300-34800
4	Sh. Arjun Singh	SC - Traffic	87700	5400	9300-34800
5	Sh. Prem Dass	SC - C & W	98700	5400	9300-34800
6	Sh. KC Rajoria	SC - S & T	60400	4800	9300-34800
7	Sh. YK Jain	SC - Engg.	74300	4600	9300-34800
8	Sh. VP Meena	SC - (Loco)	94100	4600	9300-34800
9	Sh Jitendra Kumar	SC - (Elect.)	76500	4800	9300-34800
10	Sh Naveen Kumar	Ch.O.S	70000	4600	9300-34800
11	Sh. OP Singh	O. S.	72100	4600	9300-34800
12	Sh SS Saini	O. S.	68000	4600	9300-34800

11. Budget allocated to each of its agency indicating particulars of all plans proposed expenditures & reports or disbursements made- **Nil**
12. The manner of execution of subsidy programs including amounts allocated & details of beneficiaries of such programs- **Nil**
13. Particulars of recipients of concessions, permits of authorization granted by it : **Nil**
14. Details in respect of information available to or held by it, reduced in an electronic form – **Nil**
15. Particulars of facilities available to citizen for obtaining information

including working hours of library o reading room, if maintained for public use. **Nil**

**16. Names, Designation & other particulars of public information officers.**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No</b>	<b>Official Address</b>
1	Sh Nikhil Kumar Garg	Sr. DFM	9001199100	DRM Office, Jaipur

### **Information as per CVC guidelines.**

1. Registration of contractors/ suppliers/ vendors for expenditure Contracts for which registered/approved list is maintained. : **Nil**
2. Registration of contractors for earning contracts for which Registered / Approval list is maintained. : **Nil**
3. Registration of firms Trade group wise and category wise in respect of Procurement to be done by Stores Department.: **Nil**
4. Registration of firms/Hospitals for medical supplies/ Health care.: **Nil**
5. Renewal of registration/re-registration in respect of items 1,2,3 & 4 above. : **Nil**
6. Approval of vendors by RDSO (both as Part I or Part II source) along With Directorate Operating Procedure (DOP) and Schedule of Technical Requirement (STR). Similar action should be taken by CORE, DLW, CLW, ICF, RCF for approving sources for the items Allotted to them.: **Nil**
7. Renewal of approval of vendors by RDSO (both Part I & Part II Sources) by RDSO, CORE, DLW, CLW, ICF & RCF.: **Nil**
8. Up gradation of a vendor from Part II list to Part I list. : **Nil**
9. Licenses of RTSA & CBA. : **Nil**
10. PCO booth licenses. : **Nil**
11. Commercial plots. : **Nil**
12. Stacking permission. : **Nil**
13. Leasing for Food Plazas. : **Nil**
14. 'Pay and use' toilet licenses.: **Nil**
15. Parcel handling & transshipment licenses.: **Nil**
16. Registration of indents and allotment of rakes.: **Nil**
17. Tourist car, coach and train booking. : **Nil**
18. Application forms for claims compensation.: **Nil**
19. Application forms for Refund of freight & fare. : **Nil**

20. Waivable of Demurrage and wharf age.: **Nil**
21. Appointments as consultant Doctors on contract & its renewal. : **Nil**
22. Appointments against Cultural quota, Sports quota, Handicap quota And Scouts & Guides quota. Vacancies/examination dates.: **Nil**
23. Cases requiring appointments on compassionate grounds : **Nil**
24. Status of all bill payments to contractors/ suppliers etc.: **Nil**
25. Recruitment by Railway Recruitment Boards and RPF/RPSF.: **Nil**
- a. Employment notice indicating vacancy position. category ,State (in case of RPF/RPSE only). community wise, eligibility criteria etc,) RPF/RPSF only), community wise, eligibility Criteria etc.
  - b. Clear position of receipt of applications with necessary Information.
  - c. Details of rejection of applications.
  - d. Details of issue of call letters.
  - e. Date, time and venues of examinations.
  - f. Publication of results and panels.
  - g. Information regarding withholding of result or cancellation of Examination.
26. Details of Tenders/Works Contracts of value> Rs. 01 Crore in respect of Engineering/Mechanical/Electrical/S&T & Medical departments, Rs.50 lakhs for Commercial department and all purchases of value> Rs.20 lakhs done through Stores Contracts. Additional details actual date of start of work/actual date of completion/reasons for delays, if any. : **Nil**
27. Monthly summary of all Works contracts/purchases as per sl. 26.: **Nil**
28. All Types of Licenses, permissions, clearances. : **Nil**
29. All applications forms/preformed should be available on website in downloadable form. After receipt of application forms, the deficiencies found about documents/information submitted. **Nil**
30. Status of individual application / matters should be made available.: **Nil**

