

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) Locking of signals and points - Provision is made for locking of points by means of padlocks or safety locks for all Home signals and starting signals. All such signals, except where specially authorised to the contrary, must be normally locked in the 'on' position and the Station Master is responsible for the safe custody of the keys of such locks, and for their use only in accordance with his orders.

(2) **Station Master responsible for the working of signals-** *The station Master is directly responsible for the working of the signals. The Home signal must not be taken "off" without the personal order of the Station Master on duty. When the Home signal has been taken "off" by the Station Master's orders, the Outer signal will then be taken 'off' by the railway servant deputed to work it.*

(3) (i) **Station Master to be on the platform-** *The Station Master on duty must be present on the platform and personally ensure that correct signals have been taken 'off' for an approaching train and after the train has passed the signals are returned to the 'on' position.*

(ii) *When a train is being received the Station Master on duty should invariably watch the Home signals or their back lights to ensure that correct approach signals are taken 'off'. Where the Home signals or their back lights are not visible, the Station Master should ensure this by looking at the repeaters if provided in his office. In case the repeater is not provided in Station Master's office, the Station Master must ensure this on telephone from the cabin concerned from which the particular signal is worked. In the event of a wrong signal being taken 'off' due to faulty working of interlocking, the Station Master shall treat the signal as defective and take immediate action as envisaged in G & S Rules 3.68 and 3.69.*

(4) **Taking 'off' signals when trains cross -** *When one train is to cross another train at a station on the Single line having non isolated lines, the Station Master must not order the signals to be taken 'off' for the*

train until he has satisfied himself that both the trains have come to a stand at the first stop signal. In exceptional circumstances if either of the train has stopped in the block section for any reason, Station Master may allow to receive the first train approached at the first stop signal provided he is fully satisfied that second train is still standing between station and is not approaching to first stop signal.

Note- This Rule does not apply to stations where facilities exist for simultaneous reception of trains.

(5) **Signals for trains running through** (i) In addition to the use of fixed signals, the “proceed signal,” (see G.R.3.54) must always be shown from both side for a train running through a station.

(ii) Except where otherwise specially stated in the Station Working Rules, the proceed Signal referred to above, must be given personally by the Station Master on duty from a position clearly visible to the Driver and Guard of train and in front of the station building and by a competent station staff from the off side.

(iii) If a Station Master observes anything unusual with the train during its passage, such as goods falling off, a vehicle on fire, hot axle box, any other mishap likely to foul or obstruct the Railway line and safe running of the train, he shall show a Danger signal or other prescribed indication. In addition the Station Master shall speak on Walkie Talkie set to draw attention of Driver & Guard where available with Station Master. While running through the station, the Driver and Guard shall be on the lookout for such signals which shall be duly acknowledged by Guard. In case Driver and the Guard do not receive such signal, they shall exercise extra caution to ensure that every thing is right for the train to proceed. Failure on the part of the Station staff to display signal shall be reported in the Guard’s journal.

(iv) If the Station Master has not been able to stop the train by showing the danger signal as prescribed above, he shall at once advise the station in advance to stop such train and examine it. Till such time, the affected train arrives complete at the station in advance; the Station Master at either end of the block section shall not allow any train or trains running on adjacent line or lines to enter the section.

(v) In cases where a Station Master observes goods or some parts of the vehicle falling off and has reasons to believe that they might have fallen off before the train had arrived within his station limits he shall advise the station in rear also. When such action has been taken, the trains may be permitted to enter the section, after advising the Drivers of the circumstances and warning them through a caution order to keep a sharp look out. Issuing of caution order shall be discontinued only when it has been ascertained that the block section is free from obstructions.

(vi) (a) The Driver of an engine must invariably stand up in his cabin and lean out of the window a little while running through a station. He should exchange all right signal with the Station Master if the station building is on his side. In case station building is on the off side, the Asstt. Driver should exchange all right signal with the Station Master on duty. The Driver/Asstt. Driver of an engine should whistle while running through a station.

(b) If the Driver or his assistant fails to exchange all right signal or whistle, the Station Master on duty should immediately advise the station in advance and give “Stop and examine” signal (six-pause-one) explaining the circumstances for giving this signal under exchange of private numbers. The Section Controller will also be advised.

(c) The station in advance, when the train is booked to run through, will put back the departure signal to ‘ON’ but the departure route must be kept set and locked for the passage of the train. If time permits, three detonators 10 meters apart will be placed immediately beyond the Starter signal to draw the attention of the Driver/Assistant Driver.

(d) In case the Driver comes to a stop at the Starter signal, the detonators, if placed, will be removed and the train allowed after ascertaining from the Driver the reason for non-exchange of 'all right' signal or of not whistling at the last station. The reason given by the Driver will be advised to the Controller.

(e) In case the Driver fails to stop at the Starter signal and runs through after exploding detonators and disregarding the departure signal, the station staff should try to attract the attention of the Guard. The Guard on receiving danger signal from the station staff will stop the train.

The Station staff will treat it as an accident, i.e. Driver passing signals at danger, and take suitable action as laid down in the Accident Manual.

(f) The Station staff will at the same time advise the next station in advance to put back both reception and departure signals at 'On' position.

(g) The station in advance will immediately put back all signals to 'ON' and arrange to place detonators as far away from the first stop signal as possible. The staff should take all possible steps to stop the train.

(h) If train stops at the outer/Home signal, the procedure laid down in GR/SR 5.10 will be observed for the reception of the train.

(vii) In case two trains happen to pass through the station simultaneously or a train or load is stabled between the up and down line on the double line section and on the loop line on single line section obstructing the view of station, when it may not be possible for the station master to cross over and exchange 'All Right' signal with the train, which is running on the other side of the stabled train load, the station master shall depute a competent railway servant in uniform on the off side of the running train to exchange 'All Right' signals with the Driver and Guard. In such eventuality the Driver and Guard shall keep a good look out on the off side of the station for such signals.

(viii) (a) At station equipped with cabins, in addition to instructions contained in S.R.5.01(i) to (vi) above, the cabin staff, except at junction/large stations where shunting is performed by shunting engine shall also show Proceed signal as per GR 3.54 for all outgoing and incoming trains.

(b) Cabin staff at large junction stations where shunting engines perform shunting shall not exhibit any flag or light to trains running through when there is nothing wrong with the trains. Should however, they find anything wrong with the train, they must display a Danger Signal to the Driver and the Guard of the train. While running through a station, the Guard must appear at the door or on the Verandah of the brake van and watch for such signals.

(6) **Locking of facing points:** - Facing points over which a running train will pass while entering or leaving a station must always be locked. These points must be unlocked as soon as the train for which they have been locked has passed over them, unless otherwise specified in the Station Working Rules.

