



# COMPREHENSIVE GUIDE FOR REFRESHER GUARDS



**SOUTH CENTRAL RAILWAY**  
**SECUNDERABAD**

## **DISCLAIMER**

This Guide is compiled by the Faculty of ZRTI/MLY for guidance and easy understanding. It is to be read in conjunction with G&SR, Block Working Manuals, Accident Manual, Zonal Disaster Management Plan, correction slips, JPO's, Working Time-Table and Safety related Circulars issued from time to time. Though sufficient care and precaution has been taken while preparing this material, wherever any conflicting opinion occurs, provision in the rule books prevails.

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# **Operating Study Material for Refresher Guards**

## **Important Definitions**

### **1. Adequate Distance (G.R.1.02 (2), G.R. 8.01, 3.40)**

Adequate distance means the distance sufficient to ensure safety. It is of two types.

(i) Block over lap (ii) Signal over lap.

**(i) Block over lap:** It is an adequate distance that has to be kept clear beyond FSS before granting line clear [TAS - NLT 400 Mtrs and MAS: NLT180 mtrs].

**a. In MAS Double line Block over lap is from Home signal to BSLB/Outer most facing point**

**b. In MAS on single line block over lap is between Home signal and Opposite Advanced starter/SLB or outer most facing points.**

**(ii) Signal over lap:** It is an adequate distance that has to be kept clear before taking off Home signal. It is reckoned from trailing points on S/L and from Starter on D/L. (TAS- NLT180 Mts. MAS- NLT120 Mts.)

**a. In MAS double line between Starter and Advanced starter and**

**b. On single line MAS between trailing point and Advanced starter or SLB**

Sand hump, dead end/buffer stop are used as a substitute for signal over lap.

Adequate distance to take off Automatic signal beyond next stop signal is 120 metres on double line.

### **2. Authority to proceed (G.R.1.02 (6))**

**Authority to proceed means the authority given to the Loco Pilot of a train, under the system of working, to enter the block section with his train**

1. It is the authority given to the Loco Pilot of a train, under the system of working, to enter the block section with his train.
2. It is an important document for loco pilot. He should not start his train without possessing ATP.
3. It may be taking off last stop signal (single line token less and double line sections) or token (single line token sections) or a written document.
4. Loco pilot must ensure that correct Authority to proceed is issued to him.

### **3. Block section (G.R.1.02 (5))**

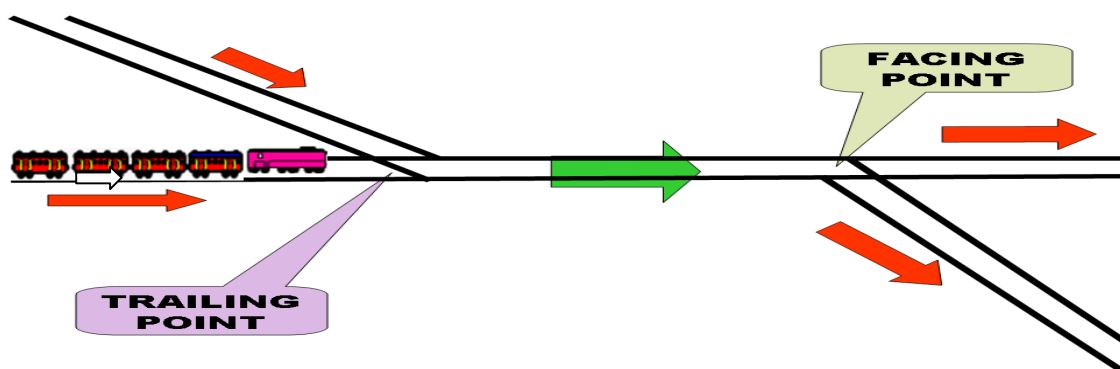
**"block section" means that portion of the running line between two block stations on to which no running train may enter until Line Clear has been received from the block station at the other end of the block section.**

1. Block section is a portion of the running line between two block stations
2. No running train may be permitted until line clear is obtained.
3. Block section lies between two block stations.
4. Normally only one train is permitted in block section.
5. Block section shall not be obstructed for shunting or any other purpose without consent of other end station master.
6. Limits of block section between every two stations shall be marked separately in SWR.



#### **4. Facing and trailing points (G.R.1.02 (20))**

a. **Facing and Trailing Points:** Points are facing or trailing in accordance with the direction a train or vehicle moves over them. Points are said to be facing points when by their operation a train approaching them can be directly diverted from the line upon which it is running.



1. Points are connections between lines. They are used to divert the train from one line to other with either mechanical or electrical operation. Generally points have two ends.
2. Points are said to be facing which when operated, can divert the movement of train from one line to other.
3. Points are said to be trailing which when operated do guide the movement of train that were diverted by facing points.
4. So points become facing or trailing depending on the direction of train over which they pass

#### **5. Fouling mark (G.R.1.02 (22))**

**Fouling mark:** means the mark at which the infringement of fixed standard dimensions occurs, where two lines cross or join one another

1. Fouling mark is distinctly visible and difficult to remove.
2. This is fixed at the point at which the spacing between the tracks, begin to reduce to less than the minimum standard dimensions.
3. It is a white painted concrete/stone with flat top placed at ballast level. Starter signals also may be used as fouling mark.
4. Number of vehicles that can be accommodated on the line will be painted on this board.
5. Whenever train stops on a line guard and loco pilot shall ensure that train stands within this mark.

#### **6. Obstruction**

**Obstruction** and its cognate expressions includes a train, vehicle or obstacle on or fouling a line, or any condition which is dangerous to trains

1. While dispatching/receiving a train into/from block section, it is must to ensure that line free from any condition that is unsafe o train.
2. A section of track already occupied with a train, big stones on track, rail breakage, floods, trees fallen on track, level crossing gates in open condition etc., are some of the examples of obstructions
3. In such occasions, generally trains shall not be dispatched without extra precautions.

**7. Isolation (G.R.1.02(32), S.R.3.50)**

**Isolation** means an arrangement secured by the setting of points or other approved means to protect line so isolated from the danger of obstruction from other connected line or lines.

By providing isolation chances of side collision can be averted.

Isolation is not required when the speed of run through trains doesn't exceed 50 kmph.

The following are the effective means of Isolation.

**Derailing switch:** When it is open any vehicle passing over it derails without fouling the other lines.

**Scotch block:** It is metal or wooden piece placed on a rail ahead of points and locked to prevent movement of any vehicle.

**Haye's Derail:** When it is on a rail any vehicle passing over it derails

**Dead end/Buffer stop:** It is an extended siding into a dead end/buffer stop .It traps escaped vehicles.

**Sand hump:** It is a short siding of an approved design ending in a sanded hump on a sharp rising gradient. It traps the escaped vehicles.

**8. 'Station Section' (G.R.1.02 (54))**

Station Section means that section of station limits-

(1) at Class ~~B~~ station in TAS

Double Line -- between Home signal and LSS of station in either direction or

Single line . i) between SLBs or Advanced starters (if any), or

ii) between Home signals if there are no SLBs or Advanced, starters

or

iii) between O/M facing points if there are no Home signals or SLBs or Advanced starters

(2) Class B station in MAS

On a double line .

(i) between O/M facing points and LSS of the station in either direction, (or)

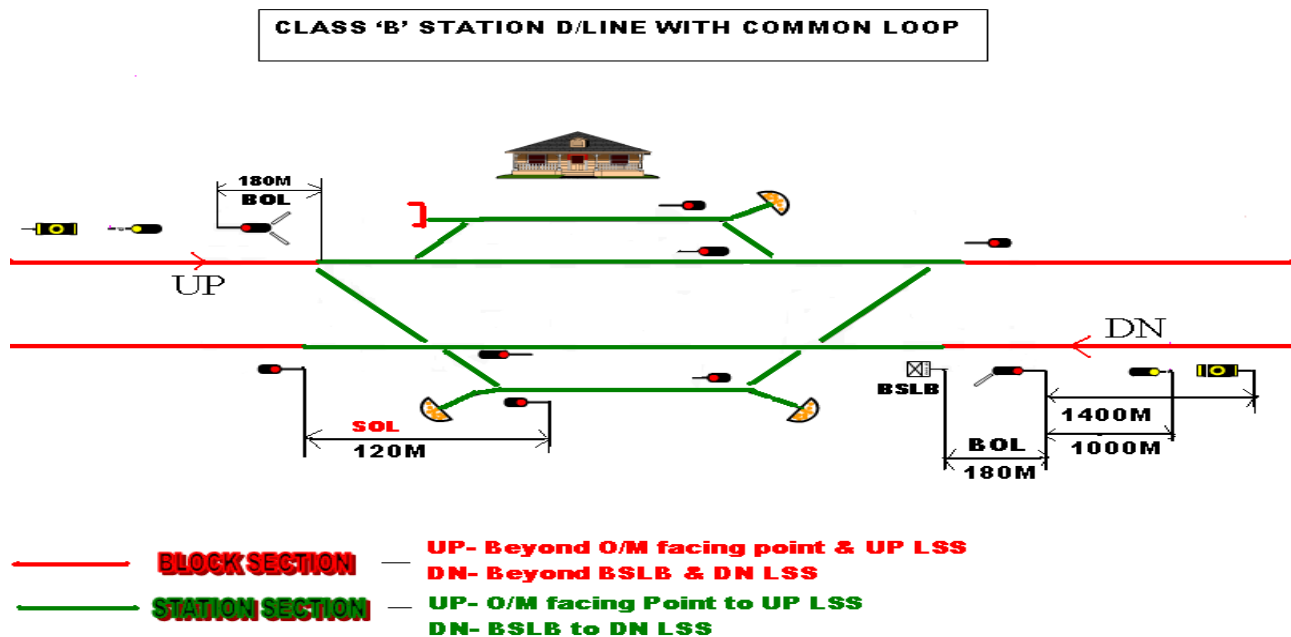
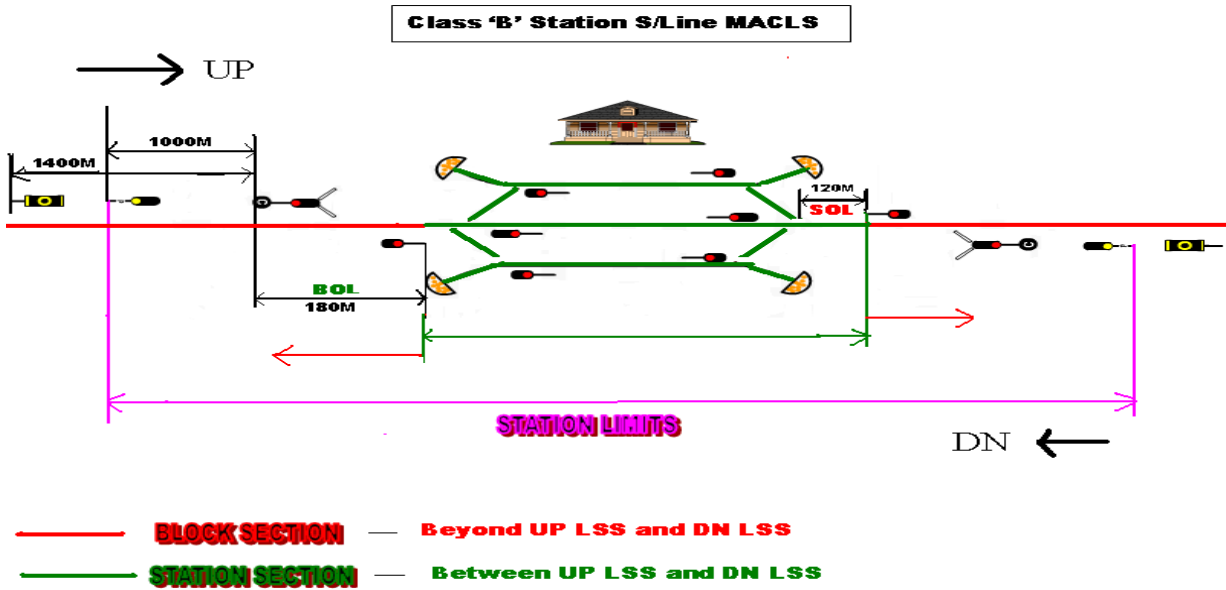
(ii) between BSLB, where provided, and LSS of station in either direction, or

On a single line .

(i) between SLBs or advanced starters or

(ii) between O/M facing points if there are no SLBs or advanced starters.

(2) Station section is available in ~~B~~ class station only.



**(9) Running line:** means the line governed by one or more signals and includes Connections, if any, used by a train when entering or leaving a station or when passing through a station or between stations.

1. It is the line provided with one or more signals.
2. It includes connections.
3. Signals which are provided used for receiving a train or dispatch a train or run through a train from a station or between stations.

4. Stations are provided with running line and non running lines.
5. When running line is blocked by stabled load or immediately on arrival of the train point shall be set against occupied line.

**10. Engine:** Light engine is an engine running by itself

**11. Train Engine:** Train Engine is an engine which works a train ordinary or special over some section of Railway

**12. Shunting Engine:** Shunting Engine is an engine which is employed in shunting and marshalling trains and vehicles in station yards. This engine must not be called a pilot engine. If a shunting engine is taken away to run a train, it then becomes a train engine.

**13. Assisting Engine:** Assisting Engine is an engine which because of a train being too heavy to be hauled by one engine is used to assist the train engine either pulling in front or pushing behind. When an assisting engine pushes a train from the rear, up a heavy grade it is termed as a banking engine.

**14. Relief Engine:** Relief engine is an engine sent to relieve another engine which has broken down.

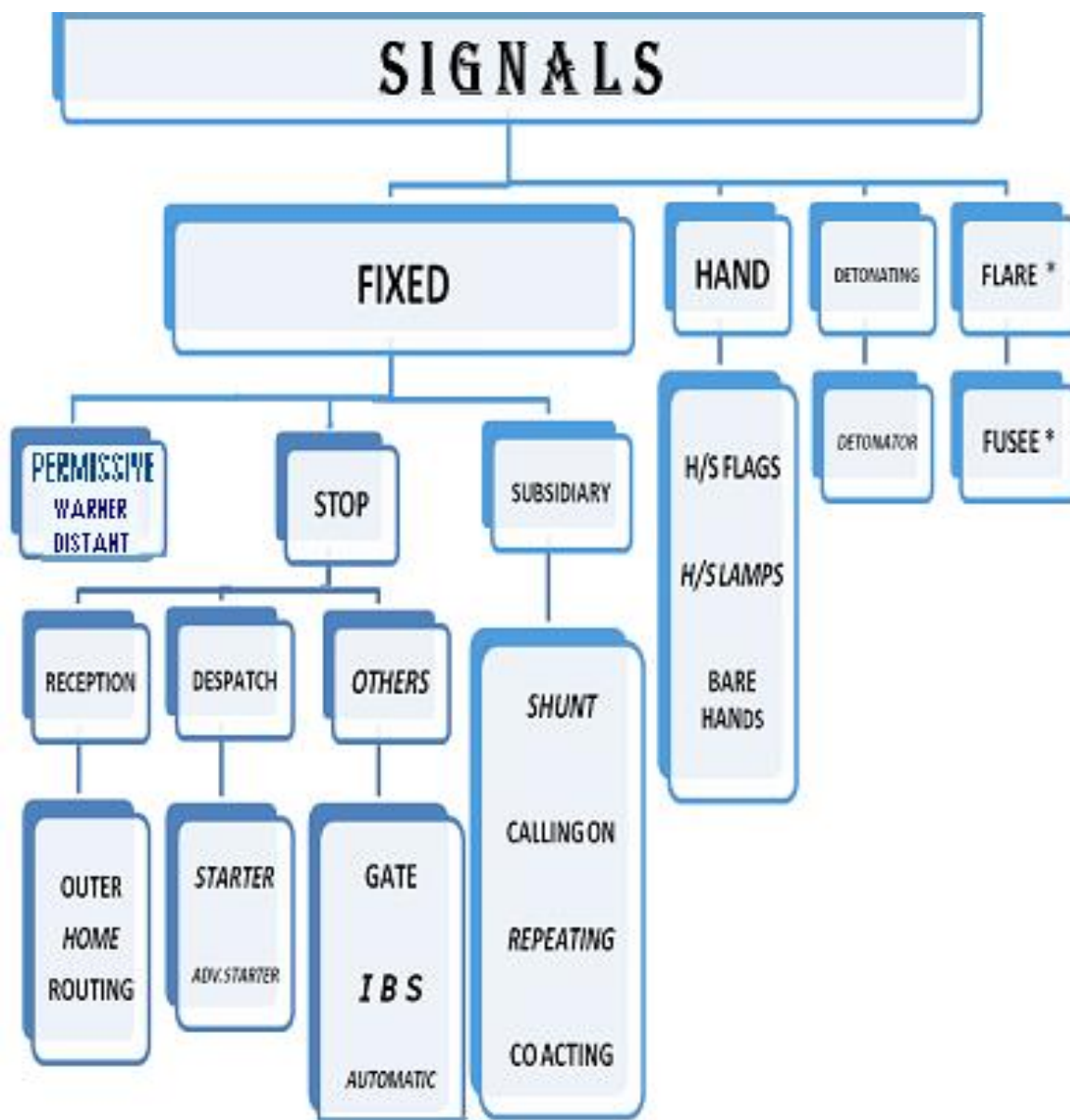
**15. Pilot Engine:** Pilot Engine is an engine which runs by itself in advance of and to pilot a special or ordinary train.

#### **Differences between General and subsidiary rules (Preface of G&SR)**

S.No	General rules	Subsidiary rules
1	These rules are framed by Railway Board	These rules are issued by the Authorised Officer (COM in SCR)
2.	These are framed under section 198 of the Indian Railway Act 1989 and have received the sanction of the Govt. of India	These rules are issued on the authority of G.R. 1.02(5) by the GM under the provisions of General Rules
3.	These are applicable to all Zonal Railways	These are applicable to particular Zonal railway only
4.	GRs can be revised or amended by the Railway Board	SRs can be amended by Authorised officer
5.	GRs are printed in bold letters	SRs are printed in small letters
6.	They are numbered in such a way that the first digit indicates number of chapter and other digits indicate number of rule	These are given under GR with same number prefixed by SR

**Differences between block stations and non-block stations. (G.R.1.02(52),1.03(2),(3),S.R.4.35(4,5))**

S.No.	Block station	Non block station
1	Here Authority to proceed is given to LPs	Here Authority to Proceed is not given
2.	Signals are provided	Signals are not provided
3.	SM shall manage the station	CC/Contractor can manage the station
4.	SM/ASM shall work round the clock.	CC/ contractor may work for round the clock or specified periods only.
5.	Station staff shall exchange all right signals	Exchange of all right signals is not required
6.	Station limits are between two outer most signals	Station limits are between platform ends
7.	All trains shall stop at station when signal is at <del>DN</del> q or as per WTT.	Trains shall stop and start according to Working Time Table
8.	As per Absolute Block System these are classified as <del>Aq,Bq,Cq</del> and Special class stations	These stations are also known as <del>Dq</del> class station.
9	Permission to start by SM for passenger trains is required.	Permission to start by SM is not required.



\* Fusee was dispensed with. In the place of fusee, a red flashing hand signal lamp at night or a red flag during day shall be exhibited to warn the incoming train of an obstruction

#### (1) Kinds of signals (G.R. 3.02)

The signals to be used for controlling the movement of trains shall be -

- (a) Fixed signals,
- (b) Hand signals,
- (c) Detonating signals and
- (d) Flare signals.

Fixed signals

**Stop signals**

- i. Reception . Outer, Home, Routing
- ii. Departure . Starter, Advanced starter
- iii. Other signals . IB, Gate, automatic
- 1) Permissive signals . Warner, Distant
- 2) Subsidiary signals . calling on, co-acting, shunt signal, repeating signal

**(2) Location of signals****Home (G.R.3.09)**

At class 'B' station in TAS the Home signal is located close to the points.

In MAS at class 'B' station the home signal is located at a distance of NLT180m from station section on double line and 180m from advanced starter or shunting limit board on single line or 300 m from outer most facing points where advanced starter or SLB is not provided.

**Starter and Advanced starter (G.R.3.10)**

Where starters are provided for individual lines, they shall be fixed so as to protect the first facing point or the fouling mark.

Normally advanced starter shall be placed outside all connections.

**(3)Position - aspects -indications of various signals in MAS (G.R.3.07, 3.08, 3.13 & 3.14)**

POSITION/SIGNAL	COLOUR	ASPECT	INDICATION
ON (STOP)	RED	STOP	STOP DEAD
ON -(DISTANT) OFF-(STOP)	YELLOW	CAUTION	Proceed and be prepared to stop at the next stop signal
OFF (Distant)	DOUBLE YELLOW	ATTENTION	Proceed and be prepared to pass next signal with Restricted speed. Train required to stop at main line starter, or loop line starter or pass through via loop line
OFF	GREEN	PROCEED	Proceed Block section ahead is clear, trains is to pass run through the station via. Main line
ON/CALLING ON	NO LIGHT	ASPECT OF SIGNAL ABOVE	OBEY ASPECT OF ABOVE SIGNAL
OFF/CALLING ON	MINIATURE	PROCEED	STOP, THEN DRAW AHEAD

	YELLOW	SLOW	WITH CAUTION AND BE PREPARED TO STOP SHORT OF ANY OBSTRUCTION
ON/SHUNT SIGNAL	TWO WHITE LIGHTS HORIZONTALLY	STOP	STOP DEAD
OFF/SHUNT SIGNAL	TWO WHITE LIGHTS DIAGONALLY	PROCEED SLOW	PROCEED WITH CAUTION FOR SHUNTING

#### **(4) DISTANT SIGNAL (G.R/S.R. 3.07)**

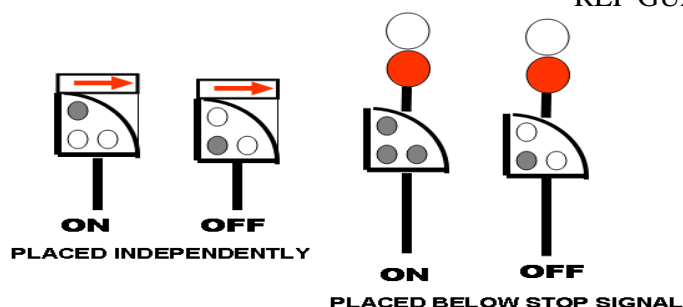
1. It shall be located at an adequate distance (1000m) in rear of the stop signal it pre-warns.
2. In semaphore territory, it has a fish tailed end and painted yellow with a black bar.
3. In color light signaling, it is equipped with a P marker.
4. Under approved special instructions a color light Distant signal may be combined with LSS of the station in rear or Gate signal [P marker is dispensed with and normal aspect is stop and shows red light in ON position]
5. Where necessary two Distant signals may be provided in the same direction where the sectional speed is more than 110 kmph. In this case Distant is capable of showing Attention and Proceed aspects only.
6. Distant in double distant area is placed at 2000M from FSS identified by P marker board
7. Whenever Double Distant signal is provided Signal Warning Board is dispensed.
8. Distant/ Double Distant can show following aspects and indications i.e.

#### **(5) CALLING ON SIGNAL (G.R.3.13)**

1. It is a subsidiary signal always provided below reception stop signals.
2. Under approved special instructions it can be provided below any stop signal except LSS.
3. Calling- on signal may be taken off whenever the signal above becomes defective or whenever train is to be received on obstructed line
4. It shall be a short square ended semaphore arm painted white with red bar and in colour light signalling territory identified by a 'C' marker.
5. It has no independent aspect in ON position.
6. A calling on signal shall show no light in the 'ON' position.
7. In OFF position it will show a miniature yellow light.
8. 'OFF' position aspect is Proceed Slow and indicates the Loco Pilot to stop and then draw ahead with caution and be prepared to stop short of any obstruction
9. It shall not be taken off until the train has been brought to a stop at the signal in the calling on zone.

