

CHAPTER IV

WORKING OF TRAIN GENERALLY

A. Timings and Running of trains

4.01. Standard time - The working of trains between Stations be regulated by the station time prescribed by the Government of India. Which shall be transmitted daily to all principal stations of the railway at 16.00 hours in the manner prescribed.

SR. 4.01.01. - Checking of time by Section controller.

(a) On receipt of correct standard the time daily at 14.10 hour from the telecommunication Inspector of each Divisional Test Room the chief Controller or in his absence, the Deputy Chief Controller of each Divisional Control Office shall check the time of the Divisional Control office he shall then use common ring to communicate at 16.00 hour it all the Section Controller. He shall also transmit the correct time to other Sub/Area control office in the same division.

(b) The Section controller shall then ring up the stations under his control and transmit the time.

(c) Each Control Office Sub/Area Control office and the stations will then put up a notice under their clock showing the number of minutes it is fast or slow but the clock shall not be altered. Necessary entries should also be made the Time Register.

SR. 4.01.02 - The Station Master are also responsible for ensuring the correct standard time is maintained and they should ascertain the same from section Controller at 16.00 hours.

SR. 4.01.03. - In case of non-controlled section the station master of the controlling station shall on receipt of the correct time in the manner as prescribed in sub-rule (b) of rule 4.01.01. transmit the time to all stations on the sections on through wire and each station master shall take action in terms of sub rule (c) of rule 4.01.01.

4.02. Adherence to advertised time- No passenger train or mixed train shall be despatched from a station before the advertised time.

SR. 4.02.01. Punctuality of train -

Loco pilots/Motormen must be on the alert and ready to start their trains immediately they have received the Guard's signal and have satisfied them selves that the correct departure signals. If any have taken 'off' and is in receipt of correct "Authority to proceed " but no trains carrying Passengers must be allowed to start before the departure time notified in the public time table.

4.03. Setting watch. - Before a train starts from a terminal or crew - changing station the Guard shall set his watch by the station clock or the clock at the authorised place of reporting for duty and communicate the time to the Loco Pilot who shall set his watch accordingly.

4.04. Time of attendance for train crew. - Every Guard, Loco pilot Assistant Loco pilot shall be in attendance for duty at such place and at such time as may be prescribed by special instructions.

SR 4.04.01.- Every Guard, Loco pilot, Brakeman , Assistant Loco pilot shall report for duty at such place as a may be ordered by the Divisional Railway Manager or by an officer on his behalf.

SR 4.04.02.- (a) Every Guard/Brakeman of passenger train shall be in attendance 30 mts. before the scheduled departure and 30 mts. after the arrival of the train.

(b) For trains other than passenger the Guard/brakeman shall in attendance in accordance with instructions issued by the Divisional Railway Manager.

SR 4.04.03.- Engine Attendance.-

(a) Every Loco pilot and Assistant Loco pilot shall "Sign on" at such time in advance of the starting time of their trains, as the Divisional Railway Manager will notify. In the calculation of the time required, the following shall be allowed for: -

(i) 45 minutes for multiple Unit Electric Engine and 30 minutes for Diesel, single Unit Electric Engine, EMU and MEMU for examining and taking over the Engine in the shed after "Signing on" duty.

(ii) Time as may be required for the journey between the shed/Lobby and the train departure point.

They shall also remain with their Engines on arrival at the shed for the purpose of examining their engine, booking repairs etc, as follows :-

(i) 15 minutes for diesel, Single Unit Engine, EMU and MEMU.

(ii) 30 minutes for Multiple Unit Electric Engines.

(b) In case of Multiple Unit/Single Unit yard pooling trains or Yard Pooling Engine, every Loco pilot and Assistant Loco pilot shall 'sign on' at such time in advance of the scheduled departure time of trains, as the Divisional Railway Manager will fix.

4.05. Proper running line - The Loco pilot shall take his train along the proper running line.

4.06. Direction of Running -

(1) On a double line, every train shall run on the left hand line unless otherwise prescribed by special instruction.

(2) If there are two or more parallel line, the direction in which trains are to run on each line shall be prescribed by special instructions.

SR 4.06.01.- (a) If there are two or more parallel line (two single lines or tri-lines) between two stations. The direction in which trains are to run on each line shall be given in the Station working Rules.

(b) On a double line section if an accident obstruction precludes the use of one line trains may run in accordance with the instruction contained in SR 6.02.01 and 6.02.06.

4.07. Supply of Working Time Table and Schedule of Standard Dimensions.

(1) A copy of the Working Time Table for the time being in force shall be supplied to each station. Guard, Loco pilot, Inspector of way or Works and any other railway servant requiring the use of the Working Time Table during the course of his duties.

(2) A copy of the Working Time Table shall be supplied to the Commissioner of Railway Safety.

(3) A copy of the Schedule of Standard Dimensions for the time being in force shall be supplied to each Inspector of Way or Works and train Examiner.

SR 4.07.01. - A copy of Working time table and Appendices, if any, shall also be supplied to each SSE/SE(C&W, Traction,S&T) loco and Driving Inspector and Divisional Transportation Inspector.

B. Speed of Trains

4.08. Limits of Speed Generally -

(1) (a) Every train shall be run on each section of the railway with the limits of speed sanctioned for that section by approved special instructions.

(b) The Sectional speed sanctioned and permanent speed restrictions shall be shown in the working Time Table.

(c) The Loco pilot shall observe the sanctioned section speed except when either one speedometer in case of electric loco or two speedometers in case of other locomotives are defective. In such cases of defective speedometers both the maximum permissible and booked speed of coaching trains shall be reduced ten per cent from the speed and otherwise permissible.

(2) The Loco pilot Shall -

(a) Regulate and control the running of the train according to the Working Time Table so as to avoid either excessive speed or loss of time and

(b) Not make up between any two stations more time than is allowed in this behalf in the working time table, and shall also observe all speed restrictions.

(3) When it is necessary to indicate to the Loco Pilot where trains are run at restricted speed or where trains have to come to a stop due to the line being under repairs or due to any other obstruction action shall be taken as specified in Rule 15.09.

SR 4.08.01.- No Locomotive shall be turned out from the shed with deficient or defective speedometer in case the speedometer becomes defective enroute the Loco pilot shall work the train at speed 10% less than the permissible speed by estimating the speed with the help of his watch, K.M. posts & Inter section running time given in the working Time Table.

4.09. Caution Order. -

(1) Whenever in consequence of the line being under repair or for any other reason special precautions are necessary, a Caution Order detailing the Kilometres between which such precautions are necessary the reasons for taking such precautions and the speed at which a train shall travel shall be handed to the Loco pilot at the stopping station immediately short of the place where such precautions are necessary or at such other stations, and in such manner, as prescribed under special instructions.

(2) Sub - rule (1) does not apply in the case long continued repairs when fixed signals are provided at an adequate distance short of such place and have been notified to the running staff concerned.

(3) The Caution order referred to sub-rule (1) shall be on white paper in blue or black font or typed or made out on computers with words "CAUTION ORDER" written on top of the form in bold letters of appropriate font size to draw attention distinctly and signed in full.

SR 4.09.01.- The circumstances under which caution orders are to be issued to the Loco pilot of a train are listed below; this list, however is not exhaustive.

CIRCUMSTANCES

1. When in consequence of the line being under repair or for any other reason special caution is necessary.

2. To look out for a train which is overdue.

3. When a train is to be received on a blocked line.

4. When any interlocked points, details etc. go out of order or become defective in any way.

5. Whenever alterations or repairs being carried out to interlocked points, signals or an interlocking gear.

6. When a train runs on Block ticket.
7. When any material train works in the block section between two stations.
8. When a material Trolley is working in the Block section without block protection.
9. When working trains during total interruption of communications.
10. When working trains by introducing single line working on double line section due to an obstruction on one line.
11. On a double/multiple line section when it is necessary to advise the Loco pilot to keep a sharp look out for any possible obstruction/ infringement from the adjoining line.
12. On a double line section when a train is found to be running without tail board or tail lamp and there are reasons to believe that the train has arrived incomplete.
13. On a single line section when the 'Token' is lost.
14. When it is necessary to receive a train on a non signalled line.
15. For working of pilots and work trains in mid-section.
16. When a level crossing gate is damaged.
17. When communication can not be established with the Gateman of a level crossing provided with telephone.
18. When any advice is to be given for 'Lowering' the pantograph of an Engine or Motor Coach.
19. For working of trains during prolonged failure of Automatic signals.
20. When a diesel train is permitted to run on the section under power block.
21. In case of bad riding being reported.
22. For movement of ODC involving speed restrictions and special precautions.
23. Working of Tower Wagons on adjacent line.
24. When a crane is attached to a train.
25. When a Loco pilot passing a station where a running line is blocked for crane operation or on double line when the adjacent line in the mid - section is blocked for crane operation.
26. For allowing a train into a block section where patrolling is in force, in case the patrolman has not turned up within the prescribed time.
27. When a dead body is found on or near the track.
28. When any unbalanced dead Engine is dispatched.
29. Whenever any new signal is erected or there is a change in the location and / or type of signal (In such cases Caution Orders shall be issued for a period of 15 days from the date of erection of signal or change of location).
30. When any track maintenance /relaying machine is allowed to work on the adjoining line.

SR 4.09.02.- (a) In any of the circumstances listed in SR 4.09.01 the station master shall not permit any train or any vehicle running under block protection to enter the affected section either from his station or from the other end, unless :-

(i) The Station Master at the other end has been informed of the circumstances and has acknowledge receipt of such information.

(ii) He has warned the Loco pilot and the Guard of the danger ahead and its location by the issue of a caution order, prepared in accordance with SR 4.09.04 except in case of permanent speed restrictions which are notified in the working Time Table or

(iii) He has ensured that Caution Order has been issued by the notice station concerned. or

(iv) He has received a subsequent advice about restoration of normal working.

(b) The Station Master at the other end of the affected block section shall also take action in accordance with clauses (ii) to (iv) of sub-rule (a) above.

SR 4.09.03.- Procedure for issue of Caution Order. -

(a) By the station master at either end of the concerned block section.

(i) The Station Master receiving information about any condition which requires issue of caution order shall immediately inform the Station master at the other end of the concerned block section/ the controller/ the power controller/ the Traction power controller/ the SSE/SE(loco)/ other railway servants concerned and the Notice Station or Stations (to be specified in the working Time Table) of such condition under exchange of Private Numbers.

The Controller/ the traction power Controller/ power controller shall in turn ensure the station Master and the SSE/SE(loco/Traction) and Loco Inspector / Driving Inspectors concerned have been advised of such condition.

(ii) Run through trains shall be stopped out of course for issue of Caution order till such time it has been ensured that a caution order has been issued by the Notice Station concerned.

NOTE :- All work trains Department trains and light engines should be treated as scheduled stopping trains for the purpose of issuing Caution order.

(b) By the station Master of a Notice Station-

(i) On receipt of information in terms SR 4.09.03 (a) (i) the Station Master of the notice station shall acknowledge the same and shall not allow any train which has to pass through the affected block section to leave his station unless he has warned the Loco pilot and the Guard of the danger and its location through the issue of a caution Order. He shall also advise the station master of the station in rear of the site of restriction of the particulars of the first train to which the Caution Order has been issued.

(ii) The station master of Notice station shall issue, NIL Caution order to the Loco pilot and the Guards of all trains leaving his station if he has received no intimation of any special precaution to be observed between his station and the next notice Station of the train, in the direction of movement.

NOTE :- The Loco pilot shall not start the train and the Guard shall not give signal to start the train from a Notice Station until they have received the Caution Order.

(c) In case of a train originating from station other than Notice Stations -

In case of a train originating from a station which is not a Notice Station, the Station Master shall consult the controller of the Traction Power Controller or the Notice station in rear or the Notice Station in advance (on single line sections only) and issue Caution orders upto the Notice Station in advance. However, when such information cannot be collected by the station due to failure of communication with Control or the Notice Station in rear or the notice station in advance (on single line sections only) and it becomes absolutely necessary to start the train originating from the station, the train may be started after issuing a Caution Order for restrictions, if any, or a "NIL" Caution Order upto the block station in advance giving a written advice to the Loco pilot to stop at the Block station in advance and act upon instructions available there these instructions shall be followed till a station is reached which can obtain particulars of all restrictions up the Notice Station in advance.

During Failure of Communications :- During failure of communications the Station Master of the Station immediately in rear of the affected block section of whether it is a single line section or a double line section and irrespective of the system of working in force on the section.

(d) In the case of trains running on suburban section Caution Order shall be issued to the Loco pilot and the Guard by the Station Master of only such station as are indicated and specified in the

Working Time Table except in case of emergency necessitating sudden imposition of speed restrictions. In respect of these trains the Caution Orders shall be either typed cyclostyled or printed as considered necessary, covering the entire section on which the train is to run and shall be issued only once unless any speed restriction is required to be cancelled or any new speed restriction is required to be imposed.

(e) In case of a station where no train is booked to stop -

(i) a caution order shall normally not be required to be issued except in a emergency necessitating sudden imposition of speed restrictions and

(ii) if any information warranting issue of a Caution Order is received by the Station Master of such a Station he shall immediately advise the adjoining block stations for issue of the Caution Order and only after obtaining their acknowledgements in this regard under exchange of Private Numbers, shall acknowledge the message requiring imposition of speed restrictions;

(iii) the Station Master of adjoining station who receives the information first shall act as if he had himself received the message for imposition of the restriction.

SR 4.09.04. - Description and Preparation of Caution Order.-

(a) Caution Orders shall be prepared in the prescribed form on white paper in blue or black font or typed or made out on computers. All forms shall be serially numbered and the name of the station issuing it shall be stamped in each foil. Caution Order shall normally be prepared in triplicate by carbon process or by computer. One copy each being for the Loco-pilot, the Guard and the station record. But in case of trains manned by a Co-Loco pilot in addition to the Loco-pilot of the train with a banking engine or more than one leading engine separately manned, a fourth copy shall be prepared on plain paper for the extra Loco-pilot on the train.

(b) A Caution order shall have space enough for at least three restrictions. No entry shall be made on the back of the Caution Order if more than one Caution Order form is used, the successive pages shall be numbered serially.

(c) It shall specify the kilometreage and the station at which or the stations between which the caution is required to be observed. the reasons therefore, and the speed at which the train will travel over the affected length. Station name shall be written in full.

(d) Wherever speed restrictions are required to be observed at two or more locations the kilometreage all such stations shall be indicated in geographical order in relation of the direction of movement. It shall always be dated and signed in full.

(e) Caution Order shall be made out separately for each train except at such stations and for such trains as may be specified, e.g. Gitanjali Express. Through Goods trains with long runs. Local/ Suburban trains etc. in which case it may be typed, cyclostyled or printed, provided that it shall be checked up again at the time of service to ensure that all locations where caution is required to be observed have been incorporated therein. Necessary provisions in this regard shall be made in the Working Time Table, specifying the particular stations and trains to which this sub-rule applies.

(f) Any correction found necessary in a Caution Order shall be done neatly in ink and duly attested by the Station Master issuing the same. No over writing shall be resorted to.

(g) Reminder Caution order shall also issued by the Station Master of the Block station immediately in rear of the affected Block section to only the Loco pilot of all scheduled stopping trains and of being worked by an engine pushing, a reminder Caution Order shall also be issued to the Guard traveling on the leading vehicle On single line section where a tangible authority to proceed while running through the station. Reminder Caution Order may not be issued on suburban section under special instructions.

SR 4.09.05 - Service of Caution Order.-

(a) The Caution order shall be delivered to the Loco pilot and the Guard of a train by the Station Master either personally or through a competent railway servant deputed by him and the signatures of

the Loco Pilot and the Guard to be obtained on the record foil in token of their having received, and understood it. When more than one form is served, each counter foil shall be signed by the Loco pilot /Guard.

(b) In case a Loco pilot is unable to understand the contents of the Caution Order, he shall call upon the Station Master to have it explained. Under special instructions, the responsibility for explaining the contents of the Caution Order may be instructed to the Guard of the train in big yards.

(c) Change of train crew enroute.- In case of change of train crew enroute, the Loco Pilot/Guard taking over change shall take all Caution Orders relation to his train to acquaint himself to the conditions on the line, giving due acknowledgement to the Loco pilot /Guard who is being relieved

(d) Attaching of assisting/ Banking Engine enroute : In case of an assisting or a banking engine being attached at a station enroute the responsibility for acquainting himself about restrictions shall on the Loco pilot of such an engine who shall contact the train engine Loco pilot or the Guard as the case may be and get the necessary information.

SR 4.09.06. - Method of notifying/cancellation of special precautions.-

(a) When a competent railway servant finds it necessary to impose any speed restriction or any special precaution on a portion of a line, including OHE, due to repairs or work or for any other reason, he shall. -

(i) advise in writing the Station Master of the nearest Block station (preferably the Block station controlling entry into affected section) the exact kilometreage and the station at which or the station between which the restriction or special precaution is to be observed, its nature and likely duration, the method of protection of the place of restriction together with the location where Engineering indicators are to be exhibited etc. and also advise other railway servants concerned as per SR 4.09.03 (a) who are required to be notified in this regard and also the Divisional Transportation Inspector, Chief Controller, Divisional Engineer, Divisional Operations Manager, Divisional Electrical Engineer (TRD) Divisional Electrical Engineer (R S) and.

(ii) not commence such operation until written permission is received from the Station Master.

(b) The Station Master receiving the advise shall not acknowledge it until he has advised the Station Master of the Block station at the other end of the Block section to be affected and obtained his acknowledgement.

(c) When the cause of such restriction or special precaution has been removed, the competent railway servant concerned shall advise this fact to the Station Master of the nearest block station, under exchange of Private Number, and the officials concerned who were notified earlier of the imposition of the restriction.

SR 4.09.07. - Method of obtaining acknowledgement from the Station Master of Notice Station: -

(a) When the notice Station is situated in the same control section.

(i) The Station Master of the Block Station controlling the entry of the train into the section where special precautions are to be observed/cancelled/modified shall call upon the Station Master of the Notice Station concerned and transmit the message notifying/ canceling/modifying the special precautions.. The Notice Station shall acknowledge the same supported by a Private Number. In case of notification of a new restriction or modification of an existing one, he shall also indicate the number and description of the first train to which such caution order/modified caution order will be issued.

(ii) The Section controller shall then issue a Control Order to the Station master of the block station immediately in rear affected section, indicating the number and described of all trains which are on the run between the Notice Station and such block station. to which caution order shall be issued as per clause (ii) of sub-rule(a)of SR 4.09.03.

(b) When the Notice Station is situated on a different control section :-

The Station Master of the block station controlling the entry of the train into the section where special precaution are to be observed/cancelled/modified shall contact the Dy. Chief Controller and transmit the message to a person nominated by him.

(i) When the notice Station is situated in the same division:- The nominated staff receiving the message shall transmit the same to the Station Master of the Notice Station, who shall acknowledge it supported by a Private Number, indicating the number and description of the train to which the caution order/modified caution order will be issued.

The nominated staff receiving the message shall also ascertain the position of all trains on the run between the Notice station and such block and then issue a caution order to the Station Master of the block station controlling the entry of the train into the affected section indicating the number and description of the train to which caution orders shall be issued as per clause (ii) of sub-rule (a) SR 4.09.03 He shall also repeat the Private Number received from the Station Master of the Notice Station.

(ii) When the Notice Station is situated on a different division.- The nominated staff on receipt of such message shall contact the nominated staff of the concerned Division and transmit the message to him. The said staff and the Station Master of the Notice Station shall then follow the same procedure as detail in clause (i) above except that the said staff shall issue the order number detailing the particulars of the trains on the run on the section, the number and description of the first train to which such caution order will be issued, and the acknowledgement Private Number received from the Station Master of the Notice Station.

The said nominated staff of the Division on which such restriction has been imposed shall then give an order number to the Station Master of the station immediately in rear of the affected section detailing the particulars of the trains on the run on the section the number and description of the first train to which such condition order has been issued, the private number given by the Station Master of the Notice Station and the control order number given by nominated staff of the concerned division.

NOTE :- (i) The nominated staff shall reconcile the daily inter divisional restriction in force, after verifying from concerned Station Master, with the nominated staff of the concerned Divisions.

(ii) The nominated staff shall maintain separate Caution Order Register for each controlled section. Separate serial number shall be used for each section It shall also bear the reference of the Caution Order Register serial number of the Notice Station as well as of block station immediately in rear of the affected section.

SR 4.09.08 - Action by the Station Master after cancellation of the restriction.-

(a) The Station Master receiving advice regarding the removal of the restriction shall advise this fact to the Station Master at the other end of the Block Section concerned, the Station Masters of Notice Stations and other railway servants who were advised about it earlier. After issue of the advice regarding cancellation of the Caution Order, the Station Master may discontinue the issue of the Caution Order.

(b) If no train is booked to stop at the station the advice regarding the removal of the restriction shall be sent to one of the adjoining block station as who shall take action in accordance with sub-rule (a) above.

SR 4.09.09.- Record of Caution Orders.-

(a) At all Stations where Caution orders are issued, the Station Master shall keep an up-to-date record of the restrictions imposed with the dates of their enforcement and cancellation, authority, nature etc. in a Caution Order Register maintained in the manner indicated below:- (i) The Caution Orders register shall be in the following format.-

A				B			
Restriction imposed or modified				Restriction removed			
Sr. No.	From person	Particulars (Copy of memo or message etc.)	Remarks as to modification etc (serial No. to be quoted)	Sr. No.	From	Particulars (Copy of memo or message etc.)	Remarks
Signature of Station Master				Signature of Station Master			
1.				1.			
2.				2.			
3.				3.			

(ii) All entries in the Caution Order Register shall be made by the Station Master on duty in his own handwriting. No code except station code, shall be used while making entries in the Caution Order Register which should always be kept with the Station Master on duty. The entries shall be numbered consecutively. Whenever a Station Master is relieved for change of duties he shall be responsible to ensure that each order in the Register has been signed by the person relieving him. A Station Master shall, when he comes on duty, record in the Station Diary Book the serial Number of all the caution order in force at the time. This entry shall also be checked and countersigned by the relieved Station Master in token of correctness.

(iii) Only one set of serial Numbers shall be used in both sections (A) and (B) of the Caution Order Register throughout the year, commencing from the 1st January.

(iv) On every Monday the station Master in charge shall carefully go through the register and write in red ink taking a fresh page the restriction which are still in force in the following manner. Serial Nos page reference of the Register. No. & Date of the message, kilometreage location (between or stations or at station). speed restriction and brief reasons

Date Signature of the Station Master

(v) Each register, on completion shall have a final summary of Serial number still in force which should be carried on to the next Register before it is brought into use. The Closing summary of the old Register and Opening summary of the new Register shall be duly signed by the Station Master-in-charge who should also quote the next consecutive Serial Number for posting.

(b) Similar records shall be kept at other place like Control Offices, Loco Sheds etc., also, where information in this regard is received. -

For this purpose a register shall be maintained separately for each section and the restrictions imposed posted in proper sequence according to kilometreage. Loco pilots of outgoing train shall sign in the appropriate Register maintained in the loco Shed and the shift-in-charge number and description of the first train to which such condition shift-in-charge shall sign in taken or the Loco pilot having noted the particulars or - restrictions. In case of illiterate or semi- illiterate Loco pilots, the shift-in-charge shall explain the particulars to such Loco pilot and obtain their thumb impression/ signatures in the Register.