(7) **Normal position of Points, Derailing Switches, Scotch Blocks, etc:-**

(i) The Station Working Rules and Station Yard Diagrams must clearly indicate the normal setting of all points and whether these have to be kept locked or unlocked.

(ii) As a rule, all points other than permanently locked points, catch siding points, slip-siding points, trap points and derailing switches will normally be set for the straight and against the turn out and kept unlocked, unless otherwise specifically indicated in the Station Working Rules.

- (iii) *Permanently locked points, catch-siding points and slip siding points must be set in the normal position as indicated in the Station Working Rules and kept locked.*
- (iv) *Trap points and derailing switches will be normally set and locked for the trap and for the derailing position respectively.*
- (v) *Scotch Blocks must normally be set across the rail and kept locked.*

(8) **Permanently Locked Points :-**

- (a) *All non-interlocked (Padlocked or key-locked) points leading from running lines on to any sidings or from sidings on to any running lines are classified as permanently locked points and must be kept permanently locked to ensure isolation of the running lines. Non-interlocked points of intermediate crossovers and scissors crossings on running lines, and those isolating the Traffic yard from other yards such as Loco, Engineering or Stores Yards where classified as permanently locked points, must also be kept permanently locked.*
- (b) *Permanently locked points are classified as under – Class ‘A’ points which are so seldom used or are so near the station that the Station Master on duty may reasonably be expected to personally attend to them.*

Class ‘B’ points which are so frequently used or are so far away from the station office that the Station Master cannot reasonably be expected to personally attend to them.

- (c) (i) *Permanently locked points leading from a running line to a siding must be normally set for the running line and against the cross-over for the siding.*
- (ii) *Permanently locked points leading from a siding to a running line must be normally set for the siding and against the cross-over for the running line.*
- (iii) *Points or intermediate crossovers and scissors crossings must be normally set for the straight.*
- (iv) *Points leading from the traffic yard to other yards must be set for the traffic yard and against the crossover for the other yard.*
- (v) *Points leading from other yards to the traffic yard must be set for the other yard and against the cross over for the traffic yard.*
- (d) (i) *The keys of permanently locked points will be normally kept in the custody of the Station Master on duty and will be issued only when such points are required to be altered for any movement over them.*
- (ii) *The keys of certain class ‘B’ permanently locked points at certain stations may under special instructions, to be clearly stipulated in the Station Working Rules, be kept in the custody of the Line Jamadar who will be personally responsible for the correct setting and locking of such points.*

- (e) (i) *When class 'A' permanently locked points are operated for any movement, the Station Master on duty must personally supervise the working of the points and see that the points are re-set and re-locked in their normal position after use.*
- (ii) *When class 'B' permanently locked points are operated for any movement over them, the Points man/Line Jamadar, to whom the Station Master on duty issues the keys, must themselves re-set and re-lock the points in their normal position and personally inform the Station Master of having done so when returning the keys.*
- (f) *Before receiving or despatching a train, the Station Master on duty must ensure that the keys of all permanently locked points (other than the keys of the permanently locked points which are kept by the Jamadar) are in his personal custody, except when such a key is required to release a signal and cannot be extracted until the signal lever is returned to its normal position. At junction stations, however, this rule will apply only to the relevant permanently locked points which fall on or are directly connected with the route of incoming or departing trains.*
- (g) *The number, classification and normal position of permanently locked points must be clearly indicated in the Station Working Rules.*

(9)(a) **Line Labels :-**

- (i) *At non-interlocked stations where key locks or modified key locks are not provided for the outermost facing points and where the lever of the Home signal is situated at the station platform and that of the Outer signal near the facing points (to be manipulated by the Pointsman/Jamadar sent out to set the facing points), a set of metal line labels consisting of one label for each of the running lines has been provided. Each such label has got clear and distinguishing indications that it is the Station Master's label and refers to a specific running line.*
- (ii) *At non-interlocked stations where key locks or modified key-locks are not provided for the outermost facing points and all reception signal levers are situated at the station platform, two sets of metal line labels, one each separately for Up and Down directions (i.e. Down and Up ends of the yard) have been provided; each set consists of one label for each of the running lines. The set for the Up direction differs in shape from that for the down direction. Each line label in a set has got clear and distinguishing indications that it is the Station Master's label and refers to a specific running line for the Up or Down direction as the case may be.*
- (iii) *The Line labels must remain in the personal custody of the Station Master on duty except when these are handed over for the reception and despatch of trains.*

(b) **Line Badges:-**

- (i) *The Points man / Jamadars at such stations are provided with line badges separately for the Up and Down directions (i.e. Down and Up ends of the yard). Each set consists of one badge for each of the running lines. Each such badge has got clear and distinguishing indications that it is the Pointsman's/Jamadar's badge and refers to a specific running line for the Up or Down directions as the case may be.*

- (ii) *The respective sets of line badges for the Up or Down directions as the case may be, must remain in the personal custody of the Pointsman/Jamadar on duty at the outermost facing points, except when these are handed over to the Station Master on duty for the reception of trains.*
- (iii) *The Pointsman/Jamadar must take over and make over their duties in the presence of the Station Master on duty, and the Station Master must personally ensure that the badges, points keys, clamps, etc. are correctly taken over and made over. The Station Master must record in the Station Diary the time of the change and the names of the staff concerned.*

(10) *Custody of keys of Points and Signal locks and Line labels :- The Station Master on duty is responsible for the safe custody of the keys of all points and signal locks and also of the line labels in his charge. These keys and line labels when not in use must be kept in the Points keys Box which must always be locked and the key of the box kept in the personal custody of the Station master on duty.*

NOTE :- *The above rule does not apply to the keys of those permanently locked points which are kept by the Jamadar on duty who is responsible for their safe custody.*

(11) *Procedure for reception and despatch of Train at stations where line reception and intimation books are not in use, Non - interlocked stations are of three types*

- (i) *Non-key-locked stations where points are clamped and secured by padlocks.*
- (ii) *Key-locked stations where double H.P. key locks are provided (points are locked both ways).*
- (iii) *Modified key-locked stations where triple H.P. Key Locks are provided. Rules for working points for the reception and despatch of trains at these stations are given below :-*
 - (a) *Announcing train- As soon as 'line clear' has been given for a train, the Station Master on duty will have the station bell rung and the description of the train and the name of the station which it has left or about to leave called out loudly to alert the staff. On hearing the bell the Pointsmen/Line Jamadars on duty for the facing and trailing end of the station yard must report to the Station Master on duty for instructions.*
 - (b) *Instructions to the Pointsmen/Line Jamadars- Station Master on duty must then give to the Pointsmen/jamadars definite instructions in the presence and hearing of each other as to the description of the approaching train, the name of the station which it has left or is about to leave, the line on which it is to be received whether it will stop at the station or run through and whether any shunting has to be done on the train.*

