

NORTH WESTERN RAILWAY

Headquarter Office,
Jaipur
Date: 10.07.14

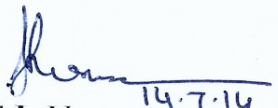
No. w/432/0/CE

Sr DEN/Co,
All BKN, JP & JU

Sub: CE Circular no 130 - Inspection Schedules of P Way.

CE's Circular No. 130 on Inspection Schedules of P Way has been issued incorporating all the relevant instructions, frequency of inspections to be done at various level right from JE/SSE, ADEN/Sr. ADEN to DEN/Sr. DENs. Inspection of various officials should be closely monitored to ensure safety and reliability of assets. Any short fall in inspection should not be condoned. These instructions should be percolated to all concerned officials and strict compliance of the instructions should be ensured.

DA: As Above


(S.L. Verma) 14.7.14

Chief Track Engineer

Copy to: CAO(C) JP for information please.
Principal/ZTC/UDZ for information please.

NORTH WESTERN RAILWAY

CE's Circular (P. Way) – 130

INSPECTION OF TRACK:

Why to Inspect:

- a. To ensure Safety
- b. To understand the situation precisely.
- c. For person to person contact, grievance removal and motivation.
- d. To co-ordinate, direct and control implementation.

1. Type of Track Inspection.

- a. On foot
- b. By Push Trolley/Motor Trolley
- c. By last vehicle of fast train.
- d. By locomotive of a fast train
- e. Inspection during night
- f. Inspection of specific structures.

2. a. Schedule of Inspection

S. N.	Type of Inspection	J.E/SSE/P.Way(Not overall charge)	SSE/P.Way (overall charge)	ADEN/Sr ADEN	DEN/Sr. DEN
1.	On Foot	Once in six Months [Para-139(6) of CS132 of IRPWM]	Once a year [Para-124(5) of CS132 of IRPWM]	--	---
2.	Push/ Motor Trolley	Entire Section once in fortnight by Push Trolley [Para-139(1) of CS132 of IRPWM]	Entire section once in a month [Para-124(1) of CS132 of IRPWM]	Entire section once in 02 month except unimportant branch lines which may be covered once in three months by P/T as far as possible. [Para-107(1) of CS132 of IRPWM]	Once in four month. In case of double/multiple line sections closely running parallel, trollying on any one line shall be adequate. For unimportant B/lines having less than 02 GMT traffic once in 06 months.
3.	Foot Plate/Rear window	Entire section once in a month [Para-139(5) of CS132 of IRPWM]	Entire section By foot plate or brake van - once a month. [Para-123(2) of CS132 of IRPWM]	Entire sub division should be covered either by Engine/Rear window of a fast train once in a month. [Para-107(2) of CS132 of IRPWM]	By foot plate or brake van once in three months.

