



पूर्वोत्तर रेलवे / N. E. RAILWAY



Office of the
GENERAL MANAGER / S&T
GORAKHPUR

कार्यालय
महाप्रबन्धक/सिग्नल एवं दूरसंचार
गोरखपुर

No. N/553/2/10 (B) Pt. I

Dated: 20.05.2024

**AII PHODs, CAO/Con,
CMD/IRCON, RITES, RVNL,
DRM/ IZN, L.JN, BSB.
CPM/Gati Shakti.**

Sub: - Joint Procedure Order (JPO) – Procedure for undertaking earth work/digging work in the vicinity of Signaling, Electrical & Telecommunication Cables to prevent the damages of underground utilities.

Ref: - (i) Railway Board's Letter No. 2021/Tele/5(2)/3 Pt. I (3425647) dt.12.06.2023.
(ii) Railway Board's letter no. 2023/CE-1/EDCE (G)/Misc. dtd. 18.04.2023

In pursuance of Railway Board guidelines, JPO on Procedure for undertaking earth work/digging work in the vicinity of Signaling, Electrical & Telecommunication Cables to prevent the damages of underground utility, signed by CAO/Con, PCE, PCEE, PCSC & PCSTE/NER has been prepared and issued here by.

In terms of Railway Board's letter vide ref. (i) & (ii), JPO regarding penalties should be included in all the tender documents for works requiring digging works to Railway Signaling, Telecom, Electricals etc. cables so as to bind them for ensuring recoveries from them.

JPO has been enclosed herewith for bringing out to the notice of all concerned and it is requested to instruct the officials executing works under your jurisdiction to implement this JPO in letter and spirit.

Encl./JPO


(Neelabh Mahesh)
CSTE/Planning
20/05/24

North Eastern Railway

NER/S&T JPO No. 01/2024

Sub:- Joint Procedure Order for undertaking Earth Work/Digging work in the vicinity of Signaling, Electrical and Telecommunication Cables etc.

Ref:- Railway Board L.No. 2021/Tele/5(2)/3-Pt-1 (3425647) dated 12.06.2023.

This JPO shall be applicable to Construction Department, Open line, RVNL, IRCON, RITES, RE, State/Central Government Agencies/Organizations, Private Parties working in North Eastern Railway Jurisdiction for Earth work/digging work in the vicinity of Signaling, Electrical & Telecommunication cables. This JPO shall supersede earlier instructions issued (if any) for NER in connection with undertaking Earth Work/Digging work in the vicinity of Signaling, Electrical and Telecommunication Cables etc.

1.0	General
1.1	For all new works, cable shifting should be a mandatory part of DPR and Estimate. For ongoing works, if required, separate work for cable shifting may be sanctioned through contingency/supplementary/revised estimate, where provision does not exist. Cost of shifting of cables may be charged to sanctioned estimate and Executing Agency shall be conveyed charging of the same.
1.2	Necessary utility mapping/ tracing shall be undertaken by Executive Department (Construction, Project, RVNL, IRCON, RE & Gati Shakti units etc) to cater the requirement of project. All cables/utilities coming in way shall be shifted/protected before starting any excavation work.
1.3	Engineering Department in consultation with S&T Department and Electrical Department of concerned Division shall give permission to the State Government Undertakings, National Highway Authority of India etc. for excavation work in the railway area/ near the railway track. In such cases, Executing agency shall approach in writing to Sr. DEN with a copy of application/request to Sr.DSTE and Sr.DEE. Immediately after receiving request from Executing agency, Sr.DSTE and Sr.DEE will conduct survey of the proposed locations of excavation work, if there is a need for cable shifting then its cost will be informed to Sr DEN, and subsequently it shall be communicated to Executing Agency for inclusion of cable shifting cost in their estimate. Thereafter, Sr DEN/C will grant permission to the Executing Agency with the condition that the excavation work should be carried out in the presence of the concerned open