Note :-

- (1) *At Stations (provided it be specially incorporated in the Station Working Rules) where route key transmitters are provided for each running line, except in the case of failure of the key transmitter or telephone, the instructions for reception/despatch of trains may be given to the SM/Line jamadar concerned by the Station Master on duty on telephone provided for the purpose at the respective ends of the yard in the hearing of each other. The SM/Line Jamadar shall repeat the instructions. In addition private numbers will also be exchanged.*

(2) *At stations (provided it be specially incorporated in the Station Working Rules) where SMs have been provided in the Goomties at either end of the yard and the line allotment is done by the SM at the station, the instructions for line allotment for reception of train may be given on telephone by the SM at the station only in the hearing of the SMs in the Goomties and private numbers exchanged as an assurance of having correctly understood the Station Master's instructions. The line number allotted must be repeated in both English and Hindi. The SMs at the Goomties while instructing the Pointsman/Line Jamadar for setting and locking the points for reception/despatch of trains must act according to instructions contained in S.R. 5.01 (11) (c).*

(c) *Exchange of Station Master's Line Label and Pointsman's/Line Jamadar's Badge –*

(i) *At non key-locked stations-The Station Master on duty must hand over to the Pointsman/Line Jamadar, the key or keys of all facing points other than permanently locked points over which the incoming train has to pass and the metal line label pertaining to specific direction to the Pointsman/Line Jamadar for the facing points indicating the line on which the train is to be received.*

(ii) *At key-locked and modified key-locked stations - The procedure as indicated in sub-clause (i) above will be observed, with the exception that no line number label will be handed over to the Pointsman/Line Jamadar.*

(d) *Setting and Locking of points :- (i) Both the Pointsmen/Jamadars must then proceed to their respective outer most facing and trailing points, personally examining on the way all points over which the incoming train has to pass, ensuring that all facing points are correctly set and locked and that all trailing points are correctly set as instructed by the Station Master on duty.*

(ii) *At stations not provided with key locks or modified key locks, the Pointsman/Jamadar on duty for the facing points after having set and locked the points in accordance with the instructions of the Station Master on duty must either proceed to the station, deliver the appropriate line badge to the Station Master on duty and then return to the outermost facing points or send the appropriate line badge to the Station Master by a Porter/Pointsman provided for this purpose.*

(iii) *At key locked stations the Pointsman/Line Jamadar for the facing points after having set and locked the points in accordance with the instructions of the Station Master on duty must either proceed to the station to deliver the key extracted from the points lock or send the points key to the Station Master on duty through a Porter/Pointsman provided for the purpose. The Station Master on duty on receipt of the same must check the key and satisfy himself that the points have been set and locked for the particulars line in accordance with his instructions and then order the Pointsman/Line Jamadar to return to the outermost facing points.*

NOTE:- (i) Where an Electric key Transmitter is provided the Pointsman/Line Jamadar must, transmit electrically the key extracted from the points back to the Station Master on duty.

- (ii) *Where key locks including one-way locks are in use, it will not be necessary to send out the keys of relevant points when such points are to remain in their normal position.*
- (iv) *At modified key-locked station the pointsman/Line Jamadar for the facing points will insert the key extracted from the advance facing points lock in the lock on the post of the Home signal.*
- (v) *The Pointsman/Jamadar for the facing points, after the line badge or lock key, as the case may be, has been delivered to the Station Master, and at modified key-locked stations after the key has been inserted in the lock on the post of the Home signal, must then station himself at the outermost facing points and exchange signals with the station master on duty by waving a green flag by day and a green light by night to signify that the points have been correctly set and locked in accordance with his instructions. The Pointsman/Jamadar at the trailing points must also exchange signals with the station master on duty in a similar manner to signify that the points have been correctly set in accordance with his instructions.*
- (e) *Taking 'off' Approach signals (i) After the Station master on duty observes the green signal of the pointsmen/Line Jamadars at the facing and trailing points, and in addition where points indicators are provided after he has personally satisfied himself by observing such points indicators that the points are correctly set in accordance with his instructions, he must exchange signals in the manner described in S.R. 5.01 (11) (d) (v) above, first with the pointsman / Line Jamadar at the trailing points and then with the Pointsman /Line Jamadar at the facing points. The Station Master must then take 'off' or authorise the taking 'off' of the Home signal and only after this has been done the Outer Signal will be taken 'off'.*
- (ii) *At all non-interlocked stations the facing and trailing points must be manned for the passage of each train irrespective of whether trains cross or not.*

NOTE :- At non-interlocked key locked stations the trailing points need not be manned.

- (f) *Display of hand signal at the Facing Points – As the train approaches the pointsman/Line jamadar must :-*
 - (i) *If the points are provided with points indicators, hold his flag or hand signal lamp in such a manner that the flag or hand signal lamp cannot be seen by the Driver and*
 - (ii) *If there are no points indicators, display a green signal towards the approaching train.*
 - (iii) *The pointsman manning the facing points for an incoming trains shall not leave them until the train is clear of the fouling mark. After the train has arrived at the station, the pointsman will show :-*
 - (a) *A green hand signal towards the station if the train has arrived complete and is clear of the fouling mark, and*
 - (b) *A red hand signal towards the station –*
 - (i) *In case the train has not arrived complete and/or*
 - (ii) *When it is not clear of the fouling mark.*

The Station Master on duty should make it a point to note what signals are given by the pointsman at the facing point.

- (g) *Unlocking of Points :- (i) After the train has arrived and cleared all points and crossings and if no orders for shunting have been given by the Station Master on duty, the pointsman/Line Jamadar must unlock all points (other than permanently locked points) over which the train has passed, set them in their normal position and return the points key or keys to the station master on duty along with the Station Master's metal line label and get back his own badge.*
- (ii) *At key-locked stations when the outermost facing points need to be re-set to the normal position, the Pointsman/Line jamadar after obtaining the key from the Station Master on duty must reset the points in their normal position and return the main key to the Station Mater on duty.*
- (iii) *At modified key-locked stations the Pointsman /Jamadar must extract the key from the lock on the post of the Home signal, unlock the points over which the train has passed, extract the appropriate line key from the Triple H.P.Key lock, reset the points in their normal position, return to the station and make over the line key to the Station Master on duty.*
- (h) *Setting and Locking of Points for outgoing Trains and Exchanging signals before starting –*
 - (i) *Before giving the 'Authority to proceed' (where such is required) for a train to start from a station the station Master on duty must exchange signals, in the manner described in S.R. 5.01 (11) (d) (v), with the Pointsman/Line jamadar at the trailing points, to satisfy himself that all points are correctly set and facing points, if any, locked. From the time the Pointsman/Line Jamadar exchanges this hand signal with the Station Mater on duty till the train leaves the station, the Pointsman/Line jamadar is personally responsible for ensuring that no alteration is made in the position of the points after they have been correctly set.*

NOTE:- If there are any facing points at the trailing end of the yard which are not permanently locked points, line labels and line badges must be exchanged before the station master on duty gives permission to start the train.