4.	Point and Crossing	<p>Passenger running lines once in three months & other lines once in six months by rotation with SSE/P.Way in over all charge of section. For P&C laid on PSC sleeper, detailed inspection once a year as per Para 237/5 (Annexure 2/6) should be done and all other in between inspections should be carried out as per proforma given in Annexure-2/6(A).</p> <p>[Para-139(2) of CS132 of IRPWM]</p>	<p>Passenger running lines once in three months & other lines once in six months by rotation with JE/SSE P.Way not in over all charge of section. For P&C laid on PSC sleeper detailed inspection once a year as per Para 237/5 (Annexure 2/6) should be done and all other in between inspections should be carried out as per proforma given in Annexure-2/6(A).</p> <p>[Para-124(3) of CS132 of IRPWM]</p>	<p>Passenger running lines once a year & 10% P& C of other lines in a year.</p> <p>[Para-107(5) of CS132 of IRPWM]</p>	At often as possible during push/motor trolley inspection at least one important points and crossings on a passenger running line.
5.	Curves	<p>Along with SSE(PW) in overall charge, to check the versine and superelevation of all curves once in six months by rotation.</p> <p>[Para-139(3) of CS132 of IRPWM]</p>	<p>SSE(PW) in overall charge, and his assistant will check the versine and superelevation of all curves once in six months by rotation.</p> <p>[Para-124(4) of CS132 of IRPWM]</p>	<p>One curve per SSE/P.Way per quarter.</p> <p>[Para-107(4) of CS132 of IRPWM]</p>	Minimum one curve in each ADEN's section every four months.
6.	LWR/CWR & SEJ (Recording Gap & SEJ Movements)	<p>Fortnightly during two hottest & two coldest months. Every two months thereafter by rotation with SSE/P.Way in over all charge of section</p> <p>[Para-144 of CS132 of IRPWM]</p>	<p>Fortnightly during two hottest & two coldest months. Every two months thereafter by rotation with J.E/SSE/P.way not in overall charge</p> <p>[Para-129 of CS132 of IRPWM]</p>	<p>Once in six months.</p> <p>[Para-107(9) of CS132 of IRPWM]</p>	During routine motor trolley/push trolley or foot inspections.
7.	Monsoon patrolling & other night patrolling	<p>1. Once a fortnight by train 2. Trolley during monsoon once a month.</p> <p>[Para-141 of IRPWM]</p>	<p>1. Once a fortnight by train 2. Trolley during monsoon once a month</p> <p>[Para-126 of CS132 of IRPWM]</p>	<p>Once a month during night.</p> <p>[Para-107(6) of CS132 of IRPWM]</p>	Minimum one inspection in two months to evaluate adequacy of safety.
8.	Night inspection for checking of level X-ing / alertness of Gateman, Engineering restrictions.	----	----	<p>Minimum once in a Month</p> <p>[Para-107(10) of CS132 of IRPWM]</p>	Minimum once in 03 months. More intensive during monsoons.
9	Night Foot Plate inspection	<p>Once in a month. Preferably be done between 00.00 to 04.00 hrs</p> <p>[Para-139(8) of CS132 of IRPWM]</p>	<p>Once in a month. Preferably between 00.00 to 04.00 hrs</p> <p>[Para-124(6) of CS132 of IRPWM]</p>	<p>Minimum once in a Month Preferably between 00.00 to 04.00 hrs</p> <p>[Para-107(10) of CS132 of IRPWM]</p>	Once a month

10	Inspection of level crossing (Checking of equipment and examination of gateman in rules)	Once a month by rotation with SSE/P way in over all charge. [Para-139(4) of CS132 of IRPWM]	Once a month by rotation with JE/P way not in over all charge. [Para-124(2) of CS132 of IRPWM]	Once in six month [Para-107(3) of CS132 of IRPWM]	Minimum one in each SSE/P. Way's every four months.
11.	Inspection of on going works of Constt./RVNL Deptt.	As much as possible during foot plate/ trolley inspections to check quality and safety of running trains. [Para-139(10) of CS132 of IRPWM]	As much as possible during foot plate/ trolley inspections to check quality and safety of running trains. [Para-127(4) of CS132 of IRPWM]	As much as possible during foot plate/ trolley inspections to check quality and safety of running trains. [Para-108(2) (c) of CS132 of IRPWM]	As much as possible during foot plate/ trolley inspections to check quality and safety of running trains.
12.	Review of inspection by subordinate	----	During routine trolley inspection [Para-124(1) (f) of CS132 of IRPWM]	During his regular trolley inspection. [Para-107(8) of CS132 of IRPWM]	Routine checking during trolley inspection.
13.	TRC/OMS run	He shall accompany alternate run of TRC/OMS in his section [Para-139(7) of CS132 of IRPWM]	SSE(PW) in overall incharge shall accompany each run. [Para-123(3) of CS132 of IRPWM]	He shall accompany each run of TRC/OMS. [Para-111 of IRPWM]	Accompany each TRC run and alternate OMS run.
14.	Gangs	Once in fortnight during push trolley inspection all the gangs. [Para-139(1) of CS132 of IRPWM]	Once a month during push trolley inspection all the gangs. [Para-124(1) of CS132 of IRPWM]	One gang in each SSE/Pway's jurisdiction every quarter. [Para-107(1) of CS132 of IRPWM]	Minimum one gang per PWI every six months.
15.	Track Machine	Inspection of pre tamping, during tamping and post tamping operation once at the time of pre tamping, during tamping and post tamping. (Based on Para 5.3.3 of CS 14 of Track machine manual)	Inspection of pre tamping, during tamping and post tamping operation once at the time tamping. (Based on Para 5.3.3 of CS 14 of Track machine manual)	(i) CSM, BCM/FRM (SBCM), P&C tamper, DTS, 09-3x Tamping Express: Once a month when working in section. (ii) T28, PQRS, RGM, TRT: At least once in a fortnight. (iii) UT, UNO, DUO/WST, BRM, Sleeper exchanger, UTV and all other machines not included above- at least once in period of working in their section. (Based on Para 5.3.3 of CS 14 of Track machine manual)	(i) CSM, BCM/FRM (SBCM), P&C tamper, DTS, 09-3x Tamping Express: Once a two month when working in section. (ii) T28, PQRS, RGM, TRT: At least once in a month. (iii) UT, UNO, DUO/WST, BRM, Sleeper exchanger, UTV and all other machines not included above: As per need. (Based on Para 5.3.3 of CS 14 of Track machine manual)

