

JOINT PROCEDURE ORDER FOR UNDERTAKING DIGGING WORK IN THE VICINITY OF UNDERGROUND SIGNALLING, ELECTRICAL AND TELECOMMUNICATION CABLES.

A	A number of Engineering works in connection with gauge conversion / doubling / third line are in progress on various railways, which require extensive digging work near the running track, in close vicinity of the working S&T cables carrying vital safety circuits as well as electrical cables feeding the power supply to Cabins, ASM room, RRI Cabin, Intermediate Block Huts (IBH) etc. Similarly, S&T organization under open line on construction units under CAO/C are executing various signaling and telecommunication works requiring digging of earth for laying of cables or casting of foundations for the erection of signal posts etc. RailTel are also executing the work of laying of quad cable and OFC on various Railways as a part of sanctioned works for exclusive use of Railways for carrying voice and data i.e. administrative and control communication, PRS, FOIS etc. or shared by RailTel Corporation of India Ltd. On certain sections digging is also required for laying of electrical cable and casting of foundation for the erection of OHE masts by Electrical Deptt. Generally, these works are executed by contractors employed by these organizations.
B	However, while carrying out these works in the vicinity of working signaling, telecommunication and electrical cables, at times, cable cuts take place due to JCB machines working along the track or during the digging work being done by Contractors carrying out the Civil Engineering Works. Similarly, such cable cuts are also resulting due to works undertaken by S&T or Electrical deptts. Such Cable faults results in the failure of vital signaling and telecommunication circuits.
C	Henceforth, the following joint procedure 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, while carrying out any digging work near to existing signaling & telecommunication and electrical cables, so that the instances of cable cut due to execution of works can be controlled and minimized.
1	S&T Department (and TailTel, where they have laid the cables) & Electrical Deptts. shall provide a detailed cable route plan showing exact location of cable at an interval of 200m or wherever there is change in alignment so that the same is located easily by the Engineering official/contractor. This cable route plans shall be made available to the DSE/DEN or Dy. CE/C as the case may be by Sr.DSTE/DSTE or Sr.DEE/DEE of the divisions or Dy. CSTE/C or Dy.CEE/C within a reasonable time in duplicate. DSE/DEN or Dy.CE/C or Dy.CEE/C within a reasonable time in duplicate. DSE/DEN or Dy.CE/C will send copies to their field unit i.e. AEN/SE/P.Way & Works.
2	Before taking up any digging activity on a particular work by any agency, Sr.DSTE / DSTE or Sr.DEE/DEE of the section shall be approached in writing by the concerned Engg. or S&T or Electrical officer for permitting to undertake the work. After ensuring that the concerned executing agencies, including the contractor have fully understood the S&T and Electrical cable route plan shall permit the work in writing.

3	After getting the permission from S&T or Electrical Deptt. as the case may be, the relevant portion of the cable route plan shall be attached to the letter through which permission is issued to the contractor by concerned Engg. official for commencement of work and ensuring that the contractors have fully understood the cable route plan and precautions to be taken to prevent damage to the underground cables. The contractor shall be asked to study the cable plan and follow it meticulously to ensure that the safety of the cable is not endangered. Such a provision, including any penalty for default, should form part of agreement also. It is advisable that a suitable post of SE (Sig) or SE (Tele) or SE (Elect) shall be created chargeable to the estimates of doubling / Gauge conversion, who can help engg. agencies in the execution of the work. However basic responsibility will be of the Department executing the work and the Contractor.
4	The SE (P.Way) or SE (Works) shall pass on the information to the concerned SE (Sig) or SE (Tele) or SE (Elect) about the works being taken up by the contractors in their sections at least 3 days in advance of the day of the work. In addition Engineering control shall also be informed by SE (P.Way) or SE (Works), which in turn shall pass on the information to the Test Room / Network Operation Centre of RailTel / TPC / Electrical Control.
5	On receiving the above information, SE (Sig) or SE (Tele) or SE (Elect) shall visit the site on or before the date of taking up the work and issue permission to the contractor to commence the work after checking that adequate precautions have been taken to avoid the damage to the cables. The permission shall be granted within 3 days of submission of such requests.
6	The name of the contractor, his contact telephone number, the nature of the work shall be notified in the Engineering Control as soon as the concerned Engg. official issued the letter authorizing commencement of work to the contractor. Test Room be given a copy and Test Room shall collect any further details from the Engineering Control and shall pass it on to S&T / RailTel & Elect. Officials regularly.
7	In case of works being taken up by the State Government, National Highway Authority etc., the details of the permission given i.e. the nature of work, kilometer etc. be given to the Engineering Control including the contract person's number so that the work can be done in a planned manner. The permission letter shall indicate the contact numbers of Test Room / Network Operations Centre of RailTel / TPC/ Elect. Control.
8	Where the nature of the work taken up by the Engineering department is such that the OFC or other S&T cables or Electrical cables is to be shifted and relocated, notice of minimum one week shall be given so that the Division / RailTel / Construction can plan the works properly for shifting. Such shifting works shall, in addition, for security and integrity of the cables, be supervised by S&T supervisors / TailTel supervisors / Electrical Supervisors.
9	The concerned SE(P.Way), SE(Works / SE(Sig) / SE (Tele) SE (Elect) or RailTel supervisors, supervising the work of the contractor shall ensure that the existing emergency sockets are not damaged in view of their importance in providing communication during

	accident / emergency.
10	In case of minor nature of works where shifting of cable is not required, in order to prevent damage to the cable, the Engineering Contractor shall take out the S&T or optical fibre cable or Electrical cable carefully from the trench and place it properly alongside at a safe location before starting the earthwork under the supervision of SE (Sig) or SE (Tele) or SE (Electrical). The cable shall be reburied soon after completion of excavation with proper care including placement of the brick over the cable by the concerned S&T supervisors or Electrical Supervisors. However, the work will be charged to the concerned engineering works.
11	In all the sections where major project are to be taken up / going on RailTel / S&T Deptt. shall deploy their official to take preventive / corrective action at site of work.
12	No new OFC/Quad cable shall be laid close to existing track. It shall be laid close to Railway boundary as per extant instructions i.e. 1.0 m from the Railway boundary to the extent possible to avoid any interference with future works (doubling etc). It shall be ensured in the new works of cable laying that the cable route is properly identified with electronic or Concrete markers. Henceforth, wherever cable laying is planned and before undertaking the laying work, the cable route plan of the same shall be got approved from the concerned Sr. DEN or Dy. CE / Constn. to avoid possible damages in future. Such approvals shall be granted within 07 days of submission of the requests.
13	The works of excavating the trench and laying of the cable should proceed in quick succession, leaving a minimum time between the two activities.
14	Any damage caused to OFC/Quad cable or Electrical cable during execution of the work, necessary debit shall be raised on Engineering Department who shall bear the cost of the corrective action.
15	All types of bonds i.e. rail bond, cross bond and structure bond shall be restored by the Contractor with a view to keep the rail voltage low to ensure safety of personnel.
16	Above joint circular shall be applicable for construction as well as open line organization of Engineering, S&T & Electrical.
17	The S&T cable and Electrical cable route plan should be got approved from the concerned Sr. DSTE / DSTE & Sr. DEE / DEE respectively, before undertaking the work and completion cable route plan should be finalized Block section by Block section as soon the work is completed.