- (ii) *At key locked stations the Station Master on duty must satisfy himself that he has in his possession the relevant key/keys of the Points locks before giving permission to start for an outgoing train.*
- (i) *Permission to Start – After the Station Master on duty exchanges signals with the Pointsman / jamadar and, at stations where points indicators are provided after he has personally satisfied himself by observing the points indicators that the points are correctly set in accordance with his instructions he must order the starting signal, if provided, to be taken 'off' and must then only give permission for the train to start.*

The Pointsman/Jamadar after the passage of the train must set all points in their normal position and return to the station.

Note- At modified key-locked stations the instructions contained in S.R. 5.01 (11) (h) (i) above must be observed.

- (j) *Train Running through a station :- The special responsibility of Station Master on duty in regard to setting and locking of points for a running through train is laid down in Subsidiary Rules 4.11 (ii) and 5.01 (5).*

- (k) *Trains Crossing at a station : (i) When two trains are to be crossed at a station, the Station Master on duty must, before the arrival of either train, decide which train, he will admit first and then give the necessary orders for the admission of both trains to the Pointsman/Line Jamadars on duty at either end in each others presence and hearing stating distinctly the line on which each train is to be received, which of the train is to be received, first and whether the second train is a stopping or a run through train. The Pointsman/Line Jamadars must repeat the instructions given to them and the Station Master on duty must assure himself that his instructions have been correctly understood. He must then give to each Pointsman/Line Jamadar the proper keys of the facing points over which the approaching trains have to pass and the line label if any, for that line.*
- (ii) *The Pointsman/Line Jamadars must then comply with the rules laid down in para (c) (i) and (ii) above. The outermost facing points over which these trains will have to pass must be so set and locked that under no circumstances can the two trains meet on the same reception line. Thus if the facing points at one end of the station are set and locked for the straight line, the facing points at the other end of the station must be set and locked for the loop.*

NOTE:- This rule applies also at interlocked stations where the layout and interlocking arrangements permit its application.

- (iii) *At interlocked stations when two trains cross the first train as far as possible be received on loop line in which the cross-over at trailing end can be set for the sand hump/dead-end and further except where a stopping passenger train has to be brought on the platform loop the sequence of the reception of trains should as far as possible be such that the far end points can be set to the sand hump/dead end while receiving a train.*
- (iv) *The Station Master on duty must then satisfy himself that his orders have been carried out in accordance with paras (d) (iv) and (v) above, and must personally make sure by observing the points indicators, where provided, that the points are correctly set in accordance with his instructions. He must then exchange signals in the manner described in S.R.5.01 (11) (d) (v), with the Pointsman/Line Jamadar at both ends and then only take 'off' or authorise the taking 'off' of the reception signals for the train which he has decided to receive first. After the first train has arrived complete and stands clear of all points and crossings and signals have been replaced to 'on' the Station Master on duty must arrange for signals to be taken 'off' for the reception of the second train into the station.*
- (v) *After each train has arrived complete and if no orders for shunting have been issued by the Station Master on duty, each Pointsman/Jamadar must display a red signal towards the station, unlock the points passed over by the incoming train which he has admitted, set them for the departure of the outgoing train and then change the red hand signal to green as an assurance to the Station Master on duty that the points are correctly set for the departure of the train.*
- (vi) *The Station Master on duty must not give permission for the trains to start until the rules laid down in sub-clause (J) and (i) above have been complied with.*
- (12) *Line Labels and Line Badges to be exchanged at certain key locked and modified key-locked stations-where the outermost facing points are key locked but other points leading on to additional running lines are not key-locked, line labels and line badges must be exchanged as is done at non key-locked stations.*
- (13) *Special instructions for stations where Line Reception and intimation Books are in use- Special instructions for the exchange of Station Master's Line Number Labels and Line Jamadar's Line clear Badges /*

Pointsman's Line Number Badges at non-interlocked Junction stations where Line Reception and intimation Books are also in use, will be issued separately.

(14) *Procedure for crossing two passenger trains at a station on the single line where there is only one platform.*

(i) *When both passenger trains are booked to stop at the station :-*

(a) *If the platform is at rail level or is not more than 455 mm high, the passenger train arriving first shall be admitted on the platform line and the other train on the non-platform line. Each train shall be drawn as far ahead as possible, but without infringing the fouling marks at either end, so that the last vehicles of the trains as far as practicable are clear of each other.*

(b) *If the height of the platform is 760 mm or more, the passenger train arriving first shall be admitted on the platform line and, after the passengers have detrained and entrained, it shall be shunted on to the non platform line, and the second passenger train shall then be admitted on the platform line. The first arriving train shall there after be despatched from the non-platform line.*

OR

After the passenger train arriving first has been admitted on the platform line, the second passenger train shall be passed through on a clear line, as a shunting movement and carefully backed on to the platform line, after the departure of the first train.

OR

After the passenger train arriving first has been admitted on the platform line, the second passenger train shall then be passed through on a clear line, as a shunting movement and carefully backed on to the platform line, while the first train is still, standing on the platform line, only if the platform is long enough to accommodate both the trains.

(ii) *If one of the two passenger trains is not booked to stop at the station-The passenger train booked to stop shall be admitted first on the platform line and the other passenger train not booked to stop shall then be passed through the non platform line.*

(iii) *if neither of the two passenger trains is booked to stop at the station- The first arriving passenger train shall be admitted on the platform line and the second passenger train shall be passed through the non platform line.*

(iv) *No train shall run through on the platform line when a passenger train is standing on the non-platform line.*

(v) *In case of a crossing on single line, the first arriving train should always be received on the loop line provided it does not involve reception of stopping passenger train on a non platform line.*

Note – (1) When the train is being backed the Guard must remain all the time in the brake van and must exhibit the necessary signals to the Driver.

