

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.**

S.R.5.01-1. The Station Master must daily inspect the station which must include the inspection of cabins, signals, level crossing gates, lamps, weighing machines, goods and station yard and vehicles standing therein, at least once a day. The Yard Master will perform similar duties in the area under his charge. At large stations where daily inspection is not practicable, the Station Master must do this inspection frequently, at least once a week. The Assistant Station Master or the Assistant Yard Master on duty must inspect signal cabins once in his duty hours and sign the Train Signal Registers.

S.R.5.01-2. The Station Master must also see that goods, parcels and other material must not be left scattered about on the platform. Packages to be loaded should be neatly stacked at a safe distance from the edge of the platform.

S.R.5.01-3. Block Instruments, Operation of –

(a) No person is permitted to operate block instruments unless he is in possession of the prescribed certificate of competency on Form T.115-B and has been detained for the work. Station Masters and Assistant Station Masters on duty, Cabin Assistant Station Masters and Switchmen in independent charge of block cabins and stations and who are in possession of certificates of competency on Form T.115 –B are authorized to operate block instruments independently, it will be prescribed in the Station Working Rules.

(b) If staff have been working for a year or more at stations where they are not required to operate block instruments, are posted to stations where they are required to operate block instruments, or when they are required to operate new type of block

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instruments, they shall be tested locally by the Divisional Safety Officer/Divisional Operations Manager/ Assistant Operations Manager in the manipulation of block instruments and a fresh certificate of competency on Form No. T.115-B shall be issued before such staff are allowed to take over charge of their duties on transfer.

In case of single line tokenless block instruments the Certificate of competency shall be issued by the Divisional Safety Officer/Divisional Operations Manager.

(c) No person shall be allowed to operate panels or work on route relay installations unless he is in possession of a valid certificate of competency jointly issued by the DSO and DSTE.

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.

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 unauthorized persons shall be permitted to enter such cabins.**

5.05. Report of neglect of duty- The Station Master shall report without delay to his superiors, 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 Rule applicable to the station, issued under special instructions.

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

S.R.5.06-1. The Divisional Railway Managers are the Authorised Officers for the purpose of this Rule.

Power to issue working instructions are delegated to the Divisional Railway Managers within their own divisions and to their Divisional safety Officers/Divisional Operations Manager. Station Working Rules shall be framed jointly by the Divisional Safety Officers and Divisional Signal and Tele-Communication Engineers for interlocked stations and by the Divisional Safety Officers for non-interlocked stations.

S.R.5.06-2. Preparation, Revision and Issue of Station Working Rules –

(a) The Divisional Safety Officers and Divisional Signal and Tele-Communication Engineers will have the station working rules and correction slip there to of all the stations carefully checked on the spot to see that they are correct and complete in all respect before they are finally issued and brought into force. The Chief Safety Officer and Chief Signal and Telecommunication Engineer may be approached for any advice, if necessary.

(b) If the Working Rules and instructions to be issued for regulating safe working of traffic, in and between stations and in yards, involve matters, in which general rules, require their issue of 'Approved Special Instructions', or exemption from a rule, Divisional Railway Manager, shall refer the matter to the Chief Safety Officer, who will obtain the necessary sanction from the Commissioner of Railway Safety.

(c) On the expiry of 3 years if upto three correction slips have been issued and no further change is contemplated, the Station Working rules should be treated as not requiring any change and should be re-validated.

(d) When a fourth correction is contemplated, the Station Working Rules should be revised and re-issued.

(e) The method of re-validation at the end of every three years can be by way of issuing re-validation order jointly signed by the safety and S&T officers which should be placed on the Station Working Rules. Re-calling of Station Working Rules for this purpose should not be necessary.

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 authorized printed forms 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.

5.08. Access to and operation of equipment – No unauthorized 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.

S.R.5.08-1. (1) For the operation of Section or Isolator Switches in emergencies, every Station Master, Cabin Assistant Station Master and Switchman shall be trained in the operation of these switches. They shall open or close such switches when called upon to do so by the Traction Power Controller.

