

Central Railway



Head Quarter's Office
Electrical branch
2nd floor, parcel office building,
Chhatrapati Shivaji Maharaj Terminus,
Mumbai

CEE/OP INSTRUCTION - 13

No. L.326.OP RR /LOBBY MATTERS (8)

Date: 05.09.2023

Sr. DEE/TRO/BB, BSL, NGP
Sr. DME (Fr & Op) BB
DME/Op/ PA
DME/O&C/SUR

Sub: Irregularities noticed during manual Sign ON/OFF

It has come to notice recently that BA was allegedly not done by loco running staff at the time of manual Sign ON/OFF. Division wise details of manual Sign ON/OFF are enclosed for ready reference.

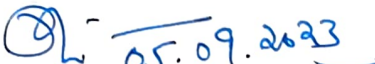
While analysing of the data by divisions, it was informed that crew is doing manual Sign ON/OFF in the following cases:

1. Due to connectivity failure or power supply failure or network failure, on duty CCOR conducts BA manually and enters the data in CMS along with BA ID after network restores.
2. Due to large no. of sidings and giving enroute relief to staff to avoid 9 hrs bursting cases, crew has to perform split working sometimes. It means crew Sign ON at 'A' lobby, went spare to 'B' station and picks up the load and reached destination i.e. at 'C' lobby, could not Sign OFF directly on CMS Kiosk. If he does so, he may not get proper mileage, rest etc as such he hands over his trip particulars to on-duty CCOR and does BA test and leaves the lobby. Later, on duty CCOR enters complete data in CMS along with BA ID.
3. Learning road crew Signs ON at 'A' lobby for LRD but after reaching at destination i.e. 'B' lobby, he is not Signing OFF in that lobby and returning back to 'A' lobby as continuous duty for LRD and doing Sign OFF along with BA and makes manual entry of his trip. But when CMS operator makes his trip entry in CMS, at that time, sometimes status BA reflects as BA not done in 'B' lobby.

From the above, it is seen that running staff is doing manual Sign ON/OFF along with BA test but sometimes, the lobby supervisor/ CMS data entry staff is not feeding the BA ID while making manual entry in CMS, which in turn reflects as BA not done by running staff.

In view of the above, all the lobby in-charges must be advised to eliminate manual Sign ON/OFF. Also each running staff must undergo BA test rigidly at the time of Sign ON/OFF. If any staff has done manual Sign ON/OFF, in unavoidable circumstances, then lobby supervisor/ CMS operator must enter the BA ID without fail at the time of making entry in CMS. Divisions should analyse the manual Sign ON/OFF cases on daily basis.

Above monitoring must be done at officers' level to ensure compliance of above instructions. Feedback may be given to HQ in this regard every month.


(H.M.Sharma)

Chief Electrical Engineer/Operation

C/- PCEE: For information please

CR- BA not done- Mail & Goods – August' 23

Divn	Total S/ON	BA not done	% BA not done	Total S/OFF	BA not done	% BA not done
BB	53688	719	1.34	50187	4051	8.07
BSL	40761	2856	7.01	40532	2140	5.28
NGP	37930	6067	16.00	36468	6313	17.31
PA	15467	1577	10.20	15252	2912	19.09
SUR	23262	797	3.43	23216	798	3.44
TOTAL	171108	12016	7.02	165655	16214	9.79