



South Central Railway

Headquarters Office
Works Branch
Secunderabad

No. W.120/XIII/Insp.spl

Date : 22-1-2021

CRS/SC Circle/SC

Sub: Revised GM Annual Inspection Schedule & Preventive measures to be taken during GM's Annual Inspection (2020-21) to counter spread of Covid 19 infection.

- Ref:** 1) GM's office letter No:G/Annual Inspections/2020 of 02.03.2020, 18.11.2020.
2) CTE's letter No: W.120/XIII/Inspection Special of 28.09.2020.
3) Secretary to PCE Lr No: W.120/XIII/Inspection Special of 01.12.2020.

With reference to the letters cited above, the revised General Manager's Annual Inspection programme of 2020 – 21 in SC, BZA, GTL, GNT, NED & HYB is as follows:

Sl No	Divi Slon/ Work shops	Total Route Km	Annual Target Km (Approx)	Proposed Km	Proposed Section	Inspection done in the year	Proposed date of inspection
01	SC	1430	476.793	281 (54+95+132)	BOCR – DKJ – KZJ – SC	2016-17	10.02.2021 (Wednesday)
02	BZA	953	319.642	282	GDR - TEL	2016-17	16.02.2021 (Tuesday)
03	RYPS	--	--	--	--	2019-20	17.02.2021 (Wednesday)
04	GTL	1420	466.817	197 (83+104)	GDR – TPTY – KPD	2016-17	23.02.2021 (Tuesday)
05	TPYS	--	--	--	--	2019-20	24.02.2021 (Wednesday)
06	GNT	630	209.839	155	MCLA – MAG	2015-16	03.03.2021 (Wednesday)
07	NED	809	269.955	209	AK – PAU	2016-17	10.03.2021 (Wednesday)
08	HYB	623	207.603	291	DHNE – KCG	2016-19	17.03.2021 (Wednesday)
09	LGD Work Shop	--	--	--	--	2019-20	24.03.2021 (Wednesday)

In continuation to the programmed inspection of assets as mentioned in the reference, the following additional instructions & precautions to be ensured, during annual inspection.

Sl. No.	Description
1	Two goods sheds on the section shall be selected by DRM in order to be offered for annual inspection.
2	In the Rear Window Car, CRS, DRM and following PHODs only are required to accompany with only one Divisional Officer.

	PCOM, PCE, CAO/C, PCEE, PCME, PCSTE and PCSO.
3	PCPO, PCMD, PCSC, PCCM along with their respective Divisional Officer will be sitting in AC chair car, which is attached next to rear window car. PFA, PCMM, SDGM and DGM/OL are not required to accompany during the inspection. Accordingly number of inspection carriages to be limited, with occupation of 2 PHoDs/CHoD in one inspection carriage.
4	It is important to reiterate that only One Officer from Division will accompany the PHOD concerned and no HOD to accompany from Headquarter.
5	Supporting Staff/Supervisors shall be limited to one person in the Inspection Special belonging to each PHoD of Safety Department, Operating Department and all four Engineering Departments only. However they shall be seated in Sleeper Class which is attached behind the AC chair car. For Balance departments, no supporting staff/supervisors should accompany in the GM inspection special. Any requirement to be met locally at Inspection Location from the division by the PHoDs concerned.
6	(a) No non-supervisory Group – C / D staff, other than JRCTC catering staff (maximum 3 including supervisor), one TUAG mechanic, one helper for ladder fixing and two Oscillograph Supervisor/Staff in the Inspection Car & AC Chair Car is allowed. Saloon accompanying staff will be available in the attached AC / Sleeper coaches allotted or in the VC occupied by PHOD, if permitted by PHoD concerned. (b) Bare minimum Trouble shooting staff and housekeeping staff must be available in Sleeper coach attached in rear to AC chair car. (c) One 3 rd AC coach and one sleeper class to be attached in rear of AC chair car for Branch Officers and essential Supervisors & staff for night journey.
7	(a) In order to control minimum physical interaction and crowd control, during sites inspection of GM, the teams identified for GM, CRS, PHOD should be limited to officials actually required for inspection like Branch Officers / ADEN (SSE in case measurements need to be taken). (b) Measurements of assets to be done with one or two staff/supervisors maximum . (c) Sr DSC/DSC of the Division to ensure crowd control around GM and CRS during inspection.
8	Sanitization of inspection locations, wearing of mask, availability of sanitizers and physical distance need to be ensured during inspection.
9	No Major category station (NSG 1, 2, 3) inspection will be part of Annual Inspection for this time. In case of Minor Category stations, preferably NSG 5 or NSG 6 stations, other than major Towns/District HQrs, will be selected for inspections.
10	No meeting with Press/Media, Public/Local Associations and Parties, any Public Representatives during the inspection. No prior formal information/advise to be sent to any Public Representative and Local Body Officials. DRM to make arrangement to collect all representations from various private persons/public associations, parties and public representatives 5 days in advance of scheduled date of inspection. In case of MPs & MLAs representations, they are to be handed over to Secy to GM, and other types of representations be disposed of by either handing over to PHoD concerned during the inspection itself or as deemed fit by DRMs.
11	DRM may arrange one inspecting location (NSG 5/6), other than major station, to meet the Organised Labour Unions/Associations of PREM group with a restriction that only two representatives per Union/Association only will be allowed to meet. This needs to be planned by DRM meticulously.

12	<p>(a) Working Breakfast/Lunch etc. for Officers need to be served in their respective carriages itself. Evening get-together should not be planned.</p> <p>(b) No infructuous expenditure on cosmetic works at inspecting locations in the form of beautification, changing of form of painting, tiling at stations, painting of FOBs, RUBs, LC gates, painting of sleepers, colouring of ballast, marking with Lime stone powder, etc. should be incurred.</p>
13	As indicated earlier vide letter ref '1', location for each category of assets will be finalised and detailed GM Inspection Special movement programme will be issued one day in advance of the scheduled date of inspection as given vide letter ref '2'.
14	All the extent protocols for preventing spread of COVID 19 infections shall be observed by all officers and staff involved in the inspection.

Minute to minute programme will be issued on preceding Monday/Tuesday of the concerned division inspection date / week.

You are requested to kindly make it convenient to attend the annual inspection. The detailed minute to minute programme will be sent in due course for each division separately.

This issues with the approval of GM.


 (Sanjiv Agarwal)
 Principal Chief Engineer