(c) Whenever any restriction has to be observed within Station limits. the site of restriction shall be specified in relation to station signals. This information shall. in each case embodied in the message issued by the Engineering Official-in-charge of the work and in the Caution Order issued by the Station master in respect of such restriction.

(d) The Loco pilots and the Guard shall hand over the Caution order to the Chief crew controller and Station Master respective at the end their journey, along with other train papers.

SR 4.09.10.- preservation of Caution Orders.-

Record foils of the Caution orders shall be preserved for period of twelve months after issue.

4.10. Limits of speed over facing points.-

(1) The speed of trains over non-interlock facing points shall not exceed 15 kilometres an hours in any circumstances, and the speed over turn-out and cross-over shall not exceed 15 Kilometres an hours unless otherwise prescribed by approved special instructions. which may permit a high speed.

(2) Subject to the provisions of sub-rule (1) a Train may run over interlocked facing points at such speed as may be permitted by the standard of interlock.

SR 4.10.01.- The speed of trains through facing points at interlock station, over 1 in 12 turn-outs and cross overs shall not exceed 15 KMPH except in turn-outs and cross overs provided with curve switches, where the speed will be 30 KMPH.

SR 4.10.02.- (i) The speed of trains over 1 in 8½ curved switch shall not exceed 15 kmph.
(ii) The speed of trains over 1 in 8½ curved switches with symmetrical split shall not exceed 30 kmph.

4.11 Limits of speed while running through station.- (1) No train shall run through an interlock station at a speed exceeding 50 kilometres an hour or such less speed as may be prescribed by approved special instructions unless the line on which the train is to run has been isolated from all other lines by the setting of points or other approved means and interlocking is such as to maintain this condition during the passage of the train.

(2) In every case in which trains are permitted to run through on a non-isolated line all shunting shall be stopped and no vehicle unattached to an engine or not properly secured in accordance with rule 5.23 may be kept standing on a connected line which is not isolated from the through line.

SR 4.11.01.- The speed of trains over interlocked facing points shall not exceed.

(a) When interlocked to standard I	50 kilometre per hour
(b) When interlocked to standard II	75 kilometre per hour
(c) When interlocked to standard III	maximum permissible speed of the section as mentioned in the working Time Table

4.12. Engine Pushing -

(1) No engine or self-propelled vehicle shall push any train outside station except in accordance with special instructions and at a speed not exceeding 25 kilometres an hour :

provided that this sub-rule shall not apply to a train the leading vehicle of which is equipped with driving apparatus and which may be operated under approved special instructions.

Provided further that this sub rule shall not apply to an engine assisting in area of a train, which may be permitted under approved special instructions to run without being coupled to the train,

Provided also that no train which is not equipped with continuous vacuum/air brake shall be pushed outside station limits except in case emergency.

(2) Provided further that a 'Patrol' or "Search light" special with one more vehicle in front of the engine may be permitted to run at a maximum speed of 40 kilometres an hour.

(3) For movement of trains outside station limits with engine pushing during night or in thick, foggy or tempestuous whether impairing visibility, or where other-wise prescribed by special instructions, the leading vehicle of such train shall be equipped with prescribed head light and marker lights except in case of emergency.

(4) When rains are working as described in sub rule (1) and (2), the engine pushing the load when it is the rearmost, or the rear most vehicle if any, shall carry a tail board or a tail lamp.

SR 4.12.01.- (a) Whenever due to unavoidable circumstances, it becomes necessary for a train other than a train which has been permitted in advance to work and return on the same line back to the station from which it left with the engine pushing it, the Guard may authorise the Loco pilot to do so by issuing a written memo Provided-

(i) He received an assurance from the Station Master of the Block Station from which the train has left, either (a) on the portable telephone, if available, or (b) by sending the brakeman / Assistant Loco pilot or any railway servant as may be available, to the nearest Station Master to obtain written permission or (c) by sending information through the Guard/ Loco pilot of any train passing over the adjacent line with the request to send the written permission through one of the station staff.

(ii) The Guard and Loco pilot shall comply with the provisions of sub-rule (2) and (3) of General rule 4.12

(iii) After permission to push back is obtained, at night or if the view ahead is not clear the Brakeman /Assistant Loco pilot any other competent Railway servant be sent with Hand signal who shall proceed at an adequate distance in advance of the leading vehicle to pilot the train, and

(iv) The guard shall travel in the leading brake van ensuring caution and shall be prepared to apply the brakes as the circumstances may warrant Provided that if the leading vehicle is not a brake van, the Guard shall travel in the leading vehicle or nearest vehicle thereto which is fitted with means to bring the train to a stop.

(b) the Loco pilot may push back the train at a walking pace and shall bring it to a stop outside the first Stop signal on single line section or the first Stop signal pertaining to the correct line/last Stop signal pertaining to the wrong line whichever the leading vehicle may come across first on the double line section. When train is piloted in the terms of para (iii) of sub rule (a) above, the pilotman shall assist the Loco Pilot by showing stop hand signal short off the aforesaid signal.

(c) The pilot man must show Stop hand signal short of the

(i) first Stop signal on single line section, or

(ii) first Stop signal pertaining to the correct line/last Stop signal pertaining to the wrong line whichever the leading vehicle may come across first on a double line section so as to enable the Loco pilot to bring the train to a stop. After the train has been brought to a stop the Loco pilot shall sound the Engine whistle " - - ".

The Station Master may receive the train in the manner normally laid down for reception of the train but in case of a train pushing back on the wrong line on a double line section, reception should be arranged in the same manner as when single line working is introduced on the double line section.

4.13 limit of speed with engine tender foremost:

(1) (a) A passenger train or a mixed train shall not be drawn outside station limits by a steam engine running tender foremost, except-

- (i) under a written order issued by the authorised officer, or
- (ii) in a case of unavoidable necessary, to be established by the Loco Pilot.

(b) When any such train is so drawn the speed shall not 25 kilometres an hour higher speed, not exceeding 40 kilometres an hour, or such higher speed, as may be authorised by approved special instructions.

(2) In case of unavoidable necessary goods trains may run with steam engine tender foremost at a speed not exceeding 25 kilometres an hour or such higher speed which shall, in no circumstances, exceed 40 kilometres an hour, as may be laid down by special instructions.

(3) When trains have to be worked with steam engine tender foremost as a regular measure under sub- clause (i) of clause (a) of sub-rule(1) and sub rule (2) the head light and marker lights as prescribed in Rule 4.14 shall be provided on the tender.

C. Equipment of Trains and Train crew

4.14. Head light, marker light and speedometer.

(1) A train shall not be worked at night or in thick, foggy or tempestuous weather impairing visibility or in long tunnels, unless the engine carries an electric head light of an approved design and, in addition, two oil or electric white marker lights.

(2) An engine employed exclusively on shunting at stations and yards shall at night or during thick foggy or tempestuous weather impairing visibility, display such head lights as are prescribed by the Railway Administration and exhibit two red marker lights in front and in rear.

(3) The electric head light on the engine shall be fitted with a switch to dim the light and shall be dimmed-

(a) When the train remains stationary at a station;

(b) When the train is approaching another train which is running in opposite direction on double or multiple track or same or different gauges; and

(c) On such other occasions as may be prescribed any special instructions.

(4) In case the electric head light fails or a train has to be worked with the engine running tender foremost in an emergency, the engine shall display the two oil electric white marker lights referred to in sub- rule (1) pointing in the direction of movement and the train shall run at a speed prescribed by special instructions.

(5) In case of defective electric head light of Locomotive running in a section provided with reflective type of engineering fixed signal during night or thick foggy weather impairing visibility on BG and MG, the Loco pilot shall work the train cautiously at a speed not exceeding the severest temporary speed restriction imposed in the block section or 40 KMPH whichever is less.

(6) Coaching locos should not be turned out from home shed if the speedometers and recorders are in defective condition In case of speedometer recorder becoming during the run, the train should run at a speed prescribed by special Instructions.

SR 4.14.01.- (a) The following are normal Head and Marker lights on the engine while working in traffic and loco limits :-

Description of Engine	engine lights		engine marker	
	in front		lights in rear	
(i) All trains on Double/ Single/Multiple lines	(W)	(W)		
(ii) Shunting Engine or Engine employed in shunting	(W)	(R)	(R)	(R)
(iii) Failure of head light	(W)	(W)	_____	
(iv) Lights/coupled light Engine	(W)	(W)	_____	
(v) Engine moving in Loco Yards.	(W)	(R)	(R)	(R)

NOTE:- W: White R: Red

(b) No train shall be worked at or out of an engine/crew changing station with defective head and marker lights.

(c) (i) In case the head lights goes out of order after leaving engine/Crew changing station, the Loco pilot shall work the train at night or during thick, foggy tempestuous weather or inside long tunnels cautiously ensuring that proper lights are burning, upto the first available point where facilities exist for necessary repairs at a speed not exceeding 20 Kmph on the broad gauge and 15 kmph on narrow gauge, He shall also sound the engine whistle frequently.

(ii) The Loco pilot shall also hand over a written memo to the Station Master of the next station, for necessary repairs of the head light at the point where facilities exist for such repairs

SR. 4.14.02.- The Loco pilot shall dim the Electric Head light on their engines in the following cases also-

- (a) When it is necessary to avoid running into dazzled cattle/ human being
- (b) to spot the light indication of a signal.
- (c) When employed in shunting operation or in Loco Yards.

SR 4.14.03.- The electric head light when dimmed in accordance with General Rule 4.14 (3)(b), shall be switched on again when engines are abreast.

4.15 Tail and side lights.-

(1) At night or in thick, foggy or tempestuous weather impairing visibility no train shall be worked outside station limits unless it has

(a) in the case of an engine with vehicles attached, save in a case to which sub-rule(2) applies, at least one red tail light, and two side lights showing red towards the rear and white towards the engine.

“provided that provision of side lights on goods train and Electric multiple Unit trains may be dispensed with.”

(b) in the case of a single engine without vehicles attaches at least one red tail light; and

(c) in the case of two or more engines coupled together or without vehicles attached at least one red tail light affixed to the rear engine.

(2) A colliery pilot, i.e., a train used for collecting or distributing vehicles in colliery sidings, when working in a block section in the colliery sidings taking off from a block section, need carry a red tail light only as it enters or leaves the block station, at either end of such block section, provided that special instructions are issued to ensure that no other train is permitted to proceed in to the block section until the Guard of the colliery pilot has certified that he has left no vehicles obstructing the block section in which he has been working.

(3) When trains may in the same direction on parallel lines the side lights mentioned in clauses (a) of sub rule (1) may be arranged in accordance with special instructions

(4) When a train has been shunted for a following train to pass the tail and side lights mentioned in clause (a) of sub-rule(1) shall be dealt with in accordance with special instructions.

(5) Within station or in a siding, an engine employed in shunting shall have tail lights in accordance with special instructions.

SR 4.15.01.- When the number of tracks on any section permits under normal working conditions, of two trains running in the same direction at the same time the brake-van side lamp adjustment to the other line shall show a white light to the front and rear while passing over such section.

SR 4.15.02. - When a train is shunted or detained at a station to allow a following train to precede it the Guard of the former train shall, as soon as the train is clear of the running line, reverse his brake-van side light next to the line, on which the following train is to pass, to show white towards the rear and red towards his train engine immediately after the passage of the following train is complete, the Guard shall replace the altered side lights to its normal position showing red in the rear and white towards the train engine.

SR 4.15.03.- Special instruction as required under sub- rule(2) of Rule 4.15 are given in Block Working manual.

4.16 Tail board or tail lamp.-

(1) In order to indicate to the staff that a train is complete the last vehicle shall, except as provided for in sub-rule(2) be distinguished by affixing to the rear of it -

(a) by day a tail board of approved design or a red painted tail lamp of approved which may be unlit, or

(b) by night, as well as in thick, foggy or tempestuous weather impairing visibility during day, a red tail lamp of approved design displaying a flashing red light to indicate last vehicle check device, or.”

(c) Such other device as may be authorised by special instructions.

(2) A colliery pilot, i.e. a train used for collection or distributing vehicle in colliery sidings, when working in a block section or in the colliery sidings taking off from a block section, need carry a tail board or tail lamp, or such other device as may be authorised by special instruction, only as it enters or leaves the block station at either end of such block section, provided that special instructions are issued to ensure that no other train is permitted to proceed into the block section until the Guard of the colliery pilot certifies that he has left no vehicle obstructing the block section in which he has been working.

(3) In emergencies only, and under special instruction in each case a red flag may be used in lieu of a tail board or an unlit lamp.

SR 4.16.01.- (a) In order to indicate to the staff that a train is complete the last vehicle shall be distinguished by affixing to the rear of it-

(i) by day a tail board of approved design and

(ii) by night, as well as in thick, foggy or tempestuous weather impairing visibility or inside tunnels during day, a red tail lamp of approved design shall be lit.

(b) with electric Multiple Unit (EMU/MEMU/DMU) train during the day, the last vehicle shall show a red cross against white background at the right hand bottom corner. At night as well as in thick, foggy or tempestuous weather impairing visibility, a red light shall be shown, in addition to this red cross at the tail end. This red light may be static or flashing mode.

(c) Guard shall ensure that the last vehicle indication as mentioned in clause (a) and (b) of General Rule 4.16 sub-rules(a) of SR 4.16.05 is not given in any other part of the train other than the tail end of the last vehicle

SR 4.16.02.- The red light fitted at the rear of the Inspection carriages. SLRs should be extinguished when attached to a train under SR 4.24.01, Guards shall ensure that this is done.

SR 4.16.03.- Guard when working trains on double line/ multiple line, shall observe the last vehicle indicator of passing trains and report at the next station if it is not visible.

SR 4.16.04.- The front portion of the tail lamp including the lens holder should be finished in signal red enamel and the rest in black enamel from outside.

SR 4.16.05.- (a) The red flag in lieu of tail board or an unlit tail lamp may be used only in exceptional circumstances with proper authorization.

In the event of such a contingency the section controller shall advise by a control order all Station Masters on the section.

(b) In the absence of such authorisation the Station Master shall stop the train in order to confirm the complete arrival of the train and also obtain in writing the reasons for the use of the flag from the Guard. The Station Master shall then inform the fact to the Section Controller enabling him to issue control order to other stations on the run of the train.

(c) For Inter-Divisional trains, whenever permission is given under sub-rule (a) above, or in the case of sub-rule(b) above, the Section Controller shall also advise the concerned Divisional Control so as to enable the latter to initiate action as indicated in sub -rule (a) above .

(d) On non-controlled section or in the absence of means of communication with the higher authorities or during the suspension of control circuit, the Station Master shall obtain from the Guard the reasons in writing for using the flag and relay the fact through the line clear messages and through the departure report in sections under Automatic Block system.

(e) In the case of sub-rules (b) & (c) above, the Station Master shall also send a special report in the Divisional head- quarters.

(f) The use of red flag in lieu of tail board or an unlit tail lamp should normally be resorted to with prior approval of DOM or DSO concerned.

4.17. Responsibility of Station master regarding tail board or tail lamp of passing trains.-

(1) The Station master shall see that last vehicle of every train passing through his station is provided with a tail board or tail lamp or such other device in accordance with the provisions of Rule 4.16

(2) If a train passes the station without such indication to show that it is complete, the Station Master shall-

(a) immediately advise the station in advance to stop the train to see that defect is remedied and to advise whether or not the train is complete.

(b) mean while withhold the closing of the block section to ensure that no train is allowed to enter the block section from the station in rear and

(c) unless the station in advance has advised that the train is complete, neither consider the block section in rear as clear nor close it.

(3) "Where in a section a block proving axle counter or continuous track circuiting between block station and complete track circuiting of station section excluding non running lines of the receiving station is installed and is functioning and there is a clear identification of clearance of block section as well as complete arrival of the train as per indication given , if a train passes a station without conforming to the provisions of sub-clause (1) above, the Station Master shall still advised the station in advance to stop the train to see that the defect is remedied and he need not with hold closing of block section in rear as prescribed (b) and (c) of sub rule 2 such cases

SR 4.17.01.- (a) The duty of ascertaining that the train has arrived complete will devolve on the Station Master for run through trains and or trains which come to stop at a place where the Station Master can personally observe the last vehicle indicator of the train. ASM/Switchman/Cabin man in charge of other cabins shall also be responsible for watching the last vehicle indication of all trains passing such cabin. They shall report at once to the Station Master if the last vehicle indicator as prescribed vide clauses (a) and (b) of sub-rule (1) of General Rule 4.16: sub-rules (a) and (b) of SR 4.16.01 or under 4.16.05 is not visible at the tail end of the last vehicle of the train.

(b) Before closing the Block section, it shall be ensured that the train has arrived complete.

(c) As soon as train stops at a station where block instruments are installed in the Station Master's office, the railway servant in charge of the cabin, nearest to the place where the last vehicle comes to a stand, shall ensure that last vehicle carries the last vehicle indicator as prescribed under clause (a) and (b) of sub-rule(1) GR 4.16 or sub-rule (a) and (b) of SR 4.16.01 or SR 4.16.05 of SR 4.16.05 and the conditions for closing the block section as laid in SR 14.10 are complied with. He shall then report the complete arrival of the train to the station master over the telephone supported by a private number unless the Private Number is received the Station Master shall not close the block section.

(d) At stations provided with such cabins as are authorised to give Line Clear, the railway servant in charge of such cabin, shall not close the block section unless the train is provided with the last vehicle indicator as prescribed in clauses (a) & (b) of sub-rule (1) of GR 4.16 or sub-rule (a) & (b) of SR 4.16.01 or SR 4.16.05 and unless the conditional laid down GR 14.10 are fulfilled.

(e) (i) Train intactArrival Register/Complete arrival Register in the Prescribed form T-1410 is maintained for the purpose of obtaining complete arrival certificate from the guard.

(ii) The Guard shall not sign the same after recording the arrival time of his train unless he is satisfied that the last vehicle indicator as prescribed in clauses (a) and(b) of sub-rule (1) of General Rule 4.16 or 4.16.01 or SR 4.16.05 is in its proper position and unless the train is standing clear of fouling mark (s) of the adjoining line (s) or derailing switch or clearance/lock/fouling bar, where provided.

(iii) At Station where cabins at either and are not provided and the Station Master cannot personally observe the last vehicle indicator of stopping trains or on receipt of "train passed without tail board/lamp" signal or on receipt of report from the railway servant in charge of end cabins about the arrival of a train without proper last vehicle indicator, the Station Master shall send the register to

the Guard through one of his staff filling up the appropriate columns. After complying with the stipulation of clause, (ii) above, the Guard and the station staff who takes the register, shall signal to the Station Master on duty by waving green hand signals, as an indication of the train having arrived complete. On observing such green hand signal, the Station Master may close the block section, but shall not give line clear or allow any train to enter into the same block section from either end unless he has received back the register and satisfied himself that the Guard has certified the complete arrival of the train.

(iv) At station where cabins at either end are not provided, but suitable telephone facilities exist at the end of the Yard and on manned level crossing gate with telephone facilities exists where from where the fouling marks are visible the TPMS/TGMs may be authorised to ensure that the train has arrived complete and stopped clear of all fouling marks & give private number to the Station Master on duty, when the Station Master cannot personally observe the last vehicle indicator of stopping trains due to location of the Cabin or station building, and on the basis of this confirmation the Station Master may close the section as well as allow any train to enter into the block section-A detailed instruction in this regard shall be embodied in the respective Station Working Rules.

In case of traffic gateman is entrusted with the above responsibilities, every gateman before he is put to work independently at a particular level crossing, shall be trained and issued a certificate of competency by the Transportation Inspector.

SR 4.17.02- In case a train passes a station without the last vehicle indicator-

(a) the station master shall at once advise the Station Master of the station in advance as well as to the Section Controller on duty on controlled section so as to enable them to stop the train and to examine whether the train is complete.

(b) At station where block instrument is installed in the cabin, the Station Master shall also obtain an assurance, supported by to Private Number, from the person on duty who is responsible to operate the block instrument that the closing of the block section has been with-held and that the block section will not be closed until advised by the Station Master supported by a private Number

(c)(i) The Station Master receiving such advise as indicated in sub-rule (a) above shall take immediate Steps to stop the train and obtain a certificate from the Guard in charge of the train in the complete Arrival Register. The Guard shall immediately take steps to provide last vehicle indicator in case the train is complete.

(ii) The Station Master shall then advise the Station Master of the station from which the train is complete. This must also be supported by a Private Number.

(d) On receipt of advise as indicated in sub-rule (ii) of Para (c) above, the Station Master shall steps to close the block section.

SR 4.17.03.- On double, treble or parallel single line section, the Station Master on duty of the block station/cabin sending the train passed without tail Board/Lamp, S M must arrange to put the fixed signal at 'ON' to stop train from the opposite direction and also must intimate the Station Master of the station in rear from where the train has arrived to stop any train to enter into the adjacent line of treble or parallel single line section in the same direction, to advise the Guard and the Loco pilot to the Circumstances and to issue a Caution Order to proceed cautiously and stop short of any obstruction.

4.18 Means of communication.-

(1) No passenger train or mixed train shall be despatched from any station, unless every passenger carriage is provided with means by which communication can be made with the Guard or the Loco Pilot.

(2) Sub-rule (1) shall not apply to-

(a) Passenger or mixed trains in case of complete or partial failure of vacuum; and

(b) such particular trains as may be exempted under approved special instructions.

(3) If a Railway Administration is satisfied that mischievous use to means of communication referred to in sub-rule (1) is prevalent, it may, not with standing anything contained in the sub-rule, direct the disconnection, for the time being, of the means of communication provided in all or any of the passenger carriage in any such train.

(4) A goods vehicle in which passenger are carried is not a "passenger carriage" within the meaning of this rule.

SR 4.18.01.- (a) On noticing the fall of pressure in the vacuum gauge, the Loco pilot shall immediate steps to bring the train to a stop clear of bridges and tunnels etc. If possible, the Loco pilot shall also signal the Guard with the prescribed engine whistle. The code whistle shall be repeated by the Loco Pilot until the Guard acknowledges the same by showing his red hand signal. In the event of the Guard first noticing the fall of pressure in the gauge, he shall apply the vacuum brake very cautiously, so as to avoid parting of train.

NOTE :- In case of EMU, MEMU/DMU trains, the Motorman and Guard shall take action as indicated in sub rule (a) above, on hearing the alarm sound

(b) Immediately the train is brought to stop the Guard Brakesman, Assistant Loco pilot and the Ticket checking staff on duty with the train shall proceed at once to the Carriage from which the alarm chain has been operated to render necessary assistance.

(c) If the train does not stop promptly, after applying the Guard's van valve handle to stop the train or on receipt of a complaint from a passenger that the inter-communication apparatus does not operate properly the Guard shall report the occurrence through the station Master of the next stopping station so as to inform the train Examiner of the first available station ahead to examine the train. A report should also be made to the Divisional Operations Manager.

SR 4.18.02.- When the inter-communication apparatus is disconnected in any of the passenger carriages of a train in accordance with sub rule (3) of general rule 4.18, the Train Examiner in the interest of Safety of Lady passengers and Railway Mail services shall abstain from disconnecting the inter-communication in respect of coaches of compartments reserved for ladies, Railway mail service and also ordinary bogie when utilised as partially/fully for carrying mails. The Station Master shall issue caution order asking the guard and Loco pilot to exercise greater vigilance in working the train.