(2) *The method of crossing to be followed at B.G. or M.G. stations must be clearly indicated in the Station Working Rules of the particular station, keeping in view the local condition.*

(15) *Procedure for crossing three trains at a two line station-At a station having only two lines and one platform, three trains must not be crossed if two of the trains are carrying passengers. Two goods trains and a passenger or mixed train may, however, be crossed at such station, and the following is the procedure to be adopted :-*

- (i) *The first train(which must always be a goods trains) to arrive must be received on the outer line, and the second train on the platform line. For the reception of these trains points must be set as prescribed in S.R. 5.01 (11) (K) (ii). Should the second train to arrive be a passenger or mixed train, the goods train standing on the outer line must be backed or drawn ahead, as the case may be, clear of the outermost points in the direction opposite to that from which the third train will arrive. The third train, after first being brought to a stand at the First stop signal vide G.R.3.41 will then be admitted on to the outer line. The passenger or mixed train must then be started from the station line and the first train backed or drawn ahead, as the case may be into that line and so clearing the section for the departure of the third train.*
- (ii) *If the second train to arrive be a goods train it must be detained at the First stop signal, until the passenger or mixed train (the third train) has come to a stand at the platform. The second line must then be cleared as directed in clause (i) above and the goods train admitted on to it, the trains then being despatched as directed in clause (i).*

(16) *Precaution to be taken when backing trains. Before a second train is backed on to the platform line, the points which will be facing to the backing train must be properly set and locked, and before giving the signal to back, the station Master must satisfy himself, by hand signals from the points and by the points indicators if provided, that the points have been correctly set.*

(17) *Station Masters instructions to Pointsmen / Jamadars :-*

- (a) *Single Line- The station Master on duty must instruct the Pointsmen/Jamadars (for each end of the yard) in the presence and hearing of each other about:-*
 - (i) *The description and number of the train and the name of station from which it is approaching.*
 - (ii) *the line on which the train is to be received, and whether it will be stopped or will be run through.*
 - (iii) *the train to be received first in the event of crossing, the respective lines on which they will be received and the particular method of crossing to be followed.*
 - (iv) *setting and locking of points for the reception and despatch of each train.*
 - (v) *shunting to be done, if any; and*
 - (vi) *the level crossing Gates, if any, required to be closed and locked.*

Both the Pointsmen/jamadars will repeat to the station Master on duty the instructions received to show that they have understood them correctly.

(b) **Double line :-** *The Station master on duty must give such instructions to the staff as may be prescribed in the station working rules.*

(18) **Special Rules :-** *Rules for working of particular stations and of interlocked points and signals are included in the station working Rules and Appendices there to.*

(19) *The Station Master shall maintain an Assurance Register in which a certificate in writing has to be recorded for all staff who are in any way connected with train passing duties. The Station Master is responsible for the correct maintenance of this register and must ensure that the requisite certificate has been entered in the assurance register before any staff connected with train passing duties is allowed to take up his duties independently.*

In the case of illiterate staff, the Station Master must read over and clearly explain the working to the staff concerned and must certify in the Assurance Register to that effect. He shall also obtain the thumb impression of the staff concerned as proof that this has been done.

Fresh declaration for the Station Working Rules shall be obtained from the staff concerned and duly certified by the Station Master in the following cases-

(i) *A new member of such staff, as are concerned, joins the station.*

(ii) *When there is any change in the Station Working Rules.*

(iii) *When a member of the staff or a relieving hand resumes duty at a station after an absence of fifteen consecutive days or more.*

(iv) *Staff of one category are required to perform duties of an other category.*

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 unauthorised person shall be permitted to enter such cabins.

S.R 5.04 (1) The staff in signal cabins are designated as cabin Assistant station Master, Switchman, Cabinman and Levermen.

(2) Cabin Assistant Station Master is a person appointed to hold charge of a signal Cabin and pass train on Electric Block Instrument or otherwise with or without assistance of any other staff.

(3) Switchman is a person appointed to hold charge of a Signal Cabin and to pass trains on Electric Block Instrument or Electric speaking instrument and also to work the levers in the cabin.

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 thereof shall be kept at cabins and level crossings concerned.

S.R.5.06 (1) (a) The Station Working Rules of all stations shall be prepared and issued by the office of the Divisional Railway Manager. Station Working Rules of every station shall be issued duly signed by the Sr. Divisional Safety Officer or Divisional Safety Officer and Senior Divisional Signal and Telecommunication Engineer/Divisional Signal & Telecommunication Engineer under their designations.

(b) The Stations on electric traction territory, separate Station Working Rules pertaining to 25Kv. Traction applicable to each station shall also be provided duly signed by the Senior Divisional Electric Engineer/(Traction Distribution)/Divisional Electrical Traction Engineer (Traction Distribution) and Sr. Divisional Safety Officer/Divisional Safety Officer as appendix G of SWR.

(c) *Even Station Working Rules to which corrections have not been issued shall have a proforma index for correction slips. After the issue of three correction slips, the station working Rules shall be revised.*

(d) *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.*

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

(f) *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.*

(g) *The following uniform procedures in preparation of SWR shall be adopted-*

- (1) (1) *The Working Rule Diagram and appendix relating to description of signals, points and their working etc. will be prepared by Sr. DSTE/DSTE/DSTE (Con)'s office [if work is commissioned by his units] based on the approved engineering and signalling plans. The working Rule diagram should bear the relevant references of the approved signalling and engineering scale plans. The Working Rule diagram should strictly conform to the approved engineering plan and signalling plan. On the tracing paper of the Working rule Diagram Sr. DSO/DSO and Sr. DSTE/DSTE and DSTE (Con) [if work is commissioned by his unit] will sign with their full signature and date. The Rule Diagram shall be numbered. This number and one referred to in the SWR must tally in all cases..*
- (2) *Sr. DSTE/DSTE and DSTE (Con)[if the work is commissioned by his unit] will provide a detailed note to Sr. DSO/DSO, explaining the specific provisions in the Signalling system and changes involved in the working of signalling equipments by traffic staff. Sr. DSO/DSO will ensure that the changes are included in the operating portion of the Station Working Rules adequately.*
- (3) *On all the pages of the appendix relating to description of signal levers and working of points and signals, Sr. DSTE/DSTE and DSTE (Con)[if work is commissioned by his unit], and Sr. DSO/DSO will append their respective full signatures with date.*
- (4) *The draft working rules are to be prepared by Sr.DSO/DSO assisted by the staff attached to his office. The draft working rules will then be sent to Sr.DSTE/DSTE for scrutiny. After the draft working rules are studied and Okayed by Sr. DSTE/DSTE, the working rules will be typed on PC and kept in floppy.*
- (5) *On the first page of the working rule, the date of issue of the working rule should be clearly mentioned on the top followed by the correction slip nos. issued so far alongwith the respective dates of issue of each correction slip. It means that every time the correction slip is issued, the first page of the working rule should also be retyped indicating the latest correction slip No. and the date of issue of correction slip.*
- (6) *On each page of the working rules, sr. DSO/DSO will append his full signature. At the end of the main portion of the working rules, Sr. DSTE/DSTE and DSTE(Con) (if work is commissioned by his unit) and Sr. DSO/DSO shall append their respective full signature.*
- (7) *Sr. DSO/DSO will put his full signature on all the pages of the other appendices.*
- (8) *Copies taken out from the PC only will be distributed to station staff. This is necessary to ensure clarity.*
- (9) *Whenever any change is made in the working rule diagram, the diagram should be numbered showing the original No. suffixed by alternation No. 1,2 etc. as the case may be and signed by Sr. DSTE/DSTE and DSTE (Con) [if work is commissioned by his unit] and Sr. DSO /DSO. Whenever any correction is made on the working rules, the entire page containing the correction should be retyped on. On the top of this page, which is retyped incorporating the correction, the correction*

