

NORTH WESTERN RAILWAY

No. NWR/HQ/Safety/SD/23/25

Headquarter Office
Jaipur
Date 29.08.2025

Safety Drive No. 23/2025

DRMs- AII, BKN, JP & JU.

Sub: Drive No. 12 (FY 2025-26): Availability and Upkeep of Completion Interlocking Plans at Relay Rooms.

Ref: Railway Board's Letter No. 2025/Safety-1/3/9 dated 28.08.2025 (Copy enclosed).

In reference to above letter, a One Month Long Safety Drive is to be launched with effect from 01.09.2025 to 30.09.2025 to ensure the **availability, accuracy, legibility, and proper storage** of approved **Completion Interlocking Plans** in all Relay Rooms. The drive aims to verify that signaling systems are being maintained in accordance with the approved design and that field staff has ready access to the latest plans for reference, fault tracing, and verification.

This safety drive shall cover, **all Relay Rooms** associated with **PI, RRI, SSI, and EI** systems on all divisions across the NWR by involving S&T and Safety departments of divisions and HQ. During the safety drive, officials of concerned departments should pay special emphasis on the following aspects: -

Following checklist is suggested for this drive:

S.N.	Check point	Compliance (Yes/No)	Remarks
1.	Are the approved Completion Plans available in the relay room?		
2.	Are plans up to date with the latest revisions/modifications?		
3.	Are Interlocking Tables (TIAs) available and matched with yard layout?		
4.	Are the plans legible and protected from damage (laminated/filed)?		
5.	Are plans stored in a dedicated file/cabinet, indexed and accessible?		
6.	Are plans duly approved and signed by competent authority?		
7.	Are obsolete or superseded plans marked as 'Cancelled' and stored separately?		
8.	Is station staff aware of the location and importance of these plans?		
9.	Is a record/register maintained for issue/movement of plans (if any)?		
10.	Are emergency contact numbers of signal staff available with the plans?		

The above list is not exhaustive. Division may add any other point they find of relevance. All inspecting officials should submit their filled Performa in the prescribed format. A consolidated report shall be submitted to Board by Divisions (Sr.DSOs) in following format:-

Division	Total No of Relay Rooms	Total No. of Relay Rooms inspected	No of Relay Rooms found Compliant	Major Deficiencies noticed	Corrective actions taken or proposed

Follow up action should include:

- TDC for compliance of deficiencies noted.
- Missing or outdated plans must be brought to the notice of HQ if not addressed.
- Relay Rooms with poor documentation shall be marked for surprise inspections.

Officers of departments from HQ should also be involved. Effective follow-up actions should be taken on all deficiencies and irregularities noticed during the drive. Daily report (Division/station-wise) should be sent to this office by 9.00 am. Sr.DSOs to critically analyze such cases and ensure effective actions are taken as per rule. Action taken should be sent to this office by 03.10.2025.

Compliance of aforesaid drive may please be updated daily on Google form. Link of Google form is given below-

https://docs.google.com/forms/d/e/1FAIpQLSd3b_6xXh-Nzle1uoqbOlaJCA7-_riygVMHvAZKi9zf77e3TQ/viewform


For Pr. Chief Safety Officer
29/08/25

DA- As above

Copy to :- PCSTE/NWR for kind information please.

Secretary to GM for kind information of GM

Secretary to AGM for kind information of AGM

Sr. DSOs- All, BKN, JP, JU- for necessary action and follow up.



भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)



क्र. 2025/संरक्षा-1/3/9

नई दिल्ली, दिनांक: 28.08.2025

महाप्रबंधक,
सभी क्षेत्रीय रेलवे, मेट्रो रेलवे, कोलकाता और
प्रबंध निदेशक, के.आर.सी.एल और डी.एफ.सी.सी.आई.एल.

विषय: Drive No. 12 (FY 2025-26): Availability and Upkeep of Completion Interlocking Plans at Relay Rooms

Zonal Railways are hereby advised to launch a one Month Long Safety Drive starting from 01.09.25 to ensure the **availability, accuracy, legibility, and proper storage** of approved **Completion Interlocking Plans** in all Relay Rooms. The drive aims to verify that signaling systems are being maintained in accordance with the approved design and that field staff has ready access to the latest plans for reference, fault tracing, and verification.

This safety drive shall cover, all **Relay Rooms** associated with **PI, RRI, SSI, and EI** systems on all divisions across the zone.

Following checklist is suggested for this drive:

Sl. No.	Checkpoint	Compliance (Yes/No)	Remarks
1	Are the approved Completion Plans available in the relay room?		
2	Are plans up to date with the latest revisions/modifications?		
3	Are Interlocking Tables (TIAs) available and matched with yard layout?		
4	Are the plans legible and protected from damage (laminated/filed)?		
5	Are plans stored in a dedicated file/cabinet, indexed and accessible?		
6	Are plans duly approved and signed by competent authority?		
7	Are obsolete or superseded plans marked as 'Cancelled' and stored separately?		

14/09/25
28/8/25

8	Is station staff aware of the location and importance of these plans?		
9	Is a record/register maintained for issue/movement of plans (if any)?		
10	Are emergency contact numbers of signal staff available with the plans?		

The above list is not exhaustive. Railways may add any other point they find of relevance. All inspecting officials should submit their filled performa to the Zonal/Divisional Office in the prescribed format. A consolidated report shall be submitted to Board by Zonal Railways (PCSOs) in following format:-

Zone	Total No of Relay Rooms	Total No of Relay Rooms inspected	No of Relay Rooms found Compliant	Major Deficiencies noticed	Corrective actions taken or proposed

Follow up action should include:

- TDC for compliance of deficiencies noted.
- Missing or outdated plans must be brought to the notice of HQ if not addressed.
- Relay Rooms with poor documentation shall be marked for **surprise inspections**.

Officers of departments from HQ should also be involved. Effective follow-up actions should be taken on all deficiencies and irregularities noticed during the drive. Daily report (Division/yard-wise) should be sent to Railway Board by 9.00 am. PCSOs to critically analyze such cases and ensure effective actions are taken as per rule. Action taken should be sent to the Board by **05.10.2025**. Apart from sending hard copy, the report should invariably be uploaded on SMDMS, both in PDF and DOC format and may also be e-mailed at edeesafety@gmail.com and safetyimp46@gmail.com. Performa/format of report to be submitted is enclosed as Annexure.

(Ashok Kumar Nakra)

अशोक कुमार नाकरा

Executive Director/EE/Safety

कार्यकारी निदेशक/ई.ई./संरक्षा