



Headquarter office,
Churchgate,
Mumbai-400 020.

No. W632/0(OLD) policy correspondence (Comp. No. 113766)

Dt: As signed

Sr.DEN(Co)-MMCT/ BRC/ RTM/ ADI/ RJT/ BVP

Sub:- System of “ दैनिक कार्य निष्पादन अनुमति पत्र ” (Dainik Karya Nishpaadan Anumati Patra) at worksite.

Ref:- 1) PCE Letter No. W632/0(OLD) policy correspondence dated 09.07.2025
2) CTE Letter No. W632/0(OLD) policy correspondence dated 07.02.2025

In continuation to the Safety at Worksite letter vide reference above, it is reiterated that these instructions must be invariably followed to ensure a safe and secure working practice across all worksites.

To ensure that no work is carried out without prior permission, “दैनिक कार्य निष्पादन अनुमति पत्र” system shall be started at worksites where any activity is being done on track or nearby track, which may affect safe running of traffic. The system of exchange of “दैनिक कार्य निष्पादन अनुमति पत्र” at work site between the contractor's representative and concerned Railway representative shall be implemented as follows:

1. “दैनिक कार्य निष्पादन अनुमति पत्र” system along with a record keeping register (Preferably site order book), where slip no, time of handing over and name of contractor's representative shall be mentioned. This Anumati Patra should be issued in a manner similar to the one existing for taking and clearing traffic blocks.
2. The Contractor shall give in writing the names of its authorized supervisor (representative) who shall be designated to sign “दैनिक कार्य निष्पादन अनुमति पत्र” at the site.
3. A competent railway official should be deputed at site (hereby called as railway representative), as per the provisions of the IRPWM, depending on the nature of the work.
4. Before starting the work for the day, a briefing to labours regarding work to be done that day and safety precautions to be taken shall be given by the contractor's representative in the presence of the Railway's representative.

5. Sample copy of “दैनिक कार्य निष्पादन अनुमति पत्र” is given below-

“दैनिक कार्य निष्पादन अनुमति पत्र”		
Date _____	Unique No of page _____	
Name of Agency _____		
Location KM _____	(UP/DN/SL/LL)	
Nature of work to be done _____		
Remarks _____		
Signature of Railway Representative	(Time of handing over)	Signature of contractor representative
Signature of Railway Representative	(Time of taking back)	Signature of contractor representative

6. Work should be carried out by taking due safety precautions under the supervision of the contractor's representative and the Railway's representative.
7. All machinery, material and tools should be shifted at safe distance from track at the time of completion of work.
8. After Completion of work, track parameters (If applicable) should be recorded in register, to be maintained as site register. Railway representative should ensure that the track is fit for safe operation of traffic for required speed.
9. After ensuring compliance of item no. 7 and 8 as mentioned above, “दैनिक कार्य निष्पादन अनुमति पत्र” should be taken back from the contractor's representative. The date and time should be mentioned along with signature.

Divisions are advised to circulate the same and ensure its compliance.

(Sanjay Khare)
CTE, CCG