#### **(6) SHUNT SIGNAL (G.R.3.14)**





1. Shunt signal is a subsidiary signal provided to control shunting movements.
2. A shunt signal may be placed on a post by itself or below a stop signal except FSS.
3. When shunt signal placed below a stop signal, it shall show no light in 'ON' position.
4. In case the shunt signal becomes defective, the authority to pass defective shunt signal is T/ 369 (3b) and proceed hand signals. [Setting and locking of points in the shunting route shall be ensured].
5. 'ON' Position the Aspect is STOP and indicates stop dead, 'OFF' position the aspect is 'proceed slow' and indicates proceed with caution for shunting.

These are of three types:

**a. Disc type shunt signal:**

**b. Position light type shunt signal:**

1. It is provided in colour light signaling territory.
2. It shall not show any light in 'ON' position when it is provided below a stop signal.
3. It is a box like arrangement with a provision for three miniature white lights.
4. When two lights are burning horizontally it is 'ON' position (provided independently)
5. If two lights are burning oblique/diagonal it is 'OFF' position (provided independently or below a stop signal).
6. The arrow mark is on the top of the box indicates the line to which it refers.

**c. Miniature semaphore arm type shunt signal.**

**Signals to warn incoming train of danger ahead (G.R.3.65/66/67)**

1. A red flashing hand signal lamp at night or a red flag during day shall be exhibited to warn the incoming train of an obstruction
2. When necessary to protect an obstruction in a block section before the railway servant proceeds to place detonators, shall place a red flashing hand signal lamp at night or a red flag during day
3. All concerned railway servants shall keep a stock of red flashing Hand Signal lamp and red flag.
4. The railway administration shall be responsible for the supply, renewal and safe custody of such signals and also ensure that the staff properly understands the procedure for using the same.
5. The railway administration shall supply these signals to every guard, loco pilot, patrolman and gateman on double or multiple line, ghat, suburban or automatic block territories

6. Every railway servant concerned with the use of signals shall have a correct knowledge of their use and keep them ready for immediate use
7. All supervisors shall ensure that concerned staff working under them has correct knowledge for the working.
8. When LP notices a signal warning of an obstruction, he shall stop his train immediately and act on the advice of the person exhibiting or on basis of obstruction noticed.
9. In case no further details, stop for one/two minutes day/night to ascertain the location/cause of warning, proceed cautiously up to next block station keeping sharp look out.

### **(7) STANDARDS OF INTERLOCKING AND THEIR FEATURES**

Standards	Maximum Speed On Main Line
I	50 KMPH
II	75 KMPH
III	MPS
I (Revised)	50 KMPH
II (Revised)	110 KMPH
III (Revised)	140 KMPH
IV (Revised)	160 KMPH

### **(8) Passing Gate signal at 'ON'**

1. Loco Pilot shall give continuous whistle and stop the train at signal.
2. . Observe ~~G~~marker where necessary.
  - a) Wait for 1minute by day and 2 minutes by night, if still signal is at ON, he may draw ahead cautiously upto the gate.
  - b) He can pass the gate on hand signals of gateman.
  - c) If the gateman is available and not showing proceed hand signal, LP shall stop his train before the gate, until hand signaled by the gateman
  - d) If gateman is not available, Loco Pilot can pass the gate on hand signals of Asst. Loco Pilot who will do so after ensuring that the gate is closed and locked.
  - e) After passing the gate cautiously stop and after re opening the gate by train crew start the train
  - f) If gatemen is not found, stop the train out of course at next station and report the matter to SM.

**(9) Defective signals (G.R 3.68 and G.R 3.74)**

1. Blank signal under complete power is treated as defective.
2. In case of reception semaphore signal when there is no light in signal, the LP to stop at the signal and proceed according to its day aspect
3. In case of dispatch semaphore signal, when there is no light in signal, the LP to treat the signal as defective.
4. In colour light area with no lights in the Distant signal, stop at the signal, proceed further only when there is a marker board is available, treating the most restrictive aspect of it.
5. LP finds a signal flickering/bobbing, consider most restrictive aspect and stop the train. and if assumes a steady aspect for 60 secs proceed further according to aspect
6. If it does not assume steady aspect for 60 secs, treat the signal as defective.
7. When more than one aspect is displayed at a time treat it as defective in case of manual stop signal.
8. When more than one aspect is displayed at a time in case of automatic signals obey the most restrictive aspect and proceed accordingly.
9. When red roundel glass is missing, broken or cracked the signal is treated as defective
10. Treat and work the train considering the most restrictive aspect in the following cases
  - i. Fixed signal is missing from its place without caution order
  - ii. Light of the signal not burning
  - iii. White light shown in place of colour light
  - iv. Aspect misleading or imperfectly shown
  - v. When more than one aspect is displayed at a time.

**Defective Signals (G.R/S,R 3.68,3.69 and 3.70)**

- SM shall arrange to place the Signal at on.
- If Signal detects any points, such points shall be treated as non-interlocked.
- SM shall personally ensure correct setting, clamping and padlocking of points, unless the train is dealt on calling- on Signal.

**a) Reception Signal (Home) defective(G.R. &S.R.3.69)****When LP has been advised (pre warned)**

- The SM shall advise the SMs of rear/notice station and ask him to issue written authority [advance authority T.369 (1) to the loco pilots. (except at station where calling on/signal post telephone is provided)
- In the advance authority LP is authorized to pass the defective signal duly observing PHS at foot of the signal at a restrictive speed of not more than 15KMPH.
- Depute competent railway servant to exhibit PHS

**When LP has not been advised (not pre warned)**

- The train shall be brought to a stand at the foot of the Defective Signal.

- Then the train is received by
- Taking off calling on Signal where provided or
- By authorizing LP over Signal post telephone where provided or,
- After correctly setting, clamping and padlocking SM shall issue a written authority T/369(3b) for LP to pass defective Signal + PHS exhibited at the foot of such Signal
- LP shall pass the signal with a SR of not more than 15 kmph and be prepared to stop short of any obstruction

### **Signal got struck up in off position**

- Light of the Signal shall be extinguished.
- Paste paper on the glass or put a cross.
- Stop hand Signal shall be shown at the foot of the Signal.
- The SM of rear station shall issue PLCT and T.369 (1).
- Departure Signal . PLCT or T/369 (3b).

### **(b) Departure Signal defective(G.R. &S.R.3.70)**

#### **Starter defective**

- Train shall be brought to a stand.
- Authorise by taking off calling on Signal or
- Authorise the LP by T/369(3b) + PHS at the foot of the Signal.

#### **Advanced starter**

- Authorise the LP by PLCT.
- T/C.1425 for Up trains and T/D.1425 for Down trains.
- LP to sign in T/A.1425.
- PHS not required except where it detects points.

### **(c) IB signal is defective(S.R.3.75)**

1. When SM is aware when IB stop signal is defective or A/C failed or LSS failed or IB Distant failed or Block Instrument failed before dispatching a train,
  - a. Treat two sections i.e. axle counter section and IB section as one block section and suspend the IB working.
  - b. If the IB signal is interlocked with a gate, treat the gate as non interlocked and exchange PN with gateman before obtaining line clear.
  - c. He shall stop the trains at station and obtain line clear.
  - d. Issue paper line clear ticket +T.369.[3b] to pass IB stop signal at 'ON'.
  - e. LP can proceed with normal speed.
2. When Loco Pilot finds an IB signal is at 'ON'
3. He shall stop the train and contact immediately SM of rear station on telephone.

- a. If block section is free and line clear is obtained, SM shall authorize the Loco Pilot to pass IB signal at 'ON' by Giving PN which was obtained from advance SM.
  - b. LP shall record this PN in the LP's memo book.
  - c. Pass the IB signal at ON with normal speed.
4. If the telephone is out of order.
- a. Wait for 5 minutes, still signal is at ON, give one long whistle and exchange signals with Guard.
  - b. Proceed with a restricted speed of 15 kmph when view is clear and 8 kmph when view is not clear up to the FSS of next station even if that signal and intervening signals if any are displaying off aspect.
  - c. LP shall continue to look for any obstruction short of the FSS.
  - d. The Loco Pilot must report the failure to the SM of the next block station.

### **3.80. Duties of Loco Pilot when an approach Stop signal is 'on' or defective.—**

1. The Loco Pilot shall not pass an Outer, a Home or a Routing signal at ~~an~~qr defective, unless-
2. He has received T/369(1) from rear/notice station and PHS at the foot of the signal or
3. After coming to a stand, he is either given a T/369 3(b) +PHS at the foot of the signal or
4. Authorised by a Calling-on signal in the ~~off~~qposition or
5. Authorised by the Station Master over the signal post telephone .
6. The Loco Pilot while passing shall ensure that the speed of his train does not exceed 15 kmph.

### **3.81 Duties of Loco Pilot when a departure Stop signal is 'on' or defective.**

1. The Loco Pilot shall not pass a departure Stop signal at ~~an~~qr defective, unless his train has been brought to a stop and he is authorised to do so .
2. by a written permission (T/369 3(b)+PHS at the foot of the signal in the case of a Starter or Advanced Starter protecting points, or
3. by taking ~~off~~qthe Calling-on signal, if provided
4. In the case of a last Stop signal, he shall not pass such signal, unless he receives proper ATP.

### **(10) Train burst a detonator ( GR 3.78)**

1. LP shall whistle intermittently and take every possible caution including **reduction of speed** as necessary, so as to have the train well under his control and be able to stop short of any obstruction on the line.
2. In thick and foggy weather, his engine explodes two detonators within a distance of 10 meters; LP will control the train and follow the aspect of the Stop signal ahead within 270 meters.
3. When LP explodes three detonators within a distance of 40 meters, he should control his train and move cautiously to stop short of any obstruction and be guided by the signal that he may receive
4. If no hand signals are visible, LP shall proceed up to 1.5 km from the place where his engine explodes, if he does not explode any more detonators, he may then resume normal speed.
5. Report at next station.

**CHAPTER IV****CAUTION ORDER (4.09 and Appendix I )**

1. Restriction as a temporary measure to be observed in and between stations informed to the LP/Guard/ALP by the SM through Caution Order.
2. Engineering/Signal/OHE/Mechanical/Security officials whenever required to impose any restrictions in section, inform SM in writing through Caution Order message.
3. SM will repeat to other end SM, SCOR, Notice stations.
4. SM shall ensure all trains entering section is informed of the restrictions.
5. It is prepared in four foils- Guard, LP, ALP and record.
6. There are Three types of CO
  - i. T.409 - Division/section CO
  - ii. T/A.409 - 'NIL' CO
  - iii. T/B.409 - Remainder CO (not in use in SCR)
7. Divisional CO will be issued at the Notice station
8. Sectional CO issued by the SMs of stations between the Notice stations.
9. Names of the Notice stations are mentioned in the WTT
10. LP/Guard Not to start from a Notice station without a copy of the CO
11. It is a printed or written advice with blue/black font.
12. It contains
  - i. S.No.
  - ii. Between stations
  - iii. From and TO KM
  - iv. Speed and instructions/ restrictions to be observed
  - v. Reason
13. Prepared in geographical order
14. Station names shall be written in full
15. Overwriting shall not be done
16. Total number of COs to be observed is mentioned in words and figures.
17. Additions/Deletions/alterations to the printed CO will be mentioned
18. Signed in full by SM and stamped.
19. Change of crew enroute, CO taken from incoming crew with the other papers.
20. While clearing stable loads from way side stations and in case of Banker Engine, CO shall be issued by SM of the station.
21. T/A.409 is to be given when there is no CO available between two notice stations.

**1) What are the circumstances engine pushing may be permitted outside station limits? What is the procedure to push back the train?**

**G.R.& S.R. 4.12 Engine pushing**

1. Engine pushing outside station limits may be permitted in the following circumstances.
  - i. **Passenger trains**
    - a When a train meets with accident or in emergency, Working of relief/ transshipping trains
    - b Not able to proceed further due to floods, breaches, landslides, etc..
    - c To pickup an injured passenger.
  - ii **Goods trains**
    - a In connection with working of material trains.
      - a. Engine unable to haul the load
      - b. Trains are required to work to the point of obstruction.
      - c. Working of relief/ transshipping trains during accidents.
      - d. Not able to proceed further due to floods, breaches, landslides, etc..
2. The Guard/Loco Pilot shall contact SMs/SCOR/TPC telephonically and obtain permission to push back.
3. Such permission will be given by rear Station Master supported by PN after ensuring that LC gates are closed.
4. In case of IB section backing may be permitted by the SM after ensuring Axle Counter section is free.
5. Such permission is given by the rear SM if the.
6. If Guard/Loco Pilot cannot contact SMs/SCOR/TPC, the Guard/Assistant Loco Pilot shall walk to the nearest station. SM of the station shall issue caution order permitting pushing back after obtaining permission from Station Master in rear supported by PN
7. The Guard shall travel in the leading vehicle if it is fitted with brake valve or hand brake, if not travel in the nearest vehicle fitted with brake valve.
8. The speed of the Train is restricted 25 kmph when guard is traveling in the leading vehicle and 8 kmph when guard is not traveling in the leading vehicle.
9. The Guard of the pushing train shall keep a good lookout and continuously exhibit PHS.
10. In the absence of PHS, LP to stop train at once and ascertain the cause.
11. Guard also shall ascertain LC gates closure & is responsible to warn passengers.
12. Guard continuously whistle, keep sharp lookout and be prepared to stop train short of any obstruction.
13. When goods train worked without Guard, such duties of Guard shall devolve on ALP.
14. For Goods train without BV, Guard to walk by side of track in rear of LV, exhibiting PHS continuously, LP proceed with walking speed.
15. Reception on Single Line shall be made on Signal aspects.

16. On Double Line after ensuring the train has come to a stop at the same line LSS or Opposite Line FSS whichever Signal comes across first, train may be received on Pilot In Memo after correct setting, clamping and padlocking of the points.
17. This rule shall not apply to a train the leading vehicle of which is equipped with driving apparatus [push - pull train]
18. This rule shall not apply to an engine, assisting in rear of train (without being attached).
19. Patrol or search light special with one or more vehicles in front of the engine may be permitted to run at a maximum speed of 40 kmph.

#### **G.R/S.R. 4.14 HEADLIGHT, MARKER LIGHTS AND SPEEDOMETER**

1. All trains work during night or in thick foggy or tempestuous weather with an electric headlight of approved design and two white marker lights.
2. Engine working purely for shunting purpose during night exhibit two red marker lights in front and rear
3. Before leaving loco shed, LP shall ensure that head light effective.
4. Fitter on duty responsible for certifying in register that electric head light is in working order provided with 250 watts bulb.
5. LP shall test and satisfy that the illumination is visible at a distance of 250 meters or more.
6. In case of defective Head light the LP shall run with a speed not exceeding 40 Kmph or the severest caution order of the section whichever is less with two marker lights.
7. LP shall inform SM of the next block station.
8. Coaching locos not turned out from shed with speedometer in defective condition.
9. If engine passes without headlight, marker lights the SM shall stop at next station and ascertain the cause.
10. Electric head light shall be dimmed when the
  - i. When the train remains stationary at station
  - ii. When the train approaching another train on Double line or Multiple lines
  - iii. To avoid running into dazzled cattle.
  - iv. To pick up light indication of signals.

#### **SR 4.08 Speedometers**

1. In case both the speedometers of diesel Loco or one speedometer of Electrical Loco are found defective at crew changing points, the train should not be worked till the speedometers are attended to or Loco to be changed.
2. In case speedometer found defective during the run, the train should be run with 10% reduction in maximum permissible speed of the train.
3. Message should be given by the LP to the nearest power controller for arranging attention to the defective speedometer or change of Loco at the next crew changing point or earlier.



**G.R/S.R.4.16 Tail board /Tail Lamp**

1. To indicate to the staff the complete arrival of train, the last vehicle must be fitted
  - i. By day a tail board of approved design painted red with white letters LV
  - ii. By night as well as in thick foggy weather a red tail lamp displaying flashing red light to indicate LV
  - iii. Only in case of emergency red flag may be used in place of tail board or an unlit tail lamp
2. When Assisting engine attached in rear, Tail board / Tail lamp removed from LV and fixed behind Assisting Engine
3. Built in red light of SLR/Inspection carriage switched off when another vehicle attached in rear.
4. Light engine or couple L/Engine moving in block section shall have red marker lights in rear during day and night.
5. In case of EMU/MEMU/MMTS/DHMU/DMU
  - i. A red ~~X~~mark on white background on metal flap is provided to indicate LV during day
  - ii. During night Guard shall switch ~~ON~~the flashing red light of built in tail lamp.

**G.R. 4.18 what are the duties of Loco Pilot in case of Alarm chain is pulling**

1. The Loco Pilot shall bring the train to stand (Apply A9) clear of tunnels, bridges and other unsuitable place.
2. Give 0 0 \_\_ whistle code frequently.
3. After the train come to stop send the assistant Loco Pilot to give assistance to guard.
4. Identify the coach by body side indication lamp and air leakage sound.
5. The guard shall question the occupants of the carriage and try to find out the name, address of the person who used it.
6. Guard shall reset the disc incase of air brake stock use the key supplied/fixed for setting. Wait for 1 ½ minute to release the brakes.
7. Report the matter at the next important station where the train is booked to stop.
8. Guard shall record the fact on CTR and send detail report to DRM.

**Running g of Goods train without Brake-van (S.R.4.23)**

1. During emergencies to run a train without a brake-van the following precautions should be observed.
2. Specific orders of Sr. DOM/DOM are required.
3. Strictly prohibited during total interruption of communication
4. Separate Registers to be maintained in the control office.
5. It shall be ensured that the train is provided with continuous and effective vacuum/compressed air from engine to rear most vehicle.

6. In Automatic Block system no train must be allowed to follow until the preceding train without brake-van has arrived complete at the next reporting station in advance.
  7. Guard of the train shall travel in the engine.
  8. Tail board/tail lamp/ must be fixed on last vehicle.
  9. Station Master shall ensure that the train is complete by tail lamp/tail board.
  10. The station as well as the cabin staff should be particularly alert, when there is a doubt that the train is not complete and should draw the attention of GDR by showing train parting signal.
- .When encounters trouble en route
- a. Guard and Asst. Loco Pilot should check and attend the trouble
  - b. Within station limits the help of C&W staff or points man should be taken
  - c. The Loco Pilot should regulate the speed depending on the Feel test conducted by him.

#### **G.R. 4.29 Hot axle/Hot Box.**

##### **Symptoms of Hot axle bearing]**

- a] Smell
- b] Smoke
- c] Whistling sound
- d] Flame

##### **Symptoms of Hot Box [Seizure of Roller**

- a] Splashing of oil
- b] Smell of burnt grease
- c] Discolourisation of paint on the hot box plate
- d] Red glow during night
- e] Metallic sound
- f] Skidding of wheels
- g] Tilting of springs

1. If hot axle box is found at a station, where the C&W staff is not provided, the vehicle shall be detached from the train.
2. If hot axle is found between stations, train shall be brought to a stand immediately. Examine the axle box and attend it.
3. In case of hot axle, Loco Pilot shall exercise his discretion with regard to the restricted speed at which it is safe.
4. The SM receiving advice of Hot axle, receive the train on Main line. Loco Pilot can enter station.
5. If it is not possible to receive the train on main line, train shall be brought to a stop at FSS and receive on any line. When signals are taken off for loop line, LP shall stop the train at FSS and enter station.
6. On arrival at station hot axle wagon shall be examined by C&W Staff or it has to be detached.
7. It will be attached only after attended by TXR staff and given Fit to run certificate.
8. Wagons involved in accident, should be moved only with the permission of DRM & Fit to run certificate given by TXR.

**Flat tyre (as per JPO available in WTT)**

1. The symptoms of flat tyre are unusual/hammering sound.
2. Flat tyre is caused due to not correctly keeping the empty/load handle in position and skidding of wheels.
3. Whenever train is run with flat tyre it may cause wheel failures and rail fractures.
4. **Lp and guard notice flat tyre on run in block section**
  - Crew observe a SR of 30kmph and clear block section
  - On arrival at station intimate the SM
5. **Station staff getting information by 'exchange of all right signals' or through crew of the train**
  - Give memo to TXR staff to examine if available
  - TXR staff after examining if within permissible limits( 60mm for wagons and 50mm for coaches) certify to run with normal speed.
  - If not within permissible limits it must be detached at that station.
  - If TXR staff not available or it might take sufficient time for TXR to come, in consultation with SCOR detach vehicle at that station.
6. **Control office getting information about flat tyre**
  - Arrange to stop at next station.
  - Advise DyCHC and CHC
  - If TXR available at that station examine and certify by TXR if within permissible limits otherwise detach.
  - If TXR not available arrange to detach in consultation with LP, guard and SM
  - Detached vehicle moved to next TXR examination point by another train/loco with SR 30kmph
  - DyCHC coordinate with Engg. Control and depute SSE/JE/PWM(Pway) to inspect the rear block section by travelling in light engine/tower car with SR 30kmph or in absence by motor /push trolley.
  - Engineering staff proceed for inspection and certification of rear block section
  - SSE/JE/PWM(Pway) impose CO of SR 50 kmph for passenger and empty goods trains until USFD test is completed and protective action taken.
  - No loaded goods train permitted till USFD test is done.
  - After USFD testing
  - Speed for passenger/empty goods train restricted to 75 kmph for 24 hours and after with normal speed
  - Speed for loaded goods restricted to 50 kmph for 24 hours and after with normal speed

**Attaching Damaged Vehicle/ Engine (S.R.4.24.4)**

1. It shall be attached in rear of the B/Van of Goods/ Mixed train during day light hours and clear weather only.
2. It shall be attached on receipt of written advise in duplicate from TXR/SSE(loco)
3. Only one such vehicle/engine is permitted.
4. Speed shall be maintained as specified in the Fit to Run Certificate
5. At Sun set or when view is not clear it shall be detached at the first station and the Certificate shall be handed over to the SM on duty.
6. It shall be escorted by the staff of Mechanical department.
7. Copy of the certificate should be submitted along with CTR

**Duties of Guard from sign ON to sign OFF (G.R/S.R 4.30 to 4.61)****Sign on duty**

- a. Read all the safety circulars duly understanding the content and acknowledge.
- b. Read the caution orders prevailing on the day for your train.
- c. Undergo breathalyzer test.
- d. Ensure all personal equipment available in your line box.
- e. Check walkie-talkie, PT Phone for proper working.
- f. Ensure that spare spectacle is available.
- g. Ensure latest correction slips are available in G&SR.
- h. Sign ON at stipulated time and ensure all the columns are properly filled.

**On taking over charge**

1. Guard shall satisfy himself
  - i. That the train is properly coupled.
  - ii. That the train is provided with the prescribed brake power.
  - iii. That the train carries tail board or tail lamp and side lamps and burning brightly.
  - iv. communication between the Guard and the Loco Pilot, is in proper working order,
  - v. As far as he can ascertain, the train is in a state of efficiency for travelling.
2. Guard shall ensure that the marshalling on trains is as per rules.
3. Guard shall ensure that the side and end doors are properly closed and locked.
4. Before signing the BPC, the Guard shall ensure that the TXR has signed in the BPC that:
  - The doors of all carriages and wagons are in proper working order and can be closed and fastened.
  - Vestibule connections are properly secured and the doors, when necessary, are locked and bolted.
  - Close the doors of Guard's compartment (if it is not leased) and luggage portions (if it is not leased or not loaded with parcels) of front / middle SLR and lock with Universal key. TXR to make an endorsement on BPC to this effect.
5. Check validity of BPC.
6. BPC is invalid or at loading/unloading point or clearing stabled load GLP check shall be conducted.
7. Check caution order is pertaining to the section duly signed by SM of the station.
8. Ensure prescribed level of vacuum/airpressure in the brake van.
9. In case engine/Vehicle attached/detached at the station, brake continuity test will be conducted.
10. The Guard of the passenger carrying train shall ensure before departure of the train that the BV Equipment is correctly available, OTL is in locked condition and the seal is put on.

