

GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)

S.No. 2

No.E(P&A)II/83/RS-10

RBE No 75/99.
N.Delhi, dated 16 -4-1999.

The General Managers/OSDs/CAOs,
All Indian Railways & Production Units.

Sub : Scheme for filling up the posts of Loco Running Supervisors
(Loco Inspectors and Power Controllers/Crew Controllers).

Ref: Board's letter No.E(P&A)II-83/RS-10(iv) dated 25-11-1992.

As a result of a review of the scheme contained in Board's letter dated 25-11-1992 ibid and as amended/clarified from time to time, Board have decided that the list of duties assigned to Loco Inspectors, as indicated in Para 3 thereof, may be revised as indicated in the attached Annexures 'A' and 'B'.

2. Kindly acknowledge receipt.

Encl: Two

No.E(P&A)II/83/RS-10

Copy to the FA & CAOs, All Indian Railways & Production Units.

N.Delhi, dated 16 -4-1999.

K.J. Abraham
(K.J. Abraham)
Jt. Dir/E(P&A),
Railway Board.

Encl: Two

No.E(P&A)II/83/RS-10

Copy forwarded to the Federations etc.

N.Delhi, dated 16 -4-1999.

K.J. Abraham
(K.J. Abraham)
Jt. Dir/E(P&A),
Railway Board.

Encl: Two

No.E(P&A)II/83/RS-10

Copy (with 40 spares) forwarded to the D.A.I., (Railways), New Delhi.

for Secretary/Railway Board.

N.Delhi, dated 16 -4-1999.

Encl: Two

Copy to : PPSs/PSs/PAs to :- CRB, FC, ME, ML, MM, MT, MS, AM(F), AM(L), AM(ME), AM(S), AM(PU&WT), AM(MS), OSD/Accounts, Secretary, EDE, EDPC-I, EDPC-II, EDE(N), EDE(RRB), EDE(Res), EDE(IR), EDEE(RS), EDME(TR), EDME(W), ED(S&T), ED(S&E), JS(G), JS, DF(E), DPC, JDE(P&A), DE(N), JDPC, JDF(E), JDE(L), JDE(LL), JDE(W), DS(G), US(A), DDE(LR)I, DDE(LR)II, DDE(R)II (with 2 spares).

Branches : Cash-II, Cash-III, Cash-IV, F(E)I, F(E)II, F(E)III, F(E)Spl., Acts-III (with 10 spares) ERB-II ERB-III, E(LR)I, E(LR)II, E(LR)III, E(W), E(NG)I, E(NG)II, E(MPP), E(REP)I, E(REP)II, E(REP)III, E(P&A)I, PC-III, PC-IV, PC-V.

for Financial Commissioner/Railways.

DUTIES OF LOCO INSPECTORS (DIESEL AND STEAM TRACTION)

The duties of Loco Inspectors are summarised as under :-

- (I) Inspection.
- (II) Field work.
- (III) General

(I) INSPECTION :

1. Locomotive foot-plate inspections, for monitoring performance of locomotives and crews including follow-up of observations.
2. Joint Signal Sighting with TIs and SIs of the division as per instructions laid down.
3. Running room inspection.
4. Running Shed inspection including crew booking office.
5. Surprise night inspection as ordered by concerned officers.
6. Check on wastage, spillage, misuse or pilferage of oil/coal.
7. Ensure proper filling up of CTRs by checking books and log sheets.
8. Surprise checks on fuel installation periodically, including installations on other divisions.
9. Keep an eye on the work of the fuel statistical and accounting staff to ensure that accounts are correctly maintained and returns are submitted on due dates.
10. Carry out surprise checks on the incoming and outgoing balance in loco tanks with the respective fuel vouchers.
11. Ensure that proper samples are drawn for laboratory tests as per the procedure laid down.

(II) FIELD WORK (ON LINE) :

1. Carry out load, speed, lube oil, intersection running time, braking distance, load factory trials as and when necessary and trials of engines reporting rough riding, lurching etc.
2. To carry out safety and punctuality drives as and when launched by the division.
3. Checking the performance of engine crews and guiding them in the correct method of handling of locomotive, keeping a watch on punctuality losses of Mail/Express trains on loco account and taking remedial action.
4. Checking of brake power of trains and irregularities connected therewith.
5. Training drivers on main line and ghat sections and educating them in trouble shooting and in dealing with breakdowns and accidents. Plan out in advance and train drivers and other running staff to learn the road and become fully familiar with all the signal, specially auto signalling sections.
6. To report any irregularities noticed affecting safe and efficient working of trains.