16	AT welds	At least two inspection of AT welding site in a month [Para-139(9) of CS132 of IRPWM]	AT welding site as much as possible but at least once in a month [Para-127(3) of CS132 of IRPWM]	AT welding site as much as possible but at least once in a month. [Para-107(11) of CS132 of IRPWM]	As much as possible during Trolley inspection.
17	Track renewal/Deep Screening site	As much as possible during Trolley inspection but minimum once in a month on quality and quantum of work. [Para-127(2) of CS132 of IRPWM]	As much as possible but minimum once in a month on quality and quantum of work. [Para-127(2) of CS132 of IRPWM]	As much as possible but minimum once in a month [Para-108(2)(b) of CS132 of IRPWM]	As much as possible during Trolley inspection.

NOTE:

- i. Inspection should be done on suitable days, covering at least a few days of every week.
- ii. Inspection to be done should be planned in advance and the periodicity of such inspection should be pre-fixed so that the gaps between inspections don't exceed with the laid down schedule.
- iii. During such inspections the SSE/P way should – [Para no. 124(1)(C) of CS 132 of IRPWM]
 - (a) Check the quality of work done by gang earlier and ensure prompt action on items requiring attention;
 - (b) Arrange to give the programme of work to the gang;
 - (c) Record details of track maintenance work in gang chart and diaries;
 - (d) Check the attendance of gang;
 - (e) Instruct men in methods of maintenance
- iv. SSE/P.Way should examine all the gang tools at least once in two months and arrange for repair and replacement as necessary. [Para no. 124(1)(d) of CS 132 of IRPWM]
- v. SSE/P.Way should ensure that every man in the gang is aware of safety rules by examining them periodically at least once in two months. [Para no. 124(1)(e) of CS 132 of IRPWM]
- vi. SSE/P.Way during his trolley inspection, should also carry out the routine check and review of inspection done by his subordinates. [Para no. 124(1) (f) of CS 132 of IRPWM]
- vii. ADEN/Sr ADEN must inspect his entire section by Push Trolley as per laid down frequency on pro-rata basis systematically covering from one end to other end of his jurisdiction. The inspection by trolley should be intensive, which should include checking of attendance of gang, gang work and equipment and examination of gang charts/diary books with reference to the prescribed schedule of track maintenance. During his inspection, he should check the work done by minimum one gang in each SSE/P.Way's jurisdiction every quarter and record the results of his inspection. [Para no. 107(1) of CS 132 of IRPWM]
- viii. All branch lines will be treated as important unless specifically classified as unimportant by CTE for which Sr. DEN/C should approach H.Q. with proper justification to classify them as unimportant.
- ix. On double /multiple lines running closely parallel trolley inspection may be carried out by ADEN/ Sr. ADENs and DENs on any of the lines. [Para no. 107(1) of CS 132 of IRPWM]
- x. Sr. DEN/DEN must do their Trolley inspection thoroughly and as much inspection as possible by Push Trolley.

