

NORTH CENTRAL RAILWAY

Circular No. 02/04/MECH,ALD/C&W

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No: T-Goods/ODC/NCR/03
Dated : 20.9.2004

Headquarters office,
Allahabad

Sub: Joint Procedure Order for movement of Out of Gauge or Over Dimensional Consignments on North Central Railway

In terms of Railway Board's letter no: 2003/TT-IV/20/ODC, dated 18.11.03, original parent Railways i.e. NR & CR will continue to process the cases of *Over Dimensional Consignments* (ODC) for sanctions on the portions of North Central Railway, which were with them prior to creation of new zones, till 31.10.04. With effect from **01.11.04**, all the activities of sanctions of *Over Dimensional Consignments* related to intra /inter Railway movements on the portions of North Central Railway will be exercised by this Railway through the cell for *Over Dimensional Consignments* (hereafter mentioned as ODC Cell) to be set up in the Zonal Head quarter. ***With the present infrastructure, procedure for ODC sanctions is laid down as under which will come into force w.e.f 01.11.04.***

1. General

This procedure should be read in conjunction with extant rules of the G&SR for ODC movement and the Railway Board's instructions issued from time to time. It should be understood by all staff responsible for movement of Oversized Consignments on North Central Railway.

2. Definition

An over dimensional consignment is the one, which when loaded in an ordinary wagon would infringe the standard moving dimensions of the gauge over which it is to move.

- 2.1 **When such a consignment is offered:** every endeavour must be made to bring the load within the prescribed maximum moving dimensions by such expedients as removal of light superstructures, lowering of the load as much as possible so that it is loaded (on packing as may be necessary), removal of large diameter road wheels of Mechanical Transport etc.) When such an action is not feasible and the measurement of consignments exceed maximum moving dimensions, the ***procedure detailed in the following paragraphs should be observed by the Divisions and the Headquarters office:***

- 2.2 As per the extant orders /procedures, the Over Dimensional Consignments are classified into the following three categories namely "A", "B" and "C".

Class 'A' : Permitted out of gauge loads:

The loads which **exceed** the maximum moving dimensions but do not infringe any fixed structure on the route by a ***net clearance of 150mm*** and above and a ***gross clearance of 230mm*** and above.

Class 'B': Exceptional out of gauge loads:

The loads, which exceed the maximum moving dimensions but do ***not infringe*** any fixed structure on the route by a net clearance of not less than 75mm but not more than 150mm corresponding to a gross clearance of not less than 150mm but not more than 230mm.

Class 'C': Extra-ordinary out of gauge loads:

The loads which **exceed** the maximum moving dimensions **and infringe** the fixed structure on the route by a net clearance of less than 75mm and a gross clearance of less than 150mm.

3 COMPOSITION/INFRASTRUCTURE OF ODC CELL IN HQ/North Central Railway-

Operating department will be the nodal department for processing the ODC cases for sanctions etc. in the HQ through ODC cell. The set up of the ODC cell in the HQ will be as follows:

- (i) ODC cell will function in the HQ control office under the supervision of Operating Officer nominated by COM; and will be manned by a Traffic supervisor nominated by the Operating Department, who will be assisted by suitable strength of clerical staff to manage the file work, and by the following nominated officials of other Departments.
 - a. SSE/SE/JE/Mech (C&W) nominated by Mechanical Department on part time/full time basis (hence forth to be referred to as nominated HQ Mechanical supervisor).
 - b. SSE/SE/JE/Engg.(Drg.) nominated by Engineering Department on part time/ full time basis (hence forth to be referred to as nominated HQ Engg. supervisor).

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- (ii) Adequate communication facilities like Railway & BSNL phones shall be provided to the ODC cell and the nominated officials assisting the ODC cell.
 - (iii) The nominated officials assisting the ODC cell shall be provided with access to the following documents, which will be kept updated by the concerned Departments:
 - a. Updated ODC profile booklets covering all the routes of the NCR, updated every year, by the office of the Chief Engineer/ Planning, to be kept with nominated HQ Engg. Supervisor t.
 - b. Wagon diagram booklets of all types of wagons by the office of the Chief Rolling Stock Engineer to be kept with nominated HQ Mechanical supervisor.
 - c. Details of clearances with respect to the fixed structures of OHE by the office of CEDE, to be kept with nominated HQ Engg. Supervisor.
 - d. Details of clearances with respect to the fixed structures of S&T by the office of CSE to be kept with the nominated HQ Engg. Supervisor.
 - (iv) For each application /message for the ODC sanction, a separate file with unique ID No. shall be opened by Traffic Supervisor of the ODC cell, who shall be responsible for upkeep and record of these files."