4.19 Guards and Loco pilot 's equipment.-

(1) Each Guard and Loco pilot shall have with him while on duty with his train, the following equipment-

(a) a copy of these rules or such portions there of as have been supplied to him under Rule 2.01.

(b) a copy of the Working Time Table and all correction slips and appendices, if any, in force on that section of the railway over which the train is to run,

(c) a hand signal lamp,

(d) a whistle (for Guards Only),

(e) a red flag and green flag.

(f) a stock a detonators sufficient to comply with the relevant rules as may be prescribed by special instructions.

(g) a first aid box (for Guard of passenger carrying trains only), and

(h) such other articles as may be prescribed by the Railway Administration in this behalf.

(2) if any guard or Loco pilot is not in possession of any article mentioned or referred to in sub-rule (1), he shall report the fact to his superior who shall make good the deficiency.

(3) Each Guard and Loco pilot shall have with him while on duty with his train, two pairs of each spectacles as he is required to wear under medical advice.

NOTE :- Each guard and Loco pilot should also be in possession of a watch in addition to the equipment prescribed in sub-rule (1)

SR 4.19.01.- (a) In addition to what has been prescribed in GR 4.19, each Guard shall have with him, while on duty with his train, the following equipment except as provided for in sub-rule (d) below :-

- (i) General and Subsidiary Rules Book - One.
- (ii) Accident Manual - One,
- (iii) Operating Manual - One,
- (iv) Carriage key - One,
- (v) Detonators - 10 in a case
- (vi) Guard's Memo book (T-609) - one
- (vii) Red flag - One,
- (viii) Tail Board - One,
- (ix) Tail lamp — One,
- (x) padlocks - Three,
- (xi) Four washers,
- (xii) Vacuum gauge indicator - One (for guards working on Goods train only),
- (xiii) Torch - One,
- (xiv) Battery Operated LED based Flashing Hand Signal Lamp cum Tri color torch- One while working on automatic Block/Suburban/Ghat/ Double line sections.
- (xv) a clamp with a pad lock and key for fixing last vehicle indicator in rear of the freight train with CBC stock.
- (xvi) Air pressure gauge with quick coupler - One each (for Goods Guards only),
- (xvii) Resetting key No.004 for air brake coaching train- One (for resetting of ACP apparatus in air brake coaching train during AC pulling at originating or Way side station by Guard working in coaching links in necessity).
- (xviii) Battery Operated Flashing mode tail lamp - One (for all Guard)
- (xix) Walkie - talkie set (pooling) - One (for Mail/Express/ Passenger Carrying trains)
- (xx) A passenger Complaint book (All Passenger Carrying train except EMU) - One
- (xxi) Guard's Passenger Certificate book. : One

NOTE : Carrying of G & SR book, operating manual and Accident manual may be dispensed with when Hand book for Guards and Loco pilot (2005) is carried while on duty.

(b) In addition to what has been prescribed in GR 4.19, each Loco pilot shall have with him while on duty with his Engine/Train, the following equipment :-

- (i) Red flag - One,
- (ii) Detonators - 10 in a case,
- (iii) Loco pilot's Note Book - One,
- (iv) Engine tools as prescribed,
- (v) General and Subsidiary Rule Book - One,
- (vi) Operating manual - One,
- (vii) Accident Manual - One,
- (viii) Traction Operating Manual, part I and II - One, (For electric Loco Pilot only).
- (ix) Torch - One,

(x) Battery Operated LED based Flashing Hand Signal Lamp cum Tri color torch- One while working on automatic Block/Suburban/Ghat/ Double line sections.).

(c) Each Motorman while on duty with his train, shall have with him the following equipment :-

- (i) Screw Driver - One,
- (ii) Cutting plier - One,
- (iii) Green hand signal flag - One,
- (iv) Red hand signal flag - 2,
- (v) Trouble shooting directory - One,
- (vi) G & SR book - One,
- (vii) Accident Manual - One,
- (viii) Traction Operating manual - One,
- (ix) Wooden plug - One,
- (x) Watch - One,
- (xi) personal log book - One,
- (xii) Tri-colour 4 dry cell hand signal lamp - One,
- (xiii) Detonator - 10 in a case,
- (xiv) EMU Keys - 4

(xv) Battery Operated LED based Flashing Hand Signal Lamp cum Tri color torch- One,

(xvi) A copy of the Working Time Table with all correction slips and appendices, if any, in force on that section over which the train is to run.

(d) Each guard while working local trains shall carry with the following equipment :-

- (i) Tri-colour 4 dry cell hand signal lamp - One,
- (ii) Two red and one green hand signal flags,
- (iii) Aluminum telescopic pipe flag sticks with cap - 2,
- (iv) Detonators 10 in a case,

- (v) First Aid Box - One,
- (vi) Battery Operated LED based Flashing Hand Signal Lamp cum Tri color torch- One,
- (vii) Whistle - One,
- (viii) Carriage key - One,
- (ix) Watch - one,
- (x) hand book for suburban guards - One,
- (xi) Guard's Memo Book (T/609)- One,
- (xii) Guard's Box - One,
- (xiii) A copy of the Working Time Table with all correction slips and appendices in force on that section over which the train is to run.

(e) Each Brakesman while on duty must be in possession of the following :-

- (i) Working Time Table, and all correction slips and appendices, in force on the section of the railway over which the train is to run - One copy,
- (ii) Red flags - 2
- (iii) Green flags - 1
- (iv) Battery operated LED based Hand signal lamps cum tri colour touch.
Detonators - 10 in a case,
- (v) padlock - 3,

(f) Each assistant loco pilot while on duty must be in possession of the following

- (i) Red flags – 2
- (ii) Green flag – 1
- (iii) Battery operated LED based hand signal lamp cum tri colour torch.

(g) (i) Each Guard/Brakesman/Loco pilot/Asstt. Loco pilot if required to use pairs of spectacles under medical advice, shall at a time while on duty, carry with him a spare pair of the prescribed optical characteristics. If he is permitted to use separate pairs of spectacles for near and distant vision, then he must carry a spare pair of each.

(ii) While signing the Appearance Register at the place of reporting for duty, he shall record that he is carrying one pair of spectacles. The Supervising official should verify the statement before he countersigns the Appearance Register.

SR 4.19.02.- All trains carrying passengers shall carry the following equipment in the brakevan.

- (i) Ambulance stretcher - One,
- (ii) Portable telephone of the prescribed type - One,
- (iii) Fire extinguisher - Two each in front and rear brakevans.
- (iv) Emergency lighting equipment - One set each in front and rear brakevan.
- (v) Two wedges (on Broad Gauge) or two scotch blocks (in narrow gauge).

NOTE :

(i) All brake-van equipment shall be supplied at the station and shall be carried through to destination on this railway or to the junction Interchange point with other railways unless otherwise prescribed. The equipment issued shall be entered in the Train report (T34 HF) by the Guard.

(ii) A register shall be maintained at the originating station, in which all trains carrying passengers and the equipment supplied in the brakevan of each such train shall be recorded and guard's acknowledgement obtained. In case any item is not supplied suitable remarks stating the reasons there of, shall be recorded. The official-in-charge of such train originating station shall inspect the register frequently to see that the equipments detailed above have been supplied.

SR 4.19.03 Each Electric locomotive shall be equipped with the following items:-

- (a) A field telephone,
- (b) Universal plier,
- (c) Adjustable wrench,
- (d) Screw Driver,

4.20 Manning of engine in motion.-

(1) Except when otherwise provided by special instructions, no engine shall be allowed to be in motion on any running line unless the Loco pilot as also the Assistant Loco pilot are upon it.

(2) Subject to the provision of sub-rule(3) in no circumstances shall a person other than the Loco pilot or a railway servant duly qualified in all respects, drive an engine on any running line.

(3) If a Loco pilot becomes incapacitated while the engine is in motion, the Assistant Loco pilot, if duly qualified, may work the train to the next station cautiously and where the Assistant Loco pilot is not duly qualified he shall bring the train to a stop and send a message to the station master of the nearest station to make arrangements for Loco pilot to take over the train and for so doing he may take the assistance of the Guard.

SR 4.20.01.- (a) When working a train under the provisions of sub-rule (3) of general Rule 4.20 the speed of the train shall not exceed 25 kilometres per hour and on arrival at the next station, the fact shall be reported to the Station Master.

(b) The station master in consultation with the section controller, arrange to utilize the Loco pilot of the first available Goods train/Light engine if the affected train is of more importance. Otherwise the affected train shall be shunted into a suitable line and shall remain under the charge of the Assistant Loco pilot till relief arrives.

4.21. Driving an electric train.—

(1) In the case of electric trains, the Loco pilot shall be in the leading driving compartment when the train is in motion or when the train is standing on any running line except as otherwise prescribed in these rules.

(2) (a) In the case of single or multiple unit train if the driving apparatus in the leading Driving compartment becomes defective, the train shall be driven cautiously from the nearest driving compartment which is serviceable; in this event, the Guard shall travel in the leading driving compartment and shall convey the necessary signals to the Loco pilot; the Guard shall also sound the horn or whistle as necessary and apply the brake in case of emergency and shall be responsible for stopping the train correctly at signals, stations and obstructions.

(b) In the case of an electric engine, if the leading driving compartment becomes defective, the train shall be driven from the trailing driving compartment by the Assistant Loco pilot if he is duly qualified to drive; and the Loco pilot shall remain in the leading driving compartment, and shall be responsible for the correct operation of the train.

SR 4.21.01.— (a) When an electric engine cannot be driven from the leading driving compartment or in case of EMU trains, if the driving apparatus in the leading driving compartment becomes defective, the Loco pilot /Motorman shall arrange to inform the fact to the Traction Loco Controller and the Deputy Chief Controller.

(b) (i) When working a train or engine under Sub-rule 2 (b) of GR 4.21, the speed of the Engine/ Train must not exceed 40 Kilometres per hour.

(ii) The train shall be moved in the manner as prescribed in sub-rule (1) above, till such time a relief engine is arranged by the Traction Loco controller in consultation with the Deputy Chief controller.

(c) In case of Single or Multiple Unit trains, the Motorman shall also inform Bhilai Car shed. The train shall be moved in the manner prescribed in General Rule 4.21.(2) (a) at a speed not exceeding 40 kilometres an hour. After detraining the passengers at the destination or other station, according to the instructions received, the train shall be taken to the nearest siding for examination.

(d) In case horn/whistle of the driving cabs of an engine becomes defective in the section the Loco Pilot will run the train/engine at 40 kmph in day time upto the destination or till the defect is rectified and at night he will only clear the section at a speed not exceeding 40 kmph.

During run, the whistle/horn as prescribed in SR 4.50.01 should be followed by assistant Loco Pilot from the rear cab only.

4.22 Riding on engine or tender.—

(1) No person other than the engine crew shall be authorised to ride on the engine or tender of a steam locomotive, except in accordance with special instructions.

(2) Except as may be permitted by special instructions, no person other than the engine crew shall be authorised to enter any driving compartment of a single or multiple unit train or a train propelled by electric, diesel or petrol engine.

(3) No unauthorised person shall manipulate any apparatus contained therein.

SR 4.22.01.— In addition to the engine crew the following persons may ride on the engine or tender of a steam locomotive or any driving compartment of EMU trains or of electric or diesel locomotive :-

(a) An officer holding a metal pass.

(b) An officer or inspector whose pass is specially endorsed by the chief Electrical Engineer/ Chief Mechanical Engineer/Divisional Railway Manager.

(c) Guards in an emergency.

(d) Traffic staff when performing shunting or when piloting.

(e) Staff proceeding to attend an accident.

(f) "Normally not more than 3 (three) Persons other than the Engine / Train Crew shall be permitted to travel in the Cab.

SR 4.22.02.-(a) If a Loco pilot has not driven an Electric Engine or single/Multiple unit train for Six months, he shall be re-examined after a refresher course and his certificate of competency endorsed before he is allowed to drive again.

(b) When specially authorised by Divisional Electrical Engineer (Rolling stock) a trainee for driving electric engine/single or multiple unit trains, may manipulate the Driving apparatus of such engine under supervision of duly qualified Instructor or Loco pilot specially nominated for the purpose by an officer of Electric Rolling Stock. The supervising Instructor or the nominated Loco pilot shall be responsible for keeping a continuous watch over the trainee and keep himself in readiness to take any action that may be required to control the train in an emergency.

(c) No person shall be allowed to move any electric Rolling stock even within the limits of Loco Shed and stabling sidings unless he has been certified competent to do so by the Divisional Electric Engineer or Assistant Electrical Engineer (Rolling-stock) of the concerned shed.

4.23. Brake-vans.—

(1) No train shall be allowed to enter a block section, unless one or more brake-vans or hand braked vehicles are attached to it, except in emergency or as provided for under special instructions.

(2) This rule does not apply to railcars, light engine or light engines coupled together.

SR. 4.23.01- An inspection carriage or a Crew Rest Van coupled in rear of an engine may be despatched from a station without a brake-van in rear, provided that such vehicles are equipped with active vacuum brake apparatus and provided that the last vehicle indicator as prescribed in GR 4.16 and Subsidiary Rules thereto is provided at the tail end of the rear-most vehicle.

SR 4.23.02.— ‘In an emergency or under special instructions issued in each case of in sections specially notified in advance; If it becomes necessary to run a train without a brake-van it shall be ensured that the train is provided with continuous and effective vacuum from engine is the rearmost vehicle. The SSE/SE/JE(C&W) must mention the number and description of the rearmost vehicle.

The SSE/SE/JE(C&W) must mention the number and description of the rearmost vehicle in the vacuum brake certificate (Mech/V5) issued for such train. In addition the following procedure shall be observed:

(a) The Guard of the train shall relay the last vehicle number from the originating station of such train on the telephone to the Section Controller and in writing to the Station Master of the originating station.

(b) Last vehicle indicator as , indicated in sub-rule (a) of SR 4.16.01 shall be fixed at the tail end of the rearmost vehicle by the Guard.

(c) Last Vehicle number of such train shall be repeated in the Line clear enquiry and reply messages.

(d) The Station Master on duty as well as the person incharge of the Cabins, where provided, shall ensure that the train is provided with last vehicle indicator as per sub rule (b) of SR 4.23.02 before closing of the block section in rear and before signaling “ Train Entering Block Section” to the block station in advance.

(e) When a train is running without a brakevan in rear but fitted with L.V. Indicator in the rear end of the rear most vehicle, the Train shall pass through the station during night, thick foggy or tempestuous weather provided the last vehicle Indicator is clearly visible. In case the last vehicle Indicator is not visible, action should be taken as per Para (f) below—

(f) If the station Master is unable to see the last vehicle Indicator of a through passing train running without brakevan, he shall at once inform the Station Master of the block station in advance to stop and examine the train. Until the train out of section report is received from such a block station in advance, the station master of the block station at which the train has run through shall not signal ‘train out of section’ to the block station in rear.

(g) Before reporting the arrival/departure particulars to the Section Controller , the Station Master must ensure that the train is provided with Last Vehicle Indicator at the rear and of the train.

(h) The section Controller shall keep a record in his train control chart about the last vehicle number of the train running without brakevan and fitted with last vehicle Indicator repeated by the Guard/ Station Master at the Originating station as per SR 4.23.02 (a). If for any reason the Last vehicle Indicator could not be seen at any station and on getting the information from the Station Master of such a station, the Section Controller shall immediately advice the Station Master in rear of

such station not to give or take line clear for any train to move over the same block section and shall initiate action to stop running of trains over the adjacent line/lines.

The Section Controller shall at once advise the Station Master immediately in advance of such station at which the discrepancy is detected, to stop the train and examine the correctness of the last vehicle number and indicator.

(i) The Guard shall travel on the engine. All other rules as may be applicable to him shall devolve on him except General Rule 4.46, 4.47 and 6.08 (1) (b) with subsidiary rules thereto and SR 4.42.01 (a).

NOTE :- In case of Automatic Block Signaling or Intermediate Block signaling, a second train shall not be allowed to leave the same Block Station unless the previous train which has been allowed to leave without a brake-van arrives at the next Block Station complete except in case of an accident or failure of the train.

4.24. Position of brake-van on train.— Unless it be otherwise directed by special instructions, one brake-van shall be attached to the rear of the train, provided that reserved carriages or other vehicles may, under special instructions, be placed in rear of such brake-van.

SR 4.24.01. — In case of necessity, vehicles may be attached behind the rear brake-van of a train, according to the following instructions :-

Train	Maximum number of bogies to be attached behind the rear brake-van	Provision regarding attachment of inspection carriages	Provision regarding attachment of power plant bogies	Provision regarding attachment of other vehicles.
(1)	(2)	(3)	(4)	(5)
Passenger	2 bogies subject to the condition that the vehicles are fitted with Air/vacuum brake in good working order.	An Inspection or Officer's carriage, may be attached in addition to the number prescribed in Col.2 provided it has its own hand brake	Not Permitted	Not Permitted
a) with full Air/ vacuum brake				
b) without air/vaccum-brake	Not permitted	An inspection or Officer's carriage only fitted with hand brake in good working order and it can be operated by the occupant during its run.	Not permitted	Not permitted
Mixed	2 bogies provided these are fitted with Air/vaccum brake in good working order.	An inspection or Officer's carriage may be attached in addition, provided it has its own hand brake	2 power plant bogies in place of two bogies mentioned in Col. (2) may be attached provided the conditions prescribed for the carriage of inflammable goods are complied with.	Not Permitted
a) With full air/vaccum brake				

b) Without Air/ Vacuum brake	Not Permitted	An inspection or Officer's carriage only may be attached provided it is fitted with hand brake in good working order and it can be operated by the occupant during the run.	Not Permitted	Not Permitted
Goods a) With full Air/ vacuum brake	2 bogies provided these are fitted with Air/vacuum brake in good working order	Inspection or Officer's carriages may be attached in place of equivalent number of wagons mentioned in Col.2 provided they are fitted with air/vacuum brake in good working order.	2 power bogies in place of two bogies mentioned in Col.2 may be attached Provided the conditions prescribed for the carriage of inflammable goods are complied with.	Only one damaged vehicle certified by a competent Rly. servant under special instructions may be attached during day light hours in place of two bogies or their equivalent mentioned in Col.2.
b) With- out full Air/ vacuum brake only	Not permitted	An inspection or Officer's carriage may be attached provided it is fitted with hand brake in good working order and it can be operated by the occupant during the run.	Not Permitted	—do—

- NOTE: (i) A vehicle on which Last vehicle indicator cannot be provided shall not be permitted to run as the last vehicle of a train.
- (ii) Attachment of engine in rear of a train shall be governed by G.R.3.84 and Subsidiary Rules thereto.
- (iii) Broad Gauge rolling stock is equipped with Air brake system and Narrow Gauge rolling stock with vacuum brake system.

4.25. Guards.—

(1) Except under special instructions or in an emergency, every running train shall be provided with one or more Guards.

(2) The Guard of a running train shall travel in his brake van, except—

- (a) In an emergency, or
- (b) Under special instructions.

(3) When a train is worked without a Guard, such of his duties as can be performed by the Loco Pilot shall devolve on him as may be specified by special instructions.

SR. 4.25.01. — If a train is to run in accordance with the provisions of SR 4.23.02, the Guard shall travel in the engine.

SR 4.25.02.— In an emergency or under special instructions issued in each case, if it becomes necessary to run a train without a Guard it shall be ensured that the train is provided with continuous and effective vacuum from the engine to the rearmost vehicle which may be a brake-van. If a Guard is not provided at the originating station of the train, the SSE/SE/JE(C&W) shall mention the number and type of the rearmost vehicle in the vacuum brake certificate (Mech./V5) issued for such train, But in case no Guard is provided at any intermediate point such as at Crew changing station, the Loco pilot on being informed by the Station Master, shall examine the brake power of the train and also ensure that the rearmost four pistons are in proper working order. Further to the observance of the above, sub rules (d), (e), (f) (g) and (h) of SR 4.23.02 shall be applicable. In addition the following rules shall also be observed.

(a) The last vehicle indicator as indicated in sub-rule (a) of SR. 4.16.01 shall invariably be fixed at the tail end of the rearmost vehicle by the Loco pilot.

(b) A caution order shall be issued to the Loco pilot with necessary endorsement for running of the train without a Guard and also indicating the last vehicle number.

(c) (i) While running of the train without guard and/or Brake-van, the last vehicle number shall be mentioned in each line clear and reply message in Absolute Block System or with the departure report while working on Automatic block system.

(ii) The Station Master on duty at the Station either originating or enroute from where the Guard/ brake-van is not provided shall relay such information to the Section Controller with an endorsement in the Station diary. The section controller on duty shall keep a record to this effect in his Train Control-Chart. He will also inform the Station Master of the Station of the next Guard Changing point or the destination Station within the Division in advance.

(d) The Loco pilot shall be responsible to take with him the vehicle consist of such train. The duties devolve on the Guard for protection of the train laid down in GR 4.44, 6.03 and 9.10 shall devolve on the Loco Pilot.

NOTE : - In case of Automatic Block Signaling or in case of Intermediate Block Signaling a second train shall not be allowed to leave the same block station unless the previous train which has been allowed to leave without a Guard, arrive at next block station complete except in case of an accident or failure of the train.

SR 4.25.03. — No person shall be allowed to work as a guard unless he has qualified in the duties of a guard and unless he has learnt the section over which he has to work the train. To learn the section initially the guard shall operate a minimum of three trips.

If such a staff has not operated on a section for more than six months, he shall be booked again for a trip to refresh his knowledge of the road before he is allowed to work on the same section.

"However in case of an emergency and under special instruction, a qualified Group 'C' Operating staff may be deputed to perform the duties of a Guard in a Goods train only with the prior approval of Sr. DOM. However, before deputing such a staff to work the train, it should be ensured that-

1. He should be medically fit.
2. He should be well aware of the duties of a Guard.
3. He should know the section over which he has to work the train.
4. He should be provided with minimum Guard's equipment such as red & green hand flags, tri-color torch, walkie-talkie & detonators etc required for protection of the train and its safe running.

Record of such Goods train run shall be maintained in a separate register in the control office."

SR 4.25.04-All guards who are required to work trains on automatic block territories for the first time shall be imparted one day's intensive course about the rules pertaining to this system and a competency certificate shall be issued by CDTI/AOM, if found qualified, in token of their knowledge and proficiency in these rules. Thereafter, the competency certificate issued to the guards shall be renewed every Six months by CDTI/AOM, if found qualified, on an oral test which may even be taken while the guard is on duty. A record of such competency certificate issued/renewed shall be maintained by the CDTI/AOM.

No guard shall be put on duty on such sections unless he possesses such a certificate.

NOTE- In case of LPs/ALPs the specification enumerated in SR 3.78.02 will be applicable.

4.26. Couplings.—No vehicles that is not fitted with a coupling or couplings of approved pattern shall be attached to any train.

SR 4.26.01.— (a) Carriage and Wagon Yard staff and Guards, shall take special care to see personally that all unused couplings of vehicles on train are secured to the hooks provided for the purpose and are not allowed to hang down loose.

(b) the Guard must not allow a train to proceed without satisfying himself that the vestibule connection are properly secured, that doors, when necessary locked and bolted.

SR 4.26.02.—Station Masters, Guards and Yard staff, when attaching vehicles to a train, shall ensure that screw couplings are screwed up without slack.

