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EASTERN RAILWAY

No: W(1)/31/2/07/Vol IV

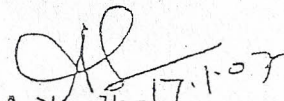
Dt:17.01.2007

ALL CONCERNED.

Reg: Joint Procedure Order for taking over/ handing over of Construction assets created by Construction Organisation.

Enclosed please find herewith the J.P.O for taking over/ handing over of Construction assets created by Construction Organisation.

This should be circulated down the line to all concerned involved with the subject matter.


A.K. Jha 17.1.07

Chief Track Engineer
Eastern Railway/Kolkata.

DA: JPO in 03 pages.

Distribution:

- 1) Secy to GM: For kind information of GM.
- 2) CAO/CON; CTE; CBE; CGE; CPDE; CTE/TP.
- 3) DRM/HWH; SDAH; ASN; MLDT.
- 4) Sr DEN/Co-ordn/HWH; SDAH; ASN; MLDT

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Joint Procedure Order for taking over of Construction assets executed
by construction Organization to Open line

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1. Detailed instructions were issued vide Board's letter no. 2003/W-2/DL/0/1 dated 10.4.03 covering handing over of new lines, doublings and other assets from Construction to Open Line. It is to be strictly followed.
2. It should be the responsibility of the CE/Construction to keep the THOD apprised in writing (scope of work in brief including plans etc) about the field work being executed by Construction Branch right from the beginning so as to keep a watch that new works are executed as per specifications. Progress report will be sent by CE/Construction every month.
3. Adequate advance preparation should be made by Construction, for which the co-ordination between Open Line and Construction should start as soon as the work is sanctioned. The detailed schedule for completion of works should be advised by Construction Deptt. to Open Line so that both sides can do adequate planning and carry out regular joint inspections at various levels commensurate with the progress of the work. Other SAG Officers of Electrical, S&T and other user Deptts and the concerned SAG officers of the Construction Deptt may also co-ordinate at their level.
4. The Construction Deptt. will prepare the details of work load in respect of maintenance of new assets e.g. Route Km., Track Km., ETKM, ITKM, waterway, plinth area etc and get them vetted from their Associate Finance. These duly vetted figures will be submitted to PCE by CAO/Con one year before opening the section. At the same time, construction deptt will process for creation of maintenance posts in various categories for new assets and the proposal, duly vetted by their associate finance, shall be handed over to Open Line at least six months before the commissioning. Subsequently, based on this, Open Line will process the creation of posts and get these sanctioned. Open Line shall process for recruitment/transfer of men as required so that the men are in position at the time of commissioning for traffic.
5. As a part of their project estimate, Construction shall keep sufficient provision of maintenance of assets, so that assets are maintained till at least 6 months after commissioning, by the agency so fixed by construction before commissioning. At the time of handing over the assets to Open Line, this agency will also be handed over.
6. Track Machines required for Construction works will be provided on specific request from CE/Con in accordance with Correction slip no 8 dated 25.10.04 of IRTMM.
7. All construction works in progress will be inspected at Jr. Scale Officer Level comprising of concerned Assistant Engineer/ Open Line of the section in whose

P/248

Eastern Railway

jurisdiction the work is being done and concerned District Engineer (Construction)/Assistant Engineer (Construction) who is getting the works executed preferably once in a month. Their joint inspection note indicating the specific actions required for improvement should be forwarded to DRM, Principal Chief Engineer, CAO/Con & concerned THOD for information and further action.

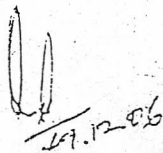
- 7.1 Compliance of noted deficiencies/items will be ensured before next inspection and remarks/compliance against each item of previous inspection note will be furnished during next inspection note.
- 7.2 Similar inspections will be carried out by Electrical and S&T officers of Construction and Open Line in case of new line, doubling and gauge conversion.
- 7.3 Similarly, joint inspections will be conducted at JA grade level by Sr.DEN/DEN Open Line and DY.CE/Con preferably once in three months on similar pattern as discussed above.
8. Construction Organization should arrange for CRS inspection at the earliest before New Lines, Doublings etc. are to be commissioned. The line should be handed over to Open Line only after opening at 80 kmph for passenger trains. The subsequent raising of speed will be done by Open Line.
- 8.1 CE/Construction will apprise the THOD about the probable date of CRS inspection at least two months in advance, so that Joint inspection can be carried out by JAG Officers to identify the deficiencies and deciding about the action plan for attending to the same in the newly constructed assets /line.
9. The JAG Officer of Division and Open Line will inspect the section and bring out the deficiencies observed during the joint inspection in writing and put up to THOD of the section. The Dy.CE/Con of the section will set the time frame for the removal of these deficiencies at least one week before the date of CRS inspection in the report.
10. Around 15 days before the CRS inspection/opening of line, a joint inspection will be carried out by Open Line (THOD) and Construction (CE/Con) and any shortcoming noticed should be attended before CRS inspection. A copy of this joint inspection note will be put up to CRS before the scheduled date of CRS inspection. In case of any dispute or disagreement over a point /points of Joint Inspection note of SAG Officers, the same will be referred to PCE for his decision, whose decision will be binding and final.
11. For the items listed in Joint inspection of SAG Officers that could not be attended and the points observed in CRS inspection note, a Memorandum of Understanding will be drawn by Dy.CE/Con of the section and Sr.DEN/ DEN of the section showing list of works to be carried out to make the section fit for maximum permissible speed. The residual works will be executed by Open Line/Construction as decided in the MOU, chargeable to construction estimate and adequate funds shall be provided for this purpose by construction. Incase of any disagreement over any point/points in finalization of said Memorandum, the

Eastern Railway

10/247

case will be referred to THOD of the section, whose decision will be binding and final.

12. Construction organization will ensure that all drawings in original and one RTF of each with 4 blue prints such as yard plans, cross section plans, Longitudinal sectional plans, bridge drawings, bridge completion drawings, soil testing reports, RDSO reports etc are handed over to Division before the handing over of assets to Open Line. The Sectional Sr.DEN/ DEN will ensure in writing to THOD that all such drawings, completion report etc have been received from construction Organization before taking over the Construction Assets/section. A copy of the Completion Report of the Project as and when drawn up by the Construction organisation shall be handed over to the Division.
13. With the laying of concrete sleepers, mechanized maintenance becomes the only method of maintenance and necessary equipments for MMU's/Machine maintenance etc. should be provided for in the estimate of doubling, new line and gauge conversion projects by Construction Organization. These equipments should be procured by the Construction Branch and handed over to the Open Line while handing over the section. The scale of such equipments required may be obtained by Dy.CE/CON from THOD before handing over the section.
14. This joint Procedure Order supersedes any other orders issued by this Railway on the same subject.



Chief Administrative Officer/Con
Eastern Railway



Principal Chief Engineer
Eastern Railway