4 Prerequisites for processing ODC Cases in the Head quarter:

- 4.1 Each division shall send **upto date roll diagrams** showing the moving dimensions on the division **by 30th September** of every year **to** the office of Chief Engineer/Planning who **will maintain and update the ODC profiles**.

Clearance of OHE structures (height of contact wires, horizontal distance of OHE columns etc.) shall be submitted by the Traction Branch of the division by 30th September of every year to the CEE's office with a copy to CE/Plg's office. Thereafter, the CE/PL office will **revise** the roll diagrams whenever the clearances etc. are affected due to raising of track , construction of new structures and alteration of the existing structures etc.

Similarly, **clearances** with respect to structures of **S&T** will be submitted by S & T Branch of Divisions by 30th September of every year to the office of CSTE with copy to Chief Engineer/Plg.

Each division will ensure that during the course of the year, if there is any alteration in clearances, the same will be advised to CEE's, CSTE's and CE's office immediately for incorporation in the roll diagrams.

***N.B** - CME, PCE, CEE & CSTE shall nominate competent officers & staff assigned with the task of ODC processing in their respective branches.*

4.2 Construction Organization shall submit to office of the Chief Engineer/Planning., the Roll Diagrams showing proposed clearances, before taking up any work in hand likely to affect the moving dimensions.

4.3 While undertaking any constructions work, such as extension of existing platforms, construction of new platform, shelters, road over bridges, OHE structures, S& T structures etc, whether by Open line or Construction Organization, **it must be ensured that the clearances as shown in the Roll Diagrams are not lowered without prior approval of the Chief Engineer/Planning.**

5. **Procedure for processing ODC cases for movement on NCR:-**

5.1 ***Request for movement of "over dimensional consignments" on N.C. Rly.***

On receipt of an over dimensional consignment offering at a station, the Station Master concerned shall advise the Sr. Divisional Operating Manager and the office of the Chief Operating Manager by FAX/FOIS furnishing the following particulars:-

- (i) The exact measurements and weight both in figures and words.
- (ii) Stations from and to.
- (iii) The route via which it is to be moved.

A confirmation copy of the above message accompanied by a fully dimensioned sketch of the consignment, in duplicate (to be obtained from

the consignor), should be sent by the Station Master by registered post, addressed to:-

Chief Operations Manager
North Central Railway
Headquarters Office,
Allahabad.

5.2 Processing of request for ODC loading in Head Quarter's office

On receipt of this information the Traffic Supervisor attached to the ODC cell shall promptly take action and open a case file for the purpose and get remarks of the nominated HQ Mechanical supervisor who will indicate if any additional papers/ remarks are required and indicate the type of wagons into which the consignment should be loaded and whether any effort should be made to confine the size of the consignment to any particular maximum dimensions. The Traffic supervisor will convey this information to the station concerned on the same day, with a copy addressed to the Sr.DOM of the originating Division.

5.3 In case the consignment is a repeat consignment the steps at paras 5.1 & 5.2 may be skipped & action taken straight as per para 5.4 onwards.

5.4 Loading of Consignment

On receipt of Headquarters' advise Sr. DOM should immediately arrange for the required wagon and the crane. On arrival of these, the Station Master should arrange to load the consignment and securely fasten the same to the wagon. After loading, the Station Master should advise the C&W Supervisor of the Section to accurately measure the over-all dimensions of the consignment including packing and lashing etc. An accurately worded message giving dimensions, both in words and figures, will then be issued by the Station Master to the Sr.DOM with a copy to office of COM for seeking permission for movement of ODC. The message shall be sent by the loading Division to the Headquarter control, through Fax and FOIS as well. This will be followed by a confirmation copy to COM/CFTM. The following particulars must be available in the message and in the confirmation copy in respect of the oversized consignment .

- (i) Length of consignment
- (ii) Height of consignment at top, center and sides
- (iii) Width of the consignment at top and bottom
- (iv) Weight of the consignment
- (v) Booking station
- (vi) Destination station

- (vii) The route by which the consignment is to be booked
- (viii) A sketch of the overall dimensions (End and Front elevation with complete dimensions, viz., length, width, height and weight) should be sent in duplicate, duly signed by the Station Master & the C&W Supervisor of the Section

5.5 Processing of ODC Sanction in Head Quarters' office

On receipt of the above message, seeking permission for movement of ODC, the Traffic supervisor in the ODC cell shall open a separate case file for each application/message bearing unique ID no. (to avoid hold up of the other cases) or if already opened as at 5.2 above, update the same.