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	line railway staff of the S&T and Electrical Department.
1.4	Contract for utility shifting shall be awarded in advance for the excavation/earth work. The Scope may include shifting/removal of infringements including cables, signals, LC equipment, location boxes etc. and get the shifting done well in advance before start of excavation/earth work.
1.5	In cases, where it has already been decided jointly by Division (Sr.DSTE, Sr.DEE & Sr.DEN with the approval of ADRM) not to shift cables (due to any reasons), then protection of cable shall be ensured by Executing Agency in consultation with nominated representative of SrDSTE/SrDEE.
1.6	Any provision not covered in this JPO shall be decided based on the Telecom Circular 09/2023 issued from Railway Board vide letter under reference.
1.7	It must be ensured that provisions contained in this JPO shall become part of future Tender Documents for such work within one month of issue of this JPO.
2.0	Procedure of permission for undertaking works in vicinity of Earth Work/Digging work in the vicinity of Signalling, Electrical and Telecommunication Cables etc.
2.1	Cable route plan of all types of Cable must be made available block section wise on Railnet by Sr DSTE/Sr DEE (Nodal officer) of the Division. Regular updation of Cable route plan on Railnet must be ensured by Sr DSTE/Sr DEE. Executing agency/Contractor may download these plans from Railnet (www.ner.indianrailways.gov.in > Divisions > S&T) or may obtain from Nodal Officer.
2.2	Executing agency/Official shall approach for permission in writing by submission of request in prescribed format (Annexure-1) to Sr.DSTE/Sr.DEE (Nodal officer) atleast 10 working days in advance. This request shall be communicated through MEMO or App or at designated Mobile number for this purpose.
2.3	On receiving the request of permission from Executing Agency/official, case shall be initially scrutinized for availability of Cable Route Plan. In cases, where cable route plan is not available at Railnet, nodal officers shall arrange to issue detailed cable route plan of requested section/area within 3 working days in pdf, gif etc. or any other agreed format (showing locations of cables at an interval of 200 m for block section or 25 m in

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	<p>format (showing locations of cables at an interval of 200 m for block section or 25 m in station yard or where there is change in alignment) to the Executing Agency/official on e-mail id mentioned in Annexure-I. Nodal officer (Sr.DSTE/Sr.DEE) shall immediately depute competent supervisors for Joint Inspection of the proposed site with Executing officials. Joint inspection shall be invariably completed within 10 days of receipt of request. Nodal Officer shall also communicate to the Executing Agency in regard to Joint inspection along with contact information of deputed Supervisors.</p> <p>In cases, where cable route plan is not available with nodal officer, this should be immediately informed to Executing Agency/official and in such cases Joint inspection shall be done with Executing officials. Joint inspection shall be invariably completed within 10 days of receipt of request for permission.</p> <p>The cable route markers at site, suitable cable route tracer and, if required, by digging of cross trenches/cross pits and provide physical cable marking on the ground may be undertaken for this purpose. Digging of cross trenches/cross pits shall be arranged by the Executing agency. After ascertaining the cable route/alignment, the representatives of Division and Executing Agency shall prepare and sign the joint inspection report.</p>
2.4	<p>Based on the Joint Inspection report, permission request shall be finalised by Nodal officer within 10 working days and must be communicated to Executive Agency/official clearly mentioning the locations requiring supervision by S&T / Electrical supervisors. Also mentioning that other locations will not require any supervision. In absence of any intimation to Executive agency/official within stipulated time limit the permission of excavation/earthwork shall be deemed granted after 10 working days presuming that there are no cables in such stretches. Nodal Officer shall be also advised in writing on 11th working day that no response has been received from Nodal Officer against the request submitted and Executing Agency may start the works. Records of request/application from Executive agency and permission granted by Division shall be maintained by Nodal Officer. No change in working location is permitted without written permission of the nodal officer.</p>
2.5	<p>For doing Engineering work in embankment or station area or Railway boundary, where no excavation (only earth filling) is involved, NOC will be given after Join Inspection of supervisors as mentioned above, within 10 days of receipt of the letter of intention.</p>
2.6	<p>Before allowing contractor for any work (earthwork, trenching, drain work, earthing, Horizontal directional drilling etc) near the track/ in the vicinity of cables, the work Executing Agency (Like Dy CE/Con, Dy CSTE/Con, Dy CEE/Con, Dy CSTE/Proj, Sr DEN/Sr DSTE/ Sr DEE/ RVNL, IRCON, RE / Gati Shakti units, State/Central govt. Agencies, Private Parties etc) shall ensure that the permission had been granted by the</p>