**Starting a train from station**

1. Guard shall not give starting signal unless he gets permission of Station Master by announcement through PA system or station bell (passenger train).
2. Guard shall not give starting signal unless he satisfies that no person is travelling in any vehicle not intended for the use of passengers.
3. After starting Guard shall exchange all right signals with Loco Pilot.
4. Loco Pilot shall acknowledge it by giving a long whistle in addition to exchange of all right signals.
5. All Right signals should be exchanged till the LP passes the LSS

**On the run in the block section**

1. During the journey including halts at stations, every Guard shall keep a good look-out
2. Guard satisfy himself from time to time that the tail board and tail lamps are in position that the train is complete in every respect
3. Guard shall satisfy that train is proceeding in a safe and proper manner.
4. When train stopped at FSS, Guard shall check up that tail board/tail lamp exhibited properly. And shall maintain vigilant attitude towards rear.
5. When train stopped at FSS for more than 15 minutes, Guard shall protect the train in rear as per Rule 6.03
6. If Guard notices any dangerous condition in the train, he shall try to attract the attention of the LP. If he fails to attract the attention of the LP, Guard may in case of emergency apply the automatic brake to stop the train.
7. Exchange all right signals with the Loco Pilot and Guard of the trains proceeding on adjacent line. Guard should exhibit danger hand signals, if he noticed any danger on that train.
8. Exchange all right signals with the LP, while passing through the station, when the train has passed over the summit of a Ghat and before entering into girder bridges.
9. When passing a manned level crossing, the Guard shall look back to see if any signal is given by the Gateman to indicate that anything is wrong with the train.
10. In case of EMU/DMU use bell signals for communication with LP.
11. When LP asks assistance by three short whistles, Guard shall immediately apply the hand brake.
12. Guard of the train has to verify application of train brakes by observing the drop in the BP pressure gauge provided in the SLR/BV. In case the brakes have not been applied, the Guard will communicate to the Loco Pilot and find out the reason for non-application of train brakes. In case assistance is requested by Loco Pilot, the Guard will apply the train brakes by operation of guards emergency brake valve provided in the SLR/BV.
13. For any reason, if Guard has to leave SLR/BV, he should apply hand brakes of SLR/BV before leaving. After completion of work before giving signal for the train to start, Guard shall ensure that the hand brakes are released.

**On Arrival**

1. Guard to see that the train is stopped clear of fouling mark. Exchange PN with station wherever required. If fouling mark is not cleared he shall inform station Master and exhibit stop hand signals to prevent any movement over fouled line.
2. On arrival when it is possible to observe the signals, Guard shall see that signals are put back to ON. If not inform SM.
3. Guard shall ensure that before detaching engine from the formation, hand brake of brake van and hand brakes of wagons and other precautions are taken.
4. When a train carrying passengers has been brought to a stop at a station, whether alongside, beyond or short of platform the LP shall not move it except under orders of guard or to avert an accident.
5. Guard shall not leave the brake van till properly handed over.
6. Hand over the brake van equipment, train papers, luggage and parcels.

**Sign off**

1. Sign off duty in the concerned registers.
2. Under go breathlyser test.

**G.R.4.42 Exchanging of all rights signals**

- 1) All right signals are exchanged between Loco Pilot and Guard to ensure that the Guard is in his brake-van and that the train can proceed.
- 2) All right signals are exchanged between Guard, Loco Pilot and Station Staff to ensure that the train is running in a safe and proper manner.
- 3) The All right signal is given by holding out the green flag horizontally by day and by waving the green light horizontally by night.
- 4) This signal shall normally be exchanged on the platform /station buildings side (station limits) or left side (out side station limits) unless the track is on curve, in which case signals be exchanged from the other side.
- 5) All right signal shall be exchanged as detailed below.
  - i. When train starts after stopping at station.
  - ii. When train starts after stopping between stations
  - iii. When train running through a station.
  - iv. While passing through ghat sections.
  - v. While approaching important girder bridges
  - vi. When any train passing on the adjacent line / s.
  - vii. When last vehicle has cleared the speed restriction zone
  - viii. After clearance of the loop line cross over points, when train passes via loop lines at a station.

**i. When train starts after stopping at station.**

- When train starts, the Guard shall look back and satisfy him self that no stop hand signals is given by station staff, he shall then exchange the %All Right %signal with the Loco Pilot.

- All right signal shall be exchanged until the engine has passed the advanced starter / LSS except where the Guard hand signal cannot be seen for any reason, the Loco Pilot guided by the signals exhibited by Station Master and cabin staff.
- If the Loco Pilot does not get the signal from the Guard or the SM and the cabin staff, he shall stop the train and ascertain the cause.

**ii. when a train starts after stopping between stations:**

- After the train has started the Guard and the Loco Pilot shall exchange the all right signals.
- If the Loco Pilot does not get the signal from the Guard, he shall give two short vigils.
- If there is no response, Loco Pilot shall stop the train to ascertain the cause.

**iii. When train runs through a station:**

- When train runs through a station, SM shall exhibit all right signals to the train him self standing on the plat form side. Similarly Loco Pilot and Guard shall be on the look out for SM / C.ASM / SWM / C.MANs all right signals. A competent railway servant shall be sent to off side to exchange all right signals.
- Any thing unusual is noticed during passage of the train, the SM shall show stop hand signals to stop the train. If it is not possible to stop the train advise the LP through Gateman or IB telephone or TPC and inform SM of advance station to stop the train and examine. Trains on adjacent line may be permitted after issuing caution order.
- In case they do not receive signal from SM they shall exercise extra caution to ensure that all is right for the train to run through. Guard shall report the matter in CTR.
- All right signal shall be exchanged till engine has passed advanced starter /LSS
- If the Loco Pilot and the Guard of the train cannot see each others all right signals for any reason they shall observe the signals exhibited by the SM and the station staff and ensure that the train is proceeding in a safe manner.
- If the Loco Pilot of trains fails to exchange the all right signals or /and fails give a continuous whistle, the SM shall advice the station in advance to stop the train and ascertain the reason.

**iv) While passing through the Ghat section:**

After the train has passed over the summit of ghat, the Guard and the Loco Pilot shall exchange all right signals.

- v). **While approaching important girder bridges** the Guard and the Loco Pilot shall exchange ~~ALL~~ RIGHT signals. If the Loco Pilot is not getting the Guard's signal even after giving two short whistles he should not take the train on to the bridge.
- vi) **Loco Pilots and Guards** of trains will be responsible towards any train passing on the **adjacent line/s** and exchange ~~All~~ Right signal with the Guard and Loco Pilot of such trains.
- vii) The Guard shall exhibit the all right signal to the Loco Pilot after the last vehicle has **cleared the speed restriction zone**. The Loco Pilot can resume normal speed.
- viii) After clearing the last cross over points of the station while passing out of loop line the Guard and LP shall exchange all right signals with each other.

- Guards of trains provided with %Air conditioned+ SLR/LR should show the %all right signal+to station staff by switching on the flickering tail light and to the Loco Pilot by speaking on telephone.

#### **G.R. 4.44 Train held up at home /FSS signal**

- 1) When train held up at home /FSS for 5 minutes or more and reason not known, the Loco Pilot shall sound continuous whistle to warn guard.
- 2) Bakes man or Asst. Loco Pilot shall proceed to the cabin or station to warn the station master.
- 3) Brakes men or Asst. Loco Pilot proceeding to the station shall show stop hand signals towards the station.
- 4) After 15 minutes guard irrespective of cause shall protect the train in rear as per GR 6.03.
- 5) If in the mean time if signal is taken off or authority received, Loco Pilot

shall sound continuous whistle to recall guard.

- 6) Exchange hand signal with guard before starting the train.
- 7) In the case of a train not accompanied by a guard, these duties shall devolve on the Loco Pilot

#### **Working of Material train (S.R.4.62)**

1. When material train is required to run for engineering purposes, the DRM shall make arrangements in good time advising the particulars of the work to all concerned.
2. In case of emergency arising for breaches floods, SM or other senior official can order material train on the application of the engineering branch. The running and stabling of material train shall be arranged by SCOR.
3. A material train shall work only between sunrise and sun set.
4. During emergency a material train shall work between sunset and sunrise after getting permission from DRM.
5. DRM shall give permission subject to following conditions
  - a. Work spot shall be lighted.
  - b. second class accommodation to labour
  - c. Guard shall ensure that no labour is traveling on MT
6. At least one brake van shall be attached in rear of the train
7. The authority to proceed for the material train during the line block is
  - i. When the train is coming back to the same station where it has started is . T.462 and
  - ii. When the train is proceeding to the next station after completion of work . T/A.462
8. The speed of the material trains shall not exceed the speed laid down for goods trains on section.
9. The Guard, the Loco Pilot of the materials trains shall protect the trains as per GR 6.03 when working between stations.
10. A material train shall not be divided except in emergency.



11. In such cases, only on the authority and personal supervision of PWI who is responsible to take precautions before dividing.
12. Guard shall secure the formation before dividing.
13. Dividing of the material train is not permitted on a gradient of 1 in 100 or steeper.
14. No material which has been unloaded shall be left above rail level infringing standard moving dimensions.
15. When the engine is pushing when guard is traveling in leading vehicle (B/VAN) the speed shall not exceed 25kmph on straight line and 8kmph on turnout and when Guard is not traveling in the leading vehicle the speed shall not exceed 8 kmph.
16. A material train enters or works in the loco yard with the permission of the LF.
17. Intensively checked BPC is valid for 30 days subject to examination of TXR once in 7 days.

### **Brake power certificate (freight trains) (C&W JPO NO. 5/2008)**

- It is a certificate to be prepared in duplicate by TXR after examining the formation
- It will be signed by TXR, guard and loco pilot for goods train.
- It should be possessed by the LP till the train completes its journey
- There are only 3 types of examinations in SCR
  - CC rake examination
  - Premium end to end examination
  - End to end examination

#### **CC rake examination (Periodical Monitoring Examination)**

- Formed from air brake stock only.
- 100% brake power during PME.
- Validity . 7500 kms or 35 days whichever is earlier
- Black Rocket, Red Star, Green Arrow, Red arrow, Blue Flame, Galaxy etc. are some examples of CC rakes,
- The rake will move over any station to any station in the zones mentioned on BPC
- LP must record the km run and sign with name, base and date, other wise BPC valid for 20 days only
- The integrity of rakes to be maintained and any changes to be done only during PME at base depot only
- BPC colour shall be yellow

#### **Premium end to end examination**

- Formed from air brake open and covered stock only
- Examination points . BPA, RDM, GY, nominated lines of BZA, COA, SNF
- BPC is valid for 12 days
- Brake power . 95%
- Colour of the BPC - green

- To avoid examination in loaded condition 3 days grace period is permitted.
- After a lapse of 15 days even a loaded premium rake shall be offered for examination at the first TXR point in the direction of movement
- Loading after 12<sup>th</sup> day should not be permitted.

#### **End to end examination**

- This is for all stocks
- Validity . up to loading point & further up to unloading point.
- At loading point, the operating/commercial staff shall ensure that the destination is mentioned on BPC
- LP shall not move the loaded rake from the loading point unless the destination is clearly mentioned on BPC
- Green colour BPC . air brake
- Brake power . 90 % - air brake
- Pink colour BPC . vacuum brake
- Rake power . 85 % - vacuum brake
- Empty (vacuum) rake must reach the loading point within 4 days including the day of issue.

#### **Intensive examination for material train**

- Must have a nominated base depot
- Trains must touch the base depot at least once in a month
- Brake power . 90%
- BPC valid for one month subjected to the TXR staff endorsement once in a week

#### **BPC become invalid cc rakes**

- Rake integrity disturbed by more than 4 VUS at base depot
- Stabled for more than 24 hrs at any station except loading/un loading point.  
Moved to any zone not mentioned in BPC
- Overdue rake is not moved in the direction of PME depot
- Running more than 35 days/7500km

#### **premium rakes**

- Rake integrity disturbed by more than 4 VUS
- Stabled for more than 24 hrs at any station except loading/un loading point.
- Moves for loading after 12 days
- Empty rake running after the 12<sup>th</sup> day.

#### **End to end rakes**

- Rake integrity disturbed by more than 4 vus/ 10 FWU
- Stabled for more than 24 hrs at any station except loading/un loading point.
- Destination station not mentioned

- Un signed corrections of destination name
- Empty (vacuum) rake must reach the loading point within 4 days including the day of issue.

### **GLP check - circumstances**

- At the station after loading/un-loading or tipping (where there is no TXR) or while clearing stabled stock from a station, or in case of in valid BPC, the GLP check shall be conducted.
- At every loading point, BPC revalidation should be done by GLP check for all type stocks except steel consignment (TXR examination)
- Un loading point(post tipping examination) GLP check have to be done at ICL/KMH, L&T/JUR, YA & RTPP/MOO
- For end to end rakes, if the unloading point is not a TXR point.
- When the due cc rake is detected in loaded condition it shall be subjected to GLP check and pushed to destination. From there it shall be offered for examination
- Detected in empty condition it shall be pushed to nearest TXR point
- After examination it is permitted up to base depot only.(endorsement)
- Where back loading is done at a non TXR station.

Running of trains on GLP check will be permitted only up to first train examination point in the direction of movement. The distance does not exceed 400km

### **GLP check list**

- 1) Rake integrity is not disturbed by more than 4 VUs. Only intensively examined wagons given fitness by TXR may be attached.
- 2) All CBCs and Air hoses are properly coupled and locked
- 3) All the cut off angle cocks are in open condition
- 4) The last cut off angle cocks in closed condition.
- 5) Empty/load device handle is in proper position.
- 6) There are no loose fittings/hanging parts like push rod, pull rods, break beam, safety brackets, brake blocks and CBC operating handle etc. which may endanger safe running of the train.
- 7) There are no broken or displaced springs.
- 8) There are no displaced Elastomeric pads.
- 9) Hand brakes are released
- 10) Doors of wagons are closed and locked/secured
- 11) Ensure visually that there is no excessive body bulging, which is dangerous.
- 12) Any symptoms of Hot axle like de-colourisation of bearing, heavy grease oozing, breakage of axle box cover plate, end plate etc.
- 13) Any other abnormality noticed which may endanger the safety and action taken.
- 14) Continuity of the brake pipe pressure is confirmed through VHF/Whistle code before starting the train.
- 15) Efficiency of brake power
- 16) Percentage of brake power

Total No. of Cylinders - Number of in operative cylinders x 100

Total No. of Cylinders

- 17) Time allowed for checking is 30 minutes for 60 units.
- 18) If train is without guard LP only shall conduct check with the assistance of points man. In such case time allowed is 60 minutes for 60 units.
- 19) Guard and Loco pilot shall prepare a memo jointly on a plain sheet in triplicate indicating the brake power and deficiency, if any, and shall append their signatures and both of them shall retain a copy of the same. Guard should obtain SM/YM's endorsement on two copies of joint memo and hand over the third for SM/YM's record.
- 20) SM/YM will inform the section controller and obtain clearance for the train to move.

### PROFORMA FOR GLP CHECK

1	Date	:	
2	Train & Loco No.	:	
3	From ..	To	
4	BPC No. ,Date & Station of issue	:	
5	Loaded at ..	or	Tipped at ..
6	Time of locomotive attached	:	
7	Total Load	:	
8	Air/Vacuum levels	TE ..	BV ..
9	Brake power percentage ..	No. of cyl ..	No. of IOP's ..
.. (Signature of LP)		.. (Signature of Guard)	
Name ..		Name ..	

- 1) When a train is worked without guard and GLP check is necessary the LP has to conduct GLP check. Points man shall be deputed to assist the LP in conducting GLP check.
- 2) The time permitted for GLP check of train consisting 60 units (may be 8 wheeler or 4 wheeler) is 30 minutes. For GLP check (without Guard) of a train consisting 60 units (may be 8 wheeler or 4 wheeler) is 60 minutes

### Brake continuity test

- 1) This test is done to check the continuity of the brake pipe through out the trains.
- 2) When required
  - a) Attaching engine to the front of the trains (fresh/additional)
  - b) Attaching engine to the rear of the trains (fresh/additional)

- c) Attaching vehicle to the train
  - d) Detaching vehicles to the train other than extreme rear end
  - e) After any brakes defect of irregularity which has affected the continuity of the brake system has been rectified.
- 3) Who shall carry out-Loco Pilot and Guard together

### **Test procedure for freight trains**

- Step 1. 1) Keep automatic brake valve to running position.  
2) Create 5.0 Kg/cm<sup>2</sup> BP in loco
- Step 2. 1) Keep automatic brake valve to off/Neutral Position  
2) Retain 4.0 Kg/cm<sup>2</sup> BP in loco.
- Step 3. 1) Open the valve or cock of exhaust in brake the full air of BP pressure reduced to zero.  
2) The valve/cock must then be closed in brake van.
- Step 4. 1) Observe the BP pressure in loco dropped to zero and does not raise again
- a) If not dropped to zero check the position of automatic brake valve position in another control stand and c2 relay valve.
- Step 5. 1) If an correction is carried out in step 4 go back to step 3. other wise go to step 6.
- Step 6. 1) Move the automatic brake valve to running position in loco 2)  
Check that 5.0 kg/cm<sup>2</sup> in brake pipe in registered in the loco and 4.8 / 4.7 kg/cm<sup>2</sup> in the last vehicle

### **Procedure of conducting Brake continuity test on Air Brake Passenger carrying Trains (as per WTT 69)**

1. LP and GD to confirm means of communication
2. Ensure all angle cocks of BP and FP in open condition (except rear of rearmost coach and free end of loco)
3. LP to charge BP and FP pressure 5kg+0.1kg/cm<sup>2</sup> and 6.0+0.1kg/cm<sup>2</sup>
4. Confirm from GD 4.8kg/cm<sup>2</sup> and 5.8kg/cm<sup>2</sup> in BP and FP gauges in rear SLR
5. LP to reduce BP pressure to 4.0kg/cm<sup>2</sup>(application position)
6. Confirm from GD 3.6 to 4.0kg/cm<sup>2</sup> in BP gauge in rear SLR
7. If there is discontinuity in BP- to be attended by SSE/C&W staff
8. LP to recharge BP pressure to 5.0+0.1kg/cm<sup>2</sup>(release position)
9. Confirm from GD 4.8kg/cm<sup>2</sup> in BP gauge in rear SLR
10. Cut of air supply for the brake pipe(off/ neutral position/closing BP isolating cock)
11. GD to reduce BP pressure to 3.6 kg/cm<sup>2</sup> in rear SLR/ last vehicle. If last vehicle is not SLR, C&W staff shall assist guard wherever available.
12. Guard to confirm from LP that drop of 3.6kg/cm<sup>2</sup> to 4.0kg/cm<sup>2</sup> is in the loco.
13. If there is discontinuity in BP to be attended by SSE/C&W staff.
14. LP to open air supply for the Brake Pipe
15. LP to check 5.0+0.1kg/cm<sup>2</sup> in loco and confirm from GD, the required BP i.e., 4.8 kg/cm<sup>2</sup> in rear SLR

**Rules for securing and stabling of the vehicles within station section and outside station limits** G.R.4.48, G.R.4.49, G.R.4.57& G.R.5.23

G.R.4.48 Permission of Guard to detach engine from train outside station limits

Detaching engine of Passenger train

1. Only in case of emergency
2. Hand Brakes of all SLRs available shall be securely applied
3. Sprags/wedges securely jammed under farthestmost wheels of the rake in the direction of falling gradient.
4. Vacuum/ Air pressure created and try to push or pull the rake and then drop the vacuum/air pressure.
5. The interval from the time engine is detached to the time it is again attached shall not exceed 45 minutes

Detaching engine of goods train

1. It shall be secured as per the gradient available in the section.
2. Gradient not steeper than 1 in 600 Guard shall apply Hand brake of BV and Hand Brake of 18 vehicles
3. If the Gradient is steeper than 1 in 600 than Guard shall apply Hand Brakes of BV and Hand Brakes of all the vehicles
4. LP shall also apply the Train Brake (A9) and ensure brakes are holding affectively on wheels before detaching.

**G.R. 4.49.** Whenever trains stopped on a gradient for any reason like accident, loco failure, OHE supply failures, etc. it is essential to apply A9 and Loco Brakes (SA9).

**G.R.4.57 Detaching engine within station limits**

1. The train shall be secured as per the gradient in the station limits.
2. If the Gradient is not steeper than 1 in 600 than Hand brakes of BV or 6 vehicles shall be applied
3. If the Gradient is steeper than 1 in 600 and not steeper than 1 in 260 than Hand Brakes of BV and 6 Vehicles or 12 Vehicles shall be applied.
4. If the Gradient is steeper than 1 in 260 than Hand brakes of BV and 12 Vehicles or 18 vehicles shall be applied.
5. SM is responsible to ensure hand brakes of vehicles are applied before engine or BV is detached from the train.

**5.23 Stabling and Securing of vehicles/load/train when detached within stations**

**I Action by Station Master / Traffic Staff**

1. The vehicles/load/train shall be inside the fouling marks
2. The vehicles/load/train be chained and padlocked using at least two chains, one at either end.
3. Padlock keys of the Safety Chains shall be in personal custody of Station Master.
4. At least four wooden wedges/iron skids be used, two each below the outermost pair of wheels at either end;

5. Hand brakes of at least 6 wagons from either end must be fully tightened.
6. If hand brakes of any of the first six wagons at each end cannot be applied, hand brakes of subsequent wagons should be applied till six wagons in total are achieved.
7. In case coaching vehicles are stabled, Guard's hand brakes in SLR(s) must be applied.
8. The hand brakes must be operated under the personal supervision of the Guard, and in the absence of Guard, by SM/ASM on duty;
9. The vehicles of stabled load/train should be coupled together.
10. In case the stabled load has to be split for any reason, each such split part should be treated as a separate load for the purpose of securing;
11. The points must be set, clamped and padlocked against the blocked line and towards dead end or trap point (if available). Scotch blocks must be used, if available. The padlock keys shall be in the personal custody of the Station Master.
12. Line Block Collars must be placed on relevant signal/ point buttons/slides etc.,
13. Remarks should be made in TSR and Station diary in Red ink to the effect that 'Line No.\_\_\_\_ is blocked and all precautions for securing the load have been taken' as prescribed above;
14. After any load/train/loco is stabled, the station master must inform the section controller supported by private number that all laid down precautions for stabling and securing the load/train/loco have been taken.

**II. Additional precautions to be taken while stabling vehicles/load/train at a station with gradient steeper than 1 in 400 may have been prescribed under approved special instructions (by CRS) and mentioned in SWR of respective station. These should be followed scrupulously. In addition, following precautions must also be observed**

- Before vehicles are uncoupled, the hand brakes should be applied, wooden wedges/iron skids, should also be used to prevent vehicles from rolling down;
- As far as possible, the vehicles/load/train should be stabled on a line which is isolated from other lines, particularly running lines.

**III. Action by Loco Pilot/Assistant Loco Pilot before leaving the loco in case load/train is stabled with locomotive attached or light engine(s) is/are shut down or stabled:-**

- Application of both SA-9 and A-9 brakes;
- Application of hand brake and parking brake;
- Secure the loco with wooden wedges/iron skids provided on the loco;

**IV. Duties of LP and Guard**

- Loco Pilot while on duty should not leave loco unmanned.
- In case he is required to leave the locomotive unmanned, he should do so only after receiving written authority from the Station Master/Yard Master and Secured the loco as mentioned above.
- Before leaving the Station/Yard, the Loco Pilot and Guard should jointly sign record in the stabled train register to be maintained with Station Master that the load & loco has been secured as prescribed above.
- If the Loco is not stabled with the formation only guard has to sign in the stabled load register.

**CHAPTER V****a) Reception of a train on an obstructed line(G.R.5.09)**

In case of reception of a train on an obstructed line, the SM shall

1. The essential, wherever possible intimate the Loco Pilot through the rear SM about the reception on an obstructed line.
2. Keep the reception at ~~ON~~ ensure that the signal/s are not taken ~~OFF~~
3. Ensure that all points leading to said line are correctly set and facing points locked.
4. After stopping the train at the relevant stop signal, it may be received by authorizing the Loco Pilot to pass the stop signal at ~~ON~~
  - a. By taking off the calling-on signal, if provided or
  - b. Through signal post telephone if provided or
  - c. By delivering a written authority (T/509) and piloting it.
5. Stop the train at facing point leading to the obstructed line until hand signal in forward by a competent railway servant.
6. Stop hand signal shall be shown at a distance of 45 m. from the obstruction.
7. The Loco Pilot shall keep his train well under control and be prepared to stop short of an obstruction. (Not exceeding 15Kmph).