In the case file, a legible copy of the message in duplicate shall be delivered by the Traffic supervisor in the ODC cell to the nominated HQ Mechanical Supervisor who shall then arrange to make a final check of the dimensions/other relevant information and make necessary endorsement on the case file and return the same to the Traffic supervisor in the ODC cell, who will then hand over the file to the nominated HQ Engg. supervisor.

Nominated HQ Engg. supervisor will check the clearances in reference to Engg., Electrical & S&T fixed structures over the entire route from the originating station to the destination station and determine the feasibility of movement of the ODC on the route, and ascertain alternative ~~the~~ suitable route for movements, and endorse the class of ODC 'A', 'B' or 'C' and the conditions to be observed on the file and return the same to the Traffic Supervisor in the ODC cell.

The Traffic Supervisor in the ODC cell will then have the route and the class of ODC and the condition to be observed noted and counter signed by the nominated Headquarter Mechanical Supervisor and if required also by the Electrical and S&T Supervisors and put up the same to the nominated Operating Officer for approval.

5.6 The nominated Operating Officer will then send the file to the nominated Mechanical and Engg. Officers (to be nominated by CRSE and CE/Plg.) for their scrutiny and approval, after which the classification will be treated as final.

5.7 After approval of classification of ODC and determination of route, the Traffic supervisor in the ODC cell will put up the case file to the nominated Operating officer for necessary action to process the case, depending upon the class of ODC, as defined in paras below."

6.

6.1 "A" Class ODC sanction with defined route will be processed for intra/inter Railway movements by the ODC Cell. The sanction for consignment of "A" class ODC after being certified as in paras 5.6 & 5.7 will be straight away accorded by the nominated Operating officer incharge of ODC cell, for issue.

6.2 "B" class ODC cases, without delay on the same day, shall be put up to the Chief Engineer/Planning by ODC cell through the nominated Operating Officer and the CFTM and sanction for the same can be accorded by Chief Engineer/Planning.

6.3

6.3.1 'C' Class ODC Cases shall be put up to Chief Track Engineer through nominated operating officer and CFTM for processing applications for CRS sanction.

6.3.2 Cases of 'C' class ODC shall invariably be sent to the Commissioner Railway Safety/North Eastern Circle/Lucknow by the Chief Track Engineer for sanction as soon as the class of ODC is confirmed by the respective offices of Mechanical, Civil Engineering, Electrical/TRD and the S&T Branches.

6.3.3 The sanction, so obtained for 'C' Class ODC shall be communicated by the office of the Principal Chief Engineer to the Chief Operations Manager for further transmission to the concerned Division / Railway by the Incharge ODC cell.

In each case, sanction will specify the speed restrictions to be observed, the track and structures to be avoided, lowering of track, lifting of overhead electrical equipment, switching off the power supply etc, as necessary.

On having received the final sanction/message from concerned Railways or from within the North Central Railway, as the case may be, ODC Cell Incharge in the COM's office will convey the sanction to the divisions concerned and the division concerned shall issue message to the concerned officials accordingly and in addition, will send confirmation copies to this effect and obtain acknowledgements. In case the movement over a particular division is through the locations where restrictive unavoidable structures of overhead equipments are located, particulars of such locations will be mentioned in the message being issued by the HQs in detail for necessary precautions to be observed. The message conveying sanction for 'A' class ODC shall also indicate the fixed structures where the speed is to be restricted to 30 Kmph.

1. If acknowledgement is not received at any time from any of the concerned official, it shall be the duty of the Divisional Control Office to obtain it on telephone and record it in the Control Diary to ensure that the concerned staff are aware of the conditions of movements and their respective duties.

7.2 Only final sanctions from the HQs as above with route and precautions as conveyed to the loading Division/Railway will constitute the final authority for division/Railway to move the ODC wagon. In no case and under no circumstances movement on provisional sanction can be undertaken.

Change of route or diversion in any situation, will require fresh sanction for the untravelled portion and will be processed accordingly as per class of the ODC.

8. Similar procedure as in paras 5, and 7 and sub-paras their under will be adopted while according sanction to other Railways for movement of ODC destined to North Central Railway of via.

9. Every possible endeavor shall be made by all the concerned branches to expedite steps concerning them for the sanction of ODC for speedy movements.