SR 4.26.03.— The staff responsible for attaching engines with or without coaches or wagon on the stationary trains/rakes must stop the same short of the train/rakes and display "slow" hand signal for coupling up. The Loco Pilot shall exercise great caution to avoid any bump while attaching engines to trains/rakes.

D. Vehicles and Cranes.

4.27. Cranes.—

(1) No traveling crane shall be attached to a train until it has been certified by a duly authorised person that it is in proper running order, and with a dummy truck for the jib, if necessary.

(2) When a crane is to work on any line provided with electric traction or any line adjacent to it, the procedure and precautions as laid down under special instructions shall also be followed.

SR 4.27.01.— For detailed instructions on Crane working the relevant provisions of Operating Manual and Subsidiary Rules to GR 17.04 shall be referred to.

SR 4.27.02.— When running the main line, the crane shall as a rule, be placed four vehicles from the engine, but when proceeding to a break-down this condition may be relaxed.

SR 4.27.03.— When a crane is attached to a train, whether with the jib leading or trailing, except when otherwise notified, the Loco pilot shall not exceed the speed of 40KM per hour, and shall be particularly careful not to exceed the speed of 15K.M. per hour over turnouts.

SR 4.27.04.— Attaching, speed and operating instructions for running 120 T and 140 T Diesel Cranes have been incorporated in Para 16.11 of Operating Manual (SECR).

4.28. Loading of Vehicles.—

(1) No wagon or truck shall be so loaded as to exceed the maximum gross load on the axle fixed under sub-section (3) of section 53 of the Act, or such less load, if any, as may have been prescribed by the Railway Administration.

(2) Except under approved special instructions, no vehicle shall be so loaded as to exceed the maximum moving dimensions prescribed from time to time by the Railway Board.

(3) When a load in a truck projects to an unsafe extent beyond the end of a truck, an additional truck shall be attached to act as a dummy.

(4) The Guard shall, unless this duty is by special instructions imposed on some other railway servant, carefully examine the load of any open truck which may be attached to the train, and if any such load has shifted or requires adjustment, shall have the load made secure or the truck removed from the train.

SR 4.28.01.— (a) Standard Moving dimensions.—

The following limits shall be observed when road vehicles, machinery and other large vehicles are loaded in open trucks, special care being taken to secure them so that may not shift during transit.-

Loading dimensions for open trucks.

	Over BroadGauge		Over narrow Gauge	
	of the article only (a)	of the load from rail (b)	of the article only (c)	of the load from rail (d)
Maximum height at centre	Metre 2.8	Metre 4.1	Metre 2.5	Metre 3.2
Maximum height at sides	2.2	3.5	2.2	2.9
Maximum width when loaded on trucks having floor level less than 1.22 metres above rail level.	3.0	--	2.3	--
Maximum width when loaded on trucks having floor level 1.22 metres and over above rail level	3.2	--	2.3	--
Width below floor level				
	3.0	--	2.3	--

(b) Columns (a) and (c) show the dimensions of the articles only. By adding 1.27 Metres in case of BG and 0.73 Metres in Case of NG which are the standard heights from rail level to the floor of the truck half loaded, the figures given in column (b) and (d) have been obtained.

(c) In certain circumstances and for passage over certain sections of the line, bulky articles of larger dimensions than shown above can be despatched by rail. Such cases will be decided by the

Divisional Railway Manager. Station Master shall not, however, accept any consignment beyond the maximum dimensions laid down above, without specific sanction from the Divisional Railway Manager in each particular case. Such sanction will be given subject to the Carriage and Wagon Department passing the loads and sanction obtained from COM/BSP. Such sanction shall be governed by the relevant provisions of the Operating Manual.

SR 4.28.02.—When timber or other articles exceeding one truck in length have to be loaded, three trucks shall be used for the purpose. The consignment shall be so arranged that the entire load is borne by the center truck and the overhangs on either side of the center are roughly equal. The other two trucks, one on either side of the center truck will only act as dummy trucks to take the overhang of the consignment. They shall not bear any load. It shall be specially ensured that wagons loaded with timber, bamboo, etc., do not infringe the standard moving dimensions either in the center or on sides.

SR.4.28.03.—(a) Station Master and Guards are responsible for the safe loading of open wagons, but it is the duty of the SSE/SE/JE(C&W) to pay attention to the loads of trains passing their stations and to inspect and point out defects in loading. They shall also pass loaded vehicles, if called upon to do so, by giving a certificate in the following form :-

“ I have examined loads of open wagon Nos..... of train, on.....date and certify that the same are secured and fit to run”.

(b) At any intermediate station, when the Station Master requires the loads to be adjusted, the nearest Train Examiner shall be called to that Station to render necessary assistance.

(c) Loads badly secured or adjusted shall, on discovery at Train Examining station, be reported to the Divisional Mechanical Engineer (C&W) and appropriate action taken.

SR 4.28.04.—(a) In order to prevent the free ends of lashing chains of empty wagons working loose and trailing over the sides of the wagons platforms, it is essential that they are secured on the floor of the wagon. For this purpose the hook of the screw coupling attached to the short ended chain should be engaged in a suitable link of the other chain on the opposite side of the wagon and the screw coupling be tightened up.

(b) The Station Master and Yard staff attaching empty wagons on trains shall ensure that lashing chains are properly secured in the manner explained above. Guards of trains shall satisfy themselves that this has been done. Carriage and Wagon staff at Train Examining stations. While carrying out the examination of trains, shall also ensure that lashing chains are secured in the proper manner.

4.29. Damaged or defective vehicles.—

(1) No vehicle which has been derailed shall run between stations, until it has been examined and passed by a competent SSE/SE/JE(C&W) :

Provided that in case of a derailment between stations, the Loco pilot may, if the vehicle has been re-railed and if he considers it safe to do so, take such vehicle to the next station at a slow speed.

(2) If a Guard or Station Master has reason to apprehend danger from the condition of any vehicle on a train before it can be inspected by a SSE/SE/JE(C&W) , the Loco pilot shall be consulted, and if he so requires, the vehicle shall be detached from the train.

SR 4.29.01.— A vehicle on a train running with heated bearings which emit smell of burning oil or smoke or a whistling noise or is seen in red hot condition or in flames, is a dangerous vehicle. Staff on duty (Station Master, Cabinman, Pointsman, Gateman, Token Porters, etc.) shall be alert to detect it and to take immediate action to stop the train. In case the train cannot be stopped at that very station, a message for stopping the train shall be given to the Station Master of the next station ahead

and to the section controller. In case of electrified sections advantage may be taken of switching off Power in consultation with the Traction Power Controller.

SR 4.29.02.— If an axle box is found to be running hot, between stations or at a station where no siding facility exists the Loco pilot shall at once examine its condition. He shall remove the cover and examine the packing and put new waste, if possible and bring the train, at a restricted speed as considered safe by the Loco pilot, to the nearest station where siding facility exists.

SR 4.29.03.— (a) The Station Master receiving advice of a hot axle on a train shall, where possible, receive the train on the main line. If he is unable to do so, he shall bring it to a stop outside the first Stop signal before admitting it into the loop line on which it is to be received.

(b) When the Station Master receives advice of a Vehicle on a train which is derailed or whose running gear is in any way considered dangerous he shall bring the train to a stop outside the signal since further movement of such vehicle, especially over points in the Station Yard, is likely to cause a serious accident. The vehicle shall be thoroughly examined and the derailed wheels, if any, re-railed before the train is admitted into the Station Yard.

SR 4.29.04.— No carriage, wagon or other vehicle declared unsafe to run by a duly authorised official of the carriage and Wagon Department shall be allowed to proceed on any account. Any unauthorised person removing a "damaged" label from a vehicle shall be liable to prosecution.

E. Precautions before Starting Train.

4.30. Loco pilot and Guard to examine notices before starting.— Every Loco pilot and Guard before starting with a train shall examine the notices issued for their guidance, and ascertain there from whether there is anything requiring their special attention on that section of the railway over which they have to work.

SR 4.30.01.— Before commencing duty, the Loco Pilot/Guard shall sign the Appearance Book, stating the time of his arrival in Shed/ booking office. The Loco Pilot/Guard shall then carefully read all such notices (including speed restriction notices) pertaining to the running of their trains, shown on the Notice Board and in the Loco Pilot/Guard's Order Book and shall sign his name to indicate that he has read the notices therein and understands them.

SR 4.30.02.— In case of an illiterate Loco pilot, SSE/SE/JE(loco, traction, shed) Chief crew controller, crew controller shall be responsible for explaining the contents of the Train ordering message including such notices, as indicated under SR 4.30.01 to such illiterate Loco Pilot and obtain his L.T.I, in the Appearance Book. In case of any change in the programme subsequently either at the starting point or at any intermediate point, the Guard or in his absence the Station Master shall be responsible to explain the contents of such train ordering message to such illiterate Loco pilot.

4.31. Examination of trains before starting. - When a train is examined by a Train Examiner at a station, the station Master shall not give permission to start the train until he has received a report from such examiner to the effect that the train is fit to proceed and has the prescribed brake power.

SR 4.31.01.— The SSE/SE/JE(C&W) report must be in the form Mech/V5(vacuum brake certificate)

SR 4.31.02.— In order to afford necessary protection to the SSE/SE/JE(C&W) staff, a banner flag or a board about 0.40 x 0.30 metres painted red and inscribed with the word "STOP" in white, erected about 1.20 meter above ground level, will be exhibited by the SSE/SE/JE(C&W) at both ends of the load of the train/vehicles.

With interlocked points, if the interlocking permits, and with non-interlocked points, the points at either end of such line shall be kept set against access to such line and the points shall be clamped and padlocked by the Train Examining staff before commencing the work. The key of such

padlock shall remain in the personal custody of the SSE/SE/JE(C&W) until fit memo Form T/431 - Part C is issued.

Between sunset and sun-rise or during thick, foggy or tempestuous weather impairing visibility, the Banner flag/Stop board should be replaced by red lamps.

SR 4.31.03. — At stations where no Train examining staff are posted or at wayside stations while clearing a stabled load, the Guard and the Loco pilot shall jointly responsible for checking the adequacy of brake-power of the train. "The Loco pilot will create not less than 46 cms. of vacuum / 5 Kg/cm² of air pressure in the engine and 38 cms of vacuum /4.8 kg/cm² (4.7 kg/cm² in case of trains consisting of more than 56 wagons) air pressure in the rear brake-van. On seeing this required amount of vacuum/Air pressure in the rear brake-van, the Guard shall show 'Red' Hand signal to the Loco pilot to destroy the vacuum/air pressure. After the vacuum/air pressure is destroyed they will jointly check the train to ascertain the brake power."

Provided that for goods trains consisting of 40 or more BCX/ BOX wagons, the minimum vacuum level for engine and brakevan should be 44 cms and 34 cms respectively. Thereafter, the Guard shall prepare a memo in triplicate, indicating the number of operative and inoperative pistons as well as the number of Train piped vehicles, which shall be signed jointly by the Guard and the Loco pilot. One copy of this memo shall be given to the Station Master, while the other two copies shall be for the Guard and the Loco pilot.

Format for joint check by the Loco pilot and the Guard before starting a train from non-TXR station.

1. Date
2. Train description and No.
3. From/To
4. Engine No.
5. Engine attached at
6. Total Load
7. Examination on station side by the Loco pilot and off side by the guard. There is no loose or missing fitting in the under gear which may endanger safe running of train.
8. In case of invalid BPC or the integrity of incoming train with valid BPC has been disturbed beyond permissible limit-the Loco pilot and the guard ascertained the brake power of the train as per instructions under SR 4.31.01 with the following results :—

Total number of cylinders

Total number of working cylinders.

Percentage of Brake Power.

Vacuum/air pressure in engine

Vacuum/air pressure in brake van.

(This certificate is valid upto next examination of the train where the train will be offered for examination).

Signature of Loco pilot

Signature of Guard

SR 4.31.04.— The Loco pilot of a train after satisfying himself about the conditions for starting will start the train and invariably test the brake power of his train while negotiating the first available down gradient.

4.32. Examination of train by Loco Pilot.—

The Loco pilot shall, before the commencement of the journey and after performing any shunting en-route, ensure—

- (a) that his engine is in proper working order,
- (b) that the coupling between the engine and the train is properly secured, and
- (c) that the head light and marker lights as prescribed in sub rule (1) of Rules 4.14 are in good order, and these are kept burning brightly, when required.

SR 4.32.01.— Assistant Loco pilot will couple up the engines on the trains and uncouple engines from trains whenever required to do so. Normally, for shunting purposes the coupling and uncoupling would be done by the traffic staff. The movement of a train engine manned by a single men engine crew in a yard will be treated as a shunt movement for this purpose.

4.33. Examination of single and multiple units by Loco Pilot.-

When coupling single or multiple units or coaches of any such units together, the Loco pilot shall be responsible for observing that all electrical couplings are properly made. After all couplings have been made, the Loco pilot while taking over the complete train shall satisfy himself that the control and power apparatus and brakes of the complete train are in proper and prescribed working order.

4.34. Duties of Guard when taking over charge of a train,--- The Guard when taking over charge of a train shall satisfy himself, before the train is despatched—

- (a) That the train is properly coupled.
- (b) That the train is provided with the prescribed brake power.
- (c) That the train carries tail board or tail lamp and side lamps and that such lamps are lighted and kept burning brightly, when required.
- (d) That the appliance, if any, for communications between the Guard and the Loco pilot, is in proper working order, and
- (e) Generally that, as far as he can ascertain, the train is in a state of efficiency for traveling.

SR 4.34.01.— (a) The Guard must see while taking over charge of his train, that the train load does not exceed the prescribed load for the class of Engine as laid down in the Working Time Table or as notified from time to time.

(b) When taking over charge of a train and before signing the SSE/SE/JE(C&W)'s brake power certificate, the guard of a train shall ensure that the SSE/SE/JE(C&W) has signed in the brake power certificate form to the effect that :-

- (i) The doors of all carriages are in proper working order and can be closed and fastened.
- (ii) Vestibules connection are properly secured, and doors, where necessary, are locked and bolted.

SR 4.34.02.— Guards and Brakesmen before starting, must try their hand brakes. The proper way of doing this is to apply the hand brake of the brake-van hard, and then attempt to shift the brake block off the wheel tyres, pressing them outward with the foot. Unless they be found binding the tyres hard, the SSE/SE/JE(C&W) should be asked to adjust the brake gear suitably. The matter should also be reported to the Station Master/Yard Master and a suitable remark made in T34 H.F.

SR 4.34.03.- Before starting from the originating station and also from stations after shunting or after picking stable loads the Guard of the train shall satisfy himself that all the doors are properly secured.

SR 4.34.04.- Every Guard while taking over charge of a train carrying passengers must ensure that the Brake-Van equipments as mentioned under SR 4.19.02 are duly provided in his Brake-van.

4.35. Starting of trains.—

(1) A Loco pilot shall not start his train from a station without the authority to proceed. Before starting the train, he shall satisfy himself that all correct fixed signals and, where necessary, hand signals are given and the line before him is clear of visible obstructions and the Guard has given the signal to start.

(2) The Guard shall not give the signal for starting the train unless he has received the permission of the Station Master to start, in the manner prescribed by special instructions.

(3) The Guard shall not give the signal for starting unless he has satisfied himself that, except in accordance with special instructions, no person is traveling in any compartment or vehicle not intended for the use of passengers.

(4) The Station Master shall see, before he gives the Guard permission to start a train, that all is right for the train to proceed.

(5) The permission of the Station Master referred in sub-rule (2) may be dispensed with in case of suburban trains on such sections of a railway as may be specified by special instructions.

(6) When permission of the Station Master to start has been dispensed with under sub-rule (5) or at a station where no Station Master is posted, the Guard shall see, before giving the starting signal, that all is right for the train to proceed.

SR 4.35.01.— At terminal, junction, engine-changing and meal serving stations with a halt of 10 minutes or over, a warning bell shall be sounded five minutes before the starting time of a passenger train.

SR 4.35.02.— Station Master's Permission to the Guard to start the train referred to in clause (2) of GR 4.35. shall be given in the following manner :-

(a) For trains carrying passenger by ringing the station bell; and

(b) For others by issuing correct 'Authority to proceed' under the system of working.

In the case of (b) above, the Loco pilot, on receipt of the correct 'Authority to proceed' as required under the system of working and on observing the 'off' aspect of the departure signals referring to his train, or on observing the exhibition of hand signals in terms of GR 4.35 (1), shall sound the prescribed whistle code thus "OO" for Guard's Signal.

SR 4.35.03.—(a) The Guard's signal to the Loco pilot to start shall be given by waving a green hand signal horizontally at full length above the head towards the Loco Pilot and then holding it steady.

(b) In case of trains carrying passengers, the Guard shall blow his whistle before giving the signal to start.

(c) In cases of trains worked by two Guards or by a Guard and a Brakesman, the Second Guard or the Brakesman shall, after the work on the train at his end is completed, wave a green hand signal horizontally at full length above the head, to the Head Guard, who shall answer the signal in the same way after blowing whistle provided permission of the Station Master as indicated in GR 4.35(2)

has been received and conditions for starting the train are fulfilled. The second Guard or the Brakesman shall then give the starting signal to the Loco pilot in the manner laid down in sub-clause (a) above.

(d) In case of EMU trains, the signal to start shall be given by the prescribed bell code i.e. two rings.

SR 4.35.04.— No goods stock shall be used for carrying passengers without the previous sanction of the General Manager.

SR 4.35.05.— The term 'all is right' mentioned in sub rule(4) of General Rule 4.35 include ensuring taking off of the relevant starter signal except in the case of starting a train from a non- signaled line which case it includes compliance to GR 5.11 and SR 5.11.01. In case when the starter signal is defective, the term 'all is right' includes compliance with sub-rule (1) of GR 3.70 and SR 3.70.01.

4.36 Guard to be in charge of train.— After the engine has been attached to a train, and during the journey, the Guard or (if there be more than one Guard) the Head Guard shall be in charge of the train in all matters affecting stopping or movement of the train for traffic purposes. In the case of any self-propelled vehicle, such as a motor coach without a trailer and unaccompanied by a Guard, the duties of the Guard shall devolve on the Loco pilot.

4.37. Subordination of Guards in station limits.— When a train is with in station limits, the Guard shall be under the orders of the Station Master.

4.38. Assistant Loco pilots to obey Loco pilots. - The Assistant Loco pilot shall obey the lawful orders of their Loco pilot in all particulars.

4.39. Loco pilot to obey certain orders.— After an engine has been attached to a train and during the journey, the Loco pilot shall obey-

(a) the orders of the Guard, in all matters affecting the starting, stopping or movement of the train for traffic purposes, and

(b) all orders given to him by the Station Master or any railway servant acting under special instructions, so far as the safe and proper working of his engine will admit.

SR 4.39.01.— For purpose of GR 4.39(b), Yard Master/ Asstt. Yard Masters will have the same authority as the Station Masters.

SR 4.39.02.— On arrival of a train at an engine changing station, the Loco pilot shall not detach his engine from the train until his train has been properly berthed and he has received necessary signals to move. Should any further movement of the train/engine be necessary, the Station Master/ Asstt. Station Master/Asstt. Yard Master/Yard Master shall make necessary arrangements and the person deputed to conduct such movement shall personally attend to the work and give necessary orders to the Loco pilot, informing him when the work is finished.

F. Duties of Staff Working Trains during Journey

4.40. Loco pilot or Assistant Loco pilot to keep a good look-out.— Every Loco pilot shall keep a good look-out while the train is in motion, and every Assistant Loco pilot shall also do so when he is not necessary otherwise engaged.

SR 4.40.01.— While a train is in motion, the Loco pilot and Assistant Loco pilot shall keep a constant look-out for obstructions and be prepared for an immediate application of brakes at any moment.

4.41. Loco pilot or Assistant Loco pilot to look back.

The Loco pilot and the Assistant Loco pilot shall look back frequently during the journey to see whether the train is following in a safe and proper manner.

The Loco pilots/Asstt. Loco pilot have to pay special attention after passing permanent way gangs working on the line or a manned level crossing gate to see whether any danger

signal is being exhibited by them, warning the Loco pilot, Asstt. Loco pilot of a danger of an accident.

4.42. Exchange of signals between Loco Pilot, Guard and station staff.—

(1) The Loco pilot and the Guard of a train shall exchange signals with each other, at such times and in such manner as may be prescribed by special instructions.

(2) The Loco pilot and the Guard of a train shall, while running through a station, look out for and, except under special instructions, acknowledge the 'all-right' signals which the Station Master and such other staff at the station as may be specified by special instructions shall give if the train is proceeding in a safe and proper manner. If the train is not proceeding in a safe and proper manner, the Station Master or the other staff shall exhibit a Stop hand signal, on receipt of which the Guard and the Loco Pilot shall take immediate steps to stop the train.

SR 4.42.01.— (a) Signals between the Guard in the rear brake van and the Loco pilot shall always be exchanged in the following cases :-

(i) When a train starts after stopping at a station, signals shall be exchanged as soon as possible after the train has started and also after the last vehicle has passed over the points on quitting the yard.

Note :- At stations where it is not possible to obtain the view of the signal displayed from the Brakevan by the Guard after the Train has started, it is sufficient to exchange signals only after the last vehicle has passed the points on quitting the yard.

(ii) When a train starts after stopping outside station limits signals shall be exchanged as soon as possible after the train has started.

(iii) When a train runs through a station, signals shall be exchanged as soon as the last vehicle of the train has passed over the points on quitting the yard.

(b) Signals shall be exchanged by waving green hand signal horizontally. On a straight road, the signals shall be given from the left hand side of the Engine and brake-van, and on a curve, from the side on which they can best be seen.

(c) In case of single/multiple unit electric trains, the exchange of signals between the Guard and the Motorman shall be made by using the bells in the cabs.

(d) In case of EMU (Push and Pull)/Rajdhani Express trains, exchange of alright signals between Loco pilot and Guard shall be by ringing of bell in their cab as per code laid down in SR 4.51.01.

The Exchange of signals between Loco pilot and Guard of Rajdhani Express shall not be required in case when a train starts after stopping outside station limit.

(e) The guard of Rajdhani Express is not required to acknowledge hand signals given by station staff but a sharp look out must be kept by him for enabling to stop the train should a danger signal being exhibited by station staff.

SR 4.42.02.— (a) Whenever a non-stopping or stopping train passes a cabin, the official in charge of the cabin shall be responsible to observe the conditions of the vehicles on the train. He must lean out of the window waving a green hand signal unless anything wrong with the train is noticed.

(b) (i) For run through trains, the Station Master shall also observe/watch the condition of the train. For this purpose he shall normally stand on the side on which his office is situated in such position that a clear view of the train is obtained by him, and that his signals can be clearly seen by

the Guard. In case the view of the passing train is otherwise obstructed, the Station Master shall depute one of his station staff for the purpose.

(ii) At station where no cabins are situated or where the Station Master's Office and the Cabin/ Cabins is/are situated on the same side, the Station Master shall depute, one of his station staff with hand signal to the other side of the passing train to observe the passing train and assist the Station Master in doing his duty as laid down in SR 4.29.01 and sub-clause (d) below. The deputed staff will stand at a place from where the train can be sighted properly.

