

CHAPTER XXVI

INSPECTION

26.1 ANNUAL INSPECTION PROGRAMME

The divisional and extra divisional officers should compile the inspection programme of their respective jurisdiction and send it to the Head Quarter for approval.

26.2 ADHEARENCE TO ANNUAL INSPECTION SCHEDULE

The annual inspection schedule should be strictly adhered to. Any deviation should be reported to the higher authority explaining the circumstances which necessitated the deviation.

26.3 INSPECTION REPORT

Each inspection conducted by the Officers shall be followed by an inspection report. The report should indicate the state of working of the installation, efficiency of the services rendered, any specific problems along with suggestions for the improvement of services.

26.4 SUBMISSION OF INSPECTION REPORT

The inspection report of the Officers should be submitted to the next higher authority. The inspection report should be submitted within one months time.

26.5 MONITORING THE INSPECTION WORK

A watch should be kept on adherence to annual inspection schedule by the concerned divisional and head quarter Officers. For this purpose an inspection register should be maintained indicating the installation inspected, actual date of inspection, date of submission of report.

26.6 COMPLIANCE REPORT

Strict action should be taken to ensure prompt compliance of the points noted in the inspection reports. Such a compliance report should be submitted as a matter of course within one month of inspection and ordinarily all action should be completed within three months time.

26.7 REVIEW OF EARLIER INSPECTIONS

During surprise/scheduled inspections, the progress of compliance of earlier inspection reports should be checked by the inspecting officer. The inspecting officer may carry with him earlier inspection report on similar installation to serve as a guideline.

26.8 LOCATING WEAK POINTS

The inspection should be meaningful and the inspecting officers should cover all points affecting the efficiency of the services and should particularly inspect to locate weak points before they can rise to any failure or complaint.

26.9 ANNUAL SCHEDULE OF INSPECTION

The annual schedule of inspection which shall be conducted by officers are given in Annexure-A.

26.10 QUALITY OF INSPECTION

The report of the inspections carried out by the Officers will be reviewed by the next higher authorities. If it is felt by the reviewing officer that the report is inadequate or inspection has not been carried out properly covering all the important aspects, the reviewing officers will send his comments immediately to the inspecting officers concerned. In extreme cases he may even ask the inspecting officer to carry out the supplementary inspection to cover the remaining points .

26.11 INSPECTION REGISTER

Every installation shall maintain inspection register duly bind and page numbered. This will be kept as important permanent document. All the report of inspections/formal visits will be filed in the inspection book if possible by way of coloured charts. Remarks of any surprise/casual visit will be recorded by the visiting officer on the space in the inspection register. The compliance report of the points noted in the register shall be sent to the inspecting officers for record.

ANNEXURE – A

ANNUAL INSPECTION SCHEDULE OF OFFICERS

SN	ITEM	SR. DSTE(Tele)/DSTE (Tele)/Incharge	DSTE/ASTE
1.	MICROWAVE/UHF NETWORK	25% STNS/YEAR	ALL STATIONS AT LEAST ONCE IN A YEAR
2.	TELEPHONE AND TRUNK EXCHANGES	ALL EXCH. EXCEEDING 400 LINES ONCE IN A YEAR	ALL EXCHANGES ONCE IN A YEAR
3.	CONTROL OFFICE & TEST ROOMS	ALL CONTROL OFFICES QUARTERLY	ALL CONTROL OFFICES ONCE IN A MONTH
4.	PA SYSTEMS AT RLY STATIONS/TRAIN INDICATION BOARDS & CLOCKS	ALL MAJOR STATIONS IN A YEAR	ALL STATIONS ONCE IN A YEAR
5.	OFC/QUAD/RE CABLE SYSTEM a)CABLE ROUTE b)CABLE HUT/REPEATER c)EMERGENCY SOCKETS	ONE INSPECTION IN EACH CONTROL SECTION YEARLY	a) INSPECTION OF COMPLETE CABLE ROUTE ONCE IN A YEAR b) ALL HALF YEARLY c) ALL BLOCK SECTIONS IN A YEAR
6.	REPAIR & MAINTENANCE CENTRES	ONCE IN A YEAR	ONCE IN A YEAR
7.	ACCIDENT RELIEF TRAIN	ONCE IN A YEAR	ONCE IN A QUARTER
8.	OPTICAL FIBRE SYSTEM a)OPTIC FIBRE STNS b)CABLE ROUTE	a)10% OF STATIONS IN A YEAR b) ONE INSPECTION IN EACH CONTROL SECTION	a)ALL STATIONS IN A YEAR b)INSPECTION OF COMPLETE CABLE ROUTE ONCE IN A YEAR
9.	TRAIN RADIO SYSTEM	10% OF INSTALLATIONS IN A YEAR	ALL INSTALLATIONS IN A YEAR
10.	FOOT PLATE INSPECTION OF O/H ALIGNMENT	ONE SECTION QUARTERLY	ALL SECTIONS IN A YEAR
11.	VIDEO SURVILLANCE SYSTEM	ALL MAJOR STATIONS IN A YEAR	ALL STATIONS HALF YEARLY
12.	TELECOM EQUIPMENTS OF DATA NETWORK FOR UTS,PRS,FOIS,RAILNET ETC.	ALL MAJOR STATIONS IN A YEAR	ALL STATIONS HALF YEARLY