10. Movement of Over Dimensional Consignment booked on North Central Railway to other railways -

- 10.1 The concerned Station/Division will furnish the particulars as indicated in para foregone above to the ODC Cell of HQ Control office. The Station Master will send four copies of a fully dimensioned sketch of the Over Dimensioned Consignment as obtained from the consigner.

- 10.2 On receipt of this message action will be taken by ODC Cell Incharge as mentioned earlier.

- 10.3 As soon as it is decided to accept the oversized consignment, the other Railways concerned over which it will move will be addressed by COM Office to examine the same and communicate their provisional sanction. The concerned division may load the consignments only when the provisional sanction has been communicated by the COM's office of this Railway.

10.4 After loading the consignment, the SSE(C&W) of the section as nominated will register the measurements as indicated in para 5.2 above and advise the Station Master concerned of the various overall dimensions including packing and lashing etc., as loaded in wagon, who in turn will transmit the information to Sr.DOM and ODC cell in Headquarter followed by a confirmation copy to be sent by Registered post addressed to COM as above.

10.5 HQ ODC Cell in the COM's office will simultaneously arrange to advise the COMs of other Railways, full dimension of the consignment, as loaded in wagon and relevant details for issue of necessary final sanction for movement.

11. Procedure for Movement of Over Dimensional Consignments.

11.1 'A' class ODC are permitted to run at sectional speed upto which train carrying four wheelers are permitted to run on the section subject to any Engineering speed restrictions imposed or may be imposed from time to time with the provision that the speed being limited to **30kmph** in the vicinity of fixed structures having gross clearances of less than 380mm (15") but more than 150mm (6") on BG system both by day and night.

11.2 'B' class ODC are permitted to move during night time also subject to the wagon being accompanied by TI, SSE/C&W, SSE/P.Way & SSE/TRD (where specified) to ensure that loads do not get shifted from original position on specified speed during day and night.

(i) Senior most escorting official shall be provided with the details (Name, kilometrage, diagram etc.) of all those structures from which the net clearances is less than 150mm (6").

(ii) The senior most escorting official would be made responsible to ensure that the consignment does not get shifted from its position enroute.

(iii) At the approach of each of the structures, where the net clearance is less than 150 mm (6') the train would be stopped and the consignment checked to see that there has been no shifting. For this purpose, 5 cell flasher light torch shall be provided to the Senior most escorting official.

(iv) The train would be required to pass all such structures **at dead slow speed.**

11.3 'C' class consignment: Speed restriction as indicated below shall be observed:

(i) While passing structures, which afford a net clearance of less than **75 mm** but more than 'Nil' a speed of **10 kmph** shall be observed.

(ii) While passing structures, which afford a net clearance of 'Nil' a speed restriction of **Stop and proceed as dead slow speed shall be observed.**

(iii) No sanction for movement of Over Dimensional Consignment shall be given if the "gross" clearance between the consignment and the unavoidable structures is less than **75 mm.**

SE/C&W/P-Way/TRD & TI of the section concerned shall accompany the consignment to ensure that the load does not get shifted or assume unsafe situation from its original position.

(iv) Such consignments will be allowed to move only during daytime as a special train. When an Over Dimensional Consignment is received from another Railway at the interchange yard, the SSE/C&W/P-Way/TRD and TI or the Yard Master must jointly measure, the consignment and verify that the measurements as notified in the ODC sanction, are correct.

When the consignment reaches the yard immediately preceding the section, where the unavoidable structure or the over head equipment with lesser clearance is located, the consignment shall again be jointly measured as above.

12. General Instructions applicable to all over dimensional consignment / loads

(a) All over dimensional loads should move on the route selected by the Railways concerned.

(b) The dimensions of the over dimensional loads (if not escorted) both as regards to its distance from centre line of the wagon and its height above the floor of the wagon and rail level should be checked by each SSE/SE (C&W) at his headquarters stations throughout the route over which the load travels. For this the station master/yard master concerned shall send necessary advise well in time to the SSE/SE/C&W.

(c) Loco yards, goods sheds and transhipment platform sheds should be avoided for transport" over dimensional loads. This does not prohibit the use of portions of the line adjacent to the goods shed and transhipment platform sheds which are not directly in front of such sheds, which can be approached without running the consignment in front of the shed.

(d) When the width of the consignment is in excess of 10'6" when loaded in a truck and a height less than 4'0" from rail level, such consignments should be unloaded short of the goods platform at the destination.

(e) If the overall width of an 'out of gauge' load exceeds 5'6" from the centre line of the truck, platform edges must be kept clear of passengers and their luggage during transport.