(2) No switch affecting the feed to main running line or loop line(s) shall be closed or opened without the previous consent of the Traction Power Controller. An exception to this rule is that these switches may be opened in times of emergency by trained Station Masters/Cabin Assistant Station Masters, and Switchmen. All operation of section or isolating switches shall be reported to the Traction Power Controller in every case.

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 Driver through the Station Master of the station in rear that the train is to be received on an obstructed line;
- (b) ensure that 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 Driver to pass the Stop signal at 'on' by taking 'off' the Calling-on signal, where provided; or
- (b) authorising the Driver on the signal post telephone, where provided, to pass the Stop signal at 'on', in accordance with special instructions; or

(c) authorising the Driver to pass the relevant signal or signals at 'on' through a written authority to be delivered by 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-signalled 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 Driver as to where the train shall be brought to a stand.

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

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

(1) Should it be necessary, in an emergency, to receive a train on a line which is not signalled 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 facing points locked; and
- (d) the Driver 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 the non-signalled line.

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

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

(1) In the event of a train having to be started from a line not provided with a Starter signal, the Driver 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 Driver.

(2) The written permission or the tangible 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.

S.R. 5.11-1. In case of a train having to be started from a line not provided with a Starter signal, an authority on the prescribed form T.189-B shall be given in addition to the 'Authority to proceed'.

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 Driver 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 facing points locked.

5.13. Control of shunting -

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

(2) The Driver 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.

S.R.5.13-1. Shunting Operations -

~~(a) Shunting must be performed under the supervision of properly authorised operating staff only. At stations, other than road-side stations, where separate shunting staff is provided the Stations Working Rules will clearly lay down on whom this duty devolves.~~

~~(b) (i) At road-side stations, the Guard in charge of a train must personally supervise all shunting connected with his train, under instructions from the Station Master. On tranship trains, when the Guard is engaged in handing over and receiving packages, the Assistant Guard may be deputed to conduct shunting.~~

~~(ii) The Guard or the Assistant Guard, as the case may be, who is in-charge of the shunting, shall ensure that the points are correctly set and locked, where necessary, for the shunting and he himself shall exhibit hand signals to the Driver.~~

~~(c) The shunting of a train from one line to another across the main line, when necessary, shall be conducted by the Guard under the Station Master's instructions and the Guard must travel in his brakevan while a train is being shunted. During the period Guard is travelling in the brakevan the shunting shall be conducted by the Assistant Guard, or if there is no Assistant Guard, by a Pointsman. At 'A' and 'C' class stations when such shunting is performed the line must be 'blocked back'.~~

(a) Shunting must be performed under the supervision of properly authorised operating staff only. At stations, other than roadside stations, where

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separate shunting staff is provided the Stations Working Rules will clearly lay down on whom this duty devolves. The lowest level of staff to supervise the shunting of passenger and mixed trains should be Shunting Jamadar.

- (b) (i) At roadside stations, the Guard in charge of a train must personally supervise all shunting connected with his train, under instructions from the Station Master.
(ii) The Guard, who is in-charge of the shunting, shall ensure that the points are correctly set and locked, where necessary, for the shunting and he himself shall exhibit hand signals to the Driver.
- (c) The shunting of a train from one line to another across the main line, when necessary, shall be conducted by Guard under the Station Master's instructions and Guard must travel in his Brakevan while a train is being shunted. During the period Guard is traveling in the Brakevan the shunting shall be conducted by a Points man. At "A" and "C" class stations when such shunting is performed the line must be "blocked back".

(Ref: Railway Board's letter No.2005/Safety (A&R)/19/25 dated

16.11.05)

(d) At a class 'B' station shunting may be performed within the station section, provided the respective Outer, if any, and Home signals are maintained in the 'On' position. At a class 'B' station on the single line, shunting may be carried on between the first Stop signals without 'blocking back' the line, provided 'Line Clear' has not been given for a train to approach.

(e) For other rules on shunting, see G.R.8.05, 8.06, 8.08, 8.09, 8.10, 8.11, 8.12 and 8.13.

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.