3. Record of inspection:

a) Keyman's Inspection Book

To ensure that Keyman inspects entire track of his beat on foot every day as per instructions laid down in Para 168 of IRPWM, record of Keyman's daily work is to be maintained in Keyman's inspection diary as laid down in annexure 'A'.

b) Engine/Last vehicle Inspection Book:

During Foot plate/Last vehicle inspection, the notes should be recorded in inspection books as given in Annexure-B by Section Engineers, ADENs, DENs and SR DENs.

c) Inspection charts:

- (i) Inspection charts showing inspections by trolley, Foot plate and Rear vehicle are to be maintained by Section Engineer, ADEN/Sr ADEN & Sr DEN/DEN in the format shown in sample chart shown in Annexure 'C'.
- (ii) Date of inspection to be shown on these charts.
- (iii) Quota of inspection, Inspection actually done and reference of letter giving reasons for shortfall, if any, should be shown on the chart itself.
- (iv) A duplicate copy of the inspection chart should be submitted by the SSE/P.Way through ADEN/Sr ADEN to the divisional officers, and by ADEN/Sr ADENs working in sub division to divisional officers for scrutiny by the 5th of new month. In the divisional office, a record of the trolley inspections by SSE/P.Way, ADEN/Sr ADENs and Sr DEN/DENs will be maintained and the duplicate charts will be returned to SSE/P.Way and ADEN/Sr ADENs every month.

Copies of inspection charts of ADEN/Sr ADENs (working in sub division) along with a report of shortfall of inspection, if any, should be submitted through DEN/Sr DENs and then Sr DEN/Co to head quarter office for scrutiny by CTE by 10th of the next month.

The inspection charts of DENs/Sr DENs of the division should be submitted by Sr DEN/Co to HQ office for scrutiny by CTE by 10th of the next month on completion of every quarter.

d) Inspection Diaries:

SSE/P.Way are required to maintain inspection diaries as per Proforma and instructions given in Annexure 'D'.

e) Record of Gang work:

Each mate should be supplied with a gang chart and a gang diary. In the gang chart, details of track/maintenance work done over the gang length, on a day to day basis, shall be recorded by the Section Engineer according to extent instructions. The work set to the gang should also be indicated in the gang chart by specified notations. Gang charts should be maintained as per Annexure 2/3 of Para 206 of IRPWM.

The weekly programme of work to be done by the gang should be entered by the JE/SSE (Not in overall charge). At the end of the week the JE/SSE should carry out a qualitative assessment of the work done during the week after a thorough inspection and make suitable observations in the gang diary. Each gang chart/diary should be adequate for recording the work during complete year. Temporary gangs employed in work allied to track maintenance, should also be supplied with gang diary, wherein the details of the work set and work carried out will be entered by the JE/SSE. Details of maintenance work carried out by these gang should be entered in the gang chart of the respective permanent gang.

Gang charts/diaries should be checked by the ADEN/Sr ADENs and DEN/Sr DENs during their inspections. They should record their observation in the gang diary. The number present against each category of gang staff viz. Supervisor/Mate, Keyman and gangmen should be noted every day in the blank margins against each date for the months from October to March on left hand side and from April to September on the right hand side. Average number of staff present and percentage absenteeism for each month should then be worked out and record thereof be kept.

On withdrawal of gang chart/diary and supply of fresh ones, the Section Engineer should carefully analyse the work done and take notes of Kilometerages that frequently gave trouble during the previous year, with a view to formulating such special measures as may be necessary. Action may be taken to preserve the gang charts for a period of three years.

f. Inspection note file:

Inspection note file should be maintained by SSE/P.Way, ADEN/Sr ADENs and DENs/Sr. DENs indicating items of own inspections and those of Senior Officers. Compliance of each item should be noted just opposite the observation. An index of the inspection notes should be maintained which will show compliance by scoring out of the item number complied with against particular inspection note. This file should be scrutinized by the Officers during their inspections.

4. How to Inspect

- a. Prepare: Read own past inspection notes and their compliance. Review pending matters. (These should be maintained by the office, in specified folders, one for each section).
- b. Do relaxed inspection: Must set an example of toughness, demonstrate a genuine desire to help, understand, must not condone slackness.
- c. Identify bad locations: Likely to affect safety and poor workmanship by engine, last vehicle inspection and immediately thereafter by push trolley the particular section and spend time on bad portions. Investigate and find reason. Take up where necessary. Encourage good workers.
- d. Check: All aspects of work of the next level below. Assess performance and identify steps to improve the situation, convey and guide.
- e. Brief: Next level above verbally immediately.