(iii) At stations situated on the Double/Multiple line section and when more than one train is running through simultaneously or some train is standing on adjacent line, the Station Master shall observe/watch one train and depute one of his station staff to do so for the other train/trains. The staff deputed so will stand at proper sighting place on either end of station yard. Where no cabins are situated or where the Station Master's office and cabin(s) is(are) on the same side and if a manned Traffic gate lodge is available at off side of station building, the Gateman may also be authorized/deputed to observe/watch the safety of running trains at off side and to assist the Station Master in doing his duty as laid down in SR 4.29.01 and sub-clause (d) below.

In specific cases, even two Traffic porters/points men may be deputed, if available for this job.

(iv) At Central Panel station, a PM/Porter, if available, may also be deputed to observe/watch the condition of the run through train from the station side in place of Station Master, and should be clearly instructed to stand in such a position that a clear view of the train is obtained by him and the signals can be clearly seen by the Guard. If no such staff is available at station, the Station Master will personally observe/watch the condition of the run through train and will stand on the side on which his office is situated and will be responsible to exchange signals with the loco pilot and guard of the train.

c) The Station Master or the person deputed under sub-clause (ii), (iii) and (iv) of clause (b) above shall wave a Green hand signal horizontally until anything wrong with the train is noticed.

(d) Should any case of hot axle, smoke issuing from a vehicle wagon door open, load of any truck, shifted or any fitting of a vehicle hanging and trailing along the ground, or goods falling of a vehicle, or any other conditions likely to endanger safety of the train be noticed with the train, the official-in-charge of the cabin/the station Master/ the staff deputed under sub-clause (ii), (iii) and (iv) of clause (b) above, shall at once change his Green hand signal to Red and take prompt action to stop the train and if this cannot be done at that station, intimation shall at once be given to the next block station to stop it. On controlled sections, the section controller shall also be informed. On electrified sections, the Traction Power Controller shall also be informed to switch off power wherever necessary.

SR 4.42.03.— The Loco pilot and the Guard shall be on the look out for the signals displayed under, clauses (a), (c) and (d) of SR 4.42.02. Unless "Stop hand signal" is displayed under clause (d) of SR 4.42.02, they shall acknowledge and exchange "Green hand signal" with such person when they are opposite each other. Should they observe Stop hand signal displayed under clause (d) of SR 4.42.02, they shall take immediate steps to stop the train. While passing through a station, the Loco pilot shall in addition sound a long continuous whistle.

Note :- The duties of Loco pilot mentioned in this rule shall also devolve on his Assistant Loco pilot for exchanging signals with the staff of station cabin when the same happens to be on his side of the locomotive.

SR 4.42.04.- (a) When a train starts after stopping at a station and if the train is worked by two Guards or a Guard and a Brakesman, the Head Guard before exchanging signal with the Loco pilot, shall exchange Green Hand Signal moved horizontally above the head with the Second Guard or the Brakesman, as the case may be, as soon as the train starts to indicate that they are in their places.

(b) When a train, either stopping or non-stopping has passed the points on quitting the yard, the Guard before exchanging signal with the Loco pilot, shall look back and satisfy himself that no 'Stop hand signal' or other indication is given by any of the station staff, as a warning that there is anything wrong with the train and that the train is complete.

SR 4.42.05.—In the event of the Loco pilot not receiving signal from the Guard as indicated in sub-clause (i), (ii) and (iii) of clause (a) of SR 4.42.01, he shall call the Guard's attention by whistle code thus 'OO' if the signal is still not be given by the Guard, the train shall be stopped.

SR 4.42.06.— Any failure on the part of the Loco Pilot and/or the Guard to exchange signals with the station staff and also sounding of engine whistle by the Loco Pilot while passing through a station as indicated in SR 4.42.03. shall at once be reported to the Section Controller as well as to the S.M. of the Block Station in advance, who shall arrange to have the train stopped and hand over a written warning to the defaulting staff.

SR 4.42.07.—In case the Loco pilot and the Guard do not receive any hand signal displayed by the station staff as indicated in sub clauses (a) and (c) of SR 4.42.03, while passing through a station, they shall exercise extra caution to ensure that all is right for the train to proceed on and record the same in the Guard's journal.

4.43. Guard to keep a good look-out.- During the journey including halts at stations, every Guard shall keep a good look-out and satisfy himself from time to time that the tail board and brake-van lamps are in position and that all brake van lamps, where required, are burning brightly, that the train is complete in every respect and is proceeding in safe and proper manner.

Note :- The term "brake-van lamp" includes "tail lamp".

SR 4.43.01. - If any vehicle is attached to a train behind the rear brake-van the Guard shall keep a good look-out and in the event of any vehicle becoming detached, take steps to stop the train carefully.

SR 4.43.02.— (a) Guards of running trains shall be responsible to watch any train passing on the adjacent line, and to attract the attention of the Guard or the Loco pilot of the latter train by exhibiting Stop hand signal, should any condition be noticed on that train by exhibiting Stop hand signal, should any condition be noticed on that train which may endanger its safety. In case of trains in the opposite direction, the Guards of the two trains shall examine each other's train but when trains run in same direction the Guard of one train shall observe/ watch the other train which overtakes his train. The Guards of these two trains shall exchange green hand signal between themselves when the brake-vans are opposite to each other. Similarly the Guard of the train which overtakes another train shall observe/watch the train so over taken and exchange green hand signal with the Loco Pilot of such train, In all cases green hand signals shall be exchanged only if the condition of the train so examined, is found in order.

(b) In the event of Guard / Loco pilot or of any running train noticing any Stop-hand signal shown by the Guard/ Loco pilot of the other train passing over the adjacent line, action shall be taken to stop the train. The train shall then be examined thoroughly before commencing further journey and if anything is found wrong such action shall be taken as the situation may warrant.

(c) Should any condition be noticed with a train which may endanger its safety, and if the Guard/ Loco pilot of that train does not exchange signal as indicated in Sub-rule (a) above, the Guard of the train noticing such conditions shall bring his train to stop at the next station and report the matter in writing to the Station Master. The latter shall then take steps to have the train in question stopped and examined at the next station which it is about to pass. Loco pilot there of shall examine the train.

SR 4.43.03. - When passing a manned level crossing, the Guard should look back to see if, any signal is given by the Gateman to indicate that anything is wrong with the train.

4.44. Train held up at first Stop Signal.—

(1) When a train has, without an apparent cause, been kept standing at the first stop signal for five minutes, the Loco pilot shall sound the prescribed code of whistle to warn the Guard and the Brakesman shall proceed to the cabin or station to warn the Station Master.

If there is no Brakesman, the Loco pilot shall depute an Assistant Loco pilot to proceed to the cabin or station to warn the Station Master. The Assistant Loco Pilot proceeding to the cabin or station shall show a stop hand signal towards the station. The Guard shall, as soon as the train is stopped at the first Stop signal check up that the tail board or tail lamp is correctly exhibited and shall maintain a vigilant attitude in rear of the train. After fifteen minutes or such less time as may be prescribed by special instructions, the Guard shall, irrespective of whether the cause is apparent or not, proceed to protect the rear of the train in accordance with instructions laid down in Rule 6.03. If in the meantime, the signal is taken 'OFF' or the Loco pilot receives the necessary authority to pass the signal in the 'ON' position, he shall sound the prescribed code of whistle to recall the Guard and exchange hand signal with him before starting the train.

(2) In the case of a train not accompanied by a Guard these duties shall devolve on the Loco pilot.

SR 4.44.01.— (a) The prescribed code of whistle is given in SR 4.50.01.

(b) Should the first Stop signal beat 'ON', the Loco pilot of the train approaching such signal shall sound the prescribed code of whistle to attract the attention of the station staff.

(c) The Guard shall arrange to take action to protect the train after a halt of 15 minutes in accordance with the instructions contained in GR 6.03 and continue to show a Stop hand signal to stop any approaching train until he is recalled. But before he proceeds to protect the train, he shall tie a red hand signal flag to aside lamp bracket or to the hand rail by day or reverse one of his brakevan side lamps where provided under GR 4.15 (a), to show red towards the train engine and white towards the rear by night or inside long tunnels or during thick foggy or tempestuous weather impairing visibility.

(d) After the signal is taken OFF, or when the Loco pilot receives the necessary authority to pass the signal in the 'ON' position, the Loco pilot and the Guard shall take action as per instructions contained in SR 6.03.02.

(e) The train shall be stopped on the way to station to pick up the Brakesman or Fireman.

(f) All cases of this kind shall be promptly reported in the joint train report of the Guard and Loco pilot.

4.45. Attracting attention of Loco pilot.—

(1) If any Guard sees reason to apprehend danger or considers it necessary for any reason to stop the train, he shall use his best endeavors to attract the attention of the Loco pilot.

(2) In the absence of other means of communications with the engine, a Guard desiring to attract the Loco pilot's attention shall apply his hand brake sharply and as suddenly release it, and whenever possible, he shall reverse the side lamps to show red towards the engine.

(3) When the attention of the Loco pilot has been attracted the necessary hand signals shall be shown.

(4) If the train is fitted with continuous brake, the Guard may, in case of emergency, apply such brake gradually to stop the train.

SR 4.45.01 - (i) The application of brakes from the guard's van on air brake trains should be in emergency only. Guards of trains equipped with air brake system may apply brake through application valve by pressing down the valve lever gradually, until the needle of the guage falls to zero. The brake is then fully applied on each fitted vehicle.

(ii) The application of brakes from the guard's van on trains equipped with vaccum brake system may be done by pressing down the valve lever gradually & slowly so as to reduce the vaccum by 13 to 18 cms to control the train or to the full extent until the needle of the guage falls to zero to stop the train in an emergency. The brake is then fully applied on each fitted vehicle and also on the engine.

4.46. Assistance from Guard's hand brake. — When the Loco pilot requires the assistance of Guard's hand brake, he shall sound the prescribed code of whistle, if necessary repeatedly, or if a brake whistle is provided, sound such whistle, and shall also use other means of communications, if provided between the Loco pilot and the Guard.

SR 4.46.01.— The prescribed code of whistle is "three short"

4.47. Application of Guard's hand brake.-

(1) When the Loco pilot sounds the prescribed code of whistle or the brake whistle, the Guards shall immediately apply their hand brakes.

(2) When a train is traveling down a steep incline the Guards shall, if necessary to steady the train, assist the Loco pilot with their hand brakes.

SR 4.47.01.- As soon as the Loco pilot sounds three short whistle the Guards shall, if necessary to steady the train, assist the Loco Pilot with their hand brakes.

4.48. Permission of Guard to detach engine from train.— When a train has been brought to a stand outside station limits or anywhere on a grade, the Loco pilot shall not detach his engine from the train without the permission of the Guard who, before giving such permission, shall satisfy himself that the van-brakes have been put on securely and take such other measures as may be necessary or prescribed by special instructions:

Provided that detaching of engines from trains in such cases may be prohibited altogether under special instructions wherever considered necessary in the interest of safety.

SR 4.48.01.— Whenever it becomes necessary for an engine, with or without vehicles, to be detached from the rest of the train, the following precautions shall be taken before it is uncoupled.

- (i) Hand brakes of the brake-van, as also of other hand braked vehicles, shall be screwed on tightly.
- (ii) Sprags / Wedges, if any, shall be used.
- (iii) Vacuum brake shall then be released by pulling the ball valve wires.
- (iv) The Guard and the Loco pilot shall ensure, before uncoupling, that the remaining portion of the train is secure.

SR 4.48.02.— The Divisional Railway Manager may however, notify and incorporate in the working time table the section/ sections where detaching of engines are prohibited altogether taking into consideration the gradient and roll ability of vehicles.

4.49. Starting and stopping of train. —

-The Loco pilot shall start and stop his train carefully and without a jerk.

4.50 Sounding of engine whistle.—

(1) Except under special instructions, the Loco pilot shall always sound the whistle of the engine according to the prescribed code of whistle.

- (a) before putting an engine in motion;
 - (b) when entering tunnel; and
 - (c) at such other times and places as may be prescribed by special instructions.
- (2) Engine whistle code shall be prescribed under special instructions.

SR 4.50.01.— The following whistles shall invariably be given by Loco pilot for the purpose indicated :-
Srl.No. Code of Engine Indication Whistle

- | | | |
|------|-----------------------|--|
| 1. | 0 | <p>a) Before starting—</p> <p>i) Indication to Loco pilot of assisting/ banking engine that the Loco pilot leading engine is ready to start.</p> <p>ii) Acknowledgement by the Loco pilot of assisting/banking engine to leading engine.</p> <p>iii) Engine ready to leave Loco yard of after completing Loco work.</p> <p>iv) Engine ready to go to Loco yard.</p> <p>b) On run-</p> <p>i) Assistance of other engine not required.</p> <p>ii) Acknowledgement of Loco pilot of assisting/banking engine that assistance stopped.</p> |
| 2 | 00 | <p>a) Call for Guard's Signal.</p> <p>b) Signals not exchanged by Guard.</p> <p>c) Signals not Exchanged by Station staff.</p> |
| 3 | —————0 | <p>a) Guard to release brakes.</p> <p>b) Before starting engine or a train from station/mid-section.</p> <p>c) Main Line Clear after backing into siding.</p> |
| 4 | 000 | <p>a) Guard to apply brakes.</p> <p>b) Train is out of control, Guard to assist.</p> |
| 5. | 00000 | <p>a) Train cannot proceed on account of accident, failure, obstruction or other exceptional cause.</p> <p>b) Protect train in rear.</p> |
| 6. — | ——00 | Call for Guard to come to engine. |
| 7 | 0————0 | <p>a) Token not received.</p> <p>b) Token missed</p> <p>c) With wrong 'Authority to proceed'.</p> <p>d) Passing Stop signal at 'ON' on proper authority.</p> |
| 8 | ———— | <p>a) Before starting vacuum recreated on ghat section, remove Sprags.</p> <p>b) Passing an Intermediate Block Stop signal at 'On' when the telephone provided on the signal post is out of order and Loco pilot is thus unable to contact the Station in rear.</p> <p>c) On run-Acknowledgement of Guard's signal.</p> |
| 9. | 000000 (intermittent) | Approaching level crossing. |
| 10. | ———— (continuous) | <p>(a) Approaching tunnel or area of restricted visibility or curves or cutting or site of accident or when in consequence of fog, storm or any other reason the view of signal is obstructed.</p> <p>b) Re-call railway servant protecting train in rear.</p> <p>c) Material train ready to leave.</p> <p>d) Running through a station.</p> <p>e) Approaching Stop signal at 'ON'.</p> <p>f) Detained at a Stop signal.</p> |

11. ————0———0 a) Train parting.
b) Train arriving incomplete.
12. 00——— a) Alarm chain pulled
b) Insufficient vacuum in engine.
c) Guard applies vacuum brake.
d) Inter-communication apparatus used.
13. ———— ———— Raise Pantograph. To be acknowledged by the other engine.
14. ————0——— Lower Pantograph. To be acknowledged by the other engine.
15. ————00 a) Signal arm lowered but light extinguished.
b) Signal arm improperly/insufficiently taken 'Off'
c) Defective signal.
16. ———— ———— Fouling not cleared.
17. 000000000000 a) Apprehension of danger.
(frequently)
b) Danger signal to the Loco pilot of an approaching train whose path is fouled or obstructed for any reason.
c) While working on a single line section during total failure of communications or when single line working is introduced, on a double line section.
d) Moving in wrong direction on double line.

Note : - The Signals above are illustrated by 'O' for a short whistle and "—" for a long whistle.

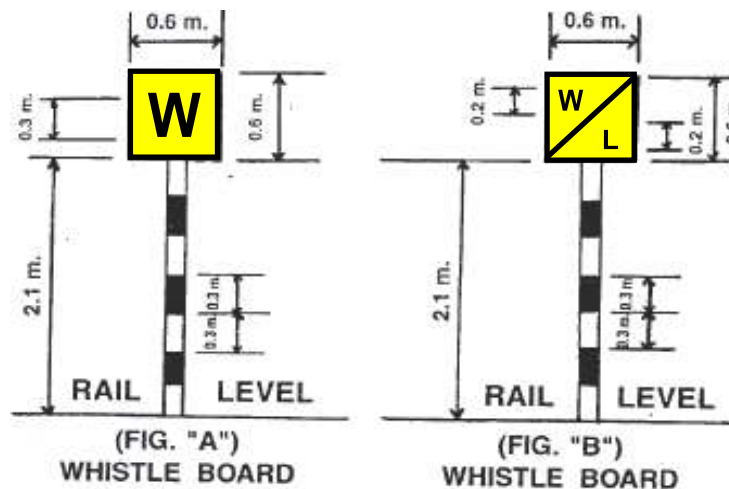
SR 4.50.02.- WHISTLE BOARDS :

(a) Whistle boards are provided with a view to indicating to the Loco pilot of an approaching train to the need for sounding the whistle/horn (vide serial No.9 under SR 4.50.01) to warn the staff who may be working on the line, as well as the Gateman and road users at level crossings, about the approaching train.

"The Loco pilot shall sound the whistle/horn intermittent upto the level crossing/site of work".

(b) Types of whistle Boards :-

(i) There are two types of whistle boards as follows :



(ii) It shall consist of a 0.60 m. square board, pointed yellow with appropriate in black and fixed on a post painted with 0.3m. high bands of white and black keeping the underside of the board at a height of 2.10m. above rail level. The board shall not be illuminated at night.

(iii) Whistle board as per fig. (A) , with the letter 'W' 0.30 m. high, shall be provided on the approaches to curves and cuttings, at a point from where visibility of the line ahead is limited to 800m., or less on BG or 400m. on NG and also on the approaches to every tunnel, at a distance of 800m. from it on B.G. and 400m. on N.G.

(iv) Whistle boards as per fig (B) with the letters (W/L) 0.2m high, shall be provided on the approach to all unmanned 'C' Class level crossings and also to manned level crossings where the view is not clear on either side for a distance of 600 metres and those which have normal position open to road traffic, without interlocking and protection by signals, under special condition. The whistle boards should be bilingual as contained in Annexure-9/5 to Indian Railways Permanent way manual and be erected along the track and at a distance of 600 metres from level crossing, except where higher distance is otherwise directed under special circumstances.

4.51. Bell signal between Loco pilot and Guard.-

- When bell communication is provided between the Loco Pilot and the Guard of the train, bell signal code , as may be prescribed by special instructions , shall be used.

SR 4.51.01.— For single or Multiple unit electric trains, the following bell signal codes shall be used between the Motorman and the Guard. In case of failure of electric bell equipment in the cab, the codes shall be sounded by horn.

S/No.	Code of Bell Signal Indication	Acknowledgement
1.	0 Sop train	0
2.	00 Start train	00
3.	000 pause 0 To push back train	000 pause 0
4.	00 During run through	00
5.	000 Guard required by Loco Pilot	000
6.	00000 Brakes tested found alright	00000
7.	00000Pause 0 Brakes tested and not found alright.	00000Pause0
8.	0000 pause 0000 Information to Motor man regarding guard leaving the cab.	0000Pause0000
9.	00 Pause 00 Passing Automatic Signal at 'ON'	00 pause 00
10.	0000 Protect train in rear	0000
11.	00 pause 0 Proceed with caution while working under GR 4.21 (2) (a)	00 pause 0
12.	000 pause 000 Guard's warning to Motorman, if EMU train exceeds the prescribed speed after passing an Automatic stop signal at 'ON'	000 pause 000
13.	0 Pause 0 Zone of speed restriction is over, resume prescribed speed.	0 Pause 0

Note :- The signals above are illustrated by '0' for a ring.

4.52. Throwing out water, fire or cinders.- — A Loco pilot shall not throw out water, fire or cinders, when passing through a station yard or tunnel, or when on a bridge.

SR. 4.52.01.— Loco pilot, before opening cylinder waste- water cocks or injectors, shall ensure that there is no one near who is likely to be scalded.

SR 4.52.02. — Loco pilots and Fireman are prohibited from throwing lighted jute or cotton waste from their engines.

SR 4.52.03. — Except in an emergency, no Loco pilot shall rake out ash-pans elsewhere than over ash-pits. The ashes shall be thoroughly damped and leveled off to rail level in the event of raking out the ashes elsewhere than over ash-pits.

4.53. Hose or water crane.— After taking water from a tank or water column, the Loco pilot shall see that the hose or arm is left clear of the line and when it is provided with fastenings, properly secured.

SR 4.53.01. (a) Loco pilot shall ensure that after taking water, the swan necks of water columns are always put back to their normal position, i.e. parallel to the track so that the necks do not foul the adjacent line.

(b) If due to any defect, the Swan necks cannot be reversed to their normal position, the matter shall be immediately brought to the notice of the Station Master on duty, and suitable remarks entered in the engine tickets.

SR 4.53.02.— At watering stations where only a single water column is provided, double headed trains shall be stopped short of the water column, and the engines shall be uncoupled from the train and moved forward to the water column, and backed on to the train again after both the engines have taken water.

4.54. Passengers.— Every Guard shall give his best assistance to passengers entraining and detraining.

G. Duties of Staff on Arrival

4.55. Shutting off power. — In stopping a train, the Loco pilot shall determine where to shut off power by paying particular attention to the gradient, the state of the weather, the condition of the rails, the brake power and the length and weight of the train.

4.56. Guard to see that train is stopped clear of fouling marks.— When a train comes to a stand at a station, the Guard shall see that, wherever possible, the last vehicle of his train has cleared the fouling marks of all points and crossings. If not, he shall inform the Station Master at once and exhibit Stop hand signal to prevent any movement on the fouled line.

SR 4.56.01.— The first duty of the rear Guard on arrival at a station is to see that the last vehicle of his train is clear of the points or derailing switch or clearance / lock bar where provided. If the last vehicle has not cleared the fouling marks of the adjoining lines or derailing switch or clearance / lock bar, where provided, the Guard shall come to Cabin plainly exhibiting a danger hand signal towards the station/cabin on his way thereto.

SR 4.56.02.— (a) If the train is not being worked through out with the vacuum brake, the Guard shall screw on his hand brake immediately after the train has come to a stop. If there be more than one hand braked vehicle in rear, the hand brake of each vehicle shall be tightly put on by train staff the moment the train comes to a stop.

(b) As soon as the train has come to a dead stop and there is no further danger from recoil or from heavy gradients, the brakes of all the vehicles except the rear brake-van shall be released by the train staff.

(c) Guards shall be careful not to start their trains until the brakes are released.

SR 4.56.03.— When the vacuum brake is in use throughout the train, hand brake need not be applied for short authorised halts.

SR 4.56.04.— Similarly, it is the duty of the Guard of a stopping train to see that the train has arrived complete. If the train has not arrived complete, the Guard shall personally be responsible for bringing the fact immediately to the notice of the Station Master, Cabin Assistant Station Master or Cabinman, as the case may be, so that necessary steps may be taken.

4.57. Detaching engine.— Whenever a train has been brought to a stand, and it is necessary for the engine, with or without vehicles, to be detached from the rest of the train, the Guard shall, before the train is uncoupled, satisfy himself that the van-brakes have been put on securely and take such other measures as may be prescribed by special instructions.

SR 4.57.01.— The Loco pilot before detaching his engine from the train, shall give three short whistles to call for the Guard to apply brake and to signify his intention to uncouple from the train. There upon the Guard shall take precaution to prevent the possibility of the train running away.

The Loco pilot shall not detach his engine from the train nor allow it to be detached until he has received from the Guard an answer, in the form of green signal by day, and a white light by night as an assurance that the train is secured and he may proceed.