S.R.5.14-1. (a) Shunting will be performed only by the Engine Driver on the instructions of the Station Master, Yard Master, Guard, Shunting Master or whoever may be in-charge of shunting operations. Clear instructions should be given to the staff conducting shunting including the train crew.

(b) (i) The Station Master or the person authorised to give instructions for shunting operations shall issue an authority on Form T.451-F for shunting of all trains, from a running line to a siding, from siding to a running line, from one line to another or on the same line if such shunting fouls the facing and trailing points at either end. This form shall be signed by the Guard and the Driver, if the Driver is illiterate, the Guard shall personally hand over and explain the contents to him.

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(ii) It is the responsibility of the Guard to acquaint himself with shunting restrictions before the commencement of shunting.

(c) The person, who initially gives instructions for shunting operations, shall not change instructions and authorise the changing of points etc., unless he has satisfied himself that shunting operations have been stopped completely and the staff conducting shunting have been advised of the changes contemplated.

(d) (i) The maximum permissible shunting speed is 15 kilometres per hour. When shunting or marshalling of wagons loaded with Petrol, Kerosene Oil, Liquid Fuel, Spirit and other highly inflammable liquids in bulk or packed in tins or drums, or wagon loaded with acids, gases, poisonous (toxic) substances, explosives and oxidising substances the speed is restricted to 8 kilometres per hour.

(ii) Maximum impact speed when shunting a single BOX wagon must not exceed 5 KMPH, while maximum impact speed when shunting a group of five box wagons coupled together with transition couplers at either end should not exceed 2 KMPH.

(iii) The securing of vehicles after shunting should be done by station staff, such as, Pointsmen, Porters, or any other staff deputed for shunting, under personal supervision of the train Guard or SM/ASM on duty or the person in-charge of shunting.

(e) At interlocked stations those facing Points which are equipped with track locks/lock bars shall be invariably locked by pulling the track lock/lock bar lever during shunting operations, if interlocking permits of this being done; otherwise the points may be locked either by a clamp, or by a through bolt, with a padlock.

Facing points at interlocked stations which are neither equipped with track locks/lock bars nor are key-locked and all points at non-interlocked stations shall be locked either by a clamp, or by a through bolt, with a padlock. However in cases of points over which shunting moves are governed by shunt signals, which detect the locking of the points by clamps or through bolt need not be done.

The above instructions apply to shunting of a passenger or goods train or part thereof or slip coaches and not to yard shunting.

(f) Fixed signals except Outer, Home and last Stop signal may be taken 'off' for shunting purposes.

(g) Hand signals should be shown in such a manner as to be clearly visible to the Driver. If hand signals are shown from a Cabin, such signals must be repeated by the person in charge of shunting operations from the ground. The Driver shall act only on the latter's signals.

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(h) The person in charge of shunting operations must see that conflicting signals, are not shown to the Driver, and whenever possible, instead of exhibiting a sudden Stop signal, a warning signal should be shown to enable the Driver to slacken speed.

(i) When shunting has to be performed on a train with two engines, one engine only must be used to do the work except in case of two diesel or electric engines coupled together to form one multiple unit and when operated by one Driver only, subject to local restrictions, if any, imposed in sidings and elsewhere.

(j) Screw couplings must not be allowed to hang down and drag during shunting operations. Vacuum/air hose pipes must be placed on dummy plugs before the screw coupling is unhooked.

(k) When vehicles are being moved by an engine for attaching to a passenger train, the vacuum/air brake should be connected up so that brake power will be available. In the case of shunting on goods trains at intermediate stations, the vacuum/air brake should, as far as possible, be connected with the engine.

(l) Carriages occupied by passengers must not be moved for shunting purposes without the personal instructions of the Station Master and also the Guard of the train concerned, who will jointly be responsible for taking all precautions, to warn passengers and to prevent accidents either to the passengers in the carriages or to those attempting to get into or out of them under the impression that the train is starting. The Guard shall have the vacuum/air brake connected up and see to the correct setting of points over which shunting is performed.