slip no. and date of issue of the correction slip should be clearly indicated. The pages issued under correction slip should be signed by Sr.DSTE/DSTE, DSTE (Con) and Sr.DSO/DSO.

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 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 there for shall be recorded in the station diary.

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.

S.R.5.08 (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.
- (a) 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.
 - (b) The Driver should keep his train well under his control and be prepared to stop short of any obstruction.

S.R.5.09-1 when a train is to be received on an obstructed line the procedure detailed in G.R. 5.09 (1) (a), (b), (c) must be followed with the following additional precautions :-

- (a) *The authority in writing required vide G.R.5.09(2) (c) sent to the Driver must be in the prescribed form No T/509. The written authority is dispensed with when train is being received in accordance with provision of G.R.5.09 (2) (a) or (b). while intimating the driver at rear station in compliance to 5.09 (1) (a) this must be in writing in the form of a memo.*
- (b) *The station Master on duty must personally take his stand at a distance of not less than 45 meters from the point of obstruction exhibiting a hand danger signal to indicate to the Driver where to bring his train to a stand.*

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.

S.R.5.10 (i) Whenever a train is to be received on a non-signalled/non-running line, the Station Master, must whenever possible while granting line clear for the train, intimate the Station Master, at the other end for communication to Driver that the train will be received on a non signalled/non running line. The Station Master at the other end must inform the Driver in writing and obtain his acknowledgement.

(ii) The competent railway servant who shall be deputed to pilot the train on to the nominated non-signalled/non-running line will be the Pointsman / Line Jamadar. He shall deliver the written authority on the prescribed form to the Driver of the train authorising him to proceed cautiously and pass the signal concerned at ‘ON’. He will himself travel on the footplate of the engine.

(iii) The Railway Servant deputed to pilot the train shall be directly responsible to ensure that the points over which the train has to pass are correctly set and facing points locked.

(iv) The prescribed manuscript as written authority to be sent out to the Driver for reception of train on a non signalled/non-running line shall be worded as under –

Authority for reception of a train on a non-signalled/non- running line

Station.....

Form No.....

Date.....Time.....

To,

The Driver of Train no.....Up/Dn.

You will be received in non-signalled/non-running line on the authority of hand signal given by the person piloting your train. All the points are set and locked for reception of your train in line no..... . Signals(#)..... if any, may be passed on this authority at ‘ON’ position.

Station Master

Date.....

Signature of Driver

Enter the name of signals if any which are required to be passed at ‘ON’.

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 (a) At a Station where the departure of a train is controlled by fixed signals, when a train is required to be started from a non-signalled/non-running line it must be piloted by a Pointsman/Line Jamadar with a written authority from the Station Master on the prescribed form No T/511, up to the points where the train engine comes on to a running line from where the train can proceed onwards. The Railway servant piloting the train shall be directly responsible to ensure that the points over which the train has to pass are correctly set and facing points locked.

(b) In addition to the Tangible authority to proceed referred to in SR 5.11 (i) an authority to start on prescribed form T/511 shall also be issued to the Driver as an authority for moving his train from the line on which it is standing.

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.

S.R. 5.12 The written permission referred to in GR 5.12 (1) & (2) shall be on the prescribed Form No.T/512, Authority to start from a Line with Common starter signal.

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 (a) Where shunting is necessary, following further precautions will apply:-

- (i) *Maximum impact speed when shunting a single roller bearing fitted stock must not exceed 5 kmph.*

- (ii) *Maximum impact speed when shunting a group of roller bearing fitted stock coupled together, the speed should not exceed 2.5 kmph.*
- (b) (i) *No shunting operations which may foul or extend on to any of the running lines of a station must be permitted, unless the outer and/or home signals applicable to those lines are at 'on'.*
- (ii) *During shunting operations, a Diver is not to act on the Semaphore or other fixed signals mentioned in G.R. 5.13 until he has received a hand signal exhibited by the Railway servant conducting the shunting operations.*
- (iii) *When hand signals are used, only red and green flags or light must be shown.*
- (iv) *Hand signals used for shunting operations must be shown from the ground near the train or engine that is being, shunted by traffic staff incharge of the shunting. On no account must shunting operations, other than engine movements, be directed by Hand signals exhibited from signal boxes or Cabin.*
- (v) *No engine should be allowed on any running line at station occupied by a train carrying passengers, except the train engine or banking engine or shunting engine required to perform shunting on that particular train. The movement of such an engine should be permitted only under the control of the person incharge of shunting.*
- (vi) *When shunting is to be done for attaching or detaching of coaches of passenger carrying train, the shunting engine must first come to halt 20 meters away from the train and move thereafter. Similarly, the train engine should also come to a stop 20 meters from the train and then proceed very cautiously for being attached to the train.*

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) The following practices are strictly prohibited:-

- (i) *Shunting must on no account be done at both ends of a train at the same time.*
- (ii) *Riding on buffers, hand brake gear, or screw coupling of vehicles, or on the cow catchers of an engine.*
- (iii) *Hand shunting by Contractor's or Trader's employees unless supervised by the Station Master on duty or other responsible Railway staff.*
- (iv) *Passing under vehicles during shunting operations.*
- (v) *Sheltering under wagons.*

(2) *At all interlocked stations during shunting operations the facing points lock levers of the relevant points shall be pulled to ensure locking of the points.*

(3) At all interlocked and non-interlocked stations facing points must be correctly set as well as locked during shunting operations on all trains. The official incharge of shunting shall be directly responsible for ensuring the above.