**b) Reception of a train on a non-signalled line(G.R.5.10)**

1. The SM shall ensure that
  - a) The train is brought to a stand at FSS.
  - b) The line is clear up to the trailing points or up to the place at which the train is required to come to a stand.
  - c) All the points are correctly set and facing points locked
2. Loco Pilot is authorised to pass signal at ~~ON~~ through T/509 and pilot the train by competent railway servant
3. The Loco Pilot shall proceed cautiously and be prepared to stop short of any obstruction. (Not exceeding 15Kmph).

**b) Departure of a train from non-signalled line.(G.R.5.11/12)**

1. All the points have been set and lock the facing points.
2. SM shall obtain Line Clear.
3. Issue authority to proceed to the LP (if ATP is not tangible T.511 also shall be given).
4. If a line is provided, with common departure signal in addition to ATP, a written permission for start (T.512) shall be given and common departure signal shall also be taken ~~OFF~~



## Shunting

Shunting means the movement of a vehicle or vehicles with or without an engine or of any engine or any other self propelled vehicle, for the purpose of attaching, detaching or transfer or for any other purpose.

### Control and responsibility for shunting (G.R/S.R 5.13/5.14)

1. Shunting operations should be controlled by fixed signals or hand signals or by verbal instructions.
2. The Loco Pilot shall, before moving on the stop signal taken off for him, observe the hand signals of the railway servant conducts shunting. The shunting staff need not accompany during shunt movements of light engine(s) on to a free line governed by fixed signals
3. At the stations where separate shunting staffs are employed, they shall attend to all shunting operations and at all other stations shunting operations shall be supervised by Guard.
4. In the case shunting of trains from one line to another across main line or wagons containing explosives the shunting operations shall be carried out under personal supervision of SM.
5. Loose shunting of or against empty or loaded oil tank wagons, trucks loaded with heavy machinery/ rails/timber, cranes, loaded explosive vans, livestock wagons, wagons labelled not to be loose shunted coaching vehicles etc., is prohibited.
6. Carriages occupied by passenger shall not be moved for shunting purposes without the orders of the SM and also the Guard of the train who will jointly responsible to warn and prevent accident to the passengers in the carriage or those who entrain or detrain thinking that the train is leaving.
7. In the case the shunt movements are governed by shunt signals or starter signal, which detect the facing points, the shunt signal or starter shall be taken off and in all other cases the facing points shall be clamped/cotter bolted and pad locked.
8. Outer, Home and LSS shall not be taken off for shunting purpose.
9. The speed during shunting operations shall not exceed 15kmph. In case of vehicles contains inflammable liquids, explosives. Coaching vehicles speed is restricted to 8kmph.
10. Slip coaches shall not kept on blocked line in the rear of passenger carrying trains.
11. No engine should be allowed on any running line at a station occupied by a train carrying passengers, except train engine or banking engine or shunting engine.
  - a) If it is unavoidable to allow the engine(s) in rear of a passenger carrying train, such engine(s), shall be accompanied and hand signalled by shunting staff and stopped in rear of passenger carrying train at a safe distance.
    - b) The Shunter/Loco Pilot of light engine(s) shall be informed
    - c) All such light engine(s) should not be left unmanned
12. When shunting is carried out for attaching/detaching the coaches/slip coaches/saloons/dead engines on passenger carrying trains, shunting engine with or without coaches shall first come to a halt 20mts away from the train and there after perform shunting carefully.
13. When vehicles moved by an engine for attaching to passenger train, the vacuum brake shall be connected up so that adequate brake power shall be available.

14. In case of shunting on goods trains at intermediate station the vacuum brake shall, as far as possible, be connected with engine.

**Shunting on steep gradient: (G.R/S.R.5.20)**

1. Gradients of 1 in 400 or steeper and 1 in 260 or steeper are considered as steep gradients in respect of roller bearing stock and other than roller bearing stock respectively.
2. At a station yard where the outer most points are on a steep gradient, shunting shall be done only with the engine attached towards the falling side of the gradient.
3. Hand shunting of the roller bearing stock is prohibited at a yard where the outer most point are on or with in 100mts of a steep gradient.

**Authorities to be given for shunting on class 'B' station**

**Single line (Appendix XII)**

- 1. Within Station Section :** T/806\*

**2. Beyond Station Section up to Opposite FSS**

In Token Section - T/806

In Token Less Section - T/806\* + SHK or T/806 + P.No.

**3. Shunting beyond opposite FSS:**

a. Treated as Train movement

b. Loco Pilot shall be given

i. ATP

ii. Manuscript memo to push back +T/806\*

d) All Signals shall be taken OFF

- 4. Shunting in the face of an approaching train:** Generally not permitted. Where permitted the following conditions shall be fulfilled.

- Permission is indicated in SWR,
- SLB/Advanced Starter is provided,
- Shunting warning board is provided in rear of FSS.

**Double line**

**Shunting within station section:** T/806\*

**Shunting beyond LSS (When block section ahead is free of train)**

**SM shall block forward and issue**

T/806\* + LSS Lever Key if any or

T/806\* + Taking OFF Shunt Signal below LSS if any Or

T/806 + P.No.

**Shunting beyond LSS (Following a train):**

It should be permitted by SWR

Same as above without a P.No. in T/806.

As soon as the preceding train clears the section, the line should be blocked forward, if the shunting is not completed.

### **Shunting into block section in rear:**

The line should be blocked back

T/806 + P.No.

Where shunting operations are supervised by Guard/Assistant Station Master, Loco Pilot shall be given Form No.T/806 (Shunting Instructions Form) duly filled in.

**\*\*At major stations where separate staff viz., out door Station Master/Yard ASM/AYM/ Shunting Jamedar/Shunting Master are provided for supervising the shunting, Form No. T/806 need not be given. Such stations shall be notified by the respective Sr.DOMs.**

### **Operating forms and their significance**

#### **1. T.369 (3b) AUTHORITY TO PASS STOP SIGNAL AT 'ON'**

- Authority to pass defective Outer/Home/Routing Home /Starter/Intermediate Starter/Advanced starter/IBS/Shunt Signal at ON
- Printed on white paper, blue font
- Prepared in two foils LP/Record
- Speed restricted to 15 KMPH
- Signal Description and Number, line of admission mentioned
- Station name, date SM signature with stamp available.

#### **2. T.369 (1)(ADVANCE AUTHORITY BY REAR/NOTICE STATION**

- Advance authority to pass defective signals at next station
- Issued by SM of rear station
- White paper blue font
- Two foils- record/LP
- SR-15 kmph after passing the defective signal
- LP to pass defective reception signal at observing PHS at foot of signal
- Station name, date, SM signature and stamp available

#### **3. T.409 (DIVISIONAL/SECTIONAL CAUTION ORDER)**

- It is Divisional/Sectional Caution Order
- White paper blue or black font
- Prepared in four foils- record/LP/ALP/guard
- Station name, date, SM signature with stamp available.
- Stations between, km, speed to be observed and reasons mentioned in geographical order given.

#### **4. T/A 409('NIL' CAUTION ORDER)**

- ✚ It is NIL caution order
- ✚ White paper , blue or black font
- ✚ Issued four foils LP/ALP/GD/record

- ✚ Issued at notice station
- ✚ Station name, date, SM signature and stamp available.
- ✚ Issued when no caution order between two notice stations

#### **5. T/462(AUTHORITY FOR MATERIAL RETURN TO SAME STATION)**

- ❖ Authority to proceed for material train
- ❖ White paper blue font
- ❖ Prepared in triplicate, record/LP/Guard
- ❖ Authority to go upto km, stop, work and return to the originating station.
- ❖ It has line clear ticket, authority to pass LSS at ~~DN~~q and CO
- ❖ Station name, date, SM signature and stamp available

#### **6. T/A.462 (AUTHORITY FOR MATERIAL TRAIN WHEN GOING TO NEXT STATION)**

- Authority to proceed for the material train.
- White paper, blue font
- Issued in three foils record/LP/GD
- Authority to go up to km, stop, work and proceed to next station.
- It contains line clear ticket, authority to pass LSS at ~~DN~~q and CO
- Station name, date, SM signature and stamp available

#### **7. T/A.602 (AUTHORITY FOR LP TO ENTER OBSTRUCTED BLOCK SECTION)**

- ✓ Authority to proceed for relief engine/train into obstructed block section
- ✓ White paper with red font
- ✓ Direction up/dn written
- ✓ Prepared triplicate LP/GD/Record
- ✓ It contains
- ✓ Block ticket to proceed W/O L/C
- ✓ Authority to pass LSS at ~~DN~~q
- ✓ CO 15 KMPH when view is clear and 10 kmph when view is not clear and co up to point of obstruction.
- ✓ LP, guard to acknowledge.
- ✓ Station name, date, SM signature with stamp available.

#### **8. T/B.602 (AUTHORITY FOR LIGHT ENGINE TO OPEN COMMUNICATIONS)**

- Authority for opening of communications during TIC on S/L
- White paper red font
- Prepared in two foils record/LP
- LP, GD to acknowledge in columns.

- Contains ATP W/O L/C, authority to pass LSS at ~~ON~~CO-15/10 KMPH Day/Night, Line Clear Enquiry Message and Conditional Line Clear message(with PN)
- Station name, date SM signature and stamp available.

#### 9. T/C602 (AUTHORITY FOR TRAIN ON DOUBLE LINE DURING TIC)

- Authority for working of trains during TIC on D/L
- White paper red font
- Two foils- LP/Record
- Contains ATP W/O L/C, authority to pass LSS at ~~ON~~CO- 25/10 KMPH
- Acknowledgement of LP and GD taken
- Station name, date, SM signature with stamp given

#### 10. T/D.602 (AUTHORITY FOR TRAIN DURING TSL WORKING)

- + Authority for temporary single line working on D/L
- + White paper red font
- + Triplicate LP/GD/Record
- + Contains L/C Ticket, Authority to pass LSS at ~~ON~~CO -25 KMPH(1<sup>ST</sup> TRAIN),line of TSL and place of obstruction & assurance that trap points are clamped and pad locked
- + Station name, date, SM signature with stamp available.

#### 11. T/609(AUTHORITY FOR TAKING PORTION OF TRAIN IN DIVEDED TRAIN WORKING)

- ❖ Written permission given by guard to LP when engine or portion of train allowed to proceed to next station from mid section
- ❖ White paper blue font
- ❖ Two foils LP/Record
- ❖ No. Of vehicles and painted no. Of LV mentioned
- ❖ It is authority for L/E to return back ( with the signature of SM) to clear the 2<sup>nd</sup> portion from block section

#### 12. T/806(SHUNTING ORDER)

- Shunting order
- White paper blue font
- Triplicate LP/GD/Record
- STN name date/time, SM signature with stamp given
- Instructions column available
- Authority to pass Signal at ON available.
- Acknowledge of LP and GD taken

**13. T/C.1425 (UP PLCT)**

- Paper Line Clear Ticket(UP)
- White paper blue font
- Two foils Record/LP
- ATP to go to next STN with PN mentioned
- Contains authority to pass LSS at  $\Delta$ Qnq
- Station name, date, time, SM signature with stamp available
- Arrow mark upward on background

**14. T/D 1425(DN PLCT)**

- ✓ Paper Line Clear Ticket(DN)
- ✓ White paper blue font
- ✓ Two foils Record/LP
- ✓ ATP to go to next STN with PN mentioned
- ✓ Contains authority to pass LSS at  $\Delta$ Qnq
- ✓ Station name, date, time, SM signature with stamp available.
- ✓ Arrow mark downward on background

**15. T/A 912(AUTHORITY FOR PASSING INTERVENING AUTOMATIC SIGNALS)**

- Authority to pass Automatic/Semi Automatic/Manually Operated/Gate Stop Signals at  $\Delta$ Qnq
- White paper blue font
- Two foils, LP/Record
- STN name, date /time, SM signature with stamp given
- Description of signal with No.s mentioned
- Acknowledgement from Guard and LP taken

Note: Before accepting any authority the LP, ALP & Guard shall ensure that

- a. All the relevant columns in the authorities are filled correctly, legibly and complete.
- b. Station names to be written in full and no codes used
- c. PN, Last Train particulars, Description and Number of signals written clearly wherever required,
- d. While receiving PLCT ensure T/A.1425  $\Delta$ qcolumn is filled and sign in the relevant column and take a copy of PLCT(i.e.T/C.1425 or T/D.1425)
- e. Ensure the authorities received during the running of the train are kept and submitted along with the CTR or handed over to the SM wherever required.

**LURCH/Conditions likely to affect running of Trains (S.R.6.07)**

If a Loco Pilot experiences any unsafe condition of track including lurch, he shall,

- Note the KM,
- Stop his train at home signal of the next block station and inform the Station Master through available means of communication not to permit any train from either end of the affected block section.
- In case of IBS and Automatic block territories, inform the SM and LPs of trains already left station in rear to stop movement of trains
- The LP shall stop his train at the station and deliver a written memo to the SM,
- SM must issue message to SM in rear, JE/SE (P-way), AEN, DEN, DOM and SCOR.
- The SM shall then dispatch by rail, Maintenance Machine/Tower wagon/Light Engine or in their absence a train accompanied by an Engg Official,
- The LP shall be given a caution order to stop short of the effected KM.
- The Engg official will inspect the track and shall allow the train to pass only after satisfying that the track is safe for the passage of train,
- Advise the condition of the track and speed restrictions if any to the SM,
- In the absence of Engg official the train may be sent in to the section with a caution order to the LP to stop dead before the affected KM and to pass at 10 KMPH if safe or nothing found
- If he finds the line unsafe to pass, return to the station in rear,
- If the LP is not able to detect anything doubtful, subsequent trains shall be dispatched with a speed restriction of 10 Kmph till the track is certified to be safe by Engg officials,
- If the LP reports same unsafe condition no train movement shall be allowed till certified to be safe by the Engg officials.
- If guard experiences any of the unsafe conditions, he shall inform LP and same procedure shall be followed.
- If the LP/Guard experience any obstruction or any other unsafe condition on or near the track adjacent to the line over which his train has passed , and if in his opinion it is unsafe for train running, will take the following action,
- Immediately switch on the flasher light of his Loco,
- Inform the SM/Control through available means of communications,
- Stop his train and proceed with danger hand signals to protect the line,
- The LP will continue his journey to the next station cautiously keeping flasher light ON and
- Be prepared to stop any incoming train by communicating on available means of communications and exhibiting stop hand signal.
- As soon as information of Sabotage or likely sabotage, Bomb blast, Explosion etc, received, the SM shall stop movement of trains in the affected block section as well as adjacent lines on Double/Multiple lines sections.

- The SM to consult SCOR May despatch only Rail Maintenance Machine/Tower Wagon/Light Engine.

### **Rail fracture (S.R.6.01)**

1. If a Loco Pilot realizes, while on run that there is rail fracture, he shall
  - a) Stop the train and protect the train.
  - b) Examine the track
  - c) If considers safe, proceed further, If unsafe, inform SM and SCOR wait till certified fit.
2. If a gang mate / key man /patrolman detects rail breakage/fracture of less than 30 mm gap he shall show stop hand signals and inform Loco Pilot of first train to pass the fractured spot at 10 Kmph and subsequent trains at 15 Kmph.
3. Loco Pilot of the first train shall stop his train at the next block station and give memo about the rail fracture.
4. SM, who received report from Loco Pilot about the rail fracture, shall inform the SM of the station at other end of the block section.
5. Both the SMs shall arrange issue of caution order to trains to observe an SR of 15 Kmph and also advise all concerned.
6. If the gap is more than 30 mm or multiple fractures, only PWM/PWI can pass the trains after attending the rail fracture.

### **Train engine disabled in the block section (S.R. 6.05)**

- When an engine is disabled, the Guard shall ascertain from the Loco Pilot whether the relief engine is required or not
- If the Loco Pilot expects that putting the engine in working order will take more than 5 minutes, he will request the Guard to arrange for a relief engine.
- The Guard advises the Station Master.
- The Guard / Loco Pilot shall contact Station Masters/SCOR/TPC telephonically, advise the location (Kilometreage) of engine and brake-van and ask for relief engine.
- If Guard / Loco Pilot cannot contact Station Masters/SCOR/TPC telephonically, the Assistant Guard/Assistant Loco Pilot/Guard shall walk to the nearest station or send the message through the Loco Pilot of a train proceeding on an adjacent line and ask for relief engine
- Once relief has been asked for, the Loco Pilot of the disabled train, even if the engine on the train is fit to move subsequently, should not move unless he intimates the same and obtains an assurance from the Station Master to the effect that no relief engine or train has moved into the obstructed block section.
- Guard where available is responsible for guiding the relief loco to attach to the train.
- If loco of passenger carrying train fails in the section, train shall not be divided



**Trains unusually delayed (G.R.6.04)**

1. Trains are said to be unusually delayed when passenger carrying train does not arrive within 10 minutes and goods trains within 20 minutes after normal running time.
2. Guard and LP of train shall give information to nearest SM/TPC/SCOR with available means.
3. A9 and SA9 to be applied.
4. SM shall advise SM in rear and SCOR.
5. SM shall stop trains from either end and on adjacent lines.
6. Warn LPs and Guards proceeding on adjacent line issuing with suitable caution orders.
7. SCOR shall immediately alert stations where ART & MRT are located to be in readiness.
8. If for any reason train stopped more than 15 minutes in the block section If the gradient is 1 in 150 for roller bearing and 1 in 100 for non roller bearing, the following precautions are to be taken
  - a. In case of Passenger train, Guard to apply hand brakes of BV and sprags or wedges to be used towards falling gradient
  - b. In case of goods train, hand brakes of 1/3 rd of wagons or 10 wagons from engine by the LP or ALP and 5 wagons inside BV by the Guard, whichever is more must be applied in addition to the BV.
  - c. While starting GD/LP shall release the hand brakes of their side

**Dispatch of relief engine/Relief train into an Occupied/obstructed block section in Absolute Block System and Automatic Block System (SR 6.02.6)**

Despatch of relief engine/Relief train into an occupied/obstructed block section to assist the crippled or disabled engine/train

1. The authority in Absolute Block System is T/A.602 &
2. The authority in Automatic Block System is T/C.912
3. The authority contains
  - i. Authority to proceed without Line Clear to proceed up to the Point of obstruction and return back or go to the next station.
  - ii. Authority to pass signals at  $\pm$ ONq
  - iii. Caution Order to observe 15 Kmph when view ahead is clear during day and 10Kmph during night and view ahead is not clear and Walking Speed preceded by one/two men on Double/Single line carrying Stop Hand signal and Detonators for ready use.
4. In Automatic Block System it must be ensured the line is free from the Block Station to the point of obstruction.
5. LP advised of the obstructions, place of BV and Engine and station to which it has to clear.
6. LP to keep sharp lookout, whistle frequently and be prepared to stop short of any obstruction.

7. LP to bring stop short of obstruction and obey hand signals at the site.
8. While returning LP to act according to the aspect of signal on single line.
9. While clearing the station on double line the LP to act as per the aspect of the signal on right line or stop the train at LSS of the same line or FSS of the other line whichever comes first and after points are set correctly piloted in on ~~LP~~ Pilot in memoq
10. On arrival at the station the authority to be handed over the SM who shall keep with the station records.
11. Whenever engine is pushing Rules for pushing back as per G.R. 4.12 to be observed.

### **Working of trains during total interruption of communication on single line (S.R.6.02.4)**

In the event of total interruption of communication i.e. when line clear cannot be obtained by any one of the following means.

1. Block instrument, Track circuits or Axle counters
2. Telephone attached to the Block instrument
3. Station to Station Fixed Telephone.
4. Fixed Telephone such as Railway Auto Phone or BSNL phone
5. Control Telephone
6. VHF Set.

The following procedure shall be adopted for the working of trains.

1. Train shall be brought to a stop at station.
2. The SM who has trains to dispatch shall open communication with the SM of Block station other end by sending any one of the following vehicles in the order of preference.
  - a) Light engine
  - b) Train engine, after it is detached from the train
  - c) Motor trolley/Tower car . accompanied by a guard or by off duty ASM
  - d) Trolley/cycle trolley accompanied by guard or by off duty ASM
  - e) Diesel car/EMU/DMU after detraining the passengers.
3. Loco Pilot/Guard/ASM shall be advised of the circumstances and obtain acknowledgement from the LP/Guard/ASM
4. Loco Pilot/Guard/ASM shall be given T/B 602 (authority to open communication during TIC on single line) . to be prepared in duplicate.

This authority contains

- a. authority to enter into Block section
- b. authority to pass departure signals at ~~DN~~ Nq
- c. caution order (15/10)
- d. line clear enquiry message . asking line clear for waiting trains
- e. conditional line clear message . line clear for light engine/vehicle with or without train to come back

- If line clear is required for more than one train, LP shall be given T/B 602 and T/E 602(line clear enquiry message)
  - If light engine or light engine with brake van is to be dispatched, LP shall be given T/B 602 and items line clear enquiry message, condition line clear message shall be struck out.
5. Except LSS all signals can be taken off.
  6. Loco Pilot shall be vigilant and proceed with 15 Kmph during day when view is clear and 10 Kmph during night.
  7. If view is obstructed train shall be piloted by two persons on foot with danger hand signals and fog signals.
  8. Tunnel shall be entered only after ascertaining that it is clear, use headlight, lights of the engine shall be switched on.
  9. If two engines/vehicles meet in the section, the in-charges decide the station to which they shall proceed, considering the importance of trains, distance of station, gradients, catch sidings etc.
  10. Engine/vehicles may either be coupled or may be loaded or may be followed.
  11. Loco Pilot shall stop at FSS. The engine or vehicle may be admitted either on signals or piloting.
  12. On arrival at station handover T/B 602 to SM.
  13. The SM of other station shall give following documents to light engines with or without train.
    - a. Conditional line clear ticket T/G. 602(Up) or T/H. 602(Dn).-ATP for light engine with or without train.
    - b. Conditional line clear reply message T/F. 602- granting line clear for trains at other station.
    - c. Line clear enquiry message wherever necessary
  14. The engine/vehicle on return shall stop at the FSS and there by it may be admitted on signals or piloting.
  15. CLC reply shall be handed over to SM.
  16. SM shall prepare conditional line clear ticket for waiting train.
  17. If line clear obtained for more than one train, second and subsequent trains may be signaling after an interval of 30 minutes
    - First train may proceed with normal speed.
    - Each train shall be given CLCT.
    - For II nd and subsequent trains Caution Order shall be given to observe 25/10 kmph.
    - An endorsement to be made on CLCT with particulars of the preceding and following trains.
    - No backing is permitted. If unavoidable the train may be backed after protecting by placing one detonator at 250m and two at 500m, 10m apart beyond the point up to which it is to be backed.

- In case of accident, failure etc.,. Protection shall be done by placing one detonator at a distance of 250 m and two detonators at a distance of 500m 10m apart.

18. Trains must continue to work in this system till any one of the means of communication is restored by competent authority.

### **Working of trains during total interruption of communication on double line (S.R.6.02.3)**

- In the event of total interruption of communications i.e. when line clear cannot be obtained by any one of the following means
  - Block instrument, Track circuits or Axle counters
  - Telephone attached to the Block instrument
  - Station to Station Fixed Telephone.
  - Fixed Telephone such as Railway Auto Phone or BSNL phone
  - Control Telephone
  - VHF Set.
- The following procedure shall be adopted for working of trains
  1. Trains shall be brought to a stop at station.
  2. Guard and Loco Pilot shall be advised of the circumstances.
  3. The SM shall issue T/C. 602 to the Loco Pilot.
  4. This authority (T/C. 602) contains
    - Authority to enter block section without LC
    - authority to pass departure signal at ON
    - caution order - to observe SR of 25 Kmph when view is clear, 10 Kmph when view is not clear
  5. Except LSS all signals can be taken off.
  6. When view is not clear trains shall be piloted by Assistant Loco Pilot.
  7. Tunnel shall be entered only after ascertaining that it is clear, switching on head light, marker lights.
  8. If train stops in the section and cannot proceed further, it shall be protected by placing one detonator at 250 mts and two detonators at 500 and 510 mts.
  9. During this period pushing back is not allowed. If unavoidable the train may be pushed back only after protecting [as mentioned above] beyond the point up to which backing is required.
  10. The Loco Pilot shall stop at FSS (even off) and give a long whistle continuously.
  11. Reception signals may be taken off
  12. If within 10 mts signals are not taken off or no one turns up, Assistant Loco Pilot to be sent to station and Guard has to protect in rear.
  13. On arrival into the station ahead T/C. 602 shall be handed over to SM.
  14. There should be clear interval of 30 minutes between the trains that has preceded the one which has to follow.