Whenever shunting is to be performed for attaching or detaching coaches or when an engine is to be coupled to a passenger carrying train, the coaches/ engine must first be brought to stop 20 metres away from train and thereafter shunting be performed carefully.

(m) When shunting is performed simultaneously from both ends in a yard, the person in charge of shunting operations, prior to shunting or backing a train or load which may foul a line or siding on which vehicles may be shunted from the other end, will instruct the Cabin Assistant Station Master/Switchman/Cabinman at his end to inform the Cabin Assistant Station Master/Switchman/Cabinman at the other end to advise the person in charge of shunting operation at that end that he is about to do so, mentioning the line on which the shunt is to be performed. He will at the same time depute a man to proceed to the rear of the load to pin down wagon brakes or to apply the hand brakes of brake vans, if any, to prevent the points in rear being fouled. The man sent to the rear to pin down brakes must also be instructed to exhibit a danger signal when the fouling mark in rear is being reached. If the line is on a curve, staff should be posted at intervals to repeat this signal to the Driver to enable the train to be stopped and thus avoid a side collision. All Yard Masters,

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Yard Supervisors and Shunting Masters must make themselves acquainted with the capacity of each line in the yard.

(n) No hand shunting by hamals employed by Contractors, traders or Station Master should be permitted except under the supervision of an operating official.

(o) The following practices are prohibited. Station Masters must personally explain this order to the illiterate staff working under them -

- (i) Uncoupling vehicles in motion.
- (ii) Riding on buffers or screw couplings of vehicles in motion.
- (iii) Getting between a vehicle and the front of an engine fitted with a cow catcher for purpose of coupling up, before the engine has come to a stop.
- (iv) Passing under vehicles during shunting operations.
- (v) Sheltering under wagons.
- (vi) Sleeping in the Yard.
- (vii) Working on vehicles under repairs without the protection of special signals i.e. red flags or lights, banner flags, detonators, etc.
- (viii) Keeping slip coaches on a blocked line in rear of a passenger carrying train.

S.R. 5.14-2. Shunting in face of an approaching train at a class 'B' single line station.

(a) Shunting may be performed within the station section unless prohibited by the Station Working Rules.

(b) No hand or loose shunting is permitted outside the Home signal in case of two-aspect signals and outside the outermost facing points in case of multiple aspect signals unless the approaching train has come to a stop at the first Stop signal and the Station Master has personally satisfied himself in this regard.

(c) At stations where there is a gradient steeper than 1 in 400 falling away from the station within the station section towards the approaching train, shunting should be performed with the engine leading towards the falling gradient.

(d) On the Narrow Gauge section shunting must not be performed at the station after Line Clear is given for a train to approach and until the train has arrived

and come to a stop at the outer signal and the Station Master has personally satisfied himself in this regard.

At stations where shunting limit boards have been provided and the distance between the shunting limit board and the outer signal for the opposite direction is 400 metres or more, when Line Clear has been given to a train, shunting may be performed within the station section upto shunting limit board except where the Station Working Rules expressly prohibit shunting in the face of an approaching train.

S.R.5.14-3 Shunting Orders -

Driver of Train engine shall perform shunting as and when asked to do so for which he will be given Shunting Memo and if period of shunting exceeds by 15 minutes, Driver will be issued a Shunting Order by concerned Station Master.

5.15. Shunting at stations under Centralised Traffic Control-

1. No shunting shall be performed at a station under Centralised Traffic Control without the 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 been 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.

5.17. Shunting near level crossing- The railway servant in charge of shunting near or across a level crossing, before giving permission to the Driver 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 advanced position –

(1) A train waiting for an authority to proceed shall not be allowed to draw out up to an Advance Starter for despatch, except where track circuit or Axle Counter has been provided between the Starter and Advance 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.

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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.

S.R.5.19-1. Obstruction of line -

(a) When a train or any vehicle or vehicles have to be shunted so as to foul any running line, and should it be necessary to detach or leave a vehicle or vehicles on or fouling the running line, the Station Master's permission must first be obtained. The person in charge of shunting operations must immediately advise the Station Master that a vehicle or vehicles are remaining on or fouling the running line. The Station Master must at once take steps to see that all the necessary points are set and locked to prevent any train going to the obstructed line and that lever and slide collars are used.