(4) Subject to the provisions of Rule 5.19 (i), the shunting of train from one line to another, to give precedence to another train, or for any other purpose shall be conducted by the Guard under the orders of the Station Masters with the assistance of the shunting Jamadar where there is one. The Guard/Shunting Jamadar shall be responsible for seeing that the points over which train has to move are properly set and secured also for giving the proper signals.

(5) No person other than the Guard (or shunting Jamadar where available) shall give a signal to Driver to shunt. Guard shall assist the Driver by applying his brake, if necessary, and the Driver shall signal with his engine whistle as soon as the engine is clear of the Main Line.

(6) The Station Master shall issue Form T/806 which shall be signed by the Guard/Shunting Jamadar and the Driver for shunting of all trains from a running line to a siding, from one running line to another or on the same line if such shunting fouls the facing and trailing points at either ends, unless such movements can be governed by the fixed signals. When, however, one fixed signal governs, movements from more than one line or siding, Form T/806 must be issued. If the Driver is illiterate the Guard shall personally hand over and explain Form T/806 to him.

(7) The station Master shall also issue T/806 wherever:-

(a) Signal Governing such shunting is defective and

(b) There is no advanced starter and the starter is the last stop signal.

(8) (i) In case, however, of a train shunted engine foremost into a dead-end siding, and order on form T/806 written and signed by station Master and countersigned by the Guard/shunting Jamadar shall be sent to the Driver to back his train out of the siding. The Driver on receiving the written order will comply with it when the proper signal has been exhibited by the Guard/shunting Jamadar.

(ii) Light on buffer stops of dead end:- No red Lights on buffer stop shall be used in places where such lights can be seen by Driver of running trains, either on entering or leaving station. Only "white" light shall be placed on such buffer stops and a list of stations where white buffer lights are provided is embodied in the working Time Table for the guidance of Drivers.

At terminal and other stations not included in the list where buffer lightes are provided, they shall show red.

(9) Whenever an engine has to be attached on to vehicles, at night, the Guard/Shunting Jamadar conducting the shunting shall show a white light on to the stationary vehicle from the Drivers side, when the engine is near the vehicle.

(10) When carriages or wagons have to be attached or detached at stations where there is no Shunting Jamadar, the Guard shall proceed with that portion of his train which has to pick up or detach the wagons or carriages, and show the proper signal to the Driver. During the hours of darkness and before commencing to detach or attach vehicles the Guard shall proceed to the engine and notify the Driver that he is present. At stations where there are Shunting Jamadars the work of attaching or detaching vehicles shall be performed by the Shunting Jamadar on duty who shall give necessary signal to the Drivers after taking orders from the Station Master. Person in charge of shunting will ensure that attachment/detachment is being done as per the proper marshalling order and couplings/hose pipes are properly attached.

(11) *At any station where AYFs/Shunting Jamadars are provided, if shunting on through trains is to be performed by Guard of the train, this may be permitted and suitable provision incorporated in the station working rules.*

(12) *When shunting operations are not governed by fixed signals, the correct setting and locking of points and the permission to commence a shunting movement shall be indicated by the Cabin/the ground Frame goomty by displaying a green signal to the Guard/Shunting Jamadar supervising the Shunting movement. On completion of the shunting movement and after clearance of all fouling marks the person in charge of shunting operations shall show a 'red' signal to the cabin/ground frame goomty which shall be acknowledged by showing a 'red' hand signal as a fact that shunting operation has been completed.*

Before signalling completion of a shunting movement, the person incharge of shunting operations shall be responsible to ensure that all fouling marks with adjacent lines are kept clear for movement, unless specifically authorised in writing to the contrary by the station Master on duty.

During day time, in absence of red flags, danger hand signal shall be given by the person in charge of shunting operations by raising both arms with hands. During night, hand signal lamps must be used to exhibit the signals.

(13) *Shunting Movement on emergency cross over points involving both up and down lines should not be permitted without padlocking the point wherever facing point locks are not provided. The Station Master on duty of the concerned station shall exchange a private number with the section controller as an assurance that the relevant facing points have been set and locked.*

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 Advanced 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.

SR.5.18: Drawing of a train, waiting for an authority to proceed, upto a Starter in an advanced position or upto an advanced starter is totally prohibited under following conditions:-

- (i) *in thick, foggy or tempestuous weather impairing visibility even if track circuits or axle counters indicate the presence of the train in the advanced position, and*
- (ii) *At night when track circuits or axle counters have failed to indicate the presence of the train in the advanced position.*

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 (1)(a) In the ordinary course vehicles must not be allowed to stand on a running line. If, however, a running line is obstructed by a vehicle or vehicles left standing on it, the Station Master on duty must:-

- (i) *immediately inform the cabin Assistant Station Master/Cabinman concerned of this fact and exchange private numbers.*
- (ii) *make a suitable entry in the Station diary and Train Signal Register indicating the date, time and the line obstructed;*
- (iii) *at interlocked stations provided with cabin/cabins, if interlocking permits, the Points leading to the line on which vehicles are stabled must be set against access to that line.*
- (iv) *see that there is no delay in clearing the line so obstructed.*

- (b) *When the obstruction is removed and the running line cleared, the Station Master on duty must:-*
- (i) *immediately inform the Cabin Assistant Station Master/Cabinman concerned of this fact and exchange private numbers.*
 - (ii) *make a suitable entry in the Station Diary and Train Register indicating the date, time and the line from which the obstruction is cleared.*

(2)(i) *When a running line is blocked by stabled load wagon, vehicle or by a train which is to cross or give precedence to another train or immediately after the arrival of a train at the station etc. the points in rear on double line sections and at either end on single line sections should be immediately set against the blocked line except when shunting or any other movement is required to be done on that line.*

If all the lines at a station happen to be blocked when line clear has been granted to a train, the points should be set for the line occupied by a stabled load or a goods train in that order so that, in case of mishap, the chances of casualties are minimised. In case all the lines at a station are occupied by passenger trains, points should be set for a loop line to negotiate which the speed of the incoming train would be reduced which, in turn, minimise the consequences casualties, while doing so points may be set for a loop occupied by a train, if any, whose engine is facing the direction of approach of the incoming train rather than for the loop occupied by a train where a passenger train coach, will, in the case of a collision receive the impact. These precautions shall be taken in addition to the observance of other precautions like use of lever collars etc.

When a line is blocked by a stabled load or obstructed with vehicle etc. the said points must also be clamped and padlocked and the key kept in the personal custody of station master on duty. This will, however, not apply to station with fully track circuited running lines.