15. Trains shall continue to work on this system, till any one of the means of communications is restored by competent authority.

**e) What is the procedure for working of trains when one line is obstructed on double section? (S.R.6.02.1)**

1. Whenever any line is obstructed on double line due to accident or any other reason, the traffic may temporarily be worked over single line.
2. The SM must have reliable information in writing that one line is clear for introducing TSL working and also consult SCOR and other end SM
3. If there is a doubt about clearance of the track, PWI to certify the track.
4. If there is no reliable information in writing, any train other than pass carrying train may be despatched on block ticket with a restricted speed of 15/8 kmph to get information.
5. TSL working shall be introduced between nearest stations provided with cross over between up and down lines on either side.
6. Close the intermediate block huts if any, signal shall be kept in ON position.
7. SM proposing TSL working shall issue a message containing following information under exchange of PNs to the SM of other end.
8. LC will be obtained on alternative means of communication
9. Trains run on T/D 602(authority for temporary single line working on double line section)
10. This authority contains authority to enter into block section, authority to pass LSS or any other signal at ON and caution order.
11. The maximum speed of first train over TSL working is restricted to 25 Kmph. The second and subsequent trains can proceed with normal speed. An endorsement shall be made in the T/D 602 issued to Loco Pilot of 1 train to inform all gang men gateman, patrolman, OHE and Telecom staff about the introduction of TSL working.
12. In the T/D 602 Loco Pilot shall be informed about the line, Kilometreage of obstruction and any speed restriction, if any, and assurance about the setting of trap points.
13. When a train is stopped on account of accident or engine failure or any other cause protection shall be done as per Rule 6.03
14. When train is starting from wrong line train shall be piloted out on ~~LP~~ Pilot out Memoq after ensuring that all points are correctly set and facing points are locked.
15. LP to switch on flasher light and dim the head light of train engine while running on wrong line.
16. On right line reception signal can be taken off.
17. On wrong line stop the train at LSS (wrong line) or opposite to FSS (right line) which ever comes first. A competent railway servant shall stop the train at the signal and pilot it on ~~LP~~ pilot in memoq after ensuring all the points are correctly set and locked.
18. If the train is not admitted within 5 minutes, GLP to follow G.R. 4.44
19. Normal working shall be introduced only after obtaining written certificate from Engg official and issuing message to other SMs under the exchange of PNs.
20. When double line working is introduced all Block instruments, IB signal and fixed signals shall be brought into use.

**Loco Pilot entered block section without ATP. (G.R./S.R.6.06)**

1. When a Loco Pilot enters the block section with out an authority to proceed or improper authority to proceed, he shall immediately stop the train.
2. The train shall be treated as an obstruction in the block section and protect as such in accordance with Rule.
3. The Guard shall send the report of occurrence, explain the circumstance to nearest station through brakes man/Assistant. Loco Pilot.
4. When the report is sent to station in rear, the station master will issue PLCT to proceed to the next station.
- 5., In case the report is sent to the station ahead, the SM shall immediately inform the control, and SM of other end of the block section, and send Caution Order as Authority for the train to proceed to the station.
6. Before starting forward with the correct authority to proceed, the Loco Pilot should collect the detonators placed in front, which were placed for protection.

**Train parted in block – section (G.R./S.R.6.08)**

1. The Loco Pilot shall keep first portion on run if possible until the rear portion come to a stand.
2. While keeping the first portion moving LP shall obey aspects of signals ahead.
3. Loco Pilot shall sound · o · o whistle to inform Guard.
4. If it is necessary to proceed act as per the aspects of the gate/station signals.
5. The Guard shall apply the hand brake.
6. Loco Pilot of banking engine if available shall stop rear portion and give · o · o.
7. The Guard shall indicate the parting by waving in repeated motions a green flag by day or a white light by night up and down vertically as high and as low as possible.
8. If the both portion have brought to a stand, the guard shall protect the rear portion on both sides as per the rules and take necessary precautions to secure the vehicles.
9. If it is possible and safe to couple the portions, the train shall be coupled with due caution otherwise divided train working procedure shall be followed
10. Loco Pilot shall give · o · o whistle repeatedly while approaching station ahead.
11. SM and contact each other on walkie-talkie for information
12. SM shows PHS to LP to confirm that train is arriving incomplete
13. SM shall admit the train on a vacant line, place 3 detonators to attract the attention of Guard and try to stop second portion by applying brakes/by heaping up earth or divert it to a vacant loop or siding line.
14. If SM notices train parting he shall wave a green flag or a white light by night up and down vertically as high as and as low as possible.
15. Tonnage shall be jointly checked by the guard and Loco Pilot and also by SM.

**Engine unable to haul the load.**

1. Loco Pilot shall bring the train to a stop on a level gradient and give 0000 whistle.
2. Train shall be protected as per G.R. 6.03.
3. Clear the block section by one of the three alternatives a) ask for relief engine  
b) Push back c) divided train working

**a) Ask for relief/assisting engine.(S.R.6.05.4)**

- i) When the engine is disabled ask for relief engine telephonically.
- ii) Once relief engine is asked, if the engine is rectified subsequently he should not move unless he get permission from SM.

**b) Push back** the train shall be pushed back after obtaining permission from SM in rear with 25/8 Kmph or walking speed as the case may be. Guard shall show continuously PHS. (S.R.4.12)

**c) Divided train working (G.R/S.R.6.09)**

1. Secure the rear formation by applying hand brakes
2. Guard shall prepare T/609, clearly Stating stating the number of vehicles and LV No.
3. Guard shall handover T/609 to Loco Pilot after collecting tangible authority if any and shall not keep tail board / Tail lamp on LV of first portion.
4. During night or thick and foggy weather Asst. Loco Pilot shall protect the train in rear and guard in front.
5. Loco Pilot shall stop train at home signal (even in off) or outermost facing point and whistle - 0- 0 repeatedly.
6. Then the SM and LP shall contact each other on VHF set then the SM will not clear block section and advise rear SM and train can be received on hand signals.
7. The SM and Loco Pilot shall verify the intact on arrival of first portion with the help of T/609.
8. Then the SM shall sign in the T/609. On T/609 light engine may sent into block section, the Loco Pilot shall not exceed speed of 25 Kmph.
9. During day time stop the engine on seeing stop hand signal of Guard. Attach the engine, release the brakes, call the ALP and start the train.
10. During night time stop the engine on seeing the stop hand signal of Guard, Guard shall pick up the 3 detonators, pilot the engine by riding on engine leaving intermediate detonator (600M) and LP shall stop the train when second portion is sighted. Guard will get down, pilot and couple the engine cautiously.
11. On arrival at the station, Guard and SM shall check the tonnage of the train.
12. If the engine of passenger train is unable to haul the load it will not be divided, ask for assisting/relief engine
13. In case train without Guard, LP shall prepare a written memo stating the no of vehicles in the first portion and last vehicle number of first portion. On arrival at the station Light engine may be dispatched on T/A 602 with a restricted speed of 15/10 kmph.

**Fire on passenger coach in mid-section. (G.R/S.R.6.10)**

- 1) The train shall be stopped at once.
- 2) Detach the front portion of the vehicle behind the one on fire and move the front portion to a safe distance.
- 3) Then detach the vehicle on fire and move the front portion again to a safe distance.
- 4) If the train with vestibuled stock, before isolating vestibule connections shall be disconnected or else after uncoupling formation may be drawn ahead so that vestibules will be torn off.
- 5) The safety of the passengers shall first be attended the guard shall switch off electric connections.
- 6) Every effort shall be made to extinguish the fire by using fire extinguishers, water and soil/sand.
- 7) In electrified section water should not be used and special type (DCP) fire extinguishers shall be used.
- 8) If fire is not extinguished, ask for fire brigade through SM/SCOR.

**GR 6.03 Protection (Absolute block system)**

1. When a train is stopped between stations on account of accident failure or other cause and it can not proceed further; Loco Pilot shall switch on flasher light.
2. Apprise guard of the fact by sounding four short whistles repeatedly or through walkie talkie and exchange of danger signal with him. .
3. The Guard shall immediately exhibit danger signal towards rear and ensure that tail board or tail lamp is correctly exhibited.
4. Then guard shall fix red flag or reverse the side lights to show red towards the engine
5. The Guard and the Loco Pilot shall take the following action

**On single line**

- a) The Guard either him self or competent person go back to protect the train.
- b) The person going back to protect the train shall, continuously. Show danger signal and place one detonator at 400/600 M and 3 detonators 10 M apart 800/1200 M on MG/BG from the train.
- c) After protecting guard or competent person continue to show danger hand signal until he is re-called.
- d) The Loco Pilot or Asst. Loco Pilot or competent railway servant shall show danger signal in front and place one detonator at 400/600 M and 3 detonators 10 M apart 800/1200 M on MG/BG from the train .
  - Above procedure may be followed during TSL working on double line or when relief engine has been asked on double line

**ON D/L section:**

1. The Loco Pilot or. Asst.Loco Pilot proceed to protect the adjacent line in front



2. Loco Pilot or Asst. Loco Pilot shall place one detonator at 400/600 M. and 3 detonators NLT 800/1200 M 10M apart on MG/BG from train.
3. Guard shall sent a competent person if available to protect the train in rear and shall him self proceed ahead to assist and ensure protection of adjacent line in front.
4. Guard shall after ensuring go back to protect the train in the rear in the manner prescribed in ~~the~~ if he has not already sent competent person.
5. In case it is not known whether the adjacent line is obstructed or not the LP shall protect adjacent line and Guard shall proceed to engine to check whether adjacent line is fouling or not. If adjacent line is obstructing, the Guard shall assist and ensure adjacent line protection. If not obstructing, the Guard shall after consultation with LP go back to protect the train in rear.

#### **Twin Single Line:-**

- 1) The Loco Pilot shall protect the adjacent line in front guard shall protect the adjacent line in rear.
- 2) Only after protecting in the rear guard shall proceed ahead to assist and ensure to protect the line in front.
- 3) Protect the same line in rear.

#### **Common Points.**

- 1) When guard / the person gone for protection, called back he shall leave 3 detonators and pick up inter mediate detonator.
- 2) If the train is approaching, place the detonators as far away from the train as possible.
- 3) If there is a banking engine, banking engine Loco Pilot shall arrange protection in rear.
- 4) When the train is ready to proceed, Loco Pilot shall recall railway servant protecting the train by sounding continuous whistle.
- 5) When the train goes forward, Loco Pilot shall stop short of and pick up 3 detonators placed in front.
- 6) In the case of without guard, the duties of guard shall devolve on Loco Pilot.
- 7) In the of event of disability of the Loco Pilot, the duties of Loco Pilot shall devolve on guard.

#### **Protection in Automatic block territory**

When a train is stopped in an Automatic block Signaling section, the Guard shall immediately exhibit a Stop hand signal towards the rear and check up that the tail board or tail light is correctly exhibited.

#### **Single line and during TSL working on Double line.**

LP shall protect the train in front as per G.R/S.R. 6.03 and Guard shall protect in rear by placing one detonator at 90m and two detonators at 180m, 10m apart.

#### **Double line**

The Guard shall first ensure the protection of adjacent line in front by the LP and protect same line in rear by placing one detonator at 90m and 10m apart two detonators at 180m.

**Protection when relief engine is sought**

When relief engine is expected from advance station, on double line section the same line in front also must be protected as per G.R/S.R. 6.03

**S.R. 6.03 Write about flasher light and what action will Loco Pilot take when Flasher light is observed.**

1. Flasher light units have been provided on Diesel/Electric locomotives.
2. The unit, when switched on, flashes amber coloured light.
3. At the same time the headlight, if on, is automatically switched off or switched off by the Loco Pilot.
4. When taking over charge of the electric/diesel locomotive from the shed/yard, the Loco Pilot shall test the working of the unit and make an entry in the loco log book.
5. When a train comes to a stop between stations or at a station, on account of any accident or any cause and the Loco Pilot finds that his train cannot proceed, he shall immediately switch on the flasher light if provided on his engine to attract the attention of the Loco Pilot

The Loco Pilot of the train on seeing flasher light on a line.

- 1) Shall immediately acknowledge by switching on and off the flasher light 3 times.
- 2) shall immediately take action to stop train
- 3) should reduce the speed of his train to 20 Kmph during day and visibility is clear and 10 Kmph when visibility is not clear and during night and be prepared to stop short of any obstruction.
- 4) Should then bring his train to a stop near to the engine.
- 5) Shall find out the reason and render all possible assistance.
- 6) Will continue his journey at normal speed, only after ascertaining that ahead line is clear.
- 7) Stop at next station and report the occurrence.

**CHAPTER VII & VIII**

System of working means system adopted for the time being for the working for trains on any portion of railway.(G.R/S.R.7.01)

On Indian railway all trains working between stations shall be worked on the one of the following systems namely

- a. The absolute block system
- b. The Automatic Block System
- c. The Following Trains System
- d. The Pilot Guard System
- e. The Train-Staff And Ticket System,
- f. The One Train Only System

The systems used on the south central railway are

1. The automatic block system used on the this Railway are, LPI . SC . MLY, HSJ . HYB(SC Division), SC . KCG . FM, SC . BMO(HYB division), BZA . KCC(BZA division)n double line and on BZA-KCC(BZA division) on single line.
2. The absolute block system on all other sections of SC Rly.

### **Essentials of the Absolute Block System (G.R.8.01)**

1. Where trains are worked on the absolute block system:
  - a. No train shall be allowed to leave a block station unless line clear has been received from the block station in advance, and
  - b. On double lines such line clear shall not be given unless the line is clear, not only up to the first stop signal at the block station at which such Line Clear is given but also for an adequate distance beyond it;
  - c. On single lines such Line Clear shall not be given unless the line is clear of trains running in the same direction ,not only up to the first stop signal at the block station at which such Line Clear is given, but also for an adequate distance beyond it, and is clear of trains running in the direction towards the block section to which such line clear is given,
2. Unless otherwise directed by approved special instructions, the adequate distance referred to in clauses (b)and (c) of sub-rule (1) shall not be less than
  - a. 400mts in case of TALQ Signaling or TACLS, and
  - b. 180mts in case of MAS or Modified Lower Quadrant Signalling.

**CHAPTER IX****What is the procedure to be followed to pass?****a) Automatic signal at 'ON'      b) Gate signal in automatic territory at 'ON'****Passing an automatic signal at 'ON' (G.R. /S.R 9.02 & 9.07)**

- LP shall give one long whistle
- Stop the train at the foot of the signal.
- Guard to exhibit stop hand signal in rear and ensure that the tail lamp/tail board is available
- Wait one minute by day two minutes by night
- LP has to give one long whistle and exchange all right signal with Guard.
- Start the train cautiously with a speed of not exceeding 10 kmph till he passes next stop signal.
- If LP exceeds the prescribed speed, the Guard shall try to attract the attention of the LP or stop the train in case of emergency.
- LP shall maintain a distance between his train and preceding train of 150m or 2 OHE masts and for EMU 75M or one OHE mast.
- In case of poor visibility, LP must stop when to be able see tail lamp of train ahead..
- In emergency, like floods, land slides etc., as close as possible

**f) Passing gate signal at 'on' in Automatic Signaling territory (G.R. /S.R 9.15)**

- ▶ Gate signal in Automatic Signaling territory is identified ~~G~~qmarker. When the gate is in open condition, the gate signal exhibits stop aspect with extinguished ~~A~~q marker. When the gate is in closed condition, it works as automatic stop signal with illuminated ~~A~~qmarker
- ▶ If the ~~A~~qmarker is illuminated, LP shall follow the rules of passing Automatic signal at ~~ON~~q(10 kmph upto next stop signal.)
- ▶ If the ~~A~~qmarker light is extinguished, LP shall give one long whistle to warn the gateman and stop the train in rear of a signal.
- If after waiting for one minute by day and two minutes by night, the signal is not taken ~~off~~q he shall draw his train ahead cautiously up to the level crossing and
- If the gateman is available and exhibiting hand signals, proceed and pass the level crossing gate cautiously or
- If the gateman is not available or is available but not exhibiting hand signals, stop in rear of the level crossing and after ascertaining that the gates are closed against road traffic and on getting hand signals from the gateman/ assistant loco pilot, the loco pilot shall give one long whistle and cautiously proceed up to the next stop signal following passing Automatic signal at on rules. (10 kmph up to next stop signal.)

**Working of trains during prolonged failure of signals and communications are available in automatic block system (S.R.9.12.1)**

1. Ensure no train in block section under exchange of PN.
2. SM to inform SCOR.

3. Train stopped at station, LP & Guard advised of circumstances.
4. SM in rear obtains line clear by any one means of communication in order of priority.
5. SM in advance grants L/C after satisfying conditions, adequate distance being 120m beyond starter.
6. All points set correctly & locked.
7. SM after obtaining line clear shall give authority to Proceed on automatic block system during prolong failure of signal+ T/D.912 indicating the signal No. to pass them.
8. Before giving authority ensure points correctly set & locked, L/C gates informed under exchange of PN.
9. LP of 1<sup>st</sup> train with T/D.912 proceed at 25 Kmph and lookout for obstruction. Second and subsequent trains can proceed with normal speed.
10. LP to act at the station ahead as per the aspect of the signals.
11. Entries of the train made in red ink in TSR.
12. Clearance of section intimated under exchange of PN.
13. As soon signals are put to work both SM exchange messages under exchange of PN.
14. All records checked by TI and submit report to Sr.DOM/DOM within 7 days

#### **LSS defective on Single line.(S.R.9.06)**

In case of LSS defective on single line or the direction of traffic cannot be established, the Automatic block working shall be suspended.

SM shall ensure that all trains arrived completely and treat the entire block section as one section.

SM shall obtain line clear by any one of the alternative means of communication.

Issue PLCT + T/A 912 to the LP. The speed of the first train shall be restricted to 25 kmph.

Automatic block working may restored after the LSS or direction of traffic is rectified

#### **LSS defective on Double line: (S.R.3.12)**

LP shall be given T/369 3(b) + Caution order of 10 kmph upto the next stop signal.

**Differentiate Absolute and Automatic block systems (Chapter VII & IX)**

Sl.No.	Absolute block system	Automatic Block system
1	Block stations are classified as A, B, C and Special class stations	Stations are not classified
2	Signals may be semaphore or colour light	Signals are colour light only.
3	Only manual signals are provided.	Signals may be automatic, semiautomatic and manual.
4	Provision of continuous track circuiting or Axle counters on line is/are not required except IBS	Line shall be provided with continuous track circuit or axle counter
5	Normal aspect of stop signal is <del>STOP</del> q	Normal aspect of stop signal is <del>PROCEED</del> q
6	No stop signal can be passed at <del>ON</del> unless LP receives a written authority or PN (except IB, Gate)	No authority is required to pass Automatic signal at <del>ON</del> q
7	To start a train line clear shall be obtained.	Line clear not required to start a train (but on single line, line clear shall be obtained to establish direction of traffic.
8	Signals may be two aspects or multiple aspects. Permissive signals may be provided.	Signals shall be multiple aspects only. Permissive signals are not provided.
9	<del>G</del> q marker shall be provided on gate stop signal	Besides <del>G</del> q marker an illuminated <del>A</del> ± marker is available when gate is closed.
10	Time interval between two trains during TIC on double line is 30 minutes.	Time interval between trains during TIC on double Line is 15 minutes.
11	Protection shall be arranged as per 6.03 on same line and adjacent line.	Protection shall be arranged on same line in rear as per the 9.10 and other lines as per 6.03.
12	Normally block section between two stations will not be divided.	Block section between two stations are divided into number of automatic block Signaling sections.
13	During TIC on single line authority is T/B.602.	During TIC on single line authority is T/B 602 +T/A.912.
14	During TIC on double line authority is T/C 6.02	During TIC on double line authority is T/B 912.

<b>15</b>	During TSL working authority for all trains is T/D 602	During TSL working authority for 1 <sup>st</sup> train on right line and all trains on wrong line is T/D 602 + T/A 912. 2 <sup>nd</sup> and subsequent trains on right line proceed on signal aspects.
<b>16</b>	During TSL working the speed of the first train is restricted to 25 Kmph	During TSL working the speed of the first train on wrong line is restricted to 25 Kmph.
<b>17</b>	During TSL working the speed of the 2 <sup>nd</sup> and subsequent trains is normal speed	During TSL working the speed of the 2 <sup>nd</sup> and subsequent trains on wrong line and all trains on right line is normal speed.
<b>18</b>	Authority to dispatch relief engine/train is T/A 602	Authority to dispatch relief engine/train is T/C 912
<b>19</b>	On single line when LSS become defective authority is PLCT.	On single line when LSS become defective authority is PLCT +T/A 912.
<b>20</b>	On double line when LSS become defective authority is PLCT.	On double line when LSS become defective authority is T.369 (3b) +CO 10 kmph up to next stop signal.

**CHAPTER – XIV****SR14.10 Condition for closing block section.**

SM can ensure the train arrived completely and standing within fouling mark by the following methods before closing the block section

1. The responsibility of ensuring complete arrival is by the SM in the following cases
  - BPAC/continuous track circuiting is provided and working
  - Run through train
  - Where SM can easily see the LV indicator
  - Stations provided with end cabins, cabin man give one PN after observing the tail board/tail lamp
2. In other cases when walkie talkie is working
  - Guard after ensuring train stopped within fouling mark contact the SM,
  - Identify each other
  - Guard give the train No. line No. etc and give one PN to SM
  - SM in turn will issue a PN.
  - Guard record the PN in the rough journal book
3. When Walkie talkie is not working
  - SM sends Points man with "Train Intact Register" (T.1410)
  - SM will mention the train No., Line No. and PN in the register
  - Guard after ensuring train stopped within FM, mention one PN in the register.
  - SM can ensure complete arrival after the register is received
4. In case the train is run without BV or Guard SM
  - SM will depute Pointsman in advance in rear.
  - Pointsman after ensuring train standing within fouling mark shall contact the SM on walkie talkie and issue one PN to SM
  - When walkie talkie is not working the Pointsman shall come to station and mention one PN in the train intact register.



**CHAPTER – XV****Engineering Indicators**

The Engineering indicators shall be provided both by day and night, to indicate the place where a stop or a reduction of speed is required (when restriction is for more than a day).

There are four types of engineering indicators Viz. caution, speed, stop and Termination

**a) Cautions indicators**

- 1) It is a rectangular board painted yellow colour having a conic shape at one end and fish tailed at the other end.
- 2) It indicates the Loco Pilot that he is approaching speed restrictions/stop spot
- 3) It is provided not less than 1200 mts in BG and 800 in MG from the spot.
- 4) It shall be provided for both permanent and temporary speed restrictions
- 5) In case of temporary SR it shows two yellow lights horizontally towards approaching train\*.

**b) Speed indicator**

- 1) This is an equilateral triangular board painted yellow and speed painted in black.
- 2) It is provided for both permanent and temporary speed restrictions.
- 3) It is illuminated by night by fixing light in front of it incase of temporary SR\*.
- 4) It is provided at a distance of 30 mts from work spot.

**c) Stop indicator**

- 1) It is a rectangular board painted red with white vertical bars.
- 2) It displays two horizontal red lights by night\*.
- 3) It is placed at 30 m from the actual work spot. Reflective type of indicators need not be lit during night time.

**d) Termination indicators**

- 1) These shall indicate the point from which the normal speed may be resumed
- 2) These are of three types namely a) Termination indicator for passenger trains (T/P) b) Terminations indicator for goods trains (T/G) c) Termination indicator for loop line (T/Loop )
- 3) These shall consist of yellow disc with black T/P, T/G and T/LOOP letters.
- 4) T/P, T/G boards shall be located at a distance equal to the length of the longest passenger trains/goods trains from the last points of the station operating on the section and T/LOOP board is placed at a distance of 720M after the last crossover point of the station.

