

CENTRAL RAILWAY

PCEE'S OFFICE
CSMT

CELE Instruction No. 04/2023

No.L.253.AC.155/Inspection Others

Date: 03.03.2023

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

Sub: Revised inspection format for Running Room & Crew Booking Lobby
Ref: This Office letter No. L.253. AC.155/Inspection Others dated 16.02.2022

This office had earlier issued inspection format for Running Room & Crew Booking Lobby. Now there is a need to revise the inspection format as some additional points have to be incorporated.

The revised inspection format is enclosed for ready reference. It is advised to issue the copy of inspection format to all the lobbies and Running Room and also ensure that each point of the format is completely complied.

This is for information and necessary action.

DA: As above


03/03/2023
(Shalabh Goel)

Chief Electrical Loco Engineer

Copy: PCEE/CR: - for information please

FORMAT FOR INSPECTION OF RUNNING ROOM		
Item		
1	Name of RR/Station	
2	Date of inspection	
3	Staff on duty	
	Bearer	
	Janitor	
	Cook	
4	R.Room occupancy : No. of Beds : Average Occupancy/Day : Peak Occupancy/Day	
5	What is the average waiting period for bed and record keeping for the same is available or not.	
	General cleanliness of premises incl. bedrooms/reading rooms/toilet/Dining room/kitchen	
	Accommodation-Adequate/Congested/Short. Any proposal to formulated for overcoming shortages	
	Sufficient no. of beds available	
	Sufficient no. of blankets available	
	Sufficient no. of mosquito nets available	
	Sufficient no. of table & chairs available	
	Adequacy of stock of linen	
	6	Availability of crockery, cutlery, cooking
	7	Adequate provision of light, fan, night lamp, water cooler, desert cooler
8	Condition of cots-sagging/old/good	
9	Condition of mattress, pillows	
10	Condition of linen-bedsheets, pillow covers, mosquito net with frequency of changing & frequency of cleaning	
11	Condition of blankets and whether it is being washed periodically & frequency of cleaning	
12	Condition of kitchen	
13	Condition of bathroom	
14	Availability of hot water through Solar /Geyser	
15	Availibility of Western Toilet	
16	Is there any nuisance from outsiders	
17	Improvement required to make it best	
	a) Engineering side	
	b) Electrical (G) side	
	c) TRO side	
18	Complaint book available or not & action taken on complaints or not. Elaborate complaints recorded	
19	Availability of safety posters and fire extinguishers	
20	Any suggestions to improve the condition of Running Room	
21	Power supply back-up	
22	Reception system	
23	Furniture, cots, linen needs replacement (indicate in details)	
24	Action taken by division for improvement	
25	Centralized cooling system	
26	Condition of toilets and improvement required	
27	Subsidized meal supply available/not	
28	Door, window condition	
29	Drain system	
30	Roof leakage, wall condition	
31	Boundry wall condition	
32	Bottom light in rooms	
33	Partition in running room	
34	Recreation rooms condition including sofa, newspaper, magazine, etc	
35	Availability of foot Massager, Shoe polish,Hand dryer in toilet	
36	Meditation/Yoga room condition and facility	
37	Provision of solar water heater and geyser	
38	View of LP, ALP and Running Staff about running room be recorded	

39	Grading of running room A,B,C
40	Separate rooms for ladies having attached toilets and bath rooms.
41	Rain harvesting system available or not
42	Whether Mobile phones are being taken in custody by R,Room supervisor at the time of entry in R,Room
43	Whether any sytem is available to keep recordes of subsidized meals coupons and it was cross checked by inspecting Officers and R.Room incharge.
44	Whether CCTV cameras are provided in R.Room and any records available regarding checking of CCTV footage.Inspecting Officer /Supervisor must chcek CCTV footage for availability of R.Staff as per the occupancy register.
45	Whether maintenance facility and food facilities are outsourced.
46	Board displaying Contractors name along with duration of contract,availability of contractor staff per shift
47	PME certificates of contractors staff
48	Whether payment details of Contractors staff available along with PF details
49	Inspection register avl or not . Record keeping of Inspection note of officer and divisional committee inspection report headed by ADRM.

