

POWERS AND DUTIES OF OFFICERS AND SUPERVISORS:

DESIGNATION

DUTIES OF OFFICERS

Sr.DEN (Co)	- Overall in-charge of Engineering Department of Bikaner Division. Overall Management and Co-ordination of all activities Pertaining to Engineering department, decision making, dealing of DAR cases, engaging contractors for Special & Zone works, Coordination with HQ and other departments in the division.
Sr.DEN (EAST)	- Looking after two Sub divisions i.e. ADEN/BNW & ADEN/SSA section between RE-RMN (upto km270), ROK-BNW & RE-SDLP (upto km.151.8) including P.Way and Works related items. Dealing with DAR & RTI cases pertaining to his jurisdiction.
DEN(North)	- Looking after two Sub divisions i.e. ADEN/HMH-I & ADEN/HMH-2 section between RMN – BTI, BTI-SOG, SRPR-SGMR-HMH CLL & HMH-SDLP (upto km.101 including P.Way and Works related items. Dealing with DAR & RTI cases pertaining to his jurisdiction.
Sr.DEN (West)	- Looking after two Sub divisions i.e. ADEN/BKN-LINE & ADEN/SOG section between SOG-BKN, LGH-PLC (upto km152), SOG-APH & NPS-BKN (from km.437) including P.Way and Works related items. Dealing with DAR & RTI cases pertaining to his jurisdiction.
DEN(South)	- Looking after two Sub divisions i.e. ADEN/SDLP & ADEN/RTGH section between NWN-SDLP, HSR-SDLP, SDLP-BKN (upto km.437) & HMH-SDLP (from km.101) including P.Way and Works related items. Dealing with DAR & RTI cases pertaining to his jurisdiction.
Assistant Divisional Engineers :	- The duties of the Assistant Engineer are detailed in various chapters of the Indian Railways Permanent Way Manual, the Indian Railway Works Manual and the Indian Railway Bridge Manual, the most essential being : <ol style="list-style-type: none">(1) Inspection and maintenance of track and all structures in a satisfactory and safe condition.(2) Preparation of plans and estimates; execution and measurement of works including track works.(3) Verification of stores held by stock- holders.(4) Submission of proposals for inclusion in the track renewal programme, revenue budget and the works programme.(5) Co-ordination with Officials of other Departments.(6) Staff matters - The Assistant Engineer will ensure, that : (1) strict discipline is maintained within the frame work of the rules (2) service and leave records are maintained correctly and up-to-date; (3) appeals and representations are dealt with promptly; (4) selection for the various posts like Mates and Keymen are made in time and the posts promptly filled up; (5) all the Inspectors and other staff working under him receive proper training in maintenance practices, safety and protection rules at the appropriate stage.

DESIGNATION**DUTIES OF SUPERVISORS****SSE/P.Way's**

- The SSE/P.Way is generally responsible for:

- (1) Maintenance and inspection of track in a satisfactory and safe condition for traffic.
- (2) Efficient execution of all works incidental to track maintenance, including track relaying works.
- (3) Accountal and periodical verification of stores and tools in his charge.
- (4) Maintenance of land boundaries between stations and at unimportant stations as may be specified by the administration.
- (5) Co-ordination with Works, Bridge and Staff of other Departments.
- (6) Accompanying on Inspections of Higher Officials.

SSE/Works's

- The duties of the Section Engineer (Works) are detailed in the various chapters of the Indian Railways Works Manual, the most essential being :-

- (i) Inspection and maintenance of : - Service buildings, staff quarters and other structures - Approach roads; - Water supply, drainage and sewerage systems;
- (ii) Inspection of bridge works as assigned;
- (iii) Execution of all new buildings/ structural works;
- (iv) Accountal and periodical verification of stores and tools in his charge;
- (v) Maintenance of land boundaries, as specified;
- (vi) Removal of encroachments at his headquarters and at other places in his jurisdiction as specified;
- (vii) Afforestation and other horticulture works.
- (viii) He shall ensure proper training of the staff under him as prescribed in the training modules of the Civil Engineering Department.
- (ix) Co-ordination with P.Way, Bridge and Staff of other Departments.