4.58. Loco pilot to see that train is stopped clear of fouling marks.— When a train comes to a stand at a station, the Loco pilot shall see that, wherever possible, his engine is clear of the fouling marks of all points and crossings. If not, he shall take step to inform the Station Master at once and exhibit Stop hand signal to prevent any movement on the fouled line.

SR 4.58.01. In order to avoid the adjacent line at the rear end of the train being fouled, Loco pilot of all goods trains shall draw the train up to the starter or shunt signal or stop board, as the case may be, or up to the fouling mark where no such signal is provided.

SR 4.58.02 - If a train for any reason stops without clearing the fouling marks of the adjoining lines the train Loco pilot shall give three long whistles and the Assistant Loco pilot/Diesel Assistant shall proceed to the Station Master/nearest end cabin exhibiting 'Stop' hand signal to inform the Station Master/Cabin staff of the fact. Similar action shall be taken by the Loco pilot of banking engine or engine attached to a train in the rear in case the engine stops without clearing the fouling marks.

SR 4.58.03. The engine crew of the train detained shall also watch the reception signals in case of crossing and dispatch signals in case of precedence so that signals for the correct line are taken off. The watch shall be kept by rotation as arranged by the Loco pilot. In case, an incorrect signal is taken 'OFF', immediate action shall be taken to advise the cabin/station staff along with the measures to prevent an accident.

4.59. Moving of train carrying passengers after it has been stopped at a station.— When a train carrying passengers has been brought to a stand at a station whether alongside, beyond, or short of the platform, the Loco pilot shall not move it, except under orders of the Guard or to avert an accident.

SR 4.59.01.— The Guard shall give the signal to the Loco pilot to move only after he and the station staff have warned the passengers as far as possible about the proposed movement. Before moving his train, the Loco pilot shall sound one long and one short whistle as a final warning to the passengers after receiving the Guard's signal.

4.60. Guard not to leave train till handed over.— No Guard shall leave his train until it has been properly handed over in accordance with special instructions.

SR 4.60.01.— No Guard or Brakesman shall leave the station at the end of his run without the Station Master's permission to do so. He shall also before leaving, see that his train has been signed for by the outgoing Guard / Brakesman or by the Trains Clerk / Station Master.

4.61. Loco pilot not to leave engine when on duty.— No Loco pilot shall leave his working locomotive or his self-propelled vehicle when on duty, whether at a station or on a running line, except in case of absolute necessity and after a competent railway servant has been placed in charge of the locomotive or self-propelled vehicle. In the case of a self-propelled vehicle manned by a Loco pilot only, Loco pilot may leave it when necessary provided he has locked the cabs and has put the vehicle in low gear with the ignition switch in the off position and has screwed down and locked the hand brake.

SR 4.61.01.— Asstt. Loco pilots / Diesel Assistants are strictly prohibited from moving engines except under the circumstances laid down in GR 4.20 (3) and SRs. thereto.

H. Working of Materials Trains.

4.62. Working of a material train in a block section.— A material train shall be worked only with the permission of the Station Masters on each side and in accordance with special instructions.

SR 4.62.01.— Composition and formation of Material trains.-

(a) The train will consist of a certain number of wagons for the carriage of railway materials and one or more brake-vans properly equipped, one of which will be placed in the rear and the other, if there is a second, in the front of the train.

(b) Fuel wagons (not more than two) may be attached to any materials train for the purpose of applying coal to engines. These wagons, which will have painted on them in large letters "LOCO", are to be attached in addition to the ordinary load, and will be carried free of charge.

(c) Ordinary traffic wagons shall not be attached to material trains without special instructions from the Divisional Railway Manager.

SR 4.62.02.— Day-to-day working of material train.—

(a) Once a train has commenced to work, it shall work entirely as per the instructions issued to the Guard by the Divisional Engineer or Divisional Electrical Engineer (Tr.D) through the Train Inspector, until finally cancelled by the Divisional Operations Manager.

(b) For the purpose of these rules, Train Inspector means the nominated representative of the Engineering or Traction Department who remain on duty with the material train.

(c) After the day's work is completed and after the train has arrived at its stabling station, the Train Inspector shall hand over memo in duplicate as follows. -

If at an engine changing Engine released to go to station shed at

The Guard shall hand a copy of this memo to the Loco Pilot.

(d) The Guard shall ascertain every morning from the Train Inspector the stabling programme for the next night and shall issue aware to the Divisional Railway Manager, the Chief Controller, Loco Foreman and the Station Masters concerned in the following form: "Material train No.....stabled at....."

If the material train is stabled with workers, the Govt. Railway police at that station or if there is no Govt. Railway Police at the stabling station, the nearest Civil District Police shall also be included as one of the addresses in the above telegram.

SR 4.62.03. Working hours.

(a) Except under special circumstances, a material train shall work between sunrise and sunset. But the actual working hours shall be restricted to the time allowed by Section Controller. In case of non controlled area or during the interruption of control circuit, the station may, however, in consultation with the Station Master at the other end of the block section, notify the time allowed for its work, keeping in view of the movement of other important train services. In all cases, the Guard shall be held responsible to ensure that the time allowed, as notified in the Caution Order, is not exceeded.

(b) A material train may run during the night from and to its stabling station without execution of any work.

(c) If, under special circumstances a material train is allowed to work in the night, the following conditions shall be full filled.—

(i) The Engineering Supervisor on the train should not be below the rank of JE (PWay).

(ii) Loading and unloading of rails between block stations should not be permitted.

(iii) A portable generating set should be carried on the train with adequate number of flood lights so as to ensure proper lighting at the loading / unloading points.

(iv) Female labours should neither be engaged nor carried on the train.

SR 4.62.04.— (a) Guards of material train shall be responsible for their safe working both on Traffic and Engineering sidings and on running lines, and shall personally conduct all shunting operations. Loading and unloading shall be carried on under the supervision of the Train Inspector. The Guard shall be held responsible to ensure that no delay to traffic occurs. The Train Inspector and the Guard shall be jointly responsible for leaving the tracks clear of all obstructions and for seeing that railway materials when loaded in any open tracks, do not infringe the standard moving dimensions.

(b) The Guard shall, in consultation with the train Inspector, be responsible to apprise the Station Master about the readiness of the Material train to leave, its working programme and the probable duration of work in mid-section.

(c) The flap doors of the wagons may only be opened for the purpose of loading / unloading of materials. The Guard and Train Inspector shall be responsible to ensure that all doors / flap doors are properly closed and secured before the train is moved further.

SR 4.62.05.— (a) A material train shall be worked under the system of working in force.

(i) On double line section, when working on the proper line, on completion of work, it shall proceed to the next block station in advance and return, if required, on the proper line.

(ii) On double line section, it may be allowed to work on the wrong line and return. In such case, the concerned section must be blocked as described in GR 1.02 (8).

(iii) On single line, it may be allowed to work between stations and proceed to the next block station or return to the block station from which it is about to start.

(iv) On both double and single line sections, it may be allowed to work in a section which is already blocked, when specially arranged by the Engineering official (not below the rank of JE (PWa y) Who has blocked the line. In such cases the rules for use of Block ticket / Authority to proceed for Relief Engine/Train in to an occupied Block section on obstructed section shall be followed.

(b) Whenever a material train is to work between two stations the Station Master of the station from which the material train is to leave shall advise the Station Master of the station at the other end about its programme and the duration of time during which the material train will work. This shall be acknowledged before the material train is allowed to leave.

(c) The Station Master shall give fresh "Authority to proceed" for each trip.

(d) A caution order shall always be issued to the Loco pilot notifying the time at which the block section must be cleared and whether the train has to proceed to the next station or has to return to the station from which it is about to start.

(e) (i) When a material train is to work and return under the provisions of sub-Para (a) (ii) above, the "Authority to proceed" shall be the caution order itself as mentioned in sub-Para (d) above, with the following endorsement in addition :-

"Block section in rear between. (stn) and (station) has been blocked back. Private Number _____."

ii) When a Material Train is to work under the provisions of sub-Para (a) (iv) above, the "Authority to proceed" shall be the "Block ticket / Authority to proceed for Relief Engine/Train into an occupied Block section." Which should be issued only after suspending the system of working.

(f) Except under special circumstances like accident, failure, obstruction etc. , the material train shall work and return/proceed as per the instructions contained in the caution order mentioned in sub Para (d) above.

(g) Unless within the limits of the Stop signals of a station, a material train shall be divided, nor the Engine uncoupled from the train, except in case of emergency or failure, or when it is necessary to replenish the Engine with coal or water. However, before the train is parted, the Guard shall put the hand brake (s) in the Brake-van (s) hard on and apply the hand brakes of sufficient number of vehicles in each portion and secure them with Sprags. Guard and the Train Inspector shall ensure that all labours have been detrained before dividing the train, Vehicles shall not be detached from a material train on a grade of 1 in 260 or steeper.

SR 4.62.06.— (a) Except when working under the provisions of sub-rule (a) of SR 4.62.05, the speed of a material train working between stations shall not exceed 25 kilometres an hour.

(b) When working between stations under the provision of sub rule (a) of SR 4.62.05., the speed of a material shall not exceed 15 kilometres an hour during day on the straight and 10 kilometres an hour at night or where a clear view for 800 metres ahead cannot be obtained.

(c) When running through between block-stations and when running with the Engine leading, the speed of a material train shall not exceed the speed prescribed for goods trains of similar weight.

(d) When the engine is pushing the train or is placed in the middle of the train in an emergency or in exceptional circumstances and the Brake-van is leading :-

(i) the speed shall not exceed 25 kilometres per hour on the straight line or 8 kilometres per hour over a turnout:

(ii) the Guard shall travel in the leading break even and must exhibit necessary hand signals to the Loco Pilot :

(iii) the train crew shall keep a good look out especially in the direction in which the train is moving and must be prepared to stop short of any obstruction : and

(iv) when approaching any non interlocked station the Guard shall satisfy that the facing points are properly manned before hand signaling Loco pilot.

(e) When the engine is pushing the train or is placed in the middle of the train in an emergency or in exceptional circumstances and the Breakeven is not leading :-

(i) The speed shall not exceed 8 kilometres per hour :

(ii) The Guard shall travel on the leading vehicle and exhibit hand signal to the Loco pilot, and

(iii) Sub- clauses (d) (iii) & (iv) shall be strictly complied with.

(f) Material trains are not allowed to push down the grade on the sections of the line notified by the Divisional Railway Manager.

SR 4.62.07. — Reception of a material train shall be governed by the same rules as are applicable for a goods train whether it proceeds to the next station or returns to the starting station.

SR 4.62.08.— (a) Immediately on arrival of a material train at a station after working in mid-section the Guard and the Train Inspector shall issue a Joint memo to the Station Master certifying the complete arrival of the material train and that nothing has been left infinging the running line(s).

(b) When a Material train, working on the authority of a Line Clear Ticket has returned to a station without passing over the whole block section, the Loco pilot shall return the Line Clear Ticket to the Station Master through the Guard, and the Station Master shall cancel the same by making the following remark across the face :-

“Cancelled, Material train returned here at

H..... Mts.....Station Master”.

The Line Clear Ticket after being so cancelled will be returned to the Loco Pilot through the Guard, Who shall dispose the same in the usual way.

(c) When a Material Train returns to the station from which it started, the Station Master of the station at which the train has arrived, shall issue a message to the Station Master of the block station at the other end of the concerned block section notifying that the train has returned and the block section is clear.

SR 4.62.09.— When a material train is working between stations the Train Inspector shall arrange for the protection of the train with banner flags held across the track at a distance of 600 metres on the BG and 400 metres on the NG in both directions on single line and in the direction of traffic on the double line. The person (s) deputed for the purpose shall, in addition, be supplied with detonators and shall place 3 detonators on the track 10 metres apart whenever the train comes to a stand for a period over 15 mts. or in the event of any other train approaching on the same line.

SR 4.62.10.— Whenever the material train is to work between the outermost points and the First Stop Signal, it shall be treated as shunt movement.

4.63. Workers on material train.— The Guard of a material train shall, before giving the signal to start, see that all the workers are on the train, warn them to sit down.

SR 4.63.01.— Be fore giving the signal to start, the Guard shall—

(i) advise the Engineering official in charge that the train is ready to leave , and

(ii) ensure that all wagon doors are securely fastened.

4.64 Protection of material train when stabled.—

(1) A material train shall not be stabled on a running line at a station, except in unavoidable circumstances.

(2) When a material train is stabled at a station, it shall be protected in the following manner and the Station Master shall ensure that—

(a) the vehicles of the material train have been properly secured and are not fouling any points or crossings .

(b) all necessary points have been set against the line on which the material train is stabled and such points have been secured with clamps or bolts and cotters and padlocks , and

(c) the keys of such padlocks are kept in his personal custody until the material train is ready to leave the siding or line.

(3) The Guard shall not relinquish charge until he has satisfied himself that the material train has been protected as prescribed in this rule.

SR 4.64.01.— (a) The material train shall be secured in the manner prescribed under SR 5.23.01.

(b) If under unavoidable circumstances the materials train is stabled on a running line, the Station Master shall, in addition to what has been prescribed under sub-rule (2) of General Rule 4.64., arrange to place lever-collars on the concerned home signal and slot levers of the respective cabin (s) and slide collar (s) on the concerned S M's slot slide (s) as indicated in the Station Working Rules. For this purpose Private Numbers shall be exchanged with the person (s) in charge of the Cabin (s).

(c) The Guard shall be responsible to supervise the protection to be made as required under sub-rule (2) of General Rule 4.64. and inform the Station Master in writing of having done so.

4.65. Working of track maintenance machines.— Track laying or on track tamping or maintenance machines shall be worked only with the permission of the Station Master and in accordance with special instruction.

SR 4.65.01 'On Track'. Track Maintenance machines are self propelled Track

Maintenance Machines. These machines shall be worked as a train under the system of working applicable and shall be treated as a train as defined in GR 1.02 (58) for the purpose of working on open line. However, there need not be any Guard or Brake Van attached to the machine. The duties of Guard shall devolve on the In charge of the machine/machines.

During day or Night hours when the view is clear and adequate lighting arrangements have been made, Upto 5 'ON TRACK' Track Maintenance Machines may be allowed under one authority to proceed for working within the Block Section and proceed to next station or come back. All 'ON TRACK' Track maintenance Machines must leave and enter the station at a time one after another.

In case of movement from one station to another station only one/coupled 'ON TRACK' Track maintenance Machine may be allowed under one authority to proceed.

In case of thick, foggy and tempestuous weather as well as during the total failure of communication, these machines are not permitted to work on line.

SR 4.65.02 (a) Each machine shall be in direct charge of JE (TM) here in after called the Operator. The maximum number of Railway staff on each Track Machine should be as prescribed in Indian Railway Track Machine Manual. The Operator shall be a qualified person, competent to hold the charge of the machine on the Main Line and also certified to be qualified in the rules and accrual driving and working of the unit efficiently.

(b) The 'ON TRACK' Track Maintenance Machines shall work under the direct supervision of an Engineering official, not below the rank of SE (P Way) who will be responsible for obtaining the traffic block and for protection of the lines while the work is in progress. Here in after, he will be called SE (P. Way) incharge.

SR 4.65.03: Competency certificate:-

(i) Operator of the machine shall not use/operate the Track Machine unless;

(a) He is in possession of a valid Track Maintenance Machine working Competency Certificate which will be issued in token of his being competent to operate the machine. This Certificate will be issued by Dy. CE (T/M) /XEN (T/M) and will be valid for 3 years.

(b) He is fully conversant with the system of working. Signaling of the section and has undergone road learning as prescribed for Drivers and has recorded this fact in a competency book kept on the machine. This will be countersigned by SSE (TM) Incharge. The competency Certificate regarding learning road, protection rules etc. will be issued by the Sr. DSO/DSO of concerned division and will be valid for one year.

(ii) The Operators (JE-I/JE-II TM) of the machines responsible for operating/running of the machines shall follow the schedule of initial training in train working rules as prescribed for train drivers. Refresher courses shall be once in three years.

(iii) He must possess a valid certificate of Medical fitness in A-3 category issued by a Railway Doctor. Period of PME shall be as prescribed for train drivers.

SR 4.65.04: Equipments:- The Operator of the machine will be responsible to ensure that the following equipment complete and in proper working condition, are available on each Track Maintenance Machine before the machine is put on a running line:-

- (a) Two red and one Green Hand Signal flag.
- (b) Two hand signal lamps of approved design.
- (c) Two chains with padlocks.
- (d) Two clamps with padlocks
- (e) 10 detonators
- (f) One LED based Tri color torch cum Flasher Hand Signal lamp.
- (g) A copy of the Working Time Table of the section where the machine is working
- (h) G & SR upto date.
- (i) One 4 cell flasher light.
- (j) One patromax lamp
- (k) One portable field telephone.
- (l) Two banner flags.
- (m) One first aid box.
- (n) Two wooden wedges.
- (o) Tail Lamp and Tail Board.

Each Track Maintenance Machine must be equipped with prescribed head light, tail light, marker light and flasher lights as per GR 4. 14 to 4. 16 and the SR's thereto.

While moving in convoy the Tail Board/Tail lamp, should be fixed only on the last machine in the direction of movement.

SR 4.65.05: Rules for operation:

(i) No Track Maintenance Machine shall be brought on a running line from the siding/ stabling line without the written permission of the SM on duty on form T/806.

(ii) When the Track maintenance Machine is required to move from one Block Station to another Block station, the Operator should run the machine only with the proper authority to proceed.

(iii) The following procedure shall be observed for working of track maintenance machines between two block stations:

(a) The track Maintenance Machines shall work under line block. The JE/SE (P. Way) incharge of all the Track Maintenance Machines shall give the requisition for block in duplicate to SM, indicating the number of the Machines which will work, the specific location of work, the duration of block required and whether the machines will proceed to the next station or return back to the starting station or clear in wrong direction after completion of the work. The SM shall then contact the controller and ascertain the movement of trains before granting line block.

(b) After ascertaining from controller, the duration of block that may be granted, SM shall return the original requisition to the JE/SE(P. Way) incharge endorsing the duration of the block permitted and other instructions, If any.

c) Single line section: Work and proceed:

SM will obtain line clear from station in advance, take 'off' Last Stop signal, if any, issue Track Maintenance Machine permit indicating the number of machines permitted to work within the block section which will be signed by all the Operators of Machines and will be handed over to the JE/SE (P. Way) incharge along with token if any. JE/SE (P. Way) incharge shall travel on the last Track Maintenance Machine.

On completion of the work, machines will be received by taking off, reception signals, Station's Pointsman should display green signal at the foot of first stop signal till the last machine enters the station.

On reaching the station in advance, JE/SE (P. Way) incharge will hand over the token, if any as well as the Track Maintenance Machine permit, only when the last machine clears the block section. He will also certify that the track is fit for train movement. Then only SM will clear back the Block section.

(d) Single Line section: Work and return

(1) With Token/Tablet Instruments:

SM will obtain line clear from station in advance, take off last stop signal, if any, issue Track Maintenance Machines Permit indicating the number of Track Maintenance Machines permitted to work within the block section. The stations where they will return etc. which will be signed by all the Operators of Track Maintenance Machines and will be handed over to the JE/SE (P. Way) incharge along with token /tablet. JE/SE (P. Way) incharge shall travel on the first track maintenance machine.

On completion of the work, the machines will be received by taking off reception signals. Station P/man should display green hand signal at the foot of first stop signal till the last machine enters the Station. JE/SE (p. Way) incharge shall hand over the token/ tablet as well as Track Maintenance Machine Permit to the SM on duty only when all the machines have cleared the block section. He will also issue a certificate to the SM that track is fit for train movement. Then only SM will close the Block section and normalize the block instrument.

(2) Tokenless Block Instrument:

SM will Block back the section take off the shunting key, issue a Track Maintenance Machine Permit indicating the number of the Machines permitted to work within the Block Section, the Station where they will return etc. which will be signed by all the operators of track maintenance machines and will be handed over to the JE/SE (P. Way) in charge along with the shunting key. In addition to it. T/369-(3b). will also be issued for passing the last stop signal at danger. JE/SE (P. Way) in charge shall travel on the first machine.

On completion of the work, the machines will be received by taking off reception signals. Station's Pointsman should display green hand signal at the foot of first stop signal till the last machine enters the station.

JE/SE (P. Way) in charge shall hand-over the shunting key as well as the Track Maintenance Machine Permit to the SM on-duty, only when all the Machines have cleared the block section. He will also issue a certificate to the SM that the track is fit for train movement. Then only SM will remove the 'Block Back'.

e) Double line section – work and proceed:

(1) Via Right direction:

SM will obtain line clear from station in advance, issue a track maintenance machine permit indicating the number of Machines permitted to work within the block section which will be signed by all the Operators of the Machines and will be handed over to the JE/SE (PWay) in charge. JE/SE incharge shall travel on the last Machine. Machines will be dispatched by taking off last stop signal.

On completion of the work, the machines will be received by taking off reception signals. Station's Pointsman should display green hand signal at the foot off first stop signal till the last machine enters the station.

On reaching at the station in advance. JE/SE (PWay) in charge will hand over Track Maintenance Machine Permit to SM only when the last machine clears the block section. He will also certify that the track is fit for train movement. Then only the SM will clear back the block section.

(2) Via Wrong Direction:

SM will take the line clear from station in rear on block telephone indicating number of Machines which will work from that station upto the next station, prepare PLC, issue Track Maintenance Machine Permit clearly indicating the number of machines to work, the station to which the machines will clear on completion of work and the line on which the machines will work. The PLC and the Track Maintenance Machine Permit should be signed by all the operators and then should be handed over to the JE/SE (P. Way) incharge who shall travel on the last machine.

The machines shall be piloted out of the station on a written authority issued by the SM after all the facing points have been correctly set and locked and trailing points correctly set over which the machines will pass.

After completion of the work, on approaching the next station, the operators shall bring their machines to stop opposite the first stop signal pertaining to the right line or at the last stop signal pertaining to the wrong line (on which they are running) whichever they come across first.

The SM at the other end of the block section shall depute a Railway servant in uniform at foot of the signal (whichever the machines would encounter first) who shall stop the machines on danger hand signal and thereafter pilot them into the station on a written authority issued by the SM.

If the operators find that no Railway servant, in uniform, has been deputed at the foot of the signal to pilot the machine into the station, provision of GR 4.44 shall be observed.

All the cross-over points in the facing direction over which the machines shall proceed shall be clamped and pad locked.

One reaching the station at the other end of the block section, JE/SE (P. Way) incharge will hand over the PLC, Track Machine Maintenance Permit to SM on duty when the last machine clears the block section. He will also certify that the track is fit for train movement. Then only the SM will close the block section and normal train running may be resumed.

(f) Double line section –work and return:

(i) Via right direction:

SM will block forward the section, arrange to put the needle of the block instrument directly to 'Train on Line', take out the shunting key in case of Daido Block Instrument. Issue Track Maintenance Machine Permit indicating the number of track maintenance

machines permitted to work within the block section. Station where they will return etc. which will be signed by all the operators and will be handed over to the JE/SE (P. Way) in charge along with the shunting key, if any. JE/SE (P. Way) in charge shall travel on the first Track Maintenance Machine. In addition, T/369-(3b) will also be issued for passing the last stop signal at danger.

On completion of the work, the operators shall bring their machines to stop opposite first stop signal pertaining to the right line or at the last stop signal pertaining to the line on which they are running whichever comes across first.

