

Government of India
Ministry of Railways
(Railway Board)

No.2004/Safety(A&R)/19/16

New Delhi, dt. 16.11.2010

Chief Operations Manager,
Northern Railway,
Baroda House,
New Delhi.

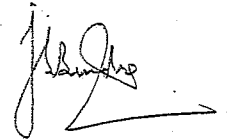
Sub: Review of Station Working Rules.

**Ref: GM (Optg.)/NR letter No.422-T/SWR Policy/Pt.-XII dated
29.10.2010.**

Kindly refer your letter under reference on the above subject proposing to enhance the mandatory limit of correction slips to five from three as at present after which the SWRs are required to be re-issued.

It is mentioned that in the proposed draft GR submitted by GRRC, which has been approved by Board (MT), specific clause has been incorporated to the effect that SWR should be issued afresh after every five years or after issue of five amendment slips. (Copy enclosed).

However, so far as amendment to the relevant provision of Operating Manual is concerned, TT Dte. has been requested to take necessary action in line with the approved draft of the proposed GR.



(J.S. Bindra)

Joint Director/Safety
Railway board

कृपया जारी करें
दीपचन्द
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रेल मन्त्रालय Ministry of Railways रेलवे बोर्ड Railway Board अनुलग्नक सहित जारी Issued with Enclosure हस्ताक्षर Signature जारी की तिथि Date of issue

PROPOSED GENERAL RULES BY GRRC

10.06 Station Working Rules (SWR):-

- (1) In addition to the General Rules and Subsidiary Rules of a Railway, each station shall be provided with SWR applicable to the station, issued under special instructions.
- (2) A copy of the SWR or relevant extracts thereof shall be kept at cabins and level crossings concerned.
- (3) The SWR should be framed as per format given in Appendix- 'B' of these rules. The SWR should be self contained, brief, to the point and in an unambiguous and simple language. It should give complete description of train operation in normal as well as in abnormal conditions as per the station lay-out.
- (4) General Rule(s) and Subsidiary Rule (s) should not be extracted in the SWR. Relevant rules number(s), however, may be mentioned in bracket against each paragraph, as and when required.
- (5) The pages of SWR must be numbered along with the station name code written on each page and initialled by the branch officers of operating and S&T departments for interlocked stations and for non-interlocked stations, by branch officers of operating and engineering departments. The last page should be signed in full with name and designation. The appendices may be signed by the concerned officers only.
- (6) The SWR should be issued afresh after every five years or after issue of five amendment slips and reviewed as and when required.
- (7) Any new innovations introduced to facilitate train operation should be incorporated in SWR.
- (8) It is responsibility of the SM in-charge to ensure that the SWR conform to the conditions at site and to bring discrepancy if any, to the notice of Sr. DOM/DOM immediately for rectification. He shall also see that a copy of the SWR together with the rule diagram/panel diagram and P. way lay out diagram is kept in each SM's Office, Yard Master's Office and Cabins where block instruments/block proving by axle counter/other equipments for obtaining/granting Line Clear are installed. In addition, he shall keep a spare copy of the SWR with rule diagram/panel diagram and P. way lay out diagram in his custody. Each copy of the SWR shall have an index for the amendment slip(s) issued. Copy of that portion of SWR which relate to the working of LC gate(s) shall be kept in the gate lodge.
- (9) The SM in-charge of station is responsible for seeing that no staff posted at the station, permanently, temporarily or as a relief, is permitted to take up independent work unless he declares in the Assurance Register, provided for this purpose, that he has read and understood his duties and the working rules, including the SWR after pickup period (which shall be prescribed for each station in the SWR) prescribed for the station pertaining to their duties at their station.
- (10) Separate portions of the Assurance Register shall be allotted for each category of staff connected with train working and each individual employee shall affix his full signature in the column provided for the purpose in the register. SM shall describe and explain the SWR in detail to staff who are unable to read and understand and obtain their signature which shall be countersigned by the SM.
- (11) Whenever there is any amendment in the SWR, a fresh assurance shall be obtained from the staff concerned
- (12) In the case of staff taking up duty at a station after a period of absence of thirty consecutive days or more, a fresh assurance shall be obtained on every such occasion.