(ii) *At the time of handing over charge of his duty, the outgoing Station Master/Assistant Station Master must personally apprise his relief the condition of all the running lines in his jurisdiction and must indicate by entry in the Station Diary the exact condition of each running line. The incoming Station Master/Assistant Station must not sign the Diary as having taken over charge of the station until this entry has been made.*

(iii) *The existence of such an entry does not absolve the Station Master (on duty) of his responsibility to personally ensure that the line is clear before receiving a train.*

(3) *Subsidiary Rule 5.19 (1)(a)(ii) and (1)(b)(ii) applies also to the Yard Master/Assistant Yard Master and cabin Assistant Station Master/ Cabinman, who must make similar entries in the Yard Diary and Cabin, Diary or Cabin Log book.*

(4) *Hand shunting of vehicles outside station limits is only permitted under an Engineering Department or Signal Department block by an Official not below the rank of section Engineer (p/way) Inspector in independent charge of a section or a Section Engineer (Signal).*

(5) (i) *Lever collars and slide collars have been provided in the cabins working signals and in the Station Master's office respectively to serve as an aid to memory and to give a visual indication of the condition of the line to the station staff entrusted with train passing duties. Where, however, the line is track circuited either wholly or between the Starters, the use of such devices by the Station Master / Cabinman will not be necessary unless the track circuiting has failed.*

(ii) *Lever collars should be used by Cabinman/Assistant Station Master (Cabin) and slide collars/stop plugs by the Station Master on duty at the Station under the following circumstances.*

- (a) When a load is stabled on a running line.
- (b) When a train is detained on a running line to give precedence to or to cross another train,
- (c) When running line is blocked by Engineering or signalling department.
- (d) When a running line obstructed due to any other cause for more than 15minutes.
- (e) (i) When the circumstances enumerated in clause (b) above arise, the Cabinman /Assistant Station Master (Cabin) is personally responsible to ensure that a lever collar is placed on the lever working the points / signals/ lock bars connected to the obstructed lines. Similarly the Station Master on duty at the station is responsible to ensure that a slide collar / Stop plugs is placed on the slide / hole etc. on panel pertaining to the line which is obstructed.
- (ii) At stations where signals are worked from the Station Platform but not worked by Cabinman, the Station Master on duty must ensure that lever collars are placed on the levers working signals as required under S.R.5.19(5)(ii).
- (f) As soon as the obstructed line is cleared, the Lever collar and slide collar must be removed from the lever / slide concerned and kept under custody of the person using the same.

Where on Home Signal applies to more than one line the safety collar shall be fixed on the points lever concerned.

Whenever loads of trains are stabled on running lines suitable entries will be made in the Station Master's diary and the respective train signal and Log Registers.

Line block and Clearance Register

Date	Train No.	Time blocking of	Line No.	Load of train	Private Number		Signature
					SM	Cabin	

Date	Train No.	Time clearance of	Line No.	Load of train	Private Number		Signature
					SM	Cabin	

6. Loading and unloading on running lines –

A loose vehicle or vehicles shall not ordinarily be placed on running lines for loading and unloading. Vehicles may in exceptional circumstances be loaded or unloaded on running line provided-

(i) The prior permission of the Station Master, or if the section is controlled, of the controller is obtained.

(ii) The vehicle are placed as near the station office as possible so as to be under the direct supervision of the Station Master on duty.

(iii) *Every wagon is spragged or chained and all hand brakes pinned down firmly.*

(iv) *The Station Master personally satisfied as himself, before permission to approach is given for any train, that no packages are left fouling any running lines.*

Note : *In addition to above, G&SR 3.38 shall also be observed.*

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.

5.20-(1) (i) At stations which are on or near gradients steeper than 1 in 500, no hand shunting must be done at the end of the yard where the gradient falls, unless it is not possible to do it at the other end.

(ii) When it is extremely necessary to hand shunt on a falling gradient only one vehicle at a time must be moved and its proper protection against rolling must be ensured.

(iii) 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.

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 (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 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) 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 East Central Railway, except for hump shunting in hump yards.

(c) *Loose shunting of vehicles against loaded passenger trains and vehicles containing passenger or live-stock or explosives is strictly prohibited.*

(d) *Loose shunting of vehicles containing passengers, explosives dangerous goods or live stock, also those which are not provided with hand brakes is strictly prohibited. When loose shunting is necessary, each vehicle or set of vehicles must be brought under control by their brakes and must not be allowed to run with force against other vehicles. In no case must loose shunting be done where there is a possibility of vehicles escaping and fouling the main line, owing to a falling gradient.*

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) Station Masters are responsible that there is an ample supply of Safety chains, padlocks and sprags at their stations.

(2) *The brakes of all vehicles provided with them must be put on. Vehicles in rakes must be coupled up. The end vehicles in each rake shall be secured when standing in sidings or on running lines, and atleast one safety chain and padlock used for every fifteen vehicles. Where there are brake vans, the brakes shall be screwed hard on and in the case of goods vehicles all lever brakes shall be put down. Sufficient number of extra chains must be used when the rake is a long one, specially in stormy weather. Single vehicle in addition to having their brakes put 'on' must be secured with safety chain.*

(3) *When Scotch Blocks are provided, vehicles should be placed within them and the Scotch Blocks locked across the line.*

(4)(i) *New type of bogie stock are fitted with roller bearings and are liable to roll even on level formation. These stock stand the same danger of rolling down on a gradient of 1 in 400 as ordinary 4 wheeler on a gradient of 1 in 133. Special care should therefore be taken to secure these wagons while standing in sidings or on running lines :-*

Note :- *BOX, BOBS, BOI, BRH and certain new coaching vehicles are examples of stock fitted with roller bearings.*

(i) *Following precautions are necessary when such roller bearing fitted stock are stabled at stations –*

(a) *At least two safety chains must be used and locked.*

(b) *The hand brakes whether side operated or end operated must be fully tightened., At least six wagons from each end must have their brakes put on tightly.*

- (c) *The brakes should be operated by station staff, such as Porters, Shuntman or Points man under the personal supervision of Guard or A.S.M.*
- (ii) *Where shunting is necessitated, following further Precaution will apply:-*
 - (a) *Maximum impact speed when shunting a single roller bearing fitted stock must not exceed 5 KMPH.*
 - (b) *Maximum impact speed when shunting a group of roller bearing fitted stock coupled together should not exceed 2.5 KMPH.*

Note: *If any load is stabled for 24 hours and more at station or yard should be re-examined by TXR for fresh BPC or Guard/Driver will check the continuity of Air pressure/Vacuum from engine to last vehicle and will ensure that sufficient brake power is available for its further movement.*

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