



पूर्वोत्तर सीमा रेलवे

NORTHEAST FRONTIER RAILWAY

प्रमुख मुख्य विद्युत अभियंता का कार्यालय, मालेगांव, गुवाहाटी - 11

Office of Principal Chief Electrical Engineer, Maligaon, Guwahati - 11

No: EL/M/Circular/1/785

Date: 16.05.2024

Sr.DEE/G/KIR, APDJ, RNY, GHY, LMG & TSK

Sr.DEE/TRD/KIR, ADPJ, RNY, LMG, TSK

Dy.CEE/NBQS, DBWS

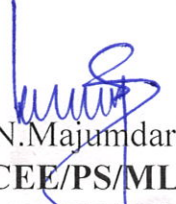
Sub: Joint Procedure order for undertaking digging work in the vicinity of underground Signalling, Electrical & telecommunication cables

Ref: Joint Procedure order dated 08.05.2024 (copy enclosed)

Please find enclosed herewith Joint Procedure Order for undertaking digging work in the vicinity of underground Signalling, Electrical & Telecommunication cables.

All concerned divisions/units are hereby advised for strict compliance of the guidelines as contained in the aforesaid JPO, while carrying out any digging work near to existing Signalling & Telecommunication and Electrical cables.

DA: As above (JPO)


(C.N.Majumdar)
Dy.CEE/PS/MLG
For PCEE/NFR

Copy to:

1. CEGE, CEDE: for kind information please.
2. CEE/Con-I, II & III: for kind information & necessary action please

N. F. RAILWAY

Joint Procedure Order For Undertaking Digging Work In The Vicinity Of

Underground Signalling, Electrical and Telecommunication cables

[As per Railway Board's Telecom Circular No. 09/2023 {letter no. 2021/Tele/5(2)/3-

Part(1)(3425647) dated 12.06.2023}]

Following Joint Procedure Order shall be followed by Engineering, Electrical and S&T (and RailTel Organization wherever such works are being done by them) Officers of the respective Divisions and by the Construction Organization and other executive agencies while carrying out any digging work near to existing Signalling & Telecommunication and Electrical Cables.

1. Divisions, Construction, Project units, Gati Shakti units and all other executive units including agencies doing RE works shall ensure that this JPO should be a part of their Tender Document.

2. Updated Cable route Plan for all types of cable must be made available (block section wise) on web page of intranet website of NFR. S&T Department (and RailTel Organization where they have laid the cables) and Electrical Department shall upload a detailed Cable Route Plan in the intranet website of NFR and the uploading into website to be coordinated by S&T department. All executive units (Construction, Project, RVNL, IRCON, RE, RITES & Gati Shakti Units etc.) shall download the Cable Route Plan of concerned area where digging work is to be done. In this Cable Route Plan, the proposed path of new cables' route should be drawn and should be submitted in duplicate copy to Sr.DSTE, Sr.DEN, Sr.DEE of division for approval of Cable Route Plan.

3. If updated cable route plan is not available, concerned department/executing agency shall get the route surveyed along with open line staff using 'cable route tracer (Scanner/Metal detector)' to identify the existing old functional cables en-route in this section. In case the cables could not be traced then cross drains of 1.5 mtr. depth should be made manually at every 100 mtr. to find the exact location of cables in the presence of S&T/Electrical department representative. Till that time, in such sections no machine digging should be done.