भारत सरकार (GOVERNMENT OF INDIA)

रेल मंत्रालय (MINISTRY OF RAILWAYS)

रेलवे बोर्ड (RAILWAY BOARD)

No.2019/CE-II/TK/ROI

New Delhi, Date 23.12.2020

Principal Chief Engineers
All Zonal Railways

Sub: Inspection Schedule of Sr.DEN/DEN.

Ref: i) Board's letter no. 2013/CE-II/CS/1 dated 20.06.2013.
ii) Board's letter no. 2019/CE-II/TSC/88/Puri dated 23.04.2020


Inspection schedule of Sr.DEN/DEN pertaining to maintenance of track was circulated to Zonal Railways vide Board's letter under reference (i) above. With an aim to reduce manual inspection schedule due to modernisation of track structure, increased traffic density, increase in speed of trains and change of maintenance practice from periodic base to track recording base, the schedule of inspection of P.Way officials has been revised with the approval of Board.

Revised schedule of inspection of ADEN and SSE/JE(P.Way) has already been incorporated in the redrafted IRPWM.

Revised inspection schedule of Sr.DEN/DEN is enclosed as Annexure, which may be followed with immediate effect.

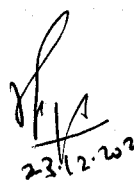
Necessary action may be taken by Zonal Railways accordingly.

DA: as above



(Pradeep Nagar)
Director Civil Engg. (Plg.)
Railway Board

Annexure

S. No.	Items of inspection	Existing schedule	Revised schedule
1	On foot inspection		
(A)	Routes having speed above 110 kmph & multiple line routes	Not defined	Stretches referred by ADEN
(B)	Others routes	Not defined	Not defined
2	Trolley inspection		
(A)	Routes having speed above 110 kmph & multiple line routes	Once in 4 months	Entire section once in 6 months by PT/MT <i>Note - All forms of trolley inspection should be done under block protection.</i>
(B)	Others routes	Once in 4 months.	Entire section once in 12 months
Note: i) Sr DEN/Co should inspect at least one section of any one ADEN once a month by trolley/motor trolley. ii) In case of multiple lines running closely parallel, one trolley inspection shall be done, else separate trolley inspection will be required for each line.			
3	Foot plate/ Brake-Van of fast train	Once in 3 months	Once in 3 months
4	Night foot plate inspection	Once in a month.	Once in a month.
5	TRC/ Oscillograph Runs	Accompanying each run	Accompanying each run
6	Rear window inspection	-	Once in a month.
7	Curve Inspection	Minimum of one curve in each ADEN's section every four months.	-
8	Points and Crossing Inspection	As often as possible during push/motor trolley inspection at least one important points and crossings on a passenger running line.	As often as possible during push/motor trolley/on foot inspection at least one important points and crossings on a passenger running line.
9	LWR/SEJ Inspection	During routine motor trolley/push trolley or foot inspections.	One LWR, along with its SEJ, of each SSE/ in-charge every six month.
10	Steel channel/ H-beam sleepers & fittings inspection	Inspection of bridges referred by ADEN Along with MT inspection	As much as possible during trolley/on foot inspection.
11	Inspection of AT Welding	As much as possible during trolley inspection.	As much as possible during trolley/ on foot inspection.