- f. Scrutinize muster sheets, gang charts, keyman's inspection books, SSEs diaries. Inspection charts and inspection files along with other track records during your inspections to the maximum extent feasible.
- g. To facilitate issue of on the spot orders and quick rectification of track defects. DENs/Sr. DENs should make it a practice of having the ADEN/Sr ADENs and the Senior Section Engineer (P.Way) concerned with him while inspection by trolley/Engine or Brake Van. This will also facilitate discussion and disposal of problems, pertaining to track maintenance and ancillary problems. Similarly the ADEN/Sr ADENs should normally make it a practice of having the Senior Section Engineer concerned with him on his inspection for aforesaid purpose.
- h. Record your comments on the gang charts, keyman's inspection books, level crossing books, patrolmen's book etc in Hindi so that the gang staff, gateman, patrolmen, chokidars etc. follow the same.

(No: W/432/0/CE dated 09.07.2014)


(Pankaj Jain)
Principal Chief Engineer

KEYMAN'S DAILY INSPECTION BOOK

Keyman: Shri.....of P. Way Gang No.....

Gang Beat from KM..... to KM

Date	Location attended		No. of missing fittings			Remarks/ initial of the in section official
	From Km/TP	To Km/TP	Name of	No. detected fittings	No. replaced.	

Above proforma (in printed book) as per IRPWM para-171 is to be filled in by Keyman/Mate in Hindi/English as convenient and to be checked by SSE & ADEN during their inspections.

Key man is required to inspect the track including track on bridge by foot over entire gang beat once a day looking for defect in track, loose track fittings, broken or burnt sleepers, rail fractures, wash away of ballast etc. and attending them as necessary. In addition he should inspect daily a small nominated length, say about two to three telegraph posts length, in details over his gang beat starting from one end systematically to ensure that any loose fittings are tight ended and missing/broken are replaced and excess vegetation is uprooted. An exact roster showing the position of beat which will be attended on different dates should be laid down for each keymen by the SSE (overall in-charge) on the pages provided for the purpose at the start of inspection book in such a way that the whole gang beat is covered in month.

As per extant orders, it should also be reported by Section Engineer concerned with the GRP/Local Police and RPF on the basis of the missing fittings detected by the keyman in order to ensure proper police action in such cases to discourage theft of track fittings.

Annexure 'B'

Record of inspection by Foot, LV and other means (Track Recording Car, Oscillograph Car) should be maintained in the footplate inspection book on Proforma given below by all SSE(PW), ADENs, DENs and Sr DENs.

Kilometer									
Track Structure					Gang no				
Rail			Sleeper		Strength				
Density			Cushion		Mate				
Features	Hectometer	Date of inspection							
		Engine/Coach no							
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								

Shortage of Ballast----- Unserviceable Sleepers-----

Rail Wear ----- Hogged/Battered Joint-----

Rail Fractures-----

JE/SSE Inspection Chart

Name	Section	Sub Division	Division
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1. Push Trolley Inspection

JE/SSE (Not overall in-charge): Once in a fortnight SSE(Overall in-charge): Once in a month																	
Month	RGS	KMNP	BDHL	PCMK	RNW	BILA	KNDL	PKBS	FL	BNWS	NRI	DTRA	SK	SL	GLTA	MNDV	KSG

2. Curve Inspection

JE/SSE (Not overall in-charge): Once in 6 months by rotation SSE(Overall in-charge): Once in 6 months by rotation						
Curve No	OCT	NOV	DEC	JAN	FEB	MAR

3. LWR/CWR Inspection

JE/SSE (Not overall in-charge): Fortnightly during two hottest and two coldest months. Every two months thereafter by rotation SSE (Overall in-charge): Fortnightly during two hottest and two coldest months. Every two months thereafter by rotation						
LWR no	OCT	NOV	DEC	JAN	FEB	MAR

4. Level Crossing Inspection

JE/SSE (Not overall in-charge): Once in a month by rotation.

SSE (Overall in-charge): Once in a month by rotation.

LC No. Inspected	OCT	NOV	DEC	JAN	FEB	MAR

5. Points and Crossing inspection

JE/SSE (Not overall in-charge): Once in 3 months by rotation.

SSE (Overall in-charge): Once in 3 months by rotation.

	OCT		NOV		DEC		JAN		FEB		MAR	
	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month
Point No												

* Inspection of P&C should be planned in such a way that the gap between two inspections of a particular point does not exceed 6 months.