(Sandeep Kumar)
PCEE

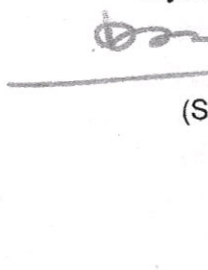
(Sandeep Sharma)
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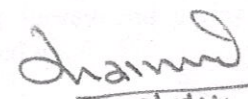
(U. K. Pawar)
PCSTE

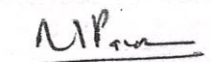
4. Sr.DSTE /Sr.DEE/Sr.DEN shall permit the work in writing along with proposed cable route plan within 07 days of the request by concerned department/executive agencies. Before allowing the contractor to work near the tracks, the work executing agency (like Sr.DSTE/Sr.DEN/Sr.DEE or Dy.CSTE/Dy.CEE/Dy.CE etc.) shall ensure that the permission has been granted to the contractor to work in the vicinity of the cables.
5. Sr.DSTE /Sr.DEE/Sr.DEN shall also keep one copy of permission in S&T control, Engineering Control & Electrical Control.
6. The engineering control shall keep all the information regarding any work being done near the track. S&T and Electrical control shall obtain this information from engineering control. These controls shall coordinate among themselves to ensure that no work is done in the vicinity of the track without proper permission. A record should be jointly maintained by Engineering Control, Electrical control & S&T Control and intimation should be given to field SSE prior to work. With regards to all non divisional personnel working near Railway track, Railway staff (Patrolman, key man, Gate man etc.) should be required to report the same to Engineering Control.
7. JCB/Digging work / HDD boring in the station / block section shall be intimated to their respective controls. S&T control and Electrical control will advise the information to Engineering control.

Section	At KM	Distance from Track	From Time	To Time

8. Cable route/zone identified through cable route tracer or as per approved plans for existing cable shall be marked with lime on site by executing agency, in presence of concerned supervisor of open line before the start of excavation or digging work as per item no. II(2) of annexure-A of ED/Gati Shakti(S&T)/Railway Board letter No. 2022/GS/IR/Cable laying Policy dated 29.03.2023.
9. Executing agency will inform Engineering control, S&T Control & Electrical control at least 2 days in advance of the day of the work.


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 08.05.2024


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10. In case of works being taken up by the State Government, National Highway Authority etc., Divisions shall devise mechanism for shifting the cables or for proper protection of cables before granting permission to work. The estimated cost for the above works must be got deposited by the concerned non-Railway Authority to the Division before such permission is granted.
11. After commissioning of station or complete laying of cables, executing agency will submit the site verified digital integrated cable route plan to Divisions. Digital Integrated Signalling and Telecom Cable route shall be made available online by Sr.DSTEs over Railnet as per item no. I(13) of annexure-A of ED/Gati Shakti(S&T)/Railway Board letter No. 2022/GS/IR/Cable laying Policy dated 29.03.2023.
12. No work should be taken, without the presence of authorized Railway representative.
13. The concerned SSE/P.Way/SSE/Works/SSE/Sig/SSE/Tele/SSE/Electrical (TRD or G)/SSE(Con) or RailTel supervisors supervising the work of the contractor shall ensure that the existing emergency sockets are not damaged due to their importance in providing communication during accident/emergency.
14. For all new works, cable shifting should be a mandatory part of DPR and estimate. No existing cable to be buried under the newly laid track. For ongoing works, Divisions/NFR(Con) shall sanction works for cable shifting if necessary, through contingency/supplementary/revised estimate where provision does not exist.
However, in case Divisions decide not to shift cables (due to any reason) then protection of cable shall be ensured by the Divisions during execution of the work.
15. (i) Penalty to be imposed in case damages to cable is done due to violation of JPO instructions shall be as under x:

Cable Damaged	Penalty per location
Only Quad cable	1.0 Lakh
For each Signalling cable	1.0 Lakh
Only OFC	1.25 Lakh
Both OFC & Quad	1.5 Lakh
Electrical Cable	1.0 Lakh

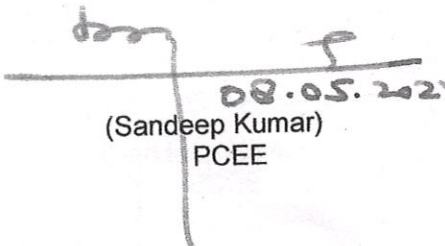
(ii) Cases of cable cut due to wrong marking given by S&T staff in joint survey and cases of abnormal delay in carrying out joint survey and giving marking to be analysed by S&T department and responsibility to be fixed up.