7. To carry out examination of engines failed on line and prepare detailed investigation report in co-ordination with maintenance supervisors.
8. Testing of loco running staff in G&SR, engine-manship and break-down tests. To conduct ambush checks in automatic signalling territory to see whether the drivers are following relevant rules in GR&SR books.
9. To accompany and monitor the trains carrying VIPs.
10. Watch the performance of locomotives and crew in comparison with the trip ration fixed and take corrective action by duly analysing the cause for excess consumption. Educate the drivers of observing fuel economy.
11. Any special drives and trials as ordered by headquarters/division.
12. Train running staff about new modifications carried out in diesel loco circuitry which affect sequence and method of trouble shooting.
13. To train drivers of poor calibre allotted to him by giving intensive training on line and in exceptional cases when a person fails to make the grade, submit report to concerned officer.
14. Scrutinise speedometers charts removed from locomotives and report to superiors, if any over speeding of other irregularities are noticed. 100 per cent scrutiny of charts from Mail/Express and Passenger Trains and 25 per cent of charts from goods trains should be carried out.

(III) FIELD WORK (IN SHED) :

1. To follow up attention to repairs on locomotives subsequently in shed after completing foot-plate inspection to improve the performance reliability of locomotive.
2. Co-ordinate with maintenance staff to give proper attention of the safety fitting on the locomotive.
3. Check and eliminate cases of unnecessary detention to engines and crew in loco shed and in traffic yards before and after working trains.
4. Checking up records maintained in crew booking office including breath analyser equipment for proper functioning and usage.
5. Periodic checking of driver's personal equipment and stores.
6. Checking relief train arrangements and its equipments.
7. To associate with training school and ensure the trouble shooting aspects that are taught in the classes are relevant to existing problems. Education of running staff regarding enginemanship - engine failure and break-downs.
8. Control over lubricating oil consumption and the consumption is closely watched and the locos heavy in lube oil consumption are monitored and defects rectified (Diesel Traction).
9. Close contact with power controllers to deal with day to day mechanical and crew problems connected to train operation.
10. Scrutiny of power plan, engine and crew links and time table before and after publication of time table, for their correctness.
11. Periodically check the accuracy of flowmeters, calibration of storage tanks and fuel oil tanks/glowrods of locomotives.
12. Ensure cleaning of loco fuel tanks and storage tanks as per prescribed periodicity.

13. Verification of fuel oil accountal and drain oil accountal.
14. Check on the proper maintenance of documents in connection with tank wagon movements, detention in shed, short excess sample.
15. Supervising the loading and stacking of coal and checking quality of coal.

(IV) GENERAL :

1. Conducting of DAR enquiries and attending any other enquiries ordered by officers.
2. Ensure headquarters/Railway Board's statements pertaining to engine performance, stalling cases are put up to concerned officers in time.
3. Watch over implementation of 10-hour Rule to running staff.
4. Attending meetings, viz., Mechanical, Statistics, Safety, etc.
5. Attend fuel economy meetings in headquarters office and implement headquarters directives/instructions.
6. Fixing of trip rations.
7. To perform any other duties that may be given from time to time by officers of Diesel/Steam Sheds and other officers of the administration.

**DUTIES OF LOCO INSPECTOR
(ELECTRIC TRACTION)**

The duties of Loco Inspector (Electric Traction) are summarised as under :-

(I) INSPECTION :

1. Foot plate inspection during day and night to check abnormalities on line and rectification of the same through concerned departments.
2. Inspection of running room allotted to him regarding facilities available for running staff.
3. To conduct ambush checks in automatic signalling territory to see whether the drivers are following relevant rules as laid down in GR and SR book.
4. Surprise inspection of outpits, crew booking offices, including breath analyser equipment for proper functioning and usage and to check that proper procedures is followed.
5. Inspect locomotives allotted to him particularly in regard to safety items including proper functioning of flasher lights etc. and take necessary action to get the defects attended to by the home or outstation shed as convenient.
6. Check wastage, spillage, misuse or pilferage of lubricating oil/grease etc.
7. Joint checking of emergency telephone sets provided on electric locos with supervisors of S&T Department.
8. Periodic checking of drivers' personal equipment and stores.
9. Ensure proper filling up of CTRS by checking books and log sheets.

