

No. L.326.OP/CIRCULAR/23

Date: 28.10.2024

Sr. DEE /TRO/BB, BSL, NGP  
Sr. DME/Fr& Op/ BB  
Sr. DME/Op/ PA  
DME (O&C) SUR

**CEE/OP Instruction No. 16/2024****Sub:** Road learning of Loco Running staff.**Ref:** 1. HQ's letter no. L.253. AC.136/B dated 10.04.2023.

2. Rly Bd's letter no. 2024/Elect(TRS)/113/1(Misc) dated 26.06.2024.

3. Correction slip no. 10 to G &amp; SR (Central Railway edition 2020) dated 09.07.2024.

Vide letter mentioned under ref (3), periodicity of Road Learning was revised. Instructions were already issued to divisions vide letter no. L.253. AC.136/B dated 10.04.2023 regarding Road Learning of Loco running staff. To ensure the safe train operation, following instructions should be followed to ensure updated Road Learning knowledge of sections and yards including gradient in section:

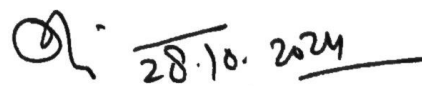
- A) To ensure proper Road Learning of Holiday Special / other coaching trains, following to be ensured:
- All the routes of coaching trains should be mapped in CMS and proper route of that particular coaching train should be selected at the time of issuing Traffic Advice (TA) by Jr.CC, so that LR overdue crew can't be booked to work under any circumstance.
  - In all the lobbies of CR, Sr. CCs will check LR status regularly through CMS and accordingly book crew for LRD to avoid any case of LR lapse.
  - Display of special trains / Holiday specials on notice board on daily basis in all the lobbies of CR depicting correct route of the train.
  - Counseling of crew in all the lobbies that while working special trains/ Holiday specials, they should read notification carefully and note down working route & halts to avoid unusual incidence.
  - On duty Crew Controller will advise the route and halts of special trains/ Holiday specials to crew in all the lobbies of CR.
- B) Road learning should be given as per the Correction slip no. 10 to G & SR (Central Railway edition 2020, Letter no. TR/G&SR/101 dt. 09.07.2024) for those loco running staff, who are new entrants/transferred from one Depot to another Depot/ promoted to higher cadre/officiating in higher cadre (LPG officiating in LPP cadre etc).
- C) System of drawing yard diagrams/sectional layouts by running staff during LRD needs to be followed intensively(Rly Bd.'s letter at ref-2). Their road learning will not be considered completed, till they submit station layout, yard layout, Signal layout especially those signals which are located on right hand side, conflicting signals, signals which are not visible properly due to any reason (Critical signal locations), signals located on gradients etc.
- D) Loco running staff, who drew the layouts, should sign the same before submitting to lobby in-charge/CCCOR. All these records must be countersigned by lobby in-charge/CCCOR and nominated CLIs.
- E) The copy of layout should be available in the form of booklet of individual loco running staff and record of the same should be preserved in the custody of CCCOR/In-charge of crew booking lobby for future reference.

Following instructions should also be taken into account during road learning of Loco Running Staff:

- 1) Whenever newly posted LP/LPS/ALP reports to any Crew Booking Depot, lobby/In-charge/CLI will explain them the working pattern of the concerned lobby and crew beats and the basic and necessary rules.
- 2) Every Loco Running Staff should Sign ON/OFF through CMS during Road Learning.
- 3) At the time of SIGN ON or OFF, during road learning period, CLI who is available at lobby will check the LRD particulars and counsel the staff accordingly. If any irregularities are noticed, CLI will inform concerned Sr.CC or nominated CLI. Any lapses noticed during LRD will be taken seriously.
- 4) During the counseling in-between LRD, CLI will explain the yard layouts and critical location/RHS signals/Conflicting signals and make endorsement in LRD performance book.
- 5) LRD of major yards to be done by foot-by foot survey. All staff should prepare complete sectional diagrams including major yard layouts, critical locations/RHS/conflicting Signals in LRD book.
- 6) LP/ALP working in Coaching/Freight/Other trains should prepare signal diagrams of various stations of main line also, specifically indicating critical locations/RHS/Conflicting signals in LRD book.
- 7) Right hand, extreme right hand side and extreme left hand side signals, section wise list must be available. Various methods to distinguish these signals and identifying their location by some land marking to be developed.
- 8) List of Signals located adjacent to each other must be available with each crew.
- 9) Location of unwired crossover on main line or yard to be made available with Loco Running Staff.
- 10) List of Signals should be provided for each Loco Running Staff, where multiple diversions are available due to which Loco Running Staff may get confused. Emphasis must be given on this during written examination or during oral examination.
- 11) While taking examination, section wise signals to be asked, specially ELHS, RHS & ERHS signals to be highlighted or underlined
- 12) Acknowledgement register should be maintained in all the lobbies, in which the LP/ALP will acknowledge the fact that a new crew is booked with him for that duty.
- 13) **All ALPs to prepare a handwritten list of all signals of the section and must keep the signal location booklet in front of him during the complete working to eliminate any possibility of missing of a signal.**
- 14) **Working and updated Fog Safe Device should be given to all the crew.**
- 15) **Crew should draw station/yard layout periodically.**
- 16) **In Computer Based Counseling system (CBC), quizzes based on LRD, yard simulations should be developed and utilized to enhance the LRD knowledge of crew.**
- 17) Any innovative measures to further improve the LRD knowledge of Loco running staff.

This is to be followed with immediate effect. Compliance of the above instruction may be ensured and report to be submitted in the following format:

1. No. of Supervisors/ CLIs involved.
2. No. of Ambush checks carried out.
3. No. of crew noticed for LR overdue.
4. Action taken for LR overdue.
5. No. of crew counselled (cadre wise).

 28.10.2024

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