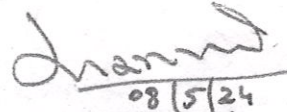
(Sandeep Kumar)
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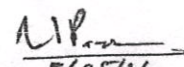
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16. Penalty should be levied on the contractor when they work without permission or resort to careless working without making arrangements for protecting cables and other utilities. For each cable cut, a joint report (Annexure-1) at the level of supervisors should be prepared on the same day and it should become the basis for levying penalty and fixing responsibility (Annexure-II). Joint note should be forwarded by Sr.DSTE/Sr.DEE to the executive in-charge of the work. The executive in-charge of the work should act and decide on the cable cut case within 15 days under information to Sr.DSTE/ Sr.DEE as the case may be. There should be provision of appeal by contractors within one month of notice for levying penalty at ADRM level. Decision of ADRM shall be final and binding upon both parties.
17. When the cable is cut by an agency that was not permitted to execute any work, FIR should be lodged with RPF after joint PO visit by RPF & SSE in case of unauthorized working by a Contractor to take up offence under Railway Act. However, Railways will not lodge FIR with RPF in cases of works being executed by authorized contractors of Railways who have been duly permitted to execute the works.
18. Divisions shall strictly follow and ensure the instructions mentioned in this JPO as well as extant instruction issued by Railway Board for protection of cables while undertaking works in the vicinity of railway tracks in line with this guideline. Divisions/work executing units (i.e. Construction, Project, RE, IRCON, RVNL, RITES, GSU etc.) shall also ensure that such instructions become part of their tender document.
19. For new projects, cables shall be laid as per the approved Plan/General Arrangement Drawing (GAD) in pre-fabricated/ precast ducts close to track on both sides at suitable locations. However, in block section, the duct shall be laid beyond embankment (near Railway boundary) unless unavoidable. The path of the duct shall be kept parallel to the track alignment and any zig-zag path of duct shall be avoided. If laying of cable duct is not possible due to site condition, cables shall preferably be laid by HDD method or as feasible as per item no. I(1, 2 & 10) of annexure-A of ED/Gati Shakti(S&T)/Railway Board letter No. 2022/GS/IR/Cable laying Policy dated 29.03.2023.
20. Provision of cable duct shall invariably be marked in the GAD of Yards, platforms, stations, culverts and bridges as per item no. I(9) of annexure-A of ED/Gati Shakti(S&T)/Railway Board letter No. 2022/GS/IR/Cable laying Policy dated 29.03.2023.


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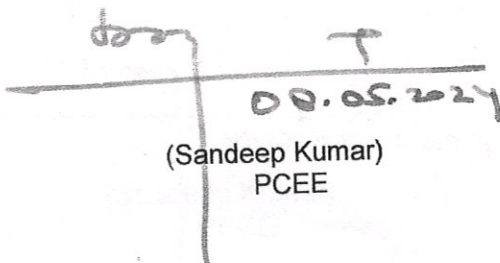

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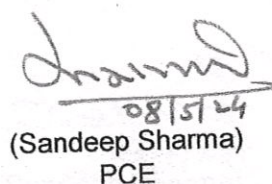