(II) FIELD WORK (ON LINE) :

1. Plan out in advance and train drivers and other running staff to 'learn the road' and become fully familiar with all the signal, specially auto-signalling sections and layout of the track, enroute and in yards; test the running staff for their knowledge of road and arrange for issue of competency certificate to them.
2. Train running staff in the correct methods of trouble shooting, correct manner of operation of electric locomotives, inspection of locomotives in accordance with the prescribed instructions and observance of safe working rules. Train running staff about new modifications carried out in electric loco circuitry which affect sequence and method of trouble shooting.
3. Carryout load, speed checks, intersection running time, braking distance, signal visibility checks (joint inspection with S&T Department), riding quality checks of locomotives test staff of other departments as prescribed for their knowledge of rules applicable to operation of electric locos for reporting to Sr. DEE/DEE/AEE(RS-O) if any irregularities are noticed.
4. To conduct vacuum/air brake application test of the new drivers after training.

5. To train drivers of poor calibre allotted to him by giving intensive training on line and in exceptional cases when a person fails to make the grade, submit reports to Sr. DEE(RS-O).
6. Conduct trials for energy conservation, wheel flange lubrications of new stocks, modifications, heavy haul trains with maintenance staff.
7. To improve driving skill of drivers by adopting latest methods of energy conservation.
8. Foot-plating Mail/Express trains to make up lost time (to the maximum permissible limits) lost due to loco defects or other account.
9. Conducting punctuality drives to ensure punctual running of Mail/Express and slow passenger trains and counsel drivers to make up time without violating maximum permissible speed.
10. To arrange issue of competency certificate to running staff for working in automatic signalling sections after giving them one day intensive training and after testing their knowledge.
11. Test check the correctness of the speedometer on the run and arrange for attention to defective speedometer by the shed staff as required.
12. Arrange timely renewal of speedometer charts and sealing of speedometers.
13. Scrutinise speedometers charts removed from locomotives and report to superiors, if any over speeding or other irregularities are noticed. 100 per cent scrutiny of charts from Mail/Express and Passenger trains and 25 per cent of charts from goods trains should be carried out.
14. Escort VIP and other important/special trains.
15. Carry out any special drives and trials as directed by headquarters/division.
16. Maintain records in respect of running staff allotted to his control indicating the training imparted, refresher and promotional courses gone through, knowledge of safety rules, knowledge of trouble shooting procedures etc.
17. Make a review of trouble shooting carried out by each driver and impart necessary guidance if any incorrect procedure or irregularity is brought to light.
18. To associate training school and ensure the trouble shooting aspects that are taught in the classes are relevant to the existing problems; education of running staff regarding locomanship - loco failure and breakdowns.

(III) FIELD WORK (WITH RESPECT TO MAINTENANCE SHEDS) :

1. Monitoring faulty equipment prone to failure and consuming more lubricating oil and their follow up with sheds.
2. To check maintenance aspects of relays (including their proper sealing), contractors, rotating switches and other equipment for proper and trouble free working. Conduct and plan out in advance a drive to check provision of rain water protection and fire prevention measures in electric locos.
3. Co-ordinate with maintenance staff to give proper attention of the safety fittings on the locomotives.
4. Making joint check of loco failures, loco met with accident, brake power of trains losing time etc.

5. Maintain records for the locomotives allotted to him in respect of inspections, defects developing from time to time and report to superiors as required.
6. To conduct/co-ordinate fact-finding enquiries for DAR, investigate cases of accidents involving electric locos, loco failures, train parting, over shooting of signals or breach of block rules.
7. Check and eliminate cases of unnecessary detention to locomotives and crews in loco sheds and in traffic yards before and after working trains.

(IV) GENERAL :

1. To prepare efficient and effective links for Mail/Express trains for electric locos and drivers getting maximum utilisation of assets without violating adjudicator's award. Scrutinise power plan, passenger links, crew links and time table before and after publication of time table for their correctness.
2. Attending electric loco failures, safety and statistics meetings in headquarters/division; issuing guidelines to the drivers for improving reliability, safety and maximum utilisation of locos.
3. Ensure headquarters/Railway Board's statements pertaining to electric locos performance, stalling cases etc. are submitted in time.
4. Watch over implementation of '10 Hour' Rule to running staff.
5. Close contact with Power Controllers/CTLC to deal with day to day electrical and crew problems connected with train operation.
6. Conducting group discussions with running staff for tackling the constraints faced by other staff and finding their solutions.
7. Carry out any other duties assigned by SR.DEE/DEE/AEE(OP).
8. Familiarise himself with competence of the crew under his control and their such habits as may affect their competence.