SM shall depute a pointsman in uniform at the foot of the signal (whichever the machine would encounter first) who shall stop the machines on danger signal and thereafter pilot them into the station on a written authority issued by the SM. If the operators find that no pointsman in uniform, has been deputed to pilot the train, provision of GR 4.44 shall be observed.

All the crossover points in the facing direction over which the machines shall proceed shall be clamped and pad locked.

On reaching the station, JE/SE (P. Way) in charge will hand over the Track Maintenance Machine Permit to the SM on duty when the last machine clears the block section. He will also certify that the track is fit for train movement. Then only the SM will close the block section and normal working may resume.

(2) Via the wrong direction:

SM will block back the section, put the needle of the block instrument directly to "Train on Line" take out the shunting key in case of "DAIDO" double line block instrument and issue Track Maintenance Machine Permit indicating the number of Machines. Station where they will return etc. which will be signed by the operators and then will be handed over to the JE/SE (P. Way) in charge along with the shunting key, if any. JE/SE (P. Way) in charge will travel on the first track maintenance machine.

The machines shall be piloted out of the station on a written authority issued by the SM after all the facing points have been correctly set and locked and trailing points correctly set over which the machines will pass.

On completion of the work, the machines will be received by taking off reception signals. Station's Pointsman should display green signal at the foot of first stop signal till the last machine enters at the station.

JE/SE (P. Way) in charge shall handover the shunting key, if any, as well as the Track Maintenance Machine Permit to the SM on duty, only when all the Machines have cleared the block section. He will also issue a certificate that the track is fit for Train Movement. Then only, the SM will remove block back.

(g) Track maintenance machine working in Automatic signalling system :

If a Track maintenance machine(s) is/are required to work in automatic signaling System, the following procedure shall be followed:-

The Automatic signaling system between the stations where work is to be done shall be suspended by the SMs on duty under exchange of messages with private numbers ensuring the section concerned is clear of all trains and in consultation with the section controller. The section between the two stations will be treated as one block section as in the case of Absolute Block Section. The SM at dispatching end shall endorse in writing that the aspect of Automatic Signals between the two stations will be ignored by the Driver of the Machine except that of protecting level crossing gates. The driver of the machine(s) before passing any LC gate(s) signal should ensure that the LC gate(s) is/are in closed condition. Station Master of both the stations shall also ensure that Semi Automatic Signals controlling the movement of the machine(s) in the section

is/are kept in manual mode.

(a) On Double Line section: Work & proceed via right direction:

The SM on duty shall obtain line clear from the station in advance giving full description of Track Machine(s) by one of the following means of communication indicated below in order of preference:

- (i) Station to station fixed telephone where available.
- (ii) Fixed phone such as Railway auto phones & BSNL phone (with caller ID wherever feasible).
- (iii) Control Phone.
- (iv) VHF set.

Note: The granting of line clear shall be supported by the private no. & ID no.

After getting line clear the SM on duty will issue a written authority in the form T/369(3b), to pass last stop signal in on position, the caution order and the Track Maintenance Machine Permit indicating the number of machines permitted to work in the section which will be signed by all the operators of the machines and will be handed over to the JE/SE(P.WAY) incharge. JE/SE incharge shall travel on the last machine.

On completion of the work, machines will be received at the station in advance by taking off, reception signals, Station's Points man should display green signal at the foot of first stop signal till the last machine enters the station.

On reaching the station in advance, JE/SE (P. Way) incharge will hand over the Track Maintenance Machine permit to the SM, only when the last machine clears the section. He will also certify that the track is fit for train movement. After that the SM of receiving end will inform the SM at dispatching end regarding the clearance of the section and will resume normal working with exchange of private no in consultation with the section controller.

(b) Work & proceed via wrong direction:

The SM on duty shall obtain line clear from the station in advance giving full description of Track Machine(s) by one of the following means of communication indicated below in order of preference:

- (i) Station to station fixed telephone where available.
- (ii) Fixed phone such as Railway auto phones & BSNL phone (with caller ID wherever feasible).
- (iii) Control Phone.
- (iv) VHF set.

Note : The granting of line clear shall be supported by the private no. & ID no.

After getting line clear the SM on duty will issue the paper line clear ticket in the form T/B 1425 or T/C 1425 as the case may be, the caution order and the Track Maintenance Machine Permit indicating the number of machines permitted to work in the section. The paper line clear ticket and Track Maintenance Machine Permit will be signed by all the operators of the machines and will be handed over to the JE/SE(P.WAY) incharge. JE/SE incharge shall travel on the last machine and the machine(s) may be dispatched by piloting out on the written authority T/369(3b).

Rest of the action will be taken in accordance with para no. 02 to 07 of SR 4.65.05(e) (2).

(C) Work & return via right direction:

The SM of the dispatching end shall block forward the section under exchange of the private nos. with the SM of the station at other end of the section and after that will issue the caution order, the Track Maintenance Machine Permit indicating the number of machines permitted to work in the section and in addition T-369(3b) shall be issued for passing the last stop signal

at 'ON' position. Track Maintenance Machine Permit will be signed by all the operators of the machines and will be handed over to the JE/SE(P.WAY) incharge. JE/SE incharge shall travel on the last machine.

Rest of the action will be taken in accordance with para no. 02 to 05 of SR 4.65.05(f) (1).

(d) Work & return via wrong direction:

The SM of the dispatching end shall block back the section under the exchange of private nos. with the SM of the station at other end of the section and after that will issue the caution order and the Track Maintenance Machine Permit indicating the number of machines permitted to work in the section. Track Maintenance Machine Permit will be signed by all the operators of the machines and will be handed over to the JE/SE(P.WAY) incharge. JE/SE incharge shall travel on the last machine and the machine(s) may be dispatched by piloting out on the written authority T/369(3b).

Rest of the action will be taken in accordance with para no. 02 to 04 of SR 4.65.05(f) (2).

(e) On Single Line section: Work & proceed:

The SM on duty after establishing direction of traffic in the required direction shall obtain line clear from the station in advance giving full description of Track Machine(s) by one of the following means of communication indicated below in order of preference:-

- (i) Station to station fixed telephone whether available.
- (ii) Fixed phone such as Railway auto phones & BSNL phone (with caller ID wherever feasible).
- (iii) Control Phone.
- (iv) VHF set.

Note: The granting of line clear shall be supported by the private no. & ID no.

After getting line clear the SM on duty will issue the paper line clear ticket in the form T/B 1425 or T/C 1425 as the case may be, the caution order and the Track Maintenance Machine Permit indicating the number of machines permitted to work in the section. The paper line clear ticket and the Track Maintenance Machine Permit will be signed by all the operators of the machines and will be handed over to the JE/SE(P.WAY) incharge. JE/SE incharge shall travel on the last machine and the machine(s) may be dispatched by piloting out last stop signal.

On completion of the work, machines will be received at the station in advance by taking off reception signals, Station's Points man should display green signal at the foot of first stop signal till the last machine enters the station.

On reaching the station in advance, JE/SE (P. Way) incharge will hand over the Track Maintenance Machine permit to the SM, only when the last machine clears the section. He will also certify that the track is fit for train movement. After that the SM of receiving end will inform the SM at dispatching end regarding the clearance of the section and will resume normal working with exchange of private no in consultation with the section controller.

(f) On Single Line section: Work & return :

The SM of dispatching end after establishing direction of traffic in the required direction shall block back the section under exchange of private no. with the SM of the station at other end of the section and after that hand over the caution order & the Track Maintenance Machine Permit indicating the number of the Track maintenance machines permitted to work in the section. The machine(s) may be dispatched by piloting out last stop signal.

On completion of the work, The SM after changing established the direction of traffic will receive the machine(s) by taking off reception signals, Station's Points man should display green signal at the foot of first stop signal till the last machine enters the station.

On reaching the station, JE/SE (P. Way) incharge will hand over the Track Maintenance

Machine permit to the SM, only when the last machine clears the section. He will also certify that the track is fit for train movement. After that the SM of receiving end will inform the SM at dispatching end regarding the clearance of the section and will resume normal working with exchange of private no in consultation with the section controller.

- (h) Track Maintenance Machine following a train/track maintenance machine:
- (i) Track Maintenance Machine may follow a fully vacuum /air braked train in the same block section for working. When Track Maintenance machine follows a train, a minimum distance of 200 meters shall be kept between the train and track maintenance machine.
 - (ii) On single line sections worked with token block instruments, the official incharge of the Track Maintenance Machine will obtain the token of the block section from the Driver of the preceding train, lock the token in the pouch and hand over the same to the driver of the preceding train /track maintenance machine, retaining the key of the lock in his personal custody. The token duly locked will be dropped by the Driver of the preceding train/track maintenance machine on arrival at the station in advance.
 - (iii) The last Stop signal shall not be taken off for the track maintenance machine when following a train/track maintenance machine. An authority on form T/369-(3b) to pass the signal in the 'ON' position shall be issued to the official-in –charge of the following machine.
 - (iv) After complete arrival of the train/track maintenance Machine at the station in advance, the SM shall arrange for the reception signal to be taken 'OFF' for the following Track Maintenance Machine in the usual manner.
 - (v) The 'IN' and 'OUT' reports for the preceding train shall be sent separately and recorded in the TSR. Where block instrument are in use, the block section shall not be closed on the block instrument after the arrival of the preceding train/track maintenance machine, but the 'IN' report shall be sent to the station in rear on the telephone attached to the block instrument. On single line section, where token working is in force, the token, duly clamped and locked, received from the preceding train/track maintenance machine, shall be kept in the safe custody by the SM on duty and shall not be inserted in the block instrument for clearing the section unless unlocked by the Track maintenance Machine.
 - (vi) On arrival of the following Track Maintenance machine at the station in advance, the official –in-charge of the Machine shall hand over the track maintenance machine permit to the SM and sign the TSR in token of his machines having arrived intact indicating the time of arrival. On single line sections where token working is in force, the official-in –charge of the Machine shall unlock the token from the clamp and hand over it to the SM on duty. The SM on duty at the station in advance shall then advise the SM on duty at the station in rear and arrange to close the block section.

SR. 4.65.06. Precautions:-

- (i) The JE/SE (P. Way) in charge of the machine is responsible for the protection of the site of the work and also for protection of adjoining track in case of infringement, if any. He shall also be responsible for safety of track after the working of the machine.
- (ii) The SM on either side shall inform all the level crossing gates equipped with telephones falling in this block section about the total number of track machines permitted to work in the block section under exchange of Private numbers.

(iii) While the Track machines are moving in the block section, in convoy, it will be the responsibility of the operators of their machines to remain at a minimum distance of 200 meters from each other.

(iv) In course of working, when required to pass a manned or unmanned level crossings, each Track machine shall stop short of the level crossing and pass only after ensuring the safety of the track machine and the road traffic.

(v) The JE/SE (PWay) in charge shall always take four efficient flagmen equipped with banner flags, 10 detonators, one LED based Tri color torch cum Flasher Hand Signal lamp and Red hand signal each, to protect the machines. One flagman shall exhibit banner flag at a distance of 600 meters on either side of the site of the work and one flagman showing a stop hand signal at a distance of 1200 meters on either side of the site of work.

(vi) Some machines tend to foul the adjacent lines while working on double line section or in the yard. BRM may foul the adjacent line when stretching out its blades. If any part of a machine is likely to foul the adjacent line while working, the JE/SE (PWay) incharge shall request SM in writing to block both the lines and such work should only be undertaken, if blocking of both the lines has been permitted by the control and the SM and both the lines have been protected as per para-4.65.6 (v) above:

(vii) In case of CSM/DUO or any other such machine where the operator is not in a position to get a view of front directly, he shall ensure by deployment of his assistants in the front/rear cab that any obstruction/infringement i.e. machine moving ahead of banner flag etc. is communicated to him verbally or by display of Hand Signal/Flag etc. so that movement of the machine may be controlled accordingly.

SR 4.65.07 Protection of track machines when stabled at station:-

(i) The running and stabling of the track machines shall be arranged by the SM in consultation with the controller. In case, the control phone is not working, the SM shall consult the SM of the adjoining stations.

(ii) The Track machine shall normally be stabled on a non running line.

(iii) When the track machine is stabled on a running line due to unavoidable circumstances, the mechanical hand brakes shall be applied and machine shall be securely chained to the rails in accordance with GR 5.23 and SRs there under.

(iv) When the machine is stable, the Operator shall ensure that it is berthed clear of fouling marks and traps and without obstructing the adjacent lines. He shall apply the hand brakes and skids to prevent movement.

(v) The concerned points shall be set against the line on which the track machine is stabled and such points shall be secured with clamps or bolts and cotters and pad locks. The keys of such pad locks shall be kept in the personal custody of SM until the machine is ready to leave from siding or running line. The machine operator shall not relinquish charge until he has satisfied himself that the machine has been properly secured and protected as prescribed.

SR 4.65.08. The machines shall not move into or inside the traffic yard without the permission of the SM on form T/806. No Shunting of goods/passenger stock shall be permitted on the line where track maintenance machines are stabled nor shunting should be performed with the machines attached.

SR 4.65.09. Failures & accidents:

(a) Failures of the track machine in Block section will be treated as accident under class-1. Accidents involving track machines shall be treated as train accident as per the rules in force. Action shall be taken accordingly.

(b) In the case of failure of track machine in block section, the JE/SE (PWay) incharge may decide to push the disabled unit to the nearest station provided the brake power is in good condition.

Otherwise, intimation shall be sent to the nearest SM through a messenger and to control through portable telephone asking for a light engine to tow the unit.

(c) In the event of breakdown, the machines shall be protected as per GR 6.03. In case, official incharge of machine feels that clearance of sections going to take long time, assistance of accident relief train shall be asked immediately.

SR 4.65.10 Speed:-

(a) Maximum permissible speed should be as approved by CRS. On Points and Crossings, the speed shall however, be restricted to 15 KMPH.

(b) While working in wrong direction, the speed must not exceed 25 KMPH when view ahead is clear and 10 KMPH when view ahead is not clear.

SR 4.65.11 FORMAT TRACK MAINTENANCE MACHINE PERMIT

Type of Machines	Division	Station Stamp
No. of Machines	Time	Date

Shri_____

(Name and designation of the official incharge of machines)

You are hereby permitted to take your Track Maintenance Machine/machines cautiously into be block section between stations_____and _____to work at kms_____to _____. The block section shall remain blocked upto _____hrs. for your work. On completion of work after reaching at station _____with all machines, hand over this permit to the Station Master.

Option*

- i) Following _____train which left his station at _____hours on Up/Dn line/Single line section.
- ii) Single line section (work and proceed).
- iii) Single line section work and return (with token instrument).
- iv) Single line section work and return (with token less instrument).
- v) Double line (Up/Dn) work and proceed (via right direction).
- vi) Double line (Up/Dn) work and proceed (via wrong direction).
- vii) Double line (Up/Dn) work and return (via right direction).

viii) Double line (Up/Dn) work and return (via wrong direction).

* Whichever is applicable.

Signature of Operators

Signature of Station Master

Private Number

1.

2

3.

4.

5.

Received

Signature of Incharge

Designation

Date and time

I. Private Engines and Vehicles

4.66. Private engines and Vehicles.— No engine or other vehicle, which are the property of a private owner, shall be allowed to enter upon the railway, except in accordance with special instructions.

CHAPTER V

CONTROL AND WORKING OF STATIONS

5.01. Responsibility of the Station Master for working—

(1) The Station Master shall be responsible for the efficient discharge of the duties devolving upon the staff employed, either permanently or temporarily, under his orders at the station or within the station limits and such staff shall be subject to his authority and direction in the working of the station.

(2) The Station Master shall see that all signals, points, gates of level crossings and the whole machinery of his station are in proper working order and shall immediately report all defects therein to the proper authority.

(3) The Station Master shall also be responsible to see that the working of the station is carried out in strict accordance with the rules and regulations for the time being in force.

(4) No person other than the Station Master shall ask for or give Line Clear, or give authority to proceed.

SR 5.01.01.— The Station Master shall make himself conversant with the rules and notices etc. which may be issued from time to time affecting the duties of the station staff. The Station Master shall also either personally preserve such rules and notices etc., properly file them or have them so preserved for easy reference by the staff concerned.

SR 5.01.02.— No railway servant shall be entrusted with any duty involving the safety of the public, unless the Station Master is satisfied that the concerned staff is competent for the post. No railway servant unless duly examined and certified shall be allowed to work the points and signals. The Station Master is responsible to see that all the staff are well conversant with the Station Working Rules of the station and their signatures obtained in the Assurance Register, after he is satisfied that they have thoroughly understood the working Rules of the station. In case of class-IV staff, their signatures and thumb impressions must be obtained after explaining fully about their duties and responsibility. It is also the personal responsibility of the Station Master to maintain the Station Working Rules and the Assurance Register up-to-date keeping them posted with all corrections received from time to time. Whenever any staff is away for a period of 15 days or over, before he is allowed to resume or, if there is any change in rules, permanent or temporary, relating to the working of the station, a fresh declaration shall be obtained from the staff concerned and duly certified by the Station Master.

SR 5.01.03.— Responsibility for the testing of points and signals.—

(a) The Station Master shall examine and if necessary, adjust signal wires by wire adjuster, where provided and whenever any signal is so adjusted, the particulars thereof shall be recorded in the Station diary.

(b) The Station Master in charge of a station shall test the working of the reception signal (s) daily during the day when no train is due to arrive or leave the station. The test shall be carried out for one line for one direction as for a stopping train in the manner detailed below. The testing of signal (s) for another line and/or for another direction shall be carried out the next day and so on in a proper cyclic order. The result of such test shall be recorded in the diary maintained in the station/cabin, detailing the particulars of the signal(s) tested and also whether the signal (s) assumed danger when the Station Master's slide and the cabin slot were put back separately.

(c) (i) At interlocked stations with the cabins at either end, where signal reverses are provided and the taking "OFF" of the reception signals are controlled by means of control slides in the Station

Master's office and the slot lever control in the cabin, the Station Master shall arrange to take off the reception signal (s) for one direction for one line. After satisfying that the signal is /are properly taken 'OFF' shall put back his control slide and ensure that the concerned signal (s) has/have gone back to 'ON' position. The Station Master shall again arrange for taking 'OFF' the same signal and instruct the person in charge of the concerned cabin to put back the cabin slot to ensure again that the said signal (s) has/have gone back to 'ON' position.

(ii) In case of stations provided with Panel interlocking, the Station Master in charge shall carry out the test in person by operating the switch/buttons on the panel and record the result of the test in the station diary.

(iii) At stations where running lines are track-circuited, the Station Master in charge shall also test the functioning of track circuits by attempting to clear the concerned Home signal when a track is occupied by train / vehicle & record the aspect displayed by the Home signal. He shall also observe whether the Home signal taken 'OFF' for the reception of a train for a track circuited line assumes 'ON' as the train passes the signal with Station Master's slide/slot lever/ Home signal lever remaining in pulled condition.

(d) At stations provided with emergency cross-over, the Station Master in charge shall test the working of such cross over points once in a day when no train is due to arrive and no train is due to leave.

(e) If any defect/irregularity is noticed during the test the Station Master shall report at once to the concerned S & T and / or P.W. officials for immediate rectification. Entries to this effect shall be made in the Failure Register and Caution Order Register.

5.02. Supply of copies of rules and distribution or exhibition of other documents.

The Station Master shall see—

(a) that every railway servant subordinate to him who should be supplied with a copy of authorised translation of these rules under Rule 2.01 duly receives the same:

(b) that the Working Time Table in force together with all correction slips and appendices, if any, working rules and instructions, and other notices having reference to the working of the line, are properly distributed or exhibited in such manner as may be prescribed under special instructions :

(c) that both the sheet time tables and fare lists are correctly exhibited at the station if it is open for the booking of traffic: and

(d) that copies of the Act, and the Goods and Coaching Tariffs are available for inspection by the public.

5.03. Obedience to orders and keeping of books and returns.— The Station Master shall see that all orders and instructions are duly conveyed to the staff concerned and are properly carried out, and that all books and returns are regularly written up and neatly kept.

SR 5.03.01.— In case of loss of any records pertaining to the working of trains, a thorough search must be made before a second book is brought into use. If the lost book is found after opening a new one, the old book must under no circumstances, be re-used and all the blank pages thereof shall be cancelled by the Station Master in charge.

5.04. Signal Cabins.—

(1) The Station Master shall make himself thoroughly acquainted with the duties of the staff employed in the signal cabins, if any, at his station and shall satisfy himself that

they perform their duties correctly, and in order to maintain an effective supervision over the said staff, frequently visit the signal cabins.

(2) The Station Master shall ensure that the prescribed equipment is readily available in signal cabins and maintained in good working order.

(3) Signal cabins shall be kept neat and clean and no unauthorised person shall be permitted to enter such cabins.

SR 5.04.01.— (a) Station Master shall see that the Safety equipment in the signal cabins/stations as described in the Station Working Rules is supplied in full and they are in good working order and readily available.

At interlocked stations, adequate number of lever collars, according to the size of the lever frame, are provided in each cabin. These lever collars should be placed on the spare levers when not actually required for use.

These collars must be placed on the handles of the levers working the signals and slots for a line which is otherwise obstructed for any reason. The collars shall be taken off when such obstruction from lines have been cleared.

Where there is a common reception signal or slot for two or more lines of which if one line is occupied, the lever collar shall be put on the concerned signal/slot lever (s) and also on the lever operating points on such line(s) provided the interlocking permits to keep the points set against the line occupied.

(b) In case the over head line staff are working on an electrified portion of the line for any reason, the lever/levers controlling the line under repair shall be protected in signal cabins by means of lever collars. The overhead line staff shall be responsible for ensuring through Station Master that protection is provided by using lever collars during their work.

Lever collars shall also be used whenever the S & T Staff work in interlocking gears or signals after issuing the prescribed memo to the Station Master who in turn must ensure that the lever collars are placed on the relevant lever/levers before he acknowledge the memo.

The Station Master & Inspecting officials shall test the Cabin men in their knowledge of rules, efficiently in conducting shunting operations, use of lever collarsetc., in the course of their inspections.

5.05. Report of neglect of duty.— The Station Master shall report, without delay, to his superior, all neglect of duty on the part of any railway servant who is under his orders.

5.06. Station Working Rules.—

(1) In addition to the General Rules for Indian Railways and subsidiary Rules of a Railway, each station shall be provided with Station Working Rules applicable to the station, issued under special instructions.

(2) A copy of the Station Working Rules or relevant extracts shall be kept at cabins and level crossings concerned.

SR 5.06.01.— Copies of Station Working Rules must be supplied to all cabins either in full or the relevant portions thereof. Relevant extracts shall also be supplied with translation in the local language to all traffic level crossing gates.

SR 5.06.02.— Station Working Rules shall be prepared, revised and issued in the manner prescribed in the Operating Manual.

5.07. Forms..... (1) All messages and written authorities mentioned in these rules shall be prepared on prescribed forms laid down in these rules or prescribed under special instructions and shall be stamped with the station stamp.

(2) If the authorised printed form is not available for any reason or in exceptional circumstances a manuscript form containing all the particulars as contained in the prescribed form is issued as an emergency measure, reasons therefore shall be recorded in the station diary.

SR 5.07.01.— In case manuscript forms are used in lieu of printed forms, all pages thereof must be numbered serially, stamped with the station stamp and signed by the Station Master.