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	Division to the contractor for that stretch.
3.0	Guidelines for Protection of Cables while doing the work in vicinity of Signaling, Electrical and Telecommunication Cables etc.
3.1	<p>Concerned open line S&T/Electrical/P.Way supervisors of the section shall be informed by Executing Agency official for commencement of excavation work at least 3 days in advance and subsequently on everyday in writing the location of the work (through Memo or App or at mobile number designated by nodal officer for this purpose). S&T/Electrical supervisor shall verify the site marking and give a go ahead to executing agency for excavation in consultation with P.Way/Engineering supervisor including deputation of S&T/Electrical supervisor for supervision of the location mentioned in the permission within prescribed period of three days.</p> <p>Records of such request and permissions granted shall also be maintained in the office of Nodal Officer. In case of works where supervision is required Divisional supervisor will invariably arrange to depute a person to supervise the excavation work.</p>
3.2	<p>Engineering control, S&T and Electrical Control shall keep all the information regarding any digging/earth work being done near the track. Engineering, S&T and Electrical control shall exchange the information among them on regular basis and coordinate to ensure that no work is done in the vicinity of the track without proper permission. Executing agency should provide daily information on prescribed proforma as mentioned in Para 3.3</p>
3.3	<p>Daily information proforma</p> <p>1. Date of work. 2. Section. 3. Block section 4. Location 5. Nature of work 6. Contractor 7. Name of supervisor 8. Authorised representative of Contractor</p>
3.4	<p>Normally earth work by contractor is done by mechanized earth moving machineries i.e. JCB Poclain /Spreader etc.. However, if cables are present in the area i.e. Home signal to Home signal territory in station yard, earthwork (digging) to be done manually within 2 m of cable except in following cases:</p> <p>i) Cable has been traced & diverted.</p> <p>ii) Cable has been traced but not diverted in such case earthwork with machine to be done in supervision/presence of S&T and Electrical supervisor.</p> <p>Such cable diversion work shall be done by S&T/Electrical wing of the Executing Agency under supervision of representatives of Nodal Officers.</p>

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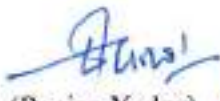
3.5	In case of minor works such as foundation work for Bridges, ROB's, FOB's, RUB work, Drain works etc., the executing Contractor shall be advised to take out the cables (if extra loop length is available) carefully in the presence of supervisors of nodal officers and place it properly alongside at a safe location in separate trench before starting the earth work. Further, till such time these cables are in exposed condition, they will be guarded by executing agency to avoid theft and damage. The time for keeping cables in exposed condition should preferably be limited to one month. Where extra loop length of cable(s) is not available, cables shall have to be shifted by executing agency in close coordination /supervision of open line S&T/Electrical Deptt.
3.6	At each excavation site, Executing Agency shall keep at least one Cable Route Tracer and one Cable Fault Locator to reduce the time taken to locate the fault in case of cable cuts.
3.7	To minimize the adverse impact of cable cuts on safety and punctuality, executing agency shall always keep skilled manpower and materials in readiness for ensuring expeditious restoration of cable cuts under supervision of Divisional officials.
3.8	The concerned SE (P.Way/Works/Sig/Tele/RCIL) supervising the earthwork/excavation work shall ensure that apart from cables, existing emergency sockets are not damaged as emergency sockets are essential for providing communication during accident/emergency.
4.0	Procedure of Imposing Penalty for Cable Cut/Damage Cases
4.1	In case of any cable cut during the working, It will be the responsibility of work Executing Agency to inform concerned S&T/Electrical officials without any delay through concerned supervisor. Executing agency shall extend all possible support by deploying manpower/machines for identifying cable cut location/making pits etc to ensure prompt action and early restoration. Any effort of hiding/running away from the site will be viewed seriously and additional penalty may be levied as per provisions of contract in place under which the work is being carried out.