**Showing of signals at work spot****a) When the trains is required to stop and the restrictions is likely to last only for a day or less**

- 1) A banner flag at 400/600 (MG/BG), 3 detonators 10 mts apart at on 800/1200/ MG/BG) from obstruction.
- 2) Stop hand signal at 30 mts from work spot and 45 mts from last detonator.

- b) **When the train is required to stop and the restriction is likely to last for more than a day.**
  - 1) A stop indicator at 30 mts, caution indicator at 800/1200 MG/BG from obstruction shall be provided.
  - 2) T/P. T/G boards also shall be provided.
- c) **When the train is not required to stop and the restriction is likely to last only for a day or less.**
  - 1) Proceed with caution hand signal shall show at a distance of 30 mts and 800 mts from obstructions.
- d) **When the trains is not required to stop and the restriction is likely to last for more than day**
  - 1) A speed indicator shall be provided at a distance of 30 mts and caution indicator at 800/1200 Mg (BG) from obstruction.
  - 2) Termination boards shall also to be provided.

#### **Responsibility of Loco Pilot & Guard**

- 1. Loco Pilot and assistant Loco Pilot shall identify and call out names of engineering indicator boards when the train approaches them to each other.
- 2. On approaching the caution indicator the Loco Pilot shall reduce speed as necessary.
- 3. Take care to see that his train is under control, that the speed restrictions are strictly observed.
- 4. In case train is required to stop dead.
  - a) The Loco Pilot shall bring his train to a dead stop at stop indicator
  - b) The watchman posted at work spot hands over his book form ER- 7 to the Loco Pilot.
  - c) The Loco Pilot shall fill in the date, train No. time and return it after signing.
  - d) Watchman shall show proceed with caution hand signal, Loco Pilot can pass spot with 8 kmph.
- 5. In the case of goods trains, the Loco Pilot shall resume normal speed only after his engine passed T/G board, or after getting hand signal by Eng. Staff.
- 6. In the case of passenger trains, the Loco Pilot shall resume normal speed only after ± his engine passed T/P board or after getting hand signals by Eng. Staff.
- 7. The Guard shall exhibit the ~~all-right~~ signal to the Loco Pilot after the last vehicle has cleared the restricted length.
- 8. Short pass trains resume normal speed only after getting all right signals from guard.

**SR 15. 06 Blocks**

Block means an arrangement of blocking of track against movement of traffic over a particular section, allowing only material train/ TTM/tower wagon for maintenance.

There are 4 types of blocks

1. Line block . blocking for engineering purposes. No traffic except material train and TTM
2. Power block: blocking against electric traffic. Exclusively for OHE maintenance. Diesel may be allowed.
3. Integrated block . block for maintenance work for more than one department (TRD, Engg and S&T) simultaneously.
4. Shadow block . means a block, which may be or may not be integrated, availed from either end of the block section between two block stations simultaneously.

Ex- Changing of bridge girders, replacement of turnouts

**Despatch of material train into block section**

- Work & return . T / 462
- Work & clear next block station-T/ A 462 - only one material train is permitted

**Despatch of track tamping machine**

- Work & return = T / 465
- Work & clear next block station = T / A 465

More than one machine is permitted

- T / 465(first unit) + CO s for following units(return to same station) or Cos for preceding + (last unit) T / A 465( proceeding to next block station)

**Despatch of tower wagon**

- Work & return = T / 1708 and work & clear to next block station = T / A 1708

More than one tower. Wagon is permitted

- T / 1708(first unit) + CO s for following units(return to same station)or Cos for preceding + (last unit) T/A 1708 (proceeding to next block station)

**Speeds**

- first TTM /T.wagon = normal speed and following = 25 / 10 kmph ( Day /Night )
- SM receiving T / 462 , T / 465 , T / 1708 shall advice other SM under exchange of PN about block section clearance.

**Integrated block**

- Relevant authorities to be issued to different units
- CO mentioning preceding / following units & to maintain a gap of 150 mts. Each unit shall run with restrictive speed of 15 / 8 kmph( Day /Night ). However only one unit is allowed along with TTM & T.wgn.

**Shadow block**

- Relevant authorities issued by respective SMs. CO indicating the preceding / following units from both ends. Each shall maintain a gap of 150 mts & a good look out for obstruction from opposite side & speed 15 / 8kmph ( Day /Night ) ). Each unit shall return to the same side they started. No unit shall overlap the work spot. SMs shall collect back the authorities issued.

**Reception**

- **Single line and D/L right line** :First unit on reception signals & following on calling-on or T/509, separately for each unit onto same line.
- D/L Wrong line . stop at opposite LSS & pilot-in memo separately for each unit onto same line
- on clearance , official in-charge shall give ~~+~~safety certificate~~+~~in writing mentioning speed restriction if any

SM shall advise SCOR & SM on other end about cancellation of line block, exchange messages with PNs, remove caps & resume normal working

**Neutral section**

1. Neutral section is short section of insulated and dead OHE
2. Neutral section is provided between two consecutive substations
3. Negotiate for every 40 to 60 km
4. Three types Section insulator type, Conventional type, and Poly Tetra Fluro Ethylene
5. Neutral section location given in WTT.
6. Warning board at 500m and 250 m from it
7. Similarly the location at which the power has to be switched off and on shall be indicated by boards.
8. While passing through neutral section, Speed shall not be less than 30 kmph

**Precautions to be observed in the electrified section [OHE area]**

1. Engine crew of all trains shall; be vigilant and keep sharp look out while the train is in motion and working the OHE and report any defect noticed to the TPC/SCOR.
2. When a defect, which is likely to interfere with the smooth movement of the pantograph, the Loco Pilot shall trip the circuit breaker and lower the pantograph.
3. When the power is failed and restored after 5 minutes or more, contact TPC and follow the instructions of TPC. If Loco Pilot not able contact TPC proceed with a restricted speed of 60/30 Kmph [day/night] up to next station.
4. When a train comes to a stop in the section and cause is not known, protect the train as per G.R. 6.03
5. In the event of fire on an electric engine, the Loco Pilot shall immediately switch off circuit breaker and lower the pantograph. Stop [the train and try to extinguish the fire.
6. Loco Pilot and assistant Loco Pilot shall call out each other, all permanent and temporary display boards in the section.
7. In order to negotiate the neutral section without stalling, the Loco Pilot shall approach it at a speed not less than 30 kmph.
8. No Loco Pilot shall pass the neutral section with power ON.
9. When tower wagon is attached to a train, Loco Pilot shall not exceed the speed stenciled on tower car.
10. No person shall climb on to the top of engine or on to the roof of carriages or wagons.
11. In case of emergency the assistant Loco Pilot is authorised to Loco Pilot the train at a restricted speed not exceeding 40 kmph.
12. If the driving apparatus in the leading cab become defective
13. Assistant Loco Pilot can work the train from trailing cab with a restricted speed of 40 kmph. [ Loco Pilot in the leading cab ]
14. Loco Pilot can work the train from trailing cab with a restricted speed of 15 kmph.
15. In case of single or multiple unit train stopped between stations and detention exceeds 10 minutes, the train shall be protected as per Rule 6.03.

## **MARSHALLING**

Marshalling means the systematic arrangement of vehicles on a train to meet specific transportation needs such as safety, operational efficiency, elimination of delay, optimum utilization of transport capacity etc.,

### **Wagons containing explosives**

1. Maximum number of such wagons allowed by goods trains is ten, by mixed trains or parcel trains are three.
2. They shall be separated by dummy wagons as follows: Not less than three dummy wagons from, brake van, passenger coaches, wagons containing dangerous goods or inflammable articles and one from electric or diesel loco.
3. They shall be coupled close by each other as well as to other wagons.

### **Wagons containing petroleum and other inflammable liquids**

1. No limit as regards to the number of such wagons.
2. Must be coupled closely.
3. Guard wagons: class A (flash point below 23°C)

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Class B (flash point above 23° C but below 65° C)

1. This wagon should be separated from Electric / Diesel Loco, B/Van, Pass Coach by one dummy wagon.
2. Compressed and liquefied gases by two wagons.
3. Explosives by three wagons.

Class C (flash point at 65° C and above)

### **Dead engines**

1. Only one dead engine is permitted both on passenger and goods train.
2. It shall be attached next to train engine only
3. Dead engine shall be manned by a competent railway servant not below the rank of assistant Loco Pilot.
4. Dead engine is permitted in the section where double heading / triple heading is permitted.
5. In case of passenger carrying train, dead engine shall not be taken into account for the purpose of calculating brake power.
6. Shall not be attached by any superfast, Rajdhani/Shatabdi trains.

### **Marshalling of SLRs**

1. In case of Mail/Express trains, anti-telescopic or steel bodies SLRs must be marshalled as the last coach at both ends of the formations. In the absence of front SLR the coach next to train engine be kept empty and locked.

2. In case of old design SLR (one side passenger portions other side design portion) it should be marshalled in such a way that the luggage portions I trailing outer most or next to engine.
3. In case of M/E trains two anti-telescopic or steel bodied coaches should be marshalled inside SLR at both ends. (Passenger trains - one coach).
4. If wooden bodies SLR's to be used on ME trains it should be marshalled inside of two (incase of passenger one) anti-telescopic coaches.
5. If sufficient number of anti-telescopic SLRs are not available anti-telescopic/steel bodies SLR's to be provided in this order M/E trains, Main line passenger, Branch line passenger short trains.
6. In case of short trains, SLR whether anti-telescopic steel bodies or not should be marshalled in middle. Outer most vehicle shall be 1(1<sup>st</sup> phase) or 2 (2<sup>nd</sup> phase) anti-telescopic/steel bodies coaches.

### **Marshalling of four wheelers**

1. Single four wheelers must not be marshalled between two bogies, but a single four wheeler may be attached between the engine and a bogie vehicle to avoid delays in shunting en route.

Note: This rule is not applicable when ever banking engine/assisting not required engine is attached in rear of rear brake van.

2. A four wheeler coaching vehicle or goods wagon can be attached to a passenger train either in front i.e. next to engine or in the rear of the train.
3. When four wheeler is attached to the passenger train the maximum speed of the train should not exceed 75 Kmph on BG and 50 Kmph on MG.

### **Railway Officers saloons –(also Ref: Rake Link book)**

1. Shall not be attached to race specials, postal express trains and military specials.
2. Not permitted by Rajdhani, Shatabdi, Duronto,& Janasadharan trains etc.
3. Saloons of GM, HODs and CRS may be attached to any train except mentioned above.
4. Not more than one saloon will be attached to a mail train.
5. The saloons of Heads of Departments and Divisional Railway Managers shall ordinarily be attached to Passenger, parcel and Goods trains.
6. For specified trains like GT, Tamilnadu, AP (total 9 trains) etc., MT's permission is required.
7. COM/CPTM's permission must be obtained for attaching their saloons to Mail or Express trains.
8. The saloons of Divisional and other Officers may be attached to Passenger, Parcel and Goods trains only.
9. Officers saloons may be attached to a light engine provided the saloon is fitted with Vacuum/air brake and a tail lamp or a tail board is fixed.
10. A saloon can be attached to a train if the prescribed load permits it.

11. One saloon may be attached to a train in excess of the prescribed load but the actual tonnage must be shown in VG.
12. Saloons while being attached care must be taken to see the detention is minimum and attached operationally convenient.
13. Officers shall not take or send their saloons outside their jurisdiction without the prior consent of their Heads of Department and the COM.

### **ACCIDENT MANUAL**

**Accidents (AM 102):** For the purpose of railway working, accident is an occurrence in the course of working of railway which does or may affect the safety of the railway, its engine, rolling stock, permanent way and works, Fixed installations, passengers or Railway servants or which affect the safety of others or which does or may cause delay to train or loss to the railway. For statistical purposes accident has been classified in categories from 'A' to 'R' excluding 'I' and 'O'.

**Serious accidents (AM 103):**

Accidents to a train carrying passengers which is attended

1. With loss of life or
2. with grievous hurt to a passenger or passengers in the train, or
3. with damages to railway property of the value exceeding Rupees Two Crores
4. Any other accident which in the opinion of the Chief Commissioner of Railway Safety or Commissioner of Railway Safety requires the holding of a inquiry by the commissioner of Railway Safety shall also be deemed to be a serious accident.

However the following shall be excluded.

- a. Cases of trespassers/passengers run over or /and injured or killed through their own carelessness.
- b. Cases of railway servant or other persons holding pass/tickets are killed or grievously injured which travelling outside rolling stock but excluding vestibule or run over at LC or elsewhere on track by a passenger train.
- c. No railway servant/passenger killed at LC gate accident unless CRS is of the opinion to hold an inquiry by CRS.

**Classification of accidents (AM 105 ):** Accidents are classified under the following heads:

1. Train accidents
2. Yard accidents
3. Indicative accidents
4. Equipment failure
5. Unusual incidents

**A) Train accidents (AM 105.1) :**

Train accident is an accident that involves a train. Train accidents further divided as

- a. Consequential train accidents and
- b. Other train accidents



- a. Consequential train accidents: Having serious repercussions in term of loss of human life, injury, loss to railway property or interruption to rail traffic.

1.	Collision	A-1 to A-4
2.	Fire	B-1 to B-4
3.	Level crossing	C-1 to C-4
4.	Derailments	D-1 to D-4
5.	Miscellaneous	E-1

- b. Other train accidents: Not covered under consequential train accidents.

B-5, B-6, C-5 to C-8, D-5 and E-2.

**II. Yard accidents (AM 105.8):** Take place in yard and does not involve train- A-5, B-7, C-9 and D-6.

**III. Indicative accidents (AM 105.9):** They are serious potential hazards.

1) Averted collision . F

2) Breach of block rules . G

- Train entering block section without any authority or with improper authority
- Train received on blocked line not constituting an averted collision.
- Train received on/or entering wrong line at a station or catch siding or slip siding or sand hump etc.,

**3) Train passing signal at danger: – H**

1. When train passes a fixed stop signal including a banner flag or Engineering stop indicator (other than IB, Automatic & Gate signals) at danger without any authority or with an improper authority.
2. The fact that a Loco Pilot has passed a Stop signal at danger, should be brought to the notice of SM through a written memo by the guard of train.
3. SM / ASM / Pointsman must confront the Loco Pilot and Guard with regard to the position of the signal and the position of the lever / knob concerned.
4. The position of the signal and route should be recorded by the SM and signed by the SM, Loco Pilot, Guard and other witnesses, if available.
5. The distance by which the train has passed the signal should be recorded by the length of engine + coach/wagons and / or telegraph/OHE posts, or by measuring the actual distance in metres.
6. In the night time, the brightness of the signals should be noted. The weather condition such as foggy/tempestuous condition also be recorded.
7. If the Loco Pilot is required to use glasses, it should be checked whether he was in possession of them and using them.
8. Arrangement for testing brake power of the train shall be made by Officers / Sr. Subordinates at the nearest C&W examination point.
9. Breathalyzer test of the Loco Pilot/ALP should be done immediately and blood samples of LP/ALP should be collected.
10. The Loco Pilot /ALP shall be sent for further medical examination.

Data logger output in relation to this incident should be obtained from S&T officials.

**Averted collision (AM 105.10):** It is a circumstance under which, but the vigilance shown by any person or persons, a collision would have occurred.

1. Collision was averted due to the vigilance shown by any person or persons.
2. Averted collision may be outside station limits or with in the station limits between the trains or between a train and an obstruction.
3. If, outside the station limits, the distance between the two trains or the train and obstruction when have come to a stop is 400 mts or more- it may not be treated as an averted collision.
4. If, within the station limits there is intervening fixed stop signal at danger governing the moving train and that moving train averted the collision by obeying the stop aspect - may not be treated as an averted collision
5. Averted collisions come under indicative accidents.

Inside station limits the SM shall immediately reckon the distance between the two trains or between train and obstruction in the presence of Loco Pilot and Guard and enter it in the station Diary. In case of outside station limits the Guard of train shall reckon the distance between two trains or train and obstruction in the presence of Loco Pilot and enter in the CTR.

#### **IV. Equipment failure (AM 105.13):**

Failure of loco, rolling stock (J),

Failure of Permanent way (K),

Failure of OHE (L),

Failure of S &T equipment.(M)

#### **V. Unusual incidents(AM 105.14):** Related to law and order but not resulted into the train accidents .

Train wrecking/sabotage/Bomb ballast/Explosion/hijacking- (N),

Incident of persons falling out of train or run over -(P),

Other incidents- Natural death or murder or suicide or robbery or blockade to train services - (Q) &

Misc-vehicle running away, cattle run over or floods, breaches or landslides -(R).

#### **(AM 116) Engine Failure and Time Failure:**

- (a) An engine is considered to have failed when it is unable to work its booked train from start to destination. Reduction of the load for a part of the journey would constitute an engine failure, provided this is due to a mechanical defect on the engine or mismanagement on the part of the engine crew.
- (b) When an engine causes a net delay of one hour or more throughout the entire run owing to some mechanical defect or mismanagement on the part of the engine crew, it would constitute a time failure. Trains stalling due to engine trouble or mismanagement by the engine crew necessitating working or the train in two portions would constitute a time failure provided the net loss of time on the entire journey exceeds an hour.

**Accident Sirens (AM 602)**

- 1) 2 long - Accident takes place in the loco shed in traffic yard adjoining loco shed.
- 2) 3 long - Accident takes place at out station but main line is clear
- 3) 3 long one short - Accident takes place at out station but main line is clear and the relief train is to be turned out with medical van.
- 4) 4 long - Accident takes place at out station and main line is blocked and the relief train is to be turned out without medical van.
- 5) 4 long one short - Accident takes place at out stations the main line is blocked and the relief train to be turned out with medical van.

The duration of long siren given shall be 30 seconds and 5 seconds for short with 30 seconds interval between two successive calls.

**MRT and ART (AM 603&604)**

- MRT Stands for medical Relief train
- ARME Accident Relief Medical Equipment
- MRT Comprises of c) Medical van b) Auxiliary Van
- ART Stands for Accident relief Train
- SPART Stands Self Propelled Accident Relief Train
- ART Comprises of
  - i) Crane
  - ii) Hydraulic rerailing equipment (MFD or LUCAS)
  - iii) Power and tool van
  - iv) engineering equipment van
  - v) Mechanical equipment van
  - vi) electrical equipment van
  - vii) Staff kitchen car and brake van

MFD stands for- Maschinen Fabrik Deutschland

- Mock drills shall be conducted once in 3 months
- ART shall be turned out within 30 minutes during day and within 45 minutes during night.
- MRT shall be turned out within 15 mts with a direct despatch facility and within 20mts without direct despatch facility.

**AM 120 Objectives**

The following objectives are to be achieved in dealing with the accidents/ disasters

1. Save life and alleviate suffering
2. Provide succor and help to the affected/stranded passengers at the site of the accident
3. Quick transmission of information at all levels.
4. Preservation of clues and evidences.
5. Ascertain the cause of the accident.
6. Protect property including mails.
7. Restoration of through line of communication at the earliest.

## **Duties of Loco Pilot/Guard in Case of Serious accident to passenger carrying Train in Mid-Section (AM 301)**

### **Guard of The Train Involved in Accident:**

1. Note the time of accident.
2. If the accident has occurred on a double line section,
  - Check immediately if the adjoining line is fouling or not.
  - If it is fouling, immediately exhibit red flag by day and flashing light by night towards the direction in which train is expected on the adjoining line.
  - Continue to exhibit the hand danger signal until adjoining line is protected as per rules in force.
3. Arrange to protect as per Rules in force, taking assistance of any qualified staff,
4. Make a quick survey of the accident site for casualties, injuries, if any, and for deciding the assistance required.
5. Send first information of accident to the control office and then to the nearest Station Master furnishing the following information, through any means of communication available
  - a) Time of Accident b) Kilometer etc.
6. On double line stop the train passing on the other line and LP and Guard given intimation about the accident
7. Render first aid to any person injured, obtaining assistance of the railway staff, Doctors and volunteers on the train, or near the site of accident; and
8. transport the injured to the hospital by taking the help of 104/108 Ambulance service.
9. Arrange for preservation of clues and evidence until a senior Railway official takes over charge.
10. Remain in general charge till a senior Railway Official takes over charge.
11. There after work as per the instructions of the senior official incharge of the accident.

### **Duties of train crew in case of injured person/ dead body found on or near the track (Acc. Manual. Rule no. 1102 & 1103)**

Action to be taken by the railway staff in case of

#### **A) Injured person when life is not extinct**

1. Render first aid and or arrange for medical help.
2. Inform the police through SM of the nearest station or any other person.
3. When run over and knocked down, if found by any train crew, render first aid by guard or qualified doctor by the train and take the injured to the nearest railway station in the direction of train journey where medical aid is available.
4. LP and Guard should record the statement, particulars of the person. Particulars include name, father name, caste, address, and cause for the wounds.
5. The statement should be prepared in duplicate and signed by the GLP and responsible witness.
6. One copy should be given to SM of the nearest station where the person is handed over with a memo showing date, time and place where the person found and action taken.

#### **B) When the body life is extinct**

1. If dead body found on or near the track, record all evidence available. Dead body should not be removed until arrival of police.
2. However to clear the line for movement of subsequent trains, dead body may be moved to the minimum required. Handling by many people should be avoided.

3. The body may be left in charge of village choukidar or lineman or gang man or gate man.
4. If none available it shall be moved to nearest gate lodge/station in the direction of the train journey and hand over to the gateman/SM.
5. Written memo to be given by guard/LP, or person who observes to the SM. Copy of memo should be handed over to the person under whose charge body is kept for on ward submission to police officials.
6. Memo contains
  - i) time and place
  - ii) position of body
  - iii) Blood stains on ballast or engines, extent of injuries whether by train or otherwise.
  - iv) Approximate age, sex and particulars if available.
  - v) Position of clothing
  - vi) Name and address of the informant.

**C) Passenger run over**

- i) A statement of the person if alive should be recorded in the present of GRP of a train or two passengers with address.
- ii) If carriage windows or doors involve, Guard shall examine with TXR staff if available or carriage should be examined at next TXR point.
- iii) The following information shall be given in the ACC 3.
- iv) Kilometreage and place at which the person fell down and the train stopped.
- v) Noticed by Whom.
- vi) Train backed or not
- vii) Person seated or standing before the incident as seen by fellow passengers.
- viii) Carriage particulars.
- ix) How it happened, first rendered or not.
- x) Remarks as to whether the occurrence is accidental or carelessness or any other cause

**DUTIES OF GUARD IN CASE OF DISASTER AS PER DM PLAN SCR****701 Phase I – GOLDEN HOUR**

In the period immediately after the accident where grievous injuries to passengers takes places, action has to be taken on war-footing by the Railway Authorities to render definite medical care which gives relief to affected passengers and also help them to overcome the trauma.

***If a critical trauma patient is not given definite medical care within one hour from the time of accident, chances of his ultimate recovery reduce drastically, even with the best of medical attention thereafter. This initial one hour period is generally known as “The Golden Hour”.***

- ✓ Render definite medical care within Golden Hour.
- ✓ Arrest bleeding and restore blood pressure within an hour.
- ✓ Persons under shock shall immediately be relieved of shock.
- ✓ Transport the casualties to the nearest hospital.

**During this Golden Hour, following efforts should be made:**

1. On-board staff like, LP/ALP/Guard/TTE/GRP/RPF/Pantry Car/AC Coach Attendants, etc., shall pass on the information quickly to the nearest station or to control about the accident. They shall render first-aid and take the help of other volunteers travelling by train or from the site of accident location to rescue the passengers.
2. Senior-most officer travelling by the train whether on or off duty shall take charge as Officer in-charge (OIC) at site.
3. All Railways officials shall report to the Guard and work as per the directions of the OIC.
4. SMs of the adjoining stations must inform Control about the accident and the nature of assistance required.

**When a train is caught in a Floods at mid section/station:**

- Evacuate people on train / at station and move them to a safer place.
- Contact Fire brigade, Naval, Army, Air force, Local boats with Divers.
- With the co-ordination of local authorities, arrange temporary shelter in nearby schools, marriage halls, community centres etc.
- If necessary, arrange coaches to accommodate the affected.
- Seek assistance from voluntary organisation and arrange safe drinking water, food, medicines, etc.,
- Keep constant communication with Divisional Control Office.
- Contact SJAB (St. John Ambulance Brigade), local doctors and provide medical care to the affected.

