

NOTE:

No. ADRM/INFRA/RNC/STN.INSPN/19

Date: 10/10/2019.

Sub: Station Inspections.

Ref: (i) Meeting held on 05/10/2019 in connection with station inspections.

(ii) Letter No. G.7/PHODs, dtd: 03/10/2019 of Secy. to GM/SER.

As directed vide reference above all the stations of the division including halt stations and intermediate block huts shall be inspected by divisional officers. The items of inspections at stations have been summarised in Annexure (I) which may be followed. The inspections shall be focused primarily on the following areas:

- i) Safety
- ii) Passenger amenities items
- iii) Cleanliness of stations
- iv) Arrangement of adequate supply of drinking water
- v) Arrangement of supply of water for sanitation purpose for cleanliness
- vi) Up-keepment of toilets and their cleanliness.

The following teams of officers of the division shall conduct the inspection as mentioned hereunder :

| Sl. No. | Officers | Section |
|---------|---|---|
| 1 | CMS, Sr.DCM, DEN(East), DEE(OP) | (i) RNC-MURI including RNC & Muri station both (ii) RNC-LAD-TORI excluding TORI station. |
| 2 | Sr.DOM, Sr.DEN(Co), Sr.DEE(G), DFM, ACM | HTE – ORGA including HTE & Orga station both. |
| 3 | ADRM(OP), Sr.DME, Sr. DSTE, Sr.DEE(TRD), ACMS, DPO(I/C) | CNI-MUIR-RMT excluding MURI station. |

One Senior Supervisor of the division shall be responsible for monitoring the station/stations regularly for a period of 30 days starting from tomorrow. The nominated supervisor shall inspect the station in reference to facilities provided for passengers and staff in mind. The nominated supervisor shall be responsible for reporting the general aspects pertaining to stations like :

- (i) Cleanliness
- (ii) Passenger amenities
- (iii) Staff amenities

The list of Senior supervisor nominated for the station is annexed as Annexure (II) which shall be closely monitored by respective Branch Officers and the divisional control.

Apart from above special inspections during the drive of 30 days, the regular technical inspections of each and all the departments pertaining to maintenance and train operations, stipulated technical/safety inspections and joint inspections shall continue to be done as per laid down schedule by nominated supervisors and shall be monitored by division as per schedule.


ADRM (INFRA)/RNC

- Copy to:
- (i) DRM for kind information please.
 - (ii) ADRM(OP) for information.
 - (iii) All BOs for information and necessary action.