FORMAT FOR INSPECTION OF CREW BOOKING LOBBY

Sr.No.	Observations
1	Date
2	Lobby
3	Staff on duty
4	SIGN ON & OFF is being done through CMS or not
5	Whether CMS is integrated with beathanalyzer or not
6	Whether CMS is having Bio-matric facility or not
7	BA instrument alongwith disposable straw is available or not.Spare BA machine is available or not.
8	% of Sign ON as per fetch rule in CMS
9	Manual Sign ON & Sign OFF register is available or not and remarks related to manual Sign ON/OFF are available or not.
10	No of KIOSKS available and working properly or not
11	Whether all safety circulars,Instructions for Loco Running Staff & Safety Bulletin etc are feed in CMS.
12	Whether caution orders are feed in CMS.
13	Whether caution orders copy issued to both LP & ALP.
14	Bio-data of Loco Running Staff is properly updated in CMS.
15	Month wise lobby utilization
16	Pariculars related to 9 hrs bursting % of lobby
17	Whether illuminated caution order boards displays caution order imposed sectionwise as per caution order
18	Records related to PDD & PAD monthwise available or not.
19	Whether SPM analysis is being carried out or not. At least ONE SPM analysis should be done personally by Inspecting Officer
20	Whether Signal defects/Engg defects/Loco defects are properly entered in CMS or not. Corrective action taken on defects or not and check whether action taken on defects was communicated to concerned LP or not.
21	Check safety meeting register and find out whether safety meeting is being conducted every month
22	Whether counselling is being carried out by Officers at the time of inspection. Counselling register of crew by CLIs is available or not.
23	Whether G & SR, Accident Manual with the latest correction slips posted upto date or not and are available with lobby in charge?
24	Whether list of accident prone staff is available with lobby incharge

25	Whether list of staff addicted to alcoholic drinks is available with lobby incharge
26	Whether list of Screened Loco Pilots who are fit to run passenger trains is available with lobby incharge
27	Whether list of Loco Pilots who are fit to run High speed trains (above 130Kmph) is available with lobby incharge.
28	Records related to PR % for LPG & ALPs is available or not .
29	Provision of Self learning module
30	Availability of Walkie-talkie ,condition of Walkie-talkie ,Spare Batteries
31	Availability of Inspection register for Officers/Supervisors and remarks by CCCOR on irregularities registered by inspecting officer/supervisors.
32	Availability of FOG SAFE Device and its working status
33	Availability of Safety posters/Trouble shooting boards/Instructions related to latest guidelines issued by Railway Board/HQ on BMBS
34	System of LP & ALPs personal store checking
35	Availability of RS Flap valve model and its register indicating number of ALPs trained to opearte RS Flap valve
36	LRD registers of Loco Running staff A) LRD overdue Register B) Yard layout/Signal layouts/Station layout counter signed by CLI/Lobby Incharge/ Controlling Officer or not . C) Any Yard /Station layout made by ALP during Sign OFF.
37	No of fit Loco Running Staff used for stationary duty and its reason.
38	Condition of furniture which is available in lobby
39	Whether rest room available or not. For running staff waiting period.Beds are available in rest room or not.
40	Whether power back up facility is available for lobby or not
41	Whether Good work done by Loco Running staff and unusual/failure on crew account was displayed daily
42	Wheather 100% milege generated troufh CMS.
43	Wheather working on CMS is outsourced or not
44	Board indicating staff wearing glasses displayed in the lobby
45	Surprise inspection register by SR.CC is avl or not.
46	Trouble shooting module of conventioinal loco and three phase loco is available or not
47	PME/refresher overdue register
48	Provision of AC and its working
49	Availability First AID box withproper medicine its validation .
50	3 dimensional gradient chart available or not
51	Staff grievances register is available or not.It is seen by Welfare Inspector or not.