In the ordinary course of events, vehicles should not be allowed to stand on running lines. Should it be necessary to detach a vehicle from a train and leave it standing on the running line, the Station Master on duty must advise the Cabins concerned of the block, confirming this advice by exchange of Private Numbers. The line should be cleared as early as possible and when the block is removed, the cabins concerned must again be immediately advised, supporting this advice by exchange of Private Numbers. Suitable remarks should be made in the diary and in the Train Signal Register on both the occasions i.e. when a line is blocked and when it is cleared.

(b) The loading or unloading of any loose vehicle on a running line is normally prohibited. In exceptional circumstances, wagons may be loaded or unloaded on a running line between sunrise and sunset only, subject to the following conditions-

- (i) On controlled sections permission of the Controller must be obtained.
- (ii) When wagons are placed on a running line for loading or unloading, they must be placed as near the station office as possible so as to be under the direct supervision of the Station Master on duty whose permission must first be obtained; wagons so placed must be spragged/wedged, and the hand brakes firmly pinned down so as to secure them against escape or unauthorised movement.
- (iii) The Station Master will be held personally responsible for seeing that before signals are taken 'Off' for a train, no packages unloaded from or to be loaded into a vehicle are left fouling any running line and that all wagon doors are closed. Goods or parcels should be placed at a safe distance from the edge of the platform.

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- (iv) Wagons placed on a running line for loading or unloading must be removed and placed in a siding before darkness sets in except where specially authorised.
- (c) Whenever vehicles or trains have to be stabled on a running line, the following additional precautions must be taken -
 - (i) At a non-interlocked station, all points leading to the line on which the vehicles are stabled must be set and locked against that line and keys of the points kept in the personal custody of the Station Master on duty.
 - (ii) At an interlocked station the Station Master must make use of the slide collars and the lever collars as directed in S.R. 3.38-1 (iii) and (iv) and personally satisfy himself that the signals for the admission of trains on the obstructed line are maintained in the 'on' position.

(d) The Station Master on duty must record in his diary the position of running lines, both passenger and goods at the time of handing over charge the incoming Station Master must sign the entry in the diary as a token of being aware of the condition of the running lines, both passenger and goods, within his jurisdiction at the time of taking over charge. This will, however, not absolve the Station Master on duty of his responsibility to ensure that the line on which a train is to be received is actually clear before authorising the taking 'off' of signals for the reception of the train.

S.R. 5.19-2. Closing of doors of Carriages and Wagons -

(a) Doors of all carriages standing on siding adjacent to running lines must be securely closed and the doors of wagons securely closed and fastened. All Station Masters, Yard Masters, Goods Clerks, Inspectors (including Permanent Way Inspectors) and Guards must give this matter their personal attention and explain the dangers which arise through not carrying out these orders to the staff working under them.

(b) Before entering the Thull and Bhore Ghats, the Guard must examine at Kasara, Igatpuri, Karjat or Lonavala the side and end doors of all stock that open outwards and ensure that all such doors are properly secured or locked so that they can not swing out. The Assistant Guard and the Station staff will assist him in this duty.

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 points 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 gradient, neither isolated nor protected by slip sidings, an engine is also attached towards the falling side of the gradient.

Note : For purposes 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.

S.R. 5.20-1. Hand and Loose shunting on gradients -

(a) At stations where the gradient in the station or within 400 metres beyond the outermost facing points is steeper than 1 in 400 either at one end or at both ends of the station, no loose shunting of any vehicle is permitted on the main line or on a non-isolated loop. Hand shunting is, however, permitted at that end of the station, where the gradient is not steeper than 1 in 400 in the station yard or within 400 metres beyond the outermost points subject to the conditions laid down in (b), (c) and (d) below.