4.2	<p>Penalty should be levied on the contractor when they worked without permission or resort to careless working without making arrangement for protecting cables and other utilities. Penalty to be imposed for damages to cable shall be as under:</p> <table border="1"> <tr> <th>Type of damaged cable</th><th>Penalty amount per location</th></tr> <tr> <td>Quad cable only/signalling cable</td><td>Rs 1.00 lakh</td></tr> <tr> <td>Only OFC</td><td>Rs. 1.25 lakh</td></tr> <tr> <td>OFC and Quad both</td><td>Rs. 1.50 lakh</td></tr> <tr> <td>Electrical cable</td><td>Rs. 1.00 lakh</td></tr> </table>	Type of damaged cable	Penalty amount per location	Quad cable only/signalling cable	Rs 1.00 lakh	Only OFC	Rs. 1.25 lakh	OFC and Quad both	Rs. 1.50 lakh	Electrical cable	Rs. 1.00 lakh
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OFC and Quad both	Rs. 1.50 lakh										
Electrical cable	Rs. 1.00 lakh										
4.3	<p>Penalty shall not be levied in following cases:</p> <p>(i) Contractor has ensured compliance as per Para 3.0 of this JPO.</p> <p>(ii) Cable Route Plan for the section is not provided.</p>										
4.4	<p>For each cable cut/damage case, a Joint report shall be made in prescribed format (Annexure-II), on the same day by supervisors of concerned departments i.e. open line-S&T/Electrical (as the case may be) and Supervisor of concerned Executing Agency. Concerned Supervisors must ensure that specific remarks/comments about the various issues/items mentioned in Para 4.3 of this JPO are covered in Joint Note. Joint Note shall be the basis of levying penalty and fixing responsibility.</p>										
4.5	<p>Joint report duly signed by concerned supervisors (Engineering, Electrical, S&T and RPF department) in prescribed format (Annexure-II) should be submitted to respective Sr DSTE/Sr.DEE. Joint Note shall be forward by Sr DSTE/Sr.DEE to the Executive in-charge of the work. 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.</p>										
4.6	<p>Within one month of the notice of imposition of penalty, the contractor can appeal against the penalty to the ADRM of the concerned Division for the cases other than the construction unit. For Construction/Project works CE/(Con)/CSTE(Proj)/CEE(Proj) shall be the appellate authority. Decision of ADRM/ CE (Con)/CSTE(Proj)/CEE(Proj) shall be final and binding upon both the parties. The appeal must be disposed of by competent authority preferably within 15 days after receipt of appeal.</p>										
4.7	<p>Necessary debit in this regard shall be raised on the department undertaking the work who shall in turn levy the penalty on the defaulting contractor. The mode of recovery of</p>										

	<p>penalty shall be</p> <p>(a) From latest running bills, in case of working contractor under Railway,</p> <p>(b) In form of demand Draft/Banker's Cheque payable in case of state/Central Govt. agencies and private Parties.</p> <p>The recoveries shall be based on amount mentioned in the Joint report and to be recovered after disposal of appeal by ADRM(For Divisional work) (if any) and for construction work concerned CE/(Con)/ CSTE(Proj)/ CEE(Proj). S&T department shall raise the debits in case of damages to OFC or Quad or Signaling cable and Electrical department shall raise the debits in case of damages to Electrical cable.</p>
4.8	In cases, cable is damaged due to negligence of Railway Supervisor(s), action shall be taken against them by concerned controlling authority.
4.9	Railways will not lodge FIR with RPF ⁱⁿ cases works being executed by authorized contractors of Railways who have been duly ^{by} permitted to execute the works.
4.10	Monthly records of the action taken on the basis of Joint Note for recovery of penalty from the concerned Executing Agency should be kept in the Divisions.