(f) Over Dimensional loads having 0'-9" (225 mm) or more gross clearance from structures horizontally and vertically after making allowance for curvature, super elevation etc. can move during the day and night.

(h) Shunting of trains with ODC loads should be avoided as far as possible and arrangements will be made for inspection of the load by an experienced SSE/C&W at the station enroute where shunting becomes necessary, in addition to the check by the SSE/C&W in terms of para (b) above.

(i) The articles shall be securely fastened to the vehicles or bolsters in vehicles on which they rest in such a manner that they cannot shift from position. However, if any shifting still takes place, the consignment must be brought to the proper place and position and fastened securely before allowed to proceed further.

(j) If the articles/consignment rest on more than one vehicle, they shall rest on not more than two points, one in one vehicle and one in another with suitable bolster arrangements provided to enable the vehicles to pass freely over curves on the line. Other vehicles may, if necessary, can be interposed, beyond those on which the articles rest, but the articles, under any conditions, must not touch or fastened to any part of any interposed wagon.

(k) Over Dimensional loads should move by through trains and not by shunting train, as far as possible.

(l) Due to restrictions on night running or for any other reason, over dimensional load, if detached from any train at any station, the staff responsible for stabling the load will ensure proper securing etc. to avoid rolling / mishaps.

(m) Trains carrying 'B' or 'C' class ODCs on double line section must not be allowed to cross each other in the block section.

13. Movement of ODCs over Electrified section:

The following precautions must be observed for transport of ODCs in the electrified sections :

1. Movement of ODC shall be undertaken only after sanction of competent authority has been obtained.
2. In all cases where ODC is to be moved, staff accompanying the ODC shall remember that the OHE is 'live' except when a power block has been obtained from the Traction Power Controller. Even when al

power block has been obtained, all lines other than those for which the power block has been granted are to be treated as 'live' at 25 KV.

3. The following are the prescribed clearances from contact wire for the passage of ODCs through electrified sections and the special speed restrictions required.
 - a) Special speed restrictions are not required when the gross clearance from contact wire or any live part is more than 390 mm.
 - b) Speed must be restricted to 15 kmph. when the clearance from contact wire or any live part is between 390 mm and 340 mm.
 - c) Speed must be restricted to 15 km/h and power to OHE must be switched off when the clearance from the contact wire or any live part is less than 340 mm.
4. No consignment with less than 100 mm clearance from the overhead contact wire or any live part will be permitted in a 25 KV electrified section even with the traction power in 'OFF' position.
5. A representative of the SSE/SE of Elect. Deptt. in charge of the section over which the ODC is scheduled to be moved over should accompany all ODCs of the category having clearances as specified in items 3 (b) and 3 (c) of item (3) above, to supervise safe movement of the ODC at locations where clearance from the contact wire is critical.
6. A representative of the SSE/SE of Elect. Deptt. in charge of the section over which the ODC is scheduled to be moved over should also accompany ODCs having width more than 1981 mm for BG (and 1910 mm for MG) from centre line of track on all electrified sections.
7. Section Controller and Traction Power Controller must coordinate while an ODC moves in electrified section in order to ensure that OHE masts are not damaged at locations where the clearance is critical.
8. A list of structures where the clearances are restricted in the electrified section and also the clearance available under the over bridges should be with the Section Controller and TPCs.

To facilitate checking of clearance from the Contact wire for over dimensioned consignments, the Operating and Engineering branches at the Divisional and Headquarter level should have with them up to date charts showing location of the minimum height of contact wire and clearances of OHE structures in the electrified section. The Operating Department may permit movement of ODCs on the basis of clearance checked with the help of the above-mentioned charts subject to the stipulated speed restrictions. However, when sanction of CRS is required to be obtained for movement of any particular ODC over electrified section, a specific reference should be made to CEE for his clearance.

Procedure for Movement of unusual Consignments:

Unusual Consignments are those, which are required to be moved in specially manufactured rolling stock or those, which cannot be moved without alteration to the rolling stock and/or removal of fixed structures on the section or sections concerned. Such cases shall be dealt with separately for movement of the consignment and instructions contained in the sanction communicated should be scrupulously followed in each case.

15. All officials concerned with the movement of over dimensional consignments shall thoroughly acquaint themselves with contents of this Procedure Order and they shall be held responsible for compliance of the rules that concern them.

The sanctions issued for the movement of ODCs shall be valid for a period of **six months**, from the date of issue.


(GIRISH CHANDRA)
COM


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PCE


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