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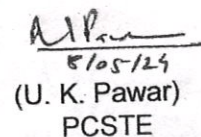
21. For easy identification of Cable routes, following any one procedure shall be adopted
RFID marker or GPS tapes shall be provided along with the cables in duct at regular interval as per requirement and at every diversion as per item no. I [(11(d)) of annexure-A of ED/Gati Shakti(S&T)/Railway Board letter No. 2022/GS/IR/Cable laying Policy dated 29.03.2023.
Where above practice is not in the scope of work, then Cable Route markers made of concrete should be provided above the ground, as per item no. I [(11(f)) of annexure-A of ED/Gati Shakti(S&T)/Railway Board letter No. 2022/GS/IR/Cable laying Policy dated 29.03.2023.
22. Cable at the track crossing and road crossing shall be laid in HDPE pipe or concrete duct as per item no. I [(11(g)) of annexure-A of ED/Gati Shakti(S&T)/Railway Board letter No. 2022/GS/IR/Cable laying Policy dated 29.03.2023.
23. For Video conference of VVIP/VIP program normally instruction issued from HQ/Division not to undertake any earth cutting/ digging activity by Engineering, S&T, Construction, RVNL, IRCON, RITES, GSU etc. department along the Railway track and for patrolling by security staff to curb miscreant activities to avoid cable cut/theft. Divisional security department to ensure patrolling to check miscreant activities along the Railway track during VVIP/VIP video conference program as instructed from concerned department of HQ/Division.
24. Sr.DSTEs/Sr.DEES shall submit monthly position of cable cut and penalty imposed in the following format to concerned department of HQ.

Date of cut	Type of Cable & Nos./ Core of Cable	Time of Cable cut	Time of Restoration	Executing agency	Whether letter issued to executing agency for penalty to the contractor	Whether notice issued to the contractor for penalty	Contractor's name & penalty imposed (amount)	Penalty recovered	Penalty not recoverable & reason thereof

25. Divisions should report each cable cut case to HQ strictly in the following standard formats as Annexure - I and Annexure-II.


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Cable (OFC/Quad/Signalling/Electrical) Cut/Damage Joint Report					Annexure-I	
Division :						
Date :		Fail Time		Put Right Time		
Section :		Sub Section :			KMs :	
Type of Cable Damaged :						
S.No.	Description				Remarks	
1	Name of the working agency [e.g. Openline, RVNL, Railtel, Civil Const., S&T Const., etc.]					
2	Name of Working Agency, if other than Railways [e.g. PHED, PWD, Irrigation etc.]					
3	Whether prior Intimation given by executing unit/Agency to associate S&T / Electrical branch/testroom.				Yes	NO
4	Date of Intimation to S&T / Electrical and to whom					
5	Earth work by Machine or Manual?					
6	Has Railway permitted work on proposed site/sites?				Yes	NO
7	Has S&T/ Electrical department provided/uploaded the cable route plan?				Yes	NO
8	Is the actual cable route was deviated from Cable route plan provided?				Yes	NO
9	Is S&T/ Electrical staff was/were available at site at the time of cut				Yes	NO
10	Depth of the cable					
11	No. of cuts and over all Length of the damaged cable					
12	Whether the cable was in Railway Boundary or outside Rly. Boundary					
13	Who is responsible for cable damage?					
14	Whether FIR Lodged (if railway permission to work not taken)					
15	Photographs of the site/location					
Remarks, if any :						
Signature with Date of In-Charge of Work executing agency				Signature with Date of S&T staff		

(This report shall be submitted within 24 Hrs. of failure positively)

(Sandeep Kumar)
PCEE

(Sandeep Sharma)
PCE

(U. K. Pawar)
PCSTE

S&T/ Electrical Cable Cut/Damage Joint Report				Annexure-II	
Date :		Fail Time		Put Right Time	
Division :					
Section :					
Sub Section / Station :					
KMs. :					
Type of Cable Damaged :					

*Detail of joint report (annexure-I) enclosed.

COMMENTS OF CONCERN B.O. executing the work:

COMMENTS OF Sr.DSTE/ Sr.DEE:

ACTION PROPOSED TO AVOID RECURRENCE:

DECISION of ADRM :

<u>Responsibility:</u>
<u>Penalty to be imposed:</u>
<u>Speaking order:</u>

(This report shall be submitted within 15 Days of failure)

08.05.2024
(Sandeep Kumar)
PCEE

08/5/24
(Sandeep Sharma)
PCE

8/05/24
(U. K. Pawar)
PCSTE