6. Foot plate/Last Vehicle Inspection

JE/SSE (Not overall in-charge): Once in a month

SSE(Overall in-charge): Once in a month

Month	RGS	KMNP	BDHL	PCMK	RNW	BILA	KNDL	PKBS	FL	BNWS	NRI	DTRA	SK	SL	GLTA	MNDV	KSG

JE/SSE

ADEN/Sr. ADEN

DEN/Sr. DEN

ADEN/Sr. ADEN Inspection chart

Name	ADEN/Sr. ADEN	Division
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1. Push Trolley / Motor Trolley Inspection

Push Trolley / Motor Trolley Inspection (UP/DN Line)

Quota- Entire section once in 02 month

Month	RGS	KMNP	BDHL	PCMK	RNW	BILA	KNDL	PKBS	FL	BNWS	NRI	DTRA	SK	SL	GLTA	MNDV	KSG

2. Curve Inspection

Quota: One curve per SSE/P.Way per quarter

Month	RGS	FL	KSG

3. LWR/CWR Inspection

Quota-All LWRs/CWRs once in six month

	OCT	NOV	DEC	JAN	FEB	MAR
LWR no						

4. Level Crossing Inspection

Quota: Once in 6 months.

LC No. Inspected	OCT	NOV	DEC	JAN	FEB	MAR

5. Points and Crossing inspection

Quota: Passenger running lines once a year & 10% P&C of other lines in a year.

	OCT		NOV		DEC		JAN		FEB		MAR	
	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month	P&C No. inspected with date of inspection	Date of Previous inspection of the Point inspected during the month
Point No												

* Inspection of P&C should be planned in such a way that the gap between two inspections of a particular point does not exceed one year.

6. Foot plate/Last Vehicle Inspection

0. Foot plate/East Vehicle Inspection																	
Name				ADEN/Sr ADEN								Division					
Quota- Entire section once a month																	
Month	RGS	KMNP	BDHL	PCMK	RNW	BILA	KNDL	PKBS	FL	BNWS	NRI	DTRA	SK	SL	GLTA	MNDV	KSG

ADEN/Sr ADEN

DEN/Sr DEN

Sr. DEN/Co

DEN/Sr. DEN Inspection chart

Name	DEN/Sr DEN	Division
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1. Push Trolley / Motor Trolley Inspection

Push Trolley / Motor Trolley Inspection (UP/DN Line) section once in 04 month										Quota- Entire							
Month	RGS	KMNP	BDHL	PCMK	RNW	BILA	KNDL	PKBS	FL	BNWS	NRI	DTRA	SK	SL	GLTA	MNDV	KSG

2. Curve Inspection

Minimum one curve in each ADEN's section in every four month		
Month	JP	FL

3. LWR/CWR Inspection

Quota- During routine motor trolley/push trolley or foot inspections				
LWR / CWR No.	DEC	JAN	FEB	MAR

4. Level Crossing Inspection

Quota: Minimum one in each SSE/P. Way's every four months				
LC No. Inspected	DEC	JAN	FEB	MAR

5. Points and Crossing inspection

Quota: At often as possible during push/motor trolley inspection at least one important points and crossings on a passenger running line

Point No	DEC	JAN	FEB	MAR

6. Foot plate/Last Vehicle Inspection

Quota- Entire section once in 03 month

Month	RGS	KMNP	BDHL	PCMK	RNW	BILA	KNDL	PKBS	FL	BNWS	NRI	DTRA	SK	SL	GLTA	MNDV	KSG

DEN/Sr. DEN

Sr. DEN/Co

Proforma for maintenance of diaries by All SSE/P way

S.no	Station	Date	Inspection Kms	Track defect or deficiencies in tools and equipment and ancillary items	Action taken with date

1. The section engineer will note in Column (4), the date when the defects noted by them had been rectified or the deficiencies in tools and equipment made good.
2. These diaries will be an official record of the work done by SSEs. On transfer it has to be deposited in SSE/Pway office/handed over as a part of the charge to the SSE/P way taking over charge. Three years record should be maintained in SSE/P way office.
3. Sr. DENs/DENs/Sr. ADENs/ADENs during their inspection will check these diaries and initial them. They may also record their own inspection notes in the same diaries for action by SSE(incharge)/SSE(Not overall charge). SSE incharge will also exercise a similar check on the diaries maintained by SSE(Not overall charge).