S. No.	Items of inspection	Existing schedule	Revised schedule
12	Inspection of Private Sidings	When referred.	When referred.
13	Level Crossing	Minimum of one per PWI every four months.	Minimum of one per SSE/Incharge every four months.
14	Monsoon Patrolling	Minimum of one inspection in two months to evaluate adequacy of safety.	Minimum of one inspection in two months to evaluate adequacy of safety.
15	Hot Weather Patrolling	As and when required.	As and when required.
16	Inspection of ongoing works of construction and other organization e.g. RVNL etc	As much as possible during Foot Plate/Trolley inspections to check quality and safety.	As much as possible during Foot Plate/Trolley inspections to check quality and safety.
17	Land boundary verification	During trolley inspections at vulnerable locations.	During trolley inspections at vulnerable locations.
18	Review of inspection by subordinate	Routine checking during trolley inspection.	Routine checking during trolley inspection.
19	Gangs	Minimum one gang per PWI every six months.	Minimum one gang per SSE/Incharge every six months.
20	Track Machine	CSM, BCM, FRM, P&C tamper, DTS: Once in two months when working in section. T-28, PQRS: Atleast once in a month. UT, UNO, DUO, BRM and Sleeper changer: As per need.	CSM, BCM, FRM, P&C tamper, DTS: Once in two months when working in section. T-28, PQRS: Atleast once in a month. UT, UNO, DUO, BRM and Sleeper changer: As per need.
21	Night/surprise	Minimum of once in 3 months. More intensive during monsoon.	Minimum of once in 3 months. More intensive during monsoon.
22	Bridges and tunnels & cuttings	As specified in Manual of inspection Schedules for officials of Engg. Deptt.	As specified in Manual of inspection Schedules for officials of Engg. Deptt.
23	Track renewal/Deep Screening site	As much as possible during Trolley inspections.	As much as possible during Trolley inspections.


23.12.2020

SCHEDULE OF INSPECTIONS AS PER NEW IRPWM2020

(For Speed < 110 Km/h)

(ONCE IN)

S.No	Item	ADEN	SSE PWay Incharge	JE/SSE Sectional
1	FOOT INSP.	Quarterly 1 Block section per SSE Incharge	1 YR	6M
2	Trolley	3M	2M	Fortnightly
3	FPI/RWI	1M	FORT NIGHT	1M
4	LCs	6M	1M (By rotation)	1M (By rotation)
5	Curves	Based on Results of TRC/OMS/FP & Inspection details of JE/SSE/P.way	> 2° : 6M (By rotation) ≤ 2° : inspect the curves based on results of TRC/OMS/FP and inspection details of JE/SSE/P.Way (Sectional)	> 2° : 6M (By rotation) ≤ 2° : 1YR
6	Pts & Cs	PRL:- 1YR Non PRL:- 10% in 1YR	PRL:- 3M (By rotation) NPRL:- 6M (By rotation)	PRL:- 3M (By rotation) NPRL:- 6M (By rotation)
7	LWR	6M (Preferably in hottest and coldest months)	Once in fortnight during two hottest and two coldest months Otherwise once in two months on rotation by SSE/P.Way(In-charge) and JE /SSE /P.Way (Sectional)	
8	Track on Bridge	The track on Girder Bridges should be inspected as a part of the annual Bridge inspection, besides normal track inspections. Channel sleepers Once in a year along with bridge inspection	Track & Approaches : 1YR (Before Monsoon) Channel Sleepers: 6M (By rotation)	Track & Approaches : ---- Channel Sleepers: 6M (By rotation)
9	Welding	Atleast one team 1M in (Each SSE I/C)	1M (1 Team)	Not defined
10	USFD Test Check	1M (Minimum two hours during regular trolley inspection)	1M (Minimum two hours during regular trolley inspection)	--
11	Night Inspection	1M	1M	--
12	Monsoon	1M (When introduced, should check the work of Patrolmen at night once in a month either by Train/Push trolley/Motor Trolley)	1M	FORT NIGHT by Train & by PTI
13	Hot Weather Patrolling	1M (When introduced)	1M	--
14	Night Foot Plate Inspection	1M	1M	1M
15	Bridges	1YR (after monsoon)	1M (Before Monsoon)	--
16	Tunnels	1YR (Before monsoon)	1M (After Monsoon)	Not defined
17	RAW/RAT	1YR(BEFORE MONSOON)	Not defined	--
18	Cuttings	Once in a Year before Monsoon	1YR (Immediately after Monsoon)	1YR (Before Monsoon)
19	Private Sidings	1YR	6M	3M
20	Land Boundaries	1YR	Land Boundary : 1YR Encroachments: 3M	--
21	SD/CW/BR.Vent ways	1YR (Before Monsoon)	1YR (Before Monsson)	1YR (In April month)
22	TRC/OMS	NOT SPECIFIED	Each run	--
23	STM	6M	3M	--
24	RVNL/DFCCIL/Const work	As much as possible during Foot plate/Trolley inspections.	As much as possible during Foot plate/Trolley inspections.	As much as possible during Foot plate/Trolley inspections.
25	Washable Apron	--	3M (By rotation)	3M (By rotation)
26	Yard lines	--	6M (By rotation)	6M (By rotation)
27	Sand Hump & Dead ends	--	1M (By rotation)	1M (By rotation)
28	P&Cs Joint Inspection with S&T	--	P&Cs : 3M (By rotation) Insulated channel Sleepers: 6M (By rotation)	P&Cs : 3M (By rotation) Insulated channel Sleepers: 6M (By rotation)
29	Track Machines	Fortnightly :TEXP, CSM, DTS, WST, UNIMAT, BCM,SBCM, PCCM, TLE, RGM &TRT Once during deployment: MPT, BRM. UTV and all others not included above.	During supervision of pre- block, during block and post- block works but not less than once a week.	During supervision of pre- block, during block and post- block works but not less than once a week.

INSPECTION SCHEDULE OF SECTIONAL Sr.DEN/DEN/ADEN/Sr. SECTION ENGINEER (Works)/JUNIOR ENGINEER (Works)

S. No.	Item	Frequency of inspection of mechanised track		
		Sr.DEN/DEN	ADEN	SSE/Work(IC)
1.0	Building i) Service Building ii) Colonies	-	As many buildings as possible particularly those requiring heavy repairs.	i) Section Engineer (Works) should inspect all the buildings, water supply installations, sewerage installations and drainage arrangements once a year. ii) All structures (including those carrying advertisement hoardings) situated alongside the running lines, particularly in the suburban sections, should be thoroughly inspected by the Section Engineer (Works)/Junior Engineer (Works) once in 6 months by rotation
2.0	Structure- Structural steel & timer works			
2.1	Structure such as work shop running sheds, P.F. Sheds roof trusses, Foot over Bridge	-	1/3rd every Year.	Once a year during prescribed months.
2.2	C.I., W.I. Or pressed steel plate watertanks and stagings whether of steel section or rails and flood light towers	-	One half every on a programme basis	One half every on a programme basis
2.3	Religious structure on Railway land		Once a year.	
3.0	Water supply installations	At least once a year for all the important installations, viz. Water supply, sanitation workshops, sheds, stations, colonies, structures etc.	Once in three months.	Once a year
4.0	Sewerage & drainage system	-	-	Frequently for efficient Maintenance
5.0	Stations (checking petty) repair book and arranging repairs	-	-	Once a month
6.0	Bridge & tunnels	-	-	
6.1	Minor, major and important bridges including ROBs/ RUBs/ FOBs (except track) and approaches	-	-	Once a year (prior to monsoon i.e. April to June)
6.2	RCC/PSC slab bridge/masonry bridge	-	-	Once a year (prior to monsoon i.e. April to June)
6.3	Once a year after monsoon	-	-	Once a year after monsoon
6.4	Detailed inspection of steel works of girders less than 12.2 m clear span	-	-	Once in five years. 20% per year
7.0	Ash Pit/Inspection pit	When referred/during trolley inspections.	Once a year (On passengers Lines)	Once a year (jointly with PWI)
8.0	Land boundary Verification in stations	During trolley inspection specially at vulnerable loactions	Once a year	Once a year
8.1	Land boundary Verification in section		Once a year to check encroachment register.	
9.0	Colony care Committee inspection	-	-	Once in two month
10.0	SIG Inspection	-	-	As prescribed by authorities
11.0	Review of inspection done by sub-ordinates	Once a month 100%	PWI, IOWs- routine inspection 100% during trolley inspection. For other staff, (Other than PWI and IOW), once a three months.	As and when required
12.0	Cuttings	-	Once a year before onset of rains. Vulnerable cuttings to be decided by Sr. DEN/DEN.	-
13.0	i) Railway affecting works/tanks	-	List of RAWs/RATs to be specified by Sr. DEN/DEN for joint inspection with a state authorities every year after scrutiny of the report submitted by the local/Govt. Body.	-
	ii) Canal and irrigation crossing	-	Joint inspection with state government officers wherever necessary.	-
14.0	Inspection and checking of office and store of IOW/PWI	-	Minimum Once a year thoroughly especially stores and imprest. Routine inspection during each trolley inspection.	-