(b) Where the gradient in the station yard or within 400 metres beyond the outermost facing points is not steeper than 1 in 400, hand and loose shunting may be carried on, subject to the limits laid down below, and provisions of (d) below :

- (i) Single line - 45 metres beyond the outermost facing points.
- (ii) Double line - From the Home signal to the last Stop signal in each direction.

(c) When line clear has been granted for a train to approach in either direction, no hand or loose shunting shall be performed on the main line or on a non-isolated loop.

(d) Hand shunting of any vehicle fitted with roller bearing such as BOX's, BOB's, BCX's, BRH's etc. shall not be permitted except on sidings isolated from the running lines. Loose shunting of such wagons fitted with roller bearing shall be permitted only during hump shunting when adequate precautions must be taken.

5.21. Loose shunting - Cranes, vehicles containing passengers, workers, explosives, dangerous goods or live stock or any other vehicle that may be specified under special instructions, shall not be loose shunted and no loose shunting shall be made against them.

S.R. 5.21-1. Loose shunting -

(a) Loose shunting means vehicles being pushed by an engine and being allowed to run forward unattached. It includes hump shunting. No vehicle shall be loose shunted unless provided with an efficient hand brake or unless the vehicle is

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attached to at least one other vehicle fitted with an efficient hand brake. A loose shunted vehicle must be attended by a man to pin down the hand brake when necessary.

(b) Loose shunting of or against loaded or empty oil tank wagons, vehicles containing petrol or kerosene oil in tins, loaded or empty explosive vans, wagons loaded with live-stock or military and other consignments of explosive or dangerous goods whether labelled 'Not to be loose shunted' or not, an occupied or empty coaching vehicle, is forbidden.

(c) Loose shunting of or against wagons loaded with heavy machinery, rails or timber, cranes, military consignments of other than explosive or dangerous goods, is also forbidden.

(d) Fly shunting - Fly shunting applies to two or more vehicles, not attached to each other, which, after receiving an impetus from an engine, have to be separated at the points while on the move by the points being sharply reversed between the vehicles in order to send them on the different lines. Fly shunting is prohibited on the Central Railway, except for hump shunting in hump yards.

S.R. 5.21-2. Shunting restrictions - Shunting restrictions at each station are embodied in the Station Working Rules and they must be rigidly adhered to. Staff must acquaint themselves with the orders in this respect before performing shunting operations at a station.

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 there of are 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.

S.R. 5.23-1. Precautions for securing of vehicles -

(a) all vehicles standing at a station must be so placed and secured that they do not and cannot foul any running line. Each vehicle must have its brake on and must -

- (i) be within facing points so locked that it cannot escape, or
- (ii) be inside a locked Scotch Block or Derail, or
- (iii) be wedged, or
- (iv) be chained and padlocked, or
- (v) be coupled with other vehicles secured in the manner indicated above, as circumstances may require.

(b) When it is necessary to stable a vehicle on a running line, the brakes shall be put on and it shall be secured by the method given in (iv) above. Besides, the

points must be set, clamped and locked against the line and the key kept with the Station Master.

Note : The safety chain must be passed twice round the wheel and rail and then tied and locked, so that no strain falls on the padlocks.

S.R. 5.23-2. Securing of BOX Wagons -

(i) Whenever one or more BOX wagons or any other wagons fitted with roller bearings such as BOBs, BCXs, BRHs etc. are detached from a train and stabled on a running line or a siding irrespective of the gradient at the station, the hand brakes must be fully tightened before such wagons are uncoupled. Wooden wedges should also be used. The wagons must be chained by passing a chain through the space between the head stock of the trolley frame and the wagon body to prevent the wagons rolling down. Whenever possible, such wagons should be stabled on lines which are isolated from running lines. When these wagons are kept on running line, the Station Master on duty should ensure that all points are set against these lines and the points clamped and padlocked, keeping the key in his personal custody. If a rake of BOX wagons is stabled at least six wagons from each end must have their brakes put on tightly.

(ii) The securing of vehicles should be done by station staff such as Pointsmen, Porters or any other staff deputed for shunting under the personal supervision of the train Guard or SM/ASM on duty or the person in-charge of shunting.

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