(S. C. Srivastava)
CAO/Con



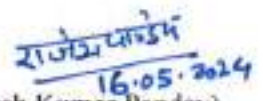
(Ranjan Yadav)
PCE



(Sanjay Singh)
PCEE



(Tarique Ahmad)
PCSC



(Rajesh Kumar Pandey)
PCSTE

Annexure-I

Format for Earth Work/Excavation by executing department (Electrical/Signal & Telecom/Engineering) of Open Line/Construction/RVNL/IRCON/RITES/State/Central Government Agencies/Private Parties etc.

Before commencing work and for extension of program for Earth Work/Excavation

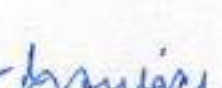
S.N.	Item	Details
1	Name of Work	
2	(a) Contract Agreement No. & date	
	(b) Name of Agency with Address	
	(c) Mobile nos. of executing supervisor & officer in charge of site of executing agency	
	(d) E mail id of executing officer through which communication to be done	
3	Location where earth work/excavation is proposed (sketch/GAD to be enclosed) (km & between stations, line UP/DN) with distance from existing lines and area of the proposed earthwork including shrubs clearing for movement of machine to the proposed work site.	
4	Brief description of nature of work	
5	Duration of work	
6	Proposed date of commencement of work	
7	Whether able to download Cable route plan	Yes/No

Note: Information regarding date of commencement of the work has been intimated in advance with probable duration of the work in each case. For any change of period beyond 15 days, it has to be separately informed to the nodal officer & also acknowledgement to be obtained.

Signature of Sectional Engineer of concerned department


(S. C. Srivastava)
CAO/Con


(Ranjan Yadav)
PCE


(Sanjay Singh)
PCEE


(Tarique Ahmad)
PCSC


(Rajesh Kumar Pandey)
PCSTE


North Eastern Railway Signal and Telecommunication Joint Procedure Order No. 01/2024

Annexure-II

Proforma for cable cut Joint Note (for contractual works)		
S.N.	Description	Remark
1	Division	
2	Station/Block Section	
3	Date/time of cable cut	
4	Location of cable cut (km no.)	
5	Cable type (OFC/Quad/PIJF/Signalling/Electrical)	
6	Emergency socket damaged (Yes/No)	
7	Names of gears affected in cable cut/damaged.	
8	Was the cable within railway boundary? (Yes No)	
9	Whether Employees of Engineering/S&T/Electrical Department were present on the spot. (Yes/No) If Yes, Name & Designation	
10	Cable connection date/time	
11	Time & date of cable rectification. Reason for delay in rectification, if any.	
12	Brief Description of nature of work	
13	By which department the cable was cut/damaged? Name of the executing organization/agency.	
14	Contract No./LOA No. with date	
15	Name of the executing organization/agency on which responsibility for the incident of cable cutting/damage was fixed.	
16	Was prior permission obtained by the executing agency for the excavation work? (Yes/No) If yes, date of obtaining permission. If No, Reason thereof.	
17	Has the Contractor acted negligently without making proper arrangements for cable protection (Yes/No)	
18	Responsibility of Railway Officials	
19	Whether cable cut/damage is due to negligence of Railway Supervisor(s)	
20	Was FIR lodged? (In case of excavation work being done without permission) (Yes/No)	
21	Penalty has been recommended against the executing agency, (Yes/No) If no, reason thereof.	


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(Tarique Ahmad)
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