5.08. Access to and operation of equipment.— No unauthorised person shall be permitted to have access to or operate signals, points, electrical block instruments and electrical communication instruments or any other appliances connected with working of the railway.

5.09. Reception of a train on an obstructed line .—

(1) In case of reception of a train on an obstructed line, the Station Master shall.—

(a) Whenever possible, intimate the Loco pilot through the Station Master of the station of the station in rear that the train is to be received on an obstructed line ;

(b) ensure that all the signal or signals controlling the reception of the train are not taken 'OFF'; and

(c) ensure that all the points over which the train has to pass are correctly set and the facing points locked.

(2) After the train has been brought to a stand at the relevant Stop signal, it may be received on the obstructed line by—

(a) authorising the Loco pilot to pass the Stop signal at 'ON' by taking 'OFF' the Calling-on-signal, where provided; or

(b) authorising the Loco pilot on the signal post telephone, where provided, to pass the Stop signal at 'ON', in accordance with special instructions; or

(c) authorising the Loco pilot to pass the relevant signal or signals at 'ON', through a written authority to be delivered by a competent railway servant who shall pilot the train past such signal or signals.

(3) The train shall be brought to a stand at the facing points leading to the reception line until hand- signaled forward by a competent railway servant.

(4) A stop hand signal shall be exhibited at a distance of not less than 45 metres from the point of obstruction to indicate to the Loco pilot as to where the train shall be brought to a stand.

(5) The Loco pilot shall keep his train well under his control and be prepared to stop short of any obstruction.

SR 5.09.01.— (a) The written permission referred in GR 5.09(2) (c) shall be sent on form T/509 wherein the Station Master shall endorse the reason for such admission, the line number and the nature of obstruction on that line.

(b) Setting and locking of points shall be done as per SR 3.69.03.

(c) A stop hand signal shall be exhibited by the Station Master/ Cabin Assistant Station Master personally at a distance of not less than 45 metres from the point of obstruction to indicate to the Loco Pilot as to where the train shall be brought to a stand.

5.10. Reception of a train on a non-signaled line.-

(1) Should it be necessary, in an emergency, to receive a train on a line which is not signaled for reception, the Station Master shall ensure that—

- (a) the train is brought to a stand at the first Stop signal;
- (b) the line on which it is intended to receive the train is clear upto the trailing points or upto the place at which the train is required to come to a stand;
- (c) all the points over which the train has to pass are correctly set and the facing points locked; and
- (d) the Loco pilot is authorised to pass the approach Stop signal at 'on' through a written authority to be delivered by a competent railway servant who shall pilot the train on to be the non-signaled line.

(2) The Loco pilot, while entering a non-signalled line, shall proceed cautiously and be prepared to stop short of any obstruction.

SR 5.10.01- The Train shall be piloted in accordance with procedure detailed in SR 3.69.03 & SR 3.69.04. The authority to pilot in or receive the train will be T/510.

NOTE- The GR 5.10 and SR 5.10.01 will also applicable for admission of a train which has stopped after passing the reception stop signal (s) due to any reason.

T/510
SrNo.

SOUTH EAST CENTRAL RAILWAY

AUTHORITY TO RECEIVE A TRAIN ON A NON SIGNED LINE
(LOCO PILOT/RECORD)

Station

Date
Time hrs. mnts.

To,

The Loco Pilot of Train No. *UP/Down.

Your train is being received on non-signaled line No. (in words)(in figures)

You are hereby authorized to start from the foot of LSS on Double line territory or pass *UP/ Down *Outer/Home/ Routing Signal in "ON" position cautiously at a speed not exceeding 15 KMPH on being piloted by the bearer of this Authority. You are required to bring your train to a stand before Starter/ stop board/ fouling mark of line on which your train is being received.

Signature of SM

Station Stamp

.....

Signature of Loco Pilot Date Time hrs mnts.

*Strike out whichever is not applicable.

5.11. Departure of a train from a non- signaled line.-

(1) In the event of a train having to be started from a line not provided with a Starter signal, the Loco pilot shall be given a written permission to start : Provided that such permission may be dispensed with where a tangible authority to proceed is given to the Loco pilot.

(2) The written permission or the tangible authority to proceed referred in sub-rule (1) shall not be given unless all the points for the departure of the train have been set and the points locked.

SR 5.11.01.— Whenever a train is to be dispatched from a non-signaled line, a Starting Order on form T-511 shall be given to the Loco pilot to start from the non-signalled line. When a tangible Authority to Proceed is given, the issue of T-511 shall be dispensed with unless more than one train are waiting for the same direction and unless otherwise prescribed in the Station working Rules. Before handing over the written permission or tangible authority, as the case maybe. Station Master shall satisfy that the provisions contained in SR 3.70.01 are complied with.

NOTE:- The GR 5.11 and SR 5.11.01 will also applicable for departure of a train which has stopped after passing the departure stop signal (s) due to any reason.

5.12. Departure of a train from a line provided with a common departure signal.—

(1) In the event of a train having to be started from a line out of a group of lines provided with a common departure signal, the Loco pilot shall be given a written permission to start in addition to the authority to proceed under the system of working.

(2) The written permission and the authority to proceed referred to in sub-rule (1) shall not be given unless all the points for the departure of the train have been set and the facing points locked.

SR 5.12.01.— The written permission referred to in Rule 5.12(2) shall be on form T-512. Station Master shall satisfy himself that this form shall only be handed over to the Loco pilot after ensuring the correct setting and locking of the route according to the provisions of SR 3.70.01. The common departure signal shall then be taken OFF.

5.13. Control of shunting.—

(1) Shunting operations shall be controlled by fixed signals or hand signals or by verbal directions.

(2) The Loco pilot shall not, however, depend entirely on signals and shall always be vigilant and cautious.

(3) The speed during shunting operations shall not exceed 15 kilometres an hour unless otherwise authorised by special instructions.

SR 5.13.01.— Fixed signals that can be used for control of shunting are starters (other than the last Stop signal), Calling-on signals and shunt signals.

SR 5.13.02.— Except as provided for in SR 8.15.01, at stations where shunt movements are not controlled by fixed signals, a written authority in form T-806 shall be issued to the Loco pilot through the person in charge conducting the shunting. The Loco pilot shall retain the authority till shunting is completed or withdrawn in case of reception of a train on the adjacent line which is not isolated. As soon as the shunting is completed, the form T-806 shall be withdrawn, cancelled & pasted in the record foil.

SR 5.13.03.— The following categories of staff shall be deemed to be authorised to supervise shunting. :-

Station Master/Guard/Brakesman/Yard Master/Assistant Yard Master/Yard Foreman/Shunting-Master/Shunting Jamadar/Pointsman or such other categories as may be prescribed in the Station Working Rules.

*However, the responsibilities for the supervision of shunting of passenger trains should not vest with an official below the rank of a **Shunting Jamadar**.*

SR 5.13.04.— Whenever any engine with or without vehicle/ vehicles is to be attached on to a train carrying passengers for the purpose of either attaching/detaching of vehicles/coaches or while attaching train engine, the engine must first come to a halt at least 20 metres away from the train and then shall come on to the train with great caution.

SR 5.13.05.— (a) Fixed signals referred to under SR 5.13.01 shall not be taken 'OFF' to allow shunt movement of an engine unless the line up to then next fixed signal in the 'ON' position is clear. In case of any doubt or when the line is not clear, the engine shall be accompanied and hand signaled by a staff mentioned in SR 5.13.03.

(a) No engine shall be allowed on any running line at a station occupied by a train carrying passengers except the train engine or banking engine or shunting engine required to perform shunting on the formation. The movement of such an engine should be permitted only under the control of the person in charge of shunting.

SR 5.13.06.— The Loco pilot of a train while performing shunting under supervision of an authorized person shall be vigilant, cautious and observe the correct and proper setting of points on the route while negotiating the same. This is also applicable for all type of shunting in yards for non signaled movements.

5.14. Responsibility for shunting.— The station Master shall see that the shunting of trains or vehicles is carried on only at such times and in such manner as will not involve danger.

SR 5.14.01.— Station Master shall permit shunting in accordance with General Rules 8.05 to 8.15 along with Subsidiary Rules here under, and SRs 5.13.01. to 5.13.03.

SR 5.14.02.— Whenever shunting on a through goods train is to be performed at stations for the purpose of detaching or attaching a vehicle or vehicles, the person in charge of shunting operation shall satisfy himself that effective hand brakes of at least 15% of wagons of the train not involved in shunting operation are pinned down, before shunting is commenced.

SR 5.14.03. — When ever a train or part of a train is required to be shunted over the running lines, facing points over which it has to pass shall be locked by any of the following means :-

- (i) by pulling the lock levers, where provided
- (ii) by key locking
- (iii) by clamping the point and padlocking the clamp
- (iv) by padlocking the through bolt.

SR 5.14.04.— (a) When shunting has to be performed in a dead end siding, the traffic employee conducting the shunting, after advising the Loco Pilot of the proposed movement, must place himself in a position from where he can show hand signal to the Loco pilot, and also have a view of the dead-end.

(b) When wagons are being pushed into a dead-end siding a Points man must move alongside the leading vehicle or near any of the vehicles already in the dead end siding displaying a hand signal and shall show a stop hand signal when the leading vehicle is near the dead-end. This Loco pilot shall obey immediately the danger signal given by the points man.

SR 5.14.05.— (a) At road side stations where Yard Master/Shunting Master/Shunting Jamadar is not provided when shunting is governed by SR 5.13.02. and authorised in terms of SR 5.13.03 the Guard shall be responsible for ensuring correct setting concerned points and locking of facing points, as required under the rules, and for hand signalling to the Loco pilot.

(b) In all cases the persons conducting the shunting shall be responsible for placement of vehicles in proper position as directed by Station Master.

(c) In case of a train without a Guard, the duties of the Guard as laid down in this rule shall devolve on the Station Master or on a competent railway servant deputed by him.

(d) When pushing a train into a siding, the Guard shall give necessary signals and after the breakeven has passed the points, he shall remain in it ready to apply his hand brake if required. As soon as the engine has cleared the fouling mark, the Loco Pilot shall sound three short engine whistles (000) and the Guard shall apply his hand brake or at such earlier time as may be necessary and exhibit a stop hand signal to the Loco pilot.

SR 5.14.06.— (a) On Double/Multiple line sections, a train may be shunted from Up line to DN line or vice-versa when absolutely necessary, i.e. where there is no siding or accommodation in the sidings is insufficient to accommodate the train that has to be shunted.

(b) (i) When a train is required to be shunted from the Up line to the Dn, line or vice-versa, an authority to shunt on form T-806 shall be issued to the Loco pilot.

(ii) During the time the shunting is in progress, the signals of both directions shall be kept at danger and when train or engine has been safely berthed, all fixed signals which apply to the line on which it is berthed, must be kept at 'ON'.

(iii) The line or lines shall be blocked forward or back or both, as the case may be.

(c) The shunting staff shall verify correct setting of points. In case the points are operated from the cabin, the cabinman shall exchange signal with the person conducting shunting in the manner prescribed below.

After the engine with or without vehicles has cleared the points intended for operation, the person conducting the shunting shall show red signal to the Cabin Lever man, as an indication for re-setting the route. The Cabin Lever man shall acknowledge by showing red signal to the person conducting the shunting as an indication to stop the shunting until the operation of requisite points is completed. The Cabin Lever man shall then operate levers, set the route and thereafter remove the danger indication and show a green signal to the person conducting the shunting. Thereafter the shunting staff shall relay signal for shunting to Loco Pilot.

SR 5.14.07.- GOODS YARD SHUNTING.

(a) In goods yards, points shall be locked by pulling the lock lever where provided.

(b) Tumbler lever/spring loaded hand points shall be manned during yard shunting not infringing the running lines.

(c) (i) The maximum permissible speed during shunting operation of vehicles loaded with petrol, K.Oil, liquid fuel, spirit and highly inflammable liquid in bulk or packed in tins or drums shall not exceed 8 KMPH.

(ii) The impact speed of all bogie wagons when shunting a single wagon fitted with roller bearing shall not exceed 5 KMPH.

(iii) Maximum impact speed when shunting a group of five of such type of wagons coupled with transition couplers at either end shall not exceed 3 KMPH.

(d) Hump shunting of wagons with center buffer couplers—

(i) Hand brakes of all wagons shall be examined on the reception line to ensure that they are in working order. After uncoupling CBC, the coupler operating gear shall be left in the lock set position to prevent recoupling.

(ii) Only one direct coupler (whether 'leading' or 'trailing' as may be ordered by local instructions) shall be uncoupled every time because indiscriminate uncoupling of 'leading' and 'trailing' couplers may result in two wagons with closed knuckles hitting each other and damaging the coupling gear.

(iii) When rolling down the hump the speed shall be controlled by operating the hand brake, so that the impact speed does not exceed 5KMPH.

SR 5.14.08.— GOODS SHED/TRANSHIP SHED SHUNTING.—

Before commencing shunting in Goods shed/Tranship Shed the shunting staff shall ensure that loading and unloading work has been stopped and doors, windows and shutters of vehicles are closed and fastened.

5.15. Shunting at stations under Centralised Traffic Control.—

(1) No shunting shall be performed at a station under centralised Traffic Control without permission of the Centralised Traffic Control Operator or when Centralised Traffic Control is not in operation, without the permission of the Station Master.

(2) For the purpose of shunting, the Centralised Traffic Control Operator may, when required, hand over the local control of working of traffic at a station or part of a station to the Station Master who shall thereafter be responsible for the shunting at the station or that part of the station for which the local control has been made over to him in the manner prescribed under special instructions.

5.16. Shunting during reception of trains.— When signals have taken 'off' for an incoming train on to a line which is not isolated, no shunting movement shall be carried out towards points over which the incoming train is to pass.

SR 5.16.01.— Shunting during reception/dispatch of trains- When signals have been taken 'off' for an incoming/outgoing train on/from a line which is not isolated, no shunting movement shall be carried out towards the points over which the incoming/outgoing train is to pass except on stations where frequent shunting movement takes place and where such points are protected by Stop signal or by a Shunt Board with the precautions to be observed while performing shunting that:-

- (a) shunting shall be carried out under the supervision of authorized competent railway servant.
- (b) Rake/Load should be fully vacuum/air brake.
- (c) The maximum speed during shunting operations shall not exceed 15 kmph.

5.17. Shunting near level crossing.— The railway servant in charge of shunting near or across a level crossing, before giving permission to the Loco pilot to move his train across it shall ensure that the level crossing gates have been closed and locked against road traffic.

5.18. Drawing of a train to an advance position.—

(1) A train waiting for an authority to proceed shall not be allowed to draw out up to an Advanced starter for despatch, except where track circuit or Axle counter has been provided between the Starter and Advanced Starter to indicate the presence of a train in advanced position.

(2) The provision of sub-rule (1) shall not apply in case of shunting of a train within a station section itself.

5.19. Obstruction of running line.—

(1) No railway servant shall commence any loading, shunting or any other operation by which a running line may be fouled or obstructed without obtaining the previous sanction of the Station Master or of other railway servant nominated in this behalf under special instructions who shall see that all necessary steps are taken for the protection of traffic while such operation is being carried on and the necessary signals are kept at 'ON' until the obstruction is removed.

(2) A sand hump or snag dead end shall not be obstructed for any purpose and when it has become obstructed, it shall cease to be a substitute for the adequate distance for the purpose of taking 'OFF' signals.

SR 5.19.01.— (a) The loading or unloading of goods from any loose vehicles on running lines is normally prohibited. At stations where this prohibition cause inconvenience, loose vehicles may be loaded or unloaded on running line with the prior permission of the Divisional Operations Manager.

(b) Such loading and unloading shall be done between sunrise and sunset only.

(c) The Station Master will be held personally responsible for ensuring that no packages are left fouling any line. The railway servant supervising loading and unloading shall also ensure that packages do not foul any line.

(d) Wagons placed on running line for loading or unloading shall be placed near the station office, as far as practicable under the direct supervision of the Station Master and shall be secured suitably by chains, Sprags etc. , against escape or unauthorised movement.

(e) Contractor's and Trader's labour shall not be allowed to move vehicles at stations, except under the orders and personal supervision of a responsible member of the station staff and under the authority of the Station Master.

(f) Before the commencement of hand shunting, the hand brakes of vehicles, if any, shall be inspected to see if they are in working order. If they are not in order, sufficient staff be provided with Sprags or other appliances, to prevent the vehicles getting out of control.

SR 5.19.02.— No slip/sectional coaches shall be left on a line occupied by a train carrying passengers.

5.20. Shunting on gradients — When shunting is being performed on a gradient, the railway servant in charge of the shunting shall ensure that —

(a) Sufficient number of brakes are put on, sprags are used, where necessary, slip siding point or traps, where provided, are set to ensure safety and that all precautions are taken to prevent vehicles getting out of control, and

(b) In case of shunting over a portion of line on steep gradients, neither isolated nor protected by slip siding, an engine is also attached towards the falling side of the gradient.

Note :-For purpose of this rule a steep gradient shall be 1 in 260 or steeper except in case of vehicles fitted with roller bearings when it shall be 1 in 400 or steeper.

SR 5.20.01.— (a) At stations other than those having steep gradient if circumstance warrants hand shunting may be done by observing the following :—

(i) The person conducting the shunting shall ensure that only one vehicle is moved at a time.

(ii) The vehicle to be shunted is fitted with working hand brakes and accompanied by a competent railway servant who shall apply hand brakes on completion of such shunting.

(iii) The shunting speed shall not exceed 5KMPH.

(b) (i) Guards and Station Master are to ensure before commencing shunting at Ghat station (steeper than 1 in 260) that the engine is not detached unless the train has been drawn completely within the outermost points of the station yard and hand brakes have been put on and manned during the entire operation of shunting. The Guard in charge of such shunting shall personally exhibit the shunting signals to the Loco Pilot.

(ii) The station master shall ensure supply of sufficient number of wedges for use during the course of shunting and the Guard shall return them to the respective Station Masters before their trains leave the Ghat stations.

(c) Hand shunting may be permitted on a steep falling grade insidings where derail or a trap is fitted to prevent accidental escape.

5.21. Loose Shunting.— Cranes, vehicles containing passengers, workers, explosives, dangerous goods or livestock or any other vehicle that may be specified under special instruction, shall not be loose shunted and no loose shunting shall be made against them.

SR 5.21.01.— (a) 'Loose Shunting' is a shunt movement in which vehicles which have to be moved are given an impetus by an engine (with or without other vehicles attached) and there after allowed to run forward unattached.

(b) "Fly Shunting" is a shunt movement in which two or more vehicles to be moved, after being given an impetus by an engine (with or without vehicles attached) are separated at the points, by the points being reversed smartly between the "cuts" in order to send them on to different lines. It necessitates points being reversed after the passage of the leading "cuts".

(c) Vehicles shall not be loose/fly shunted on or to running line at stations which are on a falling gradient steeper than 1 in 400 at any place within the Station limit unless permitted by Station Working Rules and unless the wagons are provided with hand brakes in proper working order. The hand brakes must be examined before commencing loose/fly shunting. A loose shunted vehicle must be accompanied by a man to apply the hand brake when necessary. Loose Fly shunting is also prohibited (i) into a dead end siding or an open derailing switch, (ii) during storm.

(d) In addition to the restriction stipulated in GR 5.21. Loose and Fly shunting of vehicles containing the following articles is also prohibited:-

- (i) Gases- compressed, liquefied or dissolved :
- (ii) Petroleum or other inflammable liquids:
- (iii) Inflammable solids:
- (iv) Oxidizing substances:
- (v) Acids and other corrosives :
- (vi) Poisonous (toxic) substances :
- (vii) Over- dimensional; consignments and vehicles on wheels, roadrollers, boilers, portable engines, rails.

(e) The following vehicles are also prohibited for loose/fly shunting, rough shunting and sudden stop :-

- (i) Empty tank of inflammable articles :
- (ii) Vehicle without effective hand brakes unless such vehicle is coupled with another vehicle provided with efficient hand brakes ;
- (iii) Vehicle stencilled or labelled 'NOT TO BE LOOSE SHUNTED' or 'DAMAGED';
- (iv) Single consignment loaded in more than one wagon; and
- (v) Coaching stock of all kinds.

Similarly no other vehicle(s) shall be loose/fly, shunted against the vehicles listed above.

5.22. Leaving vehicles in sidings outside station limits.— No railway servant shall leave any vehicle in a siding outside station limits unless the vehicle is clear of all running lines and, except under special instructions, unless the wheels thereof are properly secured.

SR 5.22.01.— Details or trap sidings are provided in all such sidings in order to isolate the running lines. In no circumstances, shall any vehicle be left outside such details or trap siding points. The wheels of any vehicle placed in such sidings must be properly secured.

5.23. Securing of vehicles at station.— The Station Master shall see that vehicles standing at the station are properly secured in accordance with special instructions.

SR 5.23.01— (a) Station Masters are responsible for seeing that vehicles are secured in such manner that they cannot be moved so as to obstruct any running line. If for any reason vehicles are allowed to remain on a running line for some time a clear remark in red ink should be made immediately in the train register indicating time and number of running line on which the vehicles are stabled. A record thereof shall be made in the station diary also. At stations where Cabin Assistant Station Masters / Switchman are in charge of cabin they shall intimate the fact to each other under exchange or Private Numbers and record in the Train Register in red ink and in addition comply with SR 5.04.01. (a) & (b).

(b) Special type wagons, such as BOX, BOBS, BOI, BOY, BRH, BWS, BWL, CRT and certain passenger coaches are fitted with roller bearings and are liable to roll even on level formation or on a slight bump. Special care shall be taken to secure these wagons while standing in siding or on running lines.

(c) When engines are detached from rakes consisting of wagons fitted with roller bearing the hand brakes of at least six vehicles at each end of the rake and of all the wagons if the number is less than 12, shall be firmly tightened by the station staff under direct supervision of Station Master/Guard/Yard Master. In case of coaching vehicles in similar circumstances, it shall be ensured that the vacuum brakes are applied and holding effectively failing which Guard's hand brake shall be applied.

(d) The following precautions are necessary when isolated vehicles are stabled on station lines or insidings.—

(i) At least two safety chains shall be used and locked. The safety chains shall be passed twice round the wheels and after tying the ends together they shall be locked so that no strain falls on the padlocks.

(ii) The hand brakes whether side operated or end operated shall be fully tightened.

(iii) When there are a number of vehicles together, every twentieth one at least shall be spragged and chained in addition to the end vehicles.

(iv) Coaching stock not fitted with hand brakes, when not formed up as a train with brake vans coupled shall be secured by wedges/Sprags and safety chains in the manner described above.

(v) When scotch Blocks or derails are provided vehicles shall be placed within them and the scotch blocks or derails locked across the line.

(vi) As storm may arise while shunting is being performed special care must be taken to secure the vehicles which might be left unsecured during shunting. This shall be ensured during stormy weather by supply of Sprags, wedges and skids being placed near the entrance points of each pair of lines on which the shunting is being conducted.

(vii) Particular care must be taken to remove the chains, Sprags, wedges and skids before wagons are moved or coupled to trains by the person responsible to conduct shunting.

(viii) In case of big yards, where vehicles remain stationary on the yard lines, other than running lines the above precautions may be relaxed, however, hand brakes & skids shall be used in that end of the yard where the escaping of vehicles is apprehended.