

CCOR  
Contract

276

## GENERAL INSTRUCTION – 01/2024

**Sub : Instructions for Crew CMS Operator and Lobby Supervisor.**

It is observed that currently, crew sign-off data is often inaccurate, leading to incorrect reports.

The procedure to be adopted is as under :

### **(A) For Crew :**

1. **Sign-off information :** During Sign-off, enter the following information accurately.
  - **CTO :** Time you took charge of the train/engine.
  - **Departure Time :** Actual departure time of the train/engine/spare train.
  - **Arrival Time :** Actual arrival time of the train/spare train,
  - **CMO Time :** Time you handed over charge of the train or time of train stabling.
  - **Service Type :** Select the correct service type (Freight or Coaching)
  - **Duty Type :** Select the correct duty type (Spare or Working)
  - **Train No. and Loco No. :** Enter the correct train number and locomotive number.
2. **Split Duty :** For split duty, ensure accurate entries for :
  - Station Name
  - Train Number
  - Duty Type
  - Arrival Time
  - Departure Time

### **(B) For Lobby CMS Operator/Supervisor :**

1. **Split Working Data Entry:** When entering split working data into the CMS, ensure the timings are accurate.
2. **Outstation Rest Modification:** Do not modify outstation rest data unless required and recommended by the Lobby Supervisor
3. **Train Advise(TA) Generation:** When generating TA ensure.
  - a) Service type (Freight/Coaching)
  - b) duty type (Working/ Spare) are correct
  - c) Rule booking is followed..
  - d) Ensure 100% booking of all crew (LPM/LPP/LPG LPS/ALP) with fetch rule.

WITHOUT RULE BOOKING		
CODE FOR WOR	REASON	ACTION
UPR	UNDER PR	AVOID CANCELLATION OF PR
PR DUE	DUE FOR PR AFTER 7 DAYS	OFFER PR
SFCM	DUE FOR SAFETY CAMP	UPDATION IN BIODATA
REFC	DUE FOR REFRESHER COURSE	UPDATION IN BIODATA
ASIG	DUE FOR AUTOMATIC SIG TRG	UPDATION IN BIODATA
GRADE (A,B,C)	DUE FOR GRADATION	UPDATION IN BIODATA
GHC	DUE FOR GHAT COMPITANCY	UPDATION IN BIODATA
LR	DUE FOR LR (DUE SHOWN AFTER 3 MONTHS )	UPDATION IN BIODATA
BOR	BREACH OF REST (BOOKED IN UNDER REST )	WHERE ROSTER DUTY ,BOOKED AS PER ROSTER
NOTE : WR TO WOR TA (BOOKED WITH ROUTE NO AND SIGNED OFF WITH ROUTE NO IS DIFFERENT.		

**C)General instructions regarding abnormality reporting through the CMS:**

**1. Accurate Abnormality Type:** If you notice any abnormality during your operation, report it through the CMS. Ensure you select the **correct abnormality type** so it gets to the appropriate department for prompt action. For example, any issues with walkie-talkies should be reported under the 'S & T'.

**2. Stations:** Always include the From & To stations correctly when reporting abnormalities. This helps pinpoint the exact location of the issue.

**3. OHE/ENGG Abnormalities:** For abnormalities related to OHE or Engineering, entering the correct KM should be ensured.

**4. Loco Defects:** Report any locomotive defects immediately to the On-duty TLC. Additionally, record the defect details in the Loco Log Book. This ensures prompt rectification of the issue.

**5. Staff Complaints:** The CMS abnormality reporting system is not intended for staff complaints against other staff members. Please report such issues through the concerned lobby in-charge for proper investigation and resolution.

**D) Others working Instructions:**

- a) Crew booked spare to pick up trains en-route or crew relieved en-route can be brought back to HQ/nearest running room by goods train if there is no mail train available or journey by the goods train is up to one hour
- b) Crew being relieved, must inform the Station Master via a memo regarding vehicle requirements and manage the stopping of mail and express trains as necessary.
- c) While undertaking Learning Road, staff must ensure they reach Headquarters within 72 hours of signing on and should not perform excess duty hours
- d) Staff must notify the Lobby in writing whenever a learning road is due to expire within one month. This will allow sufficient time to lobby to book specific route train and avoid the need for road learning on that specific section. CCCOR to ensure and update LR of such crew accordingly.

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CENTRAL RAILWAY

Divisional office ,

TRO BRANCH ,NAGPUR


DT.07/05/2024

NO.NGP/TRO/Safety /General Inst /24-A

C/-ADRM(Admin)NGP – For kind information please

C/-ALL CCCORS -For n/action

C/-ALLCLIs - For n/action

  
7/5/24  
SR DEE ( TRO ) /NGP