

SOUTH CENTRAL RAILWAY

Safety.387/Fly Leaf/8/2013

Fly Leaf No. 8/2013

ATTENTION....

P.WAY OFFICIALS

Engineering Standing Order No. 1/13 of 18.6.2013

“Schedule for updation / feeding information into TMS and its monitoring at various levels”

- 1.0 Track Management System (TMS) is commissioned in all the Divisions of SCR and is working successfully for the last two years and as a result of this, many registers are withdrawn as advised by Railway Board.**
- 2.0 In order to develop a system for monitoring the updation of TMS from time to time and also for producing the information sought by High Officials during inspections, following guidelines are issued;**
 - 2.1** All the JEs, SSEs and ADENs shall download all the information available in ‘information dump’ under ‘reports’ and keep the soft copy of the same on the desktop of their net books and should be in readiness to produce the same to the Inspecting Officials.
 - 2.2** Details that are not available under ‘information dump’ can be downloaded separately item-wise through ‘Inspection Register’ under reports.
 - 2.3** Information of last inspection done at various levels shall be made available in soft copy on the desktop of the net books with SSE and ADENs for a minimum of one calendar year in the same format as maintained earlier in the manual register for P&C Inspection Register, Curve Register, LC Register, LWR Register, etc.,
 - 2.4** Soft copy of the ‘location needing inspection’ and ‘locations needing attention’ shall also be downloaded and kept on desktop.
 - 2.5** Similarly, all other details as maintained earlier in manual format can also be downloaded and kept on the desktop.
 - 2.6** All the details fed into TMS including all asset details shall be downloaded atleast once in six months each ADEN-wise and the information to be preserved in CD format.

2.7 While reviewing the items pending compliance under certain SSEs, it is observed that certain items that are within permissible limits prescribed in IRPWM are also reflected under items pending compliance. All such items shall be reviewed by SSEs and ADENs at frequent intervals and brought to the notice of CE/TMS and CRIS through 'message centre' for rectification and copy to CTE.

2.8 All the problems / difficulties being faced by the field staff while updating TMS shall be brought to the notice of CE/TMS and CRIS immediately through 'message centre' for rectification. A copy of such messages get forwarded automatically to the 'admin' user ID of the respective Division. The person nominated by the division for using the 'admin' under ID shall regularly check for such messages, verify whether the problem is resolved by CRIS or not. In case, the problem is not solved within 15 days, he shall bring all such unresolved messages to the notice of Dy.CE/TMS/HQ who shall be in touch with CE/TMS and CRIS and see that the problem is resolved at the earliest. DEN/ADEN-Track shall bring such unresolved items to the monthly meeting for discussion in headquarters and for updating the status.

2.9 Field staff and Divisional Officers are also advised to;

- a. Check the correctness of all the data and particularly asset change – LC data and its regular updation thereon.
- b. Feed gang work / work done in track by Contractor labour on daily-basis by JE and to ensure that gang wastage is 0%.
- c. Feed all weld / rail failure details in TMS on same date so as to avoid giving details to Engineering control manually.
- d. Send the PCDO through TMS.

3.0 Further, the inspections, compliance and updation of information into TMS shall be monitored at different levels as per the schedules given below;

4.0 Inspections:

4.1 All the JE/P.Way, SSE/P.Way, ADENs & DENs/Sr.DENs shall complete their schedule of inspections as indicated in IRPWM and its amendments issued from time to time and feed inspection details / notes preferably on same day or as early as possible. It may be noted that TMS will not accept feeding of inspection notes after 15 days from the date of inspection.

4.2 As detailed in IRPWM, inspections done by sub-ordinates shall be verified by his superiors from time to time. In a similar way, inspections fed into TMS by the sub-ordinates shall also be checked by the superiors as per the schedule mentioned below;

Inspections done by	Frequency			Remarks
	SSE	ADEN	DEN/Sr.DEN	
JE	Once in 15 days	Once a month	Once a month	All the Sr.DEN/Co-ordinations shall review the status of feeding of inspections into TMS atleast once in three (3) months preferably during progress review meeting being held with ADENs and SSEs.
SSE	Once a month	Once a month	
ADEN	Once a month	

4.3 Sr.DEN/Co-ord shall develop a system in the Divisional Office to monitor the inspections done by all field Staff / Officers. The CDM who is nominated for TMS in the Divisional Office shall take the position of inspections fed into TMS by field staff during the 1st week of the next month DEN/Sr.DEN-wise and put up the same to Sr.DEN/Co-ord through DEN/ADEN-Track and the concerned DEN/Sr.DEN.

4.4 Concerned DEN/Sr.DEN shall take necessary action on the defaulters and ensure feeding of inspections into TMs before the locking period (within 15 days after inspection).

5.0 Compliance:

5.1 All the field staff shall attend the problems noted during their inspections as early as possible depending on priority and ensure feeding of the compliance into TMS immediately after attention but not later than a week's time after its attention. However, it may be noted that there shall be no items left unattended / complied for more than 15 days for items needing immediate attention and more than 3 months for other items unless the item to be attended is of long term nature.

5.2 The status of items for which compliance is pending shall be reviewed at all the levels as per the following schedule;

Frequency for checking of items pending compliance				Remarks
JE	SSE	ADEN	DEN/Sr.DEN	
Once a week	Once in 15 days	Once a month	Once a month	Concerned SSE, ADEN & DEN/Sr.DEN shall review status of items pending compliance and take necessary action for their attention at the earliest and ensure feeding of the same into TMS after attention.

5.3 Sr.DEN/Co-ord shall develop a system in the Divisional Office to monitor the compliance recorded by the field Staff / Officers. The CDM who is nominated for TMS in the Divisional Office shall take position of pending compliance during the 2nd week of next month DEN/Sr.DEN-wise and put up the same to the concerned DEN/Sr.DEN who shall ensure feeding of compliance immediately after attention.

6.0 Asset change:

6.1 All the assets changed shall be updated in TMs also from time to time immediately after attention. The timeframe for updating the asset change and for monitoring the same at different levels shall be as follows;

Designation	Timeframe for updation/monitoring	Remarks
JE	To feed the asset change within a week from its attention.	In case the work is attended by other than the sectional JE/SSE (for works like TRR/TSR/CTR, etc.), the field details shall be collected by the JE/SSE who attends the work and handover to the sectional SSE atleast once a week who shall in turn feed the same into TMS and confirm the same within a week's time after attention.
SSE	To confirm the asset changed fed by his JE within the same week	
ADEN	To verify the asset changes fed and confirmed by his subordinates atleast once in 15 days.	
DEN/Sr.DEN	To verify atleast once in a month.	

6.2 Sr.DEN/Co-ord shall develop a system in the Divisional Office to monitor the updation done by the field Staff / Officers. The CDM who is nominated for TMS in the Divisional Office shall take the position of updation done during the 2nd week of the next month. DEN/Sr.DEN-wise and put up the same to the concerned Sr.DEN/Co-ord who shall ensure the updation of TMS immediately after attention.

**CHIEF SAFETY OFFICER
SAFETY ORGANISATION
SOUTH CENTRAL RAILWAY**