**When a train is caught in a Landslides/cyclonic storm at mid section/station:**

- Whenever landslide is expected / experienced due to heavy downpour, all train services to be regulated.
- Stop the train clear of cuttings, bridges and embankments.
- Guard, Loco-Pilot and other Railway servants on train shall keep open windows and doors of all coaches.

**501 DISASTER RESPONSE****A. INSTANT ACTION TEAM – Loco-Pilot / Assistant Loco-Pilot, Guard.– their duties.****Duties of LP & ALP:**

- Ensure loco flasher light is switched on
- Note down the time, location and weather condition.
- Ensure the formation is secured, protect the train as per Rules.
- Inform the Guard, nearest SM and SCOR/TPC by using walkie-talkie set/CUG/emergency telephone socket, etc.
- Render first-aid and assist Guard in saving the lives.

- Ensure the speedometer memory freeze button is operated duly breaking the glass cover.
- Ensure the important documents such as BPC, VG, caution order and other train passing documents given en-route by the station Operating staff are handed over to the Inspector / Officer who arrives first at the accident site.
- Ensure the important documents / registers are seized from Gate lodge, in case of accidents involving road-users.
- In case of fire related accidents, make use of fire extinguishers of the locomotives.
- Ensure the clues are not disturbed.
- Do not allow the unaffected wagons / coaches from the site of accident unless they are permitted so by the ART Supervisor or by the C&W official or by conducting GDR check.

**Duties of Guard:**

- Ensure the LV board / flashing tail lamp is available / properly working during day / night and foggy weather respectively.
- Note down the time, location and weather condition.
- Ensure the formation is in secured position.
- Protect the train in rear and ensure the adjacent line is protected first on double and multiple line section by loco crew.
- Inform the SM and SCOR by the quickest possible means such as walkie talkie set, CUG mobile phone, using the portable control telephone (in case of coaching trains), through nearby LC Gate telephone or IB Signal post telephone, stop the adjacent line trains and convey the information of accident or detach the loco (if, in good condition) and send it to the nearest station, etc.,
- Make a quick survey of the accident site and ask for relief accordingly.
- Render first-aid to the injured passengers and assist / co-ordinate with loco crew in saving the lives, transport the injured to the nearest hospitals/nursing homes/clinics.
- In case of fire related accidents, make use of the fire extinguishers available in the Guard compartment of SLR/LRs.
- Ensure all the clues are preserved.
- Ensure the important documents / registers are seized from Gate lodge, in case of accidents involving road-users.
- Do not allow the unaffected wagons/coaches from the site of accident unless they are permitted so by the ART Supervisor or by the C&W official or by conducting GDR check.

**1207 THREE MAIN METHODS TO BE ADOPTED TO EXTINGUISH FIRE**

- (a) **STARVATION** - means removing combustible substances away from the Fire.
- (b) **SMOTHERING** - means prevention of Oxygen, access of fresh air in fire, using sand, foam etc to cover fire, which cuts Oxygen supply.
- (c) **COOLING** - means reducing the degree of the temperature with water

**1208 IF FIRE BREAKS OUT IMMEDIATELY SUMMON THE FIRE BRIGADE  
IN THE EVENT OF A VEHICLE ON A TRAIN BEING ON FIRE**

- Stop the train immediately.
- Do not panic.
- Evacuate the passengers from the burning coaches.
- Protect property, valuables & mails.
- Locate the fire extinguishing substances viz. water bucket with water/sand, fire extinguishers etc;
- Ascertain the type of fire viz. dry, oil gaseous, electric and use the right type of extinguishers;

- Use the fire extinguisher if any and put out the fire.
- Use water from the coaches and extinguish the fire.
- Isolate the burning vehicle from other vehicle by uncoupling.
- Train to be protected by Driver and Guard according to the provision of GR 6.03.
- Report it to the nearest station/control/fire station.
- Every effort shall be made to extinguish the fire and to save the wagon labels, seals and the contents of the vehicle.
- Throw Earth or sand, if available on the fire.
- Inform all concerned to assist in extinguishing the fire;
- In case of fire from electricity, switch off the source;

#### **1209 IN THE EVENT OF FIRE ON AN ELECTRIC ENGINE / EMU/DMU**

- The Guard and any other staff available shall render all possible assistance to the Loco Pilot in putting out the fire.
- Ordinary fire extinguishers or water from a hose pipe shall on no account be used to extinguish fire on live wire or electrical equipment. If the services of the fire brigade are required, the brigade shall not be allowed to commence operation until all electrical equipment in the vicinity of the fire has been made dead

#### **1212 FIRE CAUSED BY PETROL OR ANY OTHER INFLAMMABLE LIQUIDS, ACIDS OR GASES**

- Segregate the affected wagon, coach or area involved.
- On opening a wagon do not enter it immediately to thus, avoid fumes, which may be dangerous.
- Use foam type fire extinguishers and sand. Water or soda acid type fire extinguishers must not be used at all.
- Do not bring naked lights near the site of fire.
- Warn the people living in the surrounding one Km radius.
- Stay away from ends of tanks, as tanks normally burst from the ends.
- Cool tanks that are exposed to flames with water from the sides only after the fire is put out.
- Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.
- Inform the nearest Railway or Civil Fire Stations intimating that the fire has been caused by Petrol or any other inflammable liquids, acids or gases.

#### **1213 In Case Of Fire/Accident Due To Explosives/Inflammables/Dangerous Goods Etc.,**

- Extinguish by closing the valve or isolating LPG feed to fire by other suitable controls.
- Following steps may be taken if no undue risk is involved:
  - a. Move unheated Cylinders to a safe place after ensuring closure of valves.
  - b. Cool the Hot cylinders by spraying water from a safe position. The person directing the spray should take up a position where he would be protected from possible explosion.
- If the cylinder containing inflammable/toxic gas which develops leak during transport remove it to an isolated at an open place away from any source of ignition and advise the filler or consigner as required.
- Inform the Chief Controller of Explosives by fax/telephone.
- Inform Officer in charge of nearest police station.
- Inform Departmental Officers concerned.
- Pending the visit of the Chief Controller of Explosives/his representatives, the wreckages and debris shall be left undisturbed except to save lives.
- After getting information from the Chief Controller of Explosives that he does not wish any further investigation, the restoration work may be commenced.

If you smell gas or vapour, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible.



**1214 DRY CHEMICAL POWDER TYPE FIRE EXISTINGUSIHER (DCP)**

These types are suitable for tackling petroleum,. Gas, electrical fire and controlling fires in textile fibres. Sodium based chemical powder is used on a fire which undergo chemical reaction

**1215 HOW TO USE**

1. Carry to the place of fire and keep it up right.
2. Remove the safety clip.
3. Strike the knob located in the cap.
4. Sealing disk of the cartridge is broken and allows carbon dioxide gas to escape to the main shell and powder is pushed out.
5. Direct the steam of the powder at the base of the flame.
6. For effective result stand at about 1.5 to 2.5 m. near the seat of the fire.
7. Move forward with moving the nozzle rapidly from side to side in sweeping motion.

When using on outdoor fires operate from the up wind side of the wind for effective spray.

**1307. Precautions to be taken by the SM, LP/ALP and Guard regarding control of trains during storm and strong wind:**

- (i) When the warning message forecasting cyclone, storm or strong wind has been received from the Meteorological Department and/or there is a reasonable doubt that severe storm is going to break out endangering the safety of passenger carrying trains etc., the SM shall, in consultation with the Guard and the LP/ALP of the train regulate the train and also refuse to grant line clear to a train coming to his station until storm abates and he considers safe for the movement of trains.
- (ii) Should a train be caught on the run in a cyclone, storm or strong wind of an intensity which in the opinion of the LP/ALP, is likely to endanger the safety of the train he shall immediately control the speed of his train and bring it to a stop at the first convenient place taking care as far as possible to avoid stoppage of the train at places like sharp curves, high embankments and bridges (including approaches thereof). In controlling the speed and bringing the train to a halt, the LP shall stop his train carefully and without a jerk. He shall restart the train in consultation with the Guard only after the cyclone, storm and wind abates and it is considered safe to proceed.
- (iii) The Guard and LP/ALP of the train in co-operation with the railway staff travelling in the train shall try to see that doors and windows of the coaches are kept open by the passengers to allow free passage of the wind through the coaches.

**1602 GUARD DO'S**

- Arrange to protect the adjacent line/s and then the affected line.
- Send information through the quickest means to the Control/SMs on either side.
- Take action to save lives/render first-aid.
- Call for doctors and volunteers on the train, seek their assistance.
- Seek assistance of Railwaymen on the train for attending to the injured and for other relief operations.
- Post a railway employee to man the field telephone to ensure constant flow of information to control.
- Make a quick assessment of the assistance needed and advice control or nearest Station Master.
- Arrange protection of belongings of the passengers and railway property through RPF, GRP and other railway staff.

**DONT'S**

- Forget to note down the time of accident.
- Forget to preserve and safeguard all clues of possible cause of accident.
- Leave the site until permitted to do so by a competent authority.

**Suggestions for improving punctuality on Railways**

- 1) The passenger terminal must have adequate berthing, shunting and stabling facilities.
- 2) Passenger time tabling should be realistic
- 3) Recovery times and engineering allowances should be provided with great care and analysis.
- 4) Station Master shall grant line clear promptly, close the block section promptly.
- 5) Timely close of L.C gates, timely setting of points and taking off signals.
- 6) Timely display of all right signals by guard
- 7) Arranging crossing precedence judiciously with minimum detention trains by controller.
- 8) Reservation charts and slips should be prepared and pasted at appropriate places in time with due care.
- 9) Timely service of meals.
- 10) Proper planning and coordination in regard to loading and unloading.
- 11) Proper maintenance of locomotives to avoid engine failure or time failure.
- 12) The loco motive nominated to work a train must reach the station well in time.
- 13) Efficiency of Loco Pilot's plays very vital role in the punctuality Loco Pilots shall always run with MPS.
- 14) Loco Pilot does not take extra time on loco account at fuelling points.
- 15) Proper maintenance of coaches
- 16) Proper maintenance of brake system
- 17) Proper maintenance of over head equipments
- 18) Proper maintenance of points, signal block Instruments to avoid failures.
- 19) Proper maintenance of track
- 20) Total time loss due to cautions does drive not exceed engineering allowance.
- 21) Punctuality awards to staff
- 22) Foot plate inspection and drives to be conducted.

**Reason for Loco Pilot passing stop signal at danger.**

1. Not taking proper rest before coming for duties
2. over hour's on duty.
3. Not having proper knowledge of rules.
4. Taking alcoholic drink, sedative, Narcotic, stimulant drug.
5. While on duty or 8 hour's before the commencement of his duty.
6. Im-proper GDR check (continuity test air brake)
7. Sleeping 'ON' duty.
8. Giddiness due to sickness.
9. Poor brake power
10. Poor Visibility of colour light signal during day time.

11. Poor Visibility of semaphore signals during night time.
12. Not checking brake power at the first opportunity.
13. Signal put back to ON while approaching.
14. Un authorised persons are travelling in the locomotive.
15. Glazing of vision due to sun rays falling on the eyes directly.
16. Poor visibility of signals due to thick and foggy weather. LP not followed precautions during thick and foggy weather.
17. Late application of the brakes
18. Excess speed.
19. Falling gradient continuously.
20. Poor judgment of braking distance.
21. Argument and discussion by the Loco Pilot and Assistant
22. Asst & Loco Pilot not locating the signal in time.
23. Not calling out the aspect of the signal each other.
24. Lack of co-ordination between leading and trailing (banking) engine.
25. Caution order is not given when signal is shifted.
26. Not undergone periodical medical examination.

### **Preventive measures**

1. Taking proper rest before coming for duty.
2. Relief shall be arranged in time.
3. Loco Pilot shall be conversant with the rules.
4. Loco Pilot shall not take any alcoholic drink, sedative while on duty and 8 hours before commencement of duty.
5. Conduct continuity test incase of air brake stock, where ever required.
6. Loco Pilot shall be alert on duty.
7. TXR shall arrange adequate brake power for the trains.
8. Whenever become sick ask for relief.
9. Ensure correct aspect of signals during poor visibility.
10. Check the brake power at the first opportunity.
11. Station masters shall not put back the signals except to avoid accidents.
12. Do not allow un authorised persons in the loco.
13. Apply the brakes in time. 14. Do not permit excess load.
15. Easing the steep gradients.
16. Loco Pilot shall judge the braking distance correctly
17. Do not exceed prescribed speed.
18. Avoid arguments and discussions while on loco
19. Locate the signals in time.

20. When locate the signals, call out the aspect of the signals by Loco Pilot and Asst.
21. Whenever signals shifted or newly erected co shall be given.
22. Attend PME regularly.
23. Give medals / cash awards/merit certificates to the staff to encourage safety habits.
24. If the signal aspect is not clear or conflicting treat the signal is at ON.
25. Follow the aspect of signals.
26. From the signal warning board, if signal is not visible, treat the signal is at ON.

**Write short notes on Over Dimensional Consignment [ODC](IR Operating Manual/WTT)**

1. A consignment the dimensions of which exceeds the standard moving ones is called an over dimensional consignment [ODC] or Infringed Standard Moving Dimensions [ISMD].
2. An over dimensional consignment is one which, when loaded upon a truck with lashing and packing, infringes the standard moving dimension at any point on the entire route from the booking station to the destination.
3. ODCs are classified in different categories according to the extent to which the clearance in respect to length, width and height of any consignment.
4. The clearance referred to above is of two types - gross clearance and net clearance.
5. Gross clearance means the extent of clearance when the consignment is stationary and the net clearance means the extent of clearance as after allowing for horizontal lurching and vertical bouncing.
6. Classification of ODC:

Gross clearance:

Class ~~A~~q - With gross clearance of 22.8cm (9inches) and above

Class ~~B~~q With gross clearance of 15.24 cm (6inches) and above but less than 22.86 cm (9 inches)

Class ~~C~~q With gross clearance of less than 15.24 cm (6 inches) but not less than 10.16 cm (4 inches)

Class	Clearance	Sanctioning Authority	Time of Movement	Speed[Kmph] BG      MG		Escort
A	Net clearance of 150mm (6+) and above	COM	Day/Night	75	25	Not Necessary
B	Net clearance of NLT 75mm (3+) & NMT 150mm (6+)	COM/CE	Day/Night	40	25	PWI, TXR, TI/Spl.Gd, OHE official in OHE area

C	Net clearance of less Than 75 mm (3+)	COM,CE CRS	Day only	25	15	SSEs(PWAY, C&W, S&T, OHE) TI
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7. Whenever ODC consignment is offered for booking, SM shall verify the consignment.
8. Apply to Sr.DOM who shall obtain sanction from competent authority.
9. Application must show length width, height & weight of load accompanied by sketch.
10. While comminuting sanction for movement, route through which it has to be moved mentioned.
11. Restrictions according to class of ODC must be strictly observed.
12. It should be loaded carefully and avoid change of shifting enroute.
13. While examination by SE(C&W) he must see load is well secured, within CC of wagon, axle load restriction & under gear of wagon.
14. After loading Sr.SE(C&W) advise SM of various dimensions & issue fit to runq certificate for movement.
15. SS/SM inform Sr.DOM and office of COM
16. Operating Branch arrange to advise COM of other railways.
17. SS/SM shall furnish full particulars of wagon to control office.
18. CO given to Guard & LP to observe any other speed restriction and precaution to be observed.
19. Movement:-
  - i. Will be moved only after getting approval from competent authority.(COM)
  - ii. The Number of wagon entered in Red ink in VG and handover to guard.
  - iii. SS/SM advice SCOR, the train No.
  - iv. Dy Chief Controller informs adjacent control office and sees it is moved only through authorized route.
  - v. The load must be evenly placed when more than one wagon used.
20. For the movement of ODC a minimum clearance of 390 mm has been laid down in case of 25 KV AC traction. If the clearance is less than 390 mm up to 340 mm, speed shall not exceed 15 Kmph and OHE staff escort is required. If it is less than 340 mm ODC has to be moved with power of at a speed of 15 Kmph.
21. A circular shall be issued to all stations on the route to reach them sufficiently in advance. ODC shall be normally cleared by through goods trains.
22. 'C' class ODC shall proceed with a restricted speed of 5 Kmph while passing through a station, yards, curves, gradients and turnouts.
23. The Guard shall not allow the train to enter into electrified section (clearance is less than 340 mm) until permit to work is received by him. SM at starting point shall advise the Loco Pilot in writing to follow the instructions of authorised person (who will give permit to work) to stop the train as and when required.
24. The LP and the Guard shall follow all the restrictions as per the letter/caution order given to them.

**APPENDIX XVII WORKING OF SIDING****1) Write in detail about the working of trains between serving station to siding**

Siding are classified into following categories

1. **Public siding** . owned and operated by railways
2. **Assisted siding** . owners of the siding use it and construction cost jointly by railways and siding owners
3. **Private siding** . for use of owners of siding entire cost of construction borne by siding owners
4. **Departmental siding** . sidings used by different department of railways
5. **Military siding** . owned and entirely used by military authorities.

- These sidings are served through block stations which are called serving stations
- According train from and to siding run under

**I ONE PILOT SYSTEM****II MULTIPLE PILOT SYSTEM****COMMON FEATURES OF THE SYSTEM**

1. The system to be adopted is decided by Sr. DOM, will be incorporated in SWR.
2. SM maintains **Pilot movement register** for recording the details of movements of trains to and from the siding.
4. Guard or in his absence operating staff deputed by SM will be the in charge of the Pilot.
5. Person in charge of pilot responsible for safe working, correct setting and securing of all points concerned using cotter & bolt/clamp and padlock while entering/leaving siding and during shunting operations.

**I ONE PILOT SYSTEM**

1. SM to ensure clearance before despatch of the pilot by seeing pilot movement register.
2. SM advise in charge of Pilot and LP about work to be done in siding through written memo. Handover the load slip, LV No. & Caution Order to observe both ways on the siding line.
3. SM there after set the route for dispatch, clear shunt signal where provided and hand over written authority to LP in the prescribed format and take acknowledgment. This written authority authorizes LP to go to siding and return to station.
4. SM in a position to admit shall set the route and receive into station by taking ~~off~~ shunt signals or pilot in memo.

**II MULTIPLE PILOT SYSTEM.**

1. SM advises Pilot in charge & LP about work to be done through written memo.
2. Handover the load slip of wagon particulars and LV No. CO to be observed both ways on siding line.
3. SM set the route for dispatch, handover written authority to LP in format and obtain acknowledgement.
4. LP proceed to siding duly observing prescribed SRs if any.
5. Pilot stop start of top points/stop board/ earmarked place at the siding yard.

On arrival inside the siding , Pilot in charge assure the SM duly supported by PN that pilot arrived complete into the siding and line between stations and siding is clear

6. P.N issued by pilot in charge is assurance for SM to despatch second pilot to siding
7. If a second pilot is to be sent where a pilot is already in siding, SM shall mention the particulars of pilot available in siding
8. On completion of work in siding yard, Pilot in charge advise SM the load particulars and LV No. of Pilot to return to station and seek his permission to start.
9. SM shall give permission supported by PN only after ensuring line between siding & stations is free through Pilot movement register.
10. On receiving SM's permission Pilot in charge ensure correct setting and locking of points for dispatch from siding and handover written authority to LP in format.
11. SM in a position to admit set the route & receives the Pilot into station yard by taking off shunt signal or by Pilot in memo.
12. On arrival of pilot at station pilot in charge shall ensure complete arrival and sign in pilot movement register.
13. If private engines are there in siding, the pilot in charge should get written assurance from siding authorities that their shunting is suspended

**Brief Notes on Air Brake System**

**Working principle of Air Brake.** Under normal conditions the Brake pipe is charged with 5 kg/cm<sup>2</sup> from the Loco. The control reservoir and the Auxiliary reservoir are also charged with 5 kg/cm<sup>2</sup> from BP through Distributor valve in case of single pipe system. In twin pipe system the auxiliary reservoir is charged to 6 kg/cm<sup>2</sup> through feed pipe.

When the brake pipe is 5 kg/cm<sup>2</sup>, the brake cylinder is connected to exhaust through distributor valve in order to keep the brakes in released position fully.

Whenever the brake pipe pressure is reduced below the CR pressure, the DV connects the auxiliary reservoir with the brake cylinder and the air from AR is sent into the brake cylinder to apply the brake. Whenever the brake pipe pressure is equal to CR pressure, the DV disconnects the BC from AR, and in turn connects the BC with Exhaust for the release of brakes fully.

**Different processes involved in working of Air brake system**

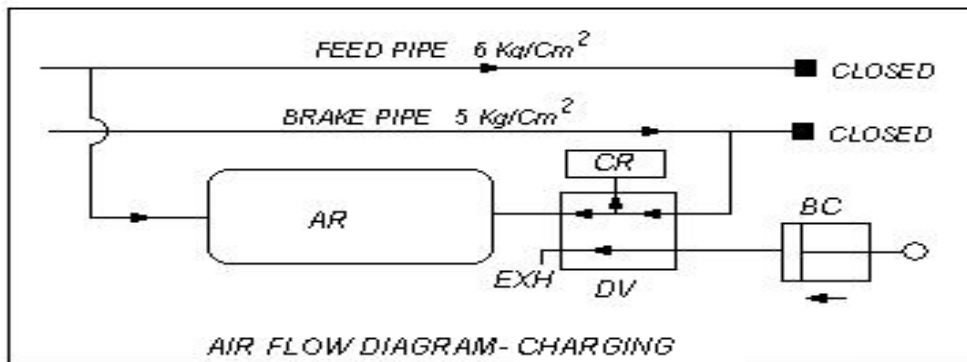
The processes involved in working of Air brake are,

- Charging
- Application
- Release.
- Manual Release

**Process of Charging**

During charging,

- Brake pipe is charged with 5 Kg/Cm<sup>2</sup> by the drivers brake valve from the Loco.
- Feed pipe is charged with 6 Kg/Cm<sup>2</sup>.
- AR is charged with 6 Kg/Cm<sup>2</sup>. (Up to 5 Kg/ Cm<sup>2</sup> it is charged by both brake pipe and feed pipe. Beyond 5 Kg/Cm<sup>2</sup> & up to 6 Kg/Cm<sup>2</sup> it is exclusively charged by feed pipe.)
- The CR is charged through the distributor valve to 5 Kg/sq cm from BP
- During charging Brake cylinder is connected to exhaust through distributor valve, to keep the brakes in released condition.

**Process of Application**

During Brake Application.

The brake pipe is reduced in steps as given below.

Stages	BP pressure is reduced by
Minimum Reduction	0.5 to 0.8 Kg/Cm <sup>2</sup> .
Service application	0.8 to 1 Kg/Cm <sup>2</sup> .
Full service application	1 to 1.5 Kg/Cm <sup>2</sup> .
Emergency application	Above 1.5 Kg/Cm <sup>2</sup> .

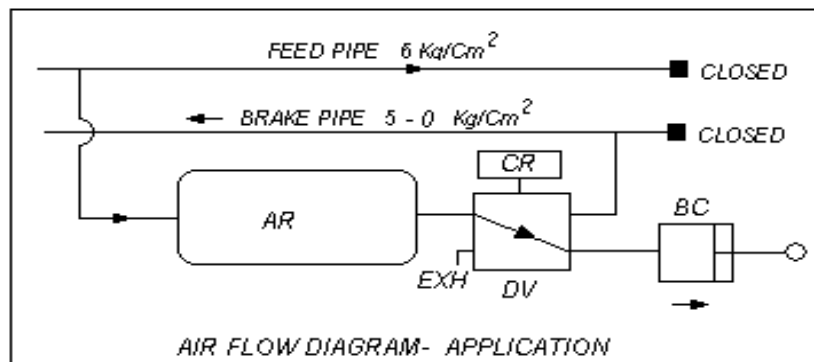


When the brake pipe pressure is reduced in steps as shown above, the air from AR is sent into BC to a maximum pressure of 3.8 Kg/ cm<sup>2</sup>, during full service application as well as emergency application.

During minimum reduction and service application the admission of air from AR in to BC is directly proportional to the reduction in the BP pressure.

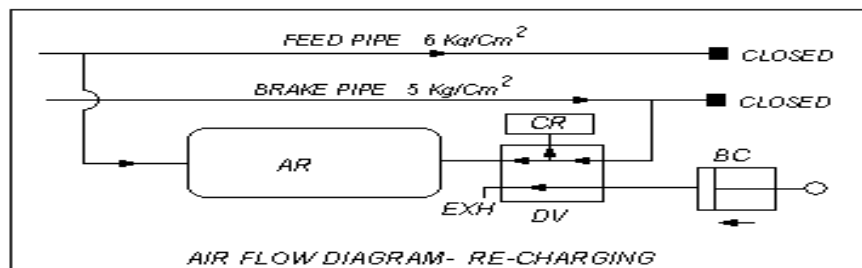
Note:

- “ Before AR is connected to BC, the AR and CR are disconnected from BP, and BC also is disconnected from Exhaust.
- “ The AR is continuously charged to 6 Kg/cm<sup>2</sup> during brake application by Feed pipe.
- “ The CR pressure should remain at 5 Kg/cm<sup>2</sup>. However there may be a little drop in CR pressure during brake application, due to the design.



### Process of Releasing/Recharging.

During release, the BP pressure is increased in steps. When the BP pressure is increased in steps, the brake cylinder is disconnected from AR and in turn connected to exhaust. The air from Brake cylinder is released / vented progressively depending upon the increase in the brake pipe pressure. When the brake pipe pressure is brought to 5 Kg/cm<sup>2</sup> the air from brake cylinder is completely exhausted and the brakes are released fully.



### Q.25 Describe the manual release.

Ans. Whenever the loco is detached, BP pressure is brought to zero and brake application takes place due to the existence of CR pressure at the bottom of the main diaphragm. To release the brakes manually, the hollow stem in the DV should be brought to the normal position by releasing the air from CR. To facilitate this, the release valve provided at the bottom of the DV is given a brief pull. During this operation, the air from CR is released which in turn brings the hollow stem to the normal position to connect BC with exhaust for releasing of brakes.

**Releasing time in the air brake System?**

Ans. After the Full service or Emergency brake application the brake cylinder gets a maximum pressure of 3.8 Kg/Cm<sup>2</sup> from Auxiliary reservoir.

The releasing time means, the time taken by the Distributor valve to release the air from Brake cylinder from 3.8 Kg/Cm<sup>2</sup> to 0.4 Kg/Cm<sup>2</sup>.

Note: The releasing time does not depend upon the piston displacement but it depends upon the BC pressure only.

**What do you understand by the term Application time?**

Ans. The application time is the time taken by the Distributor valve to admit a pressure of 3.6 Kg/Cm<sup>2</sup> in to Brake cylinder from the Auxiliary reservoir during Full service application or Emergency application.

The application time for the coaching stock is 3 to 5 Seconds.

The application time for the Goods stock 18 to 30 seconds.

The releasing time for the coaching stock is 15 to 20 Seconds.

The releasing time for the Goods stock 45 to 60 seconds.

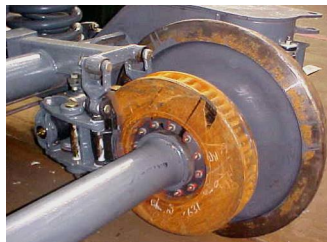
**Q.1 What does the LHB stands for?**

Ans. LHB stands for LINKE HOFMANN BUSCH. It is a railway Coach Manufacturing unit situated at Germany. The coaches manufactured by LHB/Germany are called LHB coaches. These coaches are now being manufactured at RCF/ Kapurtala after getting the Transfer of technology from GERMANY.

**Q.3 What are the Salient features of LHB coaches?**

Ans. The salient features of LHB coaches are

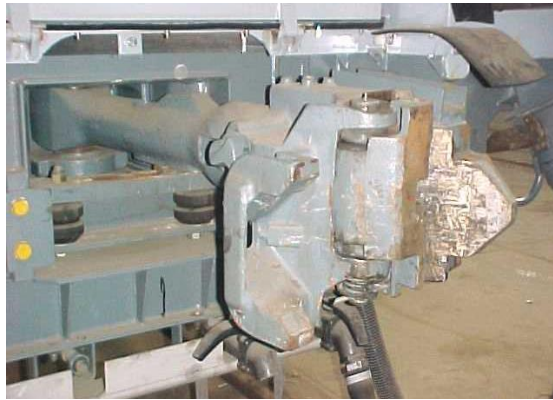
- These coaches are longer by 1.7 meters than the ICF coaches and hence more number of passengers can be accommodated in a given coach. As the length of the coach is longer the number of coaches required to form a formation is reduced and hence over all cost of maintenance becomes less.
- These coaches are fitted with Axle Mounted Disc brakes to have an effective brake



power to stop the train within the emergency braking distance. As the brake forces are acting on the Discs which are mounted on the Axles, the wear on the wheel tread caused due to tread brake is eliminated and hence the life of the wheels are considerably increased.

- These coaches are fitted with Wheel slide protection device to prevent the wheel from getting skid. Due to various reasons it is possible for any one of the wheel to have lesser speed when compared to the other three wheels and in such a case it releases the air from the brake cylinder of the affected wheel automatically to prevent the wheels from getting skid

- d. These coaches are fitted with Brake accelerator in the Brake pipe to bring BP pressure to zero during emergency brake application. The brake accelerator connects the Brake pipe with exhaust during emergency application to facilitate faster releasing of air from the brake pipe.
- e. These coaches are provided with FIAT bogies, which are designed to run at a speed of 160 KMPH.
- f. These coaches are fitted with Controlled discharge Toilet system designed to discharge the human waste when the speed reaches above 30 KMPH after completion of 15 flushing. The objective of this toilet system is to keep the station premises clean and hygienic.
- g. These are fitted with tight lock AAR centre buffer coupler with anti-climbing feature to prevent the climbing of one coach over another in case of accidents.



- h. The wheelbase of Bogie is 2560 mm.
- i. These coaches are fitted with earthing device to prevent damages to the Roller bearings.
- j. These coaches are fitted with roof mounted AC package units.
- k. The following equipments are operated by electronically operated control system (Computer)
  - 1. Wheel slide protection device.
  - 2. Controlled discharge toilet system.
  - 3. Water pumping device.
  - 4. Roof mounted AC package units
- l. The riding index of LHB coach is 2.75 when compared to 3.25 in case of ICF Coaches
- m. The passenger emergency alarms signal devices are provided inside passenger compartment. This is to avoid operation of PEASD by unauthorized persons from outside. There is no mechanical linkage like a chain and this handle directly operates the PEASD valve for venting the brake pipe pressure.

The immediate treatment given to the victim of an accident or sudden illness before the arrival of the doctor is called first aid.

***Aim / Objectives:***

- Save the life.
- Promote the recovery.
- Prevent the worsening of the condition.
- Arrange transport to shift him to hospital

***Contents of the First Aid box:***

1.	Set of splints	:	1
2.	Roller Bandage	:	10
3.	Triangular bandages	:	4
4.	Tourniquet/Rubber bandages	:	2
5.	Cotton Wool	:	4
6.	Safety Pins	:	10
7.	Adhesive Dressing	:	20
8.	Paracetamol Tab	:	20
9.	Diazepam Tab	:	10
10.	Antiseptic Cream	:	1
11.	Injury Card	:	1

***Types of accident relief medical equipment:***

With a view to provide prompt medical aid, the following types of accident relief medical equipments are provided in our railways.

1. Scale one medical equipments (MRV) are available at nominated stations mentioned in working time table.
2. POMKA (Portable Medical Kit for Accidents) available in all health units, poly clinics, sub-divisional, divisional and zonal hospitals.
3. Scale two medical equipments (ARME) are available at specified stations in boxes mentioned in working time table.
4. First Aid boxes are provided with station masters, passenger carrying train guards, workshops, marshalling yards, loco sheds and C&W depots.

5. Special First Aid boxes are provided in all long distance super fast, shatabdi, rajdhani expresses, Dy.SS (Commercial), AC coaches of some of the nominated trains.
6. First Aid boxes for gang men.

- First aid boxes available with station masters and guards of passenger trains are to be inspected by ADMO once in a month.
- The augmented first aid box is available with train superintendent, AC coach attendant, Dy. SS (Comma).
- This box contains around 49 items and this is to be utilized for giving medical aid to the passengers by a doctor only.
- Keys of the first aid boxes for locations such as stations, marshalling yards, workshops, loco sheds, carriage and wagon depots etc, which will be kept with the supervisors on duty.
- The first aid boxes with guards of train carrying passengers will have no keys.

***Utilization of first aid box:***

***Splints:***

These are used to immobilize and support the fractured limbs.

***Roller Bandages:***

**It is used to retain dressings and splints in position**

***Triangular Bandage:***

- To retain dressings and splints in position and to immobilize the fractures.
- To support an injured part or in the form of slings.
- To control bleeding.
- To reduce or prevent swelling.
- To assist in the lifting and carrying of casualties. Mainly used as bandages like head bandage, chest bandage, shoulder bandage, elbow bandage, hand bandage, hip bandage, foot bandage etc. It is also used as slings like arm sling, triangular sling and cuff and collar sling.

***Tourniquet / Rubber Bandage:***

It is used to stop bleeding and to stop spreading of poison when snake bites. It is used only for hands and legs. It is to be released at regular interval.

***Cotton wool:***

It is used to clean/pad the wounds. It is also to be utilized to absorb discharges when there is a wound.

***Safety Pins:***

It is used when Triangular bandage used for victim.

***Adhesive Dressings:***

It is used for minor & superficial wounds only.

***Paracetamol Tab:***

These are used to relieve minor pains.

***Diazepam Tab:***

It is a sleeping pill to be used in case of severe pains such as fractures etc.

***Antiseptic Cream:***

It is used to minimize or prevent infection to wounds.

***Injury Card:*** It is for maintaining the account of the first aid box items.

Rules of First Aid:

The best advice to the First Aider is Make Haste slowly.

- a) Reach the accident spot quickly.
- b) Be calm, methodical and quick.
- c) Look for breathing, bleeding and shock.
- d) Start artificial breathing if casualty not breathing stop bleeding and then treat the shock .Avoid handling of the casualty unnecessarily.
- e) Reassure the casualty.
- f) Arrange for despatch to the Doctor or to the Hospital.
- g) Do not attempt too much. Give minimum assistance so that the condition does not become worse and life can be saved.

The three emergency situations where a casualty is especially at risk because of interference with vital needs are:

- a) Lack of breathing and / or heart beat.
- b) Severe bleeding
- c) A state shock.

**Steps to be followed while rendering effective help to a person  
who met with an accident.**

- **D-Danger**
  - **R-Response**
  - **A-Airway**
  - **B-Breathing**
  - **C-Circulation of Blood.**
1. Remove the casualty from the danger; shift him / her to a safe place.
  2. Find out whether the casualty responding or not. If responds he / she is conscious otherwise unconscious.
  3. If unconscious check ABC if any failure restore artificially immediately.

- **AIRWAY-** Airway may get blocked due to
- Tongue falling back
- Foreign body in the airway

**To check airway**

- Lay the casualty on his back
- Open the mouth and see in side
- If tongue fallen back tilt the head slightly back. to bring the tongue to its normal position and open the mouth.
- If any foreign body visible in side the mouth it is to be removed by inserting two fingers in to the mouth carefully.
- After clearing the airway the casualty to be put in recovery position.
- Once air way clear breathing starts automatically.

**Breathing**

- Look for the person's chest to rise and fall.
- Listen for the sounds of inhaled or exhaled air.
- Feel for exhaled air by putting your finger near the casualty's nose
- If no breathing give **two inflations of artificial respiration.**

**Circulation**

- Feel for a pulse, by gently pressing two fingers (do not use the thumb) on the person's neck between the Adam's apple, or voice box, and the muscle on the side of the neck.
- If you are not feeling the pulse it indicates that heart not functioning
- Restore the heart through cardiac massage

**ASPHYXIA (SUFFOCATION)*****Definition:***

**When lungs are not getting sufficient fresh air, important organs of body mainly brain deprive of oxygen, it is a dangerous condition called asphyxia.**

***Causes:***

- Drowning
- Breathing polluted air
- Pressing of wind pipe (Hanging, Throttling and Strangulation)
- Choking
- Pressure/weight on chest.
- Electric shock
- Some poisons.

***Signs and Symptoms of Asphyxia/Suffocation:***

- Low / No Breathing
- Blue colour of cheeks and lips with congestion of face.
- Swelling of veins at neck.
- Unconsciousness.

***General Treatment for Asphyxia:***

- Remove cause from casualty or casualty from cause.
- Ensure more fresh air (By opening doors and windows and removing the people surrounded); loosen the tight clothing at chest and neck regions.
- Start artificial Respiration without wasting even few seconds.
- Arrange medical aid.

**Note:-** (1) Normal Breathing (Respiration) Rate 15 . 18 times per minute.  
 (2) Normal Heart Beat/pulse rate 72 times per minute.



***Methods of Artificial Respiration:***

- **Mouth to Mouth Method of artificial respiration**
- **Mouth to Nose Method of artificial respiration**

***Mouth to Mouth Method of Artificial Respirations:***

- Place the casualty on his back on a plain and hard surface.
- Sit by the side of the face and place the hand by the side of chin and tilt the head slightly back so that clear ventilation at throat.
- Cover the casualty's mouth with clean cloth and pinch the nostrils.
- Open your mouth and take fresh air and cover the lips of casualty with your lips and blow the air into the mouth of casualty @ 10-12 times per minute.
- While blowing ensure that nostrils are pinched and chest is rising. If chest is not raising it indicates some obstruction in air passage clear the air passage and restart mouth to mouth artificial respiration. This process to be continued till the normal breathing resumed or Doctor arrives which ever is earlier.

***Mouth to Nose method of artificial Respiration:***

This method will be adopted only when mouth can not be opened due to injury inside the mouth or jaw fracture or the person suffering with fits convulsions .In this method blow the air into the nose of the victim by closing the mouth of the victim with fingers.

**WHEN HEART STOPS FUNCTIONING*****If the Heart is not working you will notice the following:***

- The face is blue or pale.
- Heart beat and pulse at the root of Neck (carotid pulse) are not felt.

**Note:-** (1). Even if the casualty is breathing but the breathing is not normal, it is wise to start artificial respiration.

(2). Do not begin heart compression until you are sure that the heart has stopped beating.

**External heart compression or External cardiac massage:**

1. Place the casualty flat on his back on the ground and remove the cloths over the chest.
2. Sit on the right side of the casualty on your knees
3. Feel and mark the lower part of the sternum.
4. Place the heel of your left hand on the marked point make sure that the palm and fingers are not in contact with chest.
5. Place the heel of the right hand over the left hand.
6. Push the sternum towards the spine. It can be pressed upto 1 to 1.5 inches.
7. Adults should be given about 100 compressions per minute. For children from 2 to 10 years compressions with one hand heel will be enough, but compressions should be @ 100 times per minute. For infants below 2 years compressions with two fingers is good enough and applied at a rate of 100 times per minute.
8. Press firmly but carefully, carelessness may cause injury to ribs.

If the treatment is effective

- colour will become normal.
- Pupil will contract.
- Carotid pulse begins.

**CPR (Cardio Pulmonary Resuscitation)**

If heart and breathing both are failed give CPR - Cardio Pulmonary Resuscitation

Give 30 heart compressions of cardiac massage than two inflations of artificial respirations and repeat the process.

**SHOCK****Definition:**

Shock is severe depression to vital functions of organs like brain, heart, lungs etc. due to less blood supply to the brain.

**Causes:**

- Wounds
- Fractures
- Burns & Scalds
- Snake bite
- Sunstroke

- **Heart attack**
- **Dog bite**
- **Electrical shock etc.**

***Sign and symptoms of Shock:***

1. Giddiness (symptom)
2. Pale colour of face (Sign)
3. Coldness (symptom)
4. Cold clammy skin (skin touch to cold with seating) (sign)
5. Rapid and weak pulse (sign)
6. Nausea (vomiting sensation) (symptom)
7. Vomiting (sign)
8. Unconsciousness (stupor/coma) (sign)

***General Treatment for Shock:***

1. Reassure (Encourage) the casualty if he is conscious.
2. Keep the casualty in supine position (Face upward) and head lower than body by raising the foot side of cot and head must turn to one side. Head lower to supply more blood to brain and turn one side to avoid tongue fall back and block wind pipe.
3. Cover with blanket to warm. Do not use hot water bottles, do not massage and do not give alcoholic drinks.
4. If he is conscious give sips of water, tea / coffee on request but do not give if suspects any operation.
5. Give pain relievers and arrest bleeding if necessary.
6. Arrange medical aid.

## **WOUNDS AND HEMORRHAGES (BLEEDINGS)**

***Definition:***

**Wound is caused due to breakage of skin / tissue.**

***Types of Wounds:***

- **Contused Wounds**
  - **Lacerated Wounds**
  - **Punctured Wounds**
  - **Incised Wounds.**
1. **Contused wounds** are caused by blunt instruments where there is no opening. Treatment put an ice piece over the wound.
  2. **Lacerated wounds** are caused by irregular edges of instruments like glass pieces metal pieces, machine injuries, animal bites and occurrences where

the edges of wound is irregular. Clean the wound with water and pick any floating foreign body. Cover the wound with a clean cloth or apply antiseptic cream.

3. **Incised wounds** are caused by sharp edged instruments like razor / knife where the edge of wound is in straight line. Loss of blood is more hence arrest the bleeding immediately.
4. **Punctured wounds** are caused by sharp edged instruments like needles, nails and most of gun-shot wounds where less opening and more deep. If any wound on the chest to be covered and packed with a pad and ensure proper blood supply to brain.

- The circulatory system consists . Heart, arteries, veins and capillaries.
- Heart beat rate 72 times per minute average.
- Pulse rate also 72 times per minute average.
- While noticing the pulse we have to observe rate, rythm and strength .

#### ***Types of Bleedings (Hemorrhages):***

- Artery Bleeding . Bright red in colour and flow in jets.
- Vein Bleedings . Dark red in colour and flow continuously.
- Capillary Bleedings . Red in colour and oozing from all parts of wound.

#### **According to the place of wound bleeding are two types:**

- External bleeding
- Internal bleeding

#### ***Danger of wounds:***

- It allows precious blood to escape from body.
- It permits harmful bacteria/virus or other injurious agents to enter into body.

#### ***Methods to arrest Bleeding:***

- Direct Pressure Method- Whenever a person suffering with external bleeding and wound is free from any foreign body direct pressure method to be used for arresting the bleeding. Clean the surroundings of the wound. Put a dressing/pad and press the wound. Bleeding gets stopped

#### **Indirect Pressure Method-**

It is applied by two ways

- By using Tourniquet bandage
- By pressing Pressure Points

For the amputated limbs, when a foreign body in the wound which can not be removed, very big wound and direct pressure method fails. Tourniquet bandage is used to stop bleeding for hands and legs only. For other parts pressure points to be pressed. Tourniquet bandage to be tied above the wound towards the heart side at single bone area. It is to be relaxed once in 15 minutes.

***Important Pressure Points:***

1. Carotid pressure point on the neck either side of voice box.
2. Sub-clavian pressure point on the inner end of collar bone.
3. Bronchial pressure point. on the inner side of upper arm.
4. Femoral pressure point on the thigh bone.

***General Treatment (First Aid) to Wounds:***

1. Place the victim in sitting/lying position and elevate the injured part if possible.
2. Expose the wound and clean the wound and surrounding area but do not disturb blood clot if already there.
3. Remove any foreign bodies which are floating.
4. Arrest bleeding by applying pressure directly on the wound by putting a pad.
5. If bleeding could not be controlled by direct pressure method or if you find any foreign body inside the wound or wound is too big apply indirect pressure method.
6. Apply antiseptic cream, dressing and bandage.
7. Immobilize the part where it is possible.
8. Give pain relievers and treat for shock.
9. Arrange medical Aid.

***Nose bleeding Treatment (Hemorrhage):***

1. Advice the victim to take breath through mouth.
2. Place the victim near a window or against current of air in sitting position with the head slightly bent forward.
3. Pinch the junction of the nose just below the hard part.
4. If available put ice piece over the nose or a wet cloth.
5. Warn him not to blow the nose.
6. Do not block the nostrils.
7. Arrange medical aid.

***Ear bleeding Treatment:***

1. Place the victim on his back.
2. Do not block the ear passages
3. If one ear bleeding turn the head to the same side from which blood is coming out. and see that the affected ear is down.

4. If both ears bleeding keep face upward and head little bit low for free drainage of blood and raise the legs.
5. Do not block the ear.
6. Arrange medical aid.

***Internal Bleeding:***

**Symptoms of internal bleeding**

- Giddiness.
- Skin becomes pale, cold and clammy.
- Pulse gets rapid but very weak.
- Sweating, Thirsty, feels vomiting sensation.
- Become unconscious.

***Treatment for internal bleeding:***

1. If the person is unconscious, check air-way, breathing and circulation of blood. If any failure is noticed, restore them.
2. Lay him on his back and raise the legs by using pillow to enable the blood supply to the brain.
3. If he is conscious lay him on his back and raise the legs by using pillow to enable the blood supply to the brain.
4. Shift him to hospital as early as possible.

***Head injury:***

As a result of head injury, blood and brain fluid may flow out of the nose, ear or mouth.

***Symptoms:***

- Giddiness.
- Skin becomes pale, cold and clammy.
- Pulse gets rapid but very weak.
- Sweating, Thirsty, feels vomiting sensation.
- Become unconscious.

***Treatment:***

- Ask the person not to blow his nose.
- Do not pack ear or nose.
- Lay the person on the affected side.
- Ensure tongue should not fall back.
- If any ear bleeding noticed, do not block the ear passage.

## **BURNS AND SCALDS**

### ***Definition:***

Burn is an injury caused by

- Dry heat . such as fire / flame
- Friction . touching speedy moving objects
- Corrosive (burning nature) chemicals like acids / alkalis
- Touching an object which was charged with high tension electric current.

Scald is an injury caused by moist heat such as hot water, milk, oil, tar, steam etc.

### ***Degrees of burns:***

- |            |   |                                    |
|------------|---|------------------------------------|
| 1st degree | - | Redness of skin, blister formation |
| 2nd degree | - | Internal tissue damage             |
| 3rd degree | - | Complete charring of part.         |

### ***General treatment for burns and scalds:***

- If a person's cloth catches fire do not allow him to run. Pour plenty of water or gently place him on ground and roll him slowly to put off flames.
- Cool and clean the affected area with wet cloth / cotton or flood with water or dip the effected area into water if it is possible.
- Remove any constraint articles like bangles, rings, watches immediately. Otherwise they can not be removed later.
- Remove the burnt cloths by cutting which is not stick to the skin.
- Cover the area preferably with clean cloth but do not disturb blisters.
- Do not apply antiseptic cream for major burns
- If he is conscious give water with pinch of salt to make good of lost salt and water, weak tea with more sugar also may be given if he is not diabetic patient.
- For major burns do not apply antiseptic cream.

**"If you don't like something, change it. If you can't change it, change your attitude. Don't complain"**

**FRACTURE, DISLOCATION, SPRAIN AND CRAMP*****Definitions:***

- Fracture is breakage, crack / bend of a bone.
- Dislocation is displacement of one or more bones from joint.
- Sprain is wrenching tearing of cartilage near a movable joint.
- Strain is over lapping of muscles at a particular place.
- Cramp is sudden painful involuntary contraction of voluntary muscles.

**Causes of Fractures: Direct force, indirect force and muscular contraction.**

***Signs and symptoms for Identification of fracture:***

- Pain
- Swelling
- Loss of power
- Deformity (change in shape or size).
- Tenderness (Sever pain by gentle touch)

**Types of Fractures:**

- Simple Fracture means the broken ends of the bone do not come out by opening the skin and thus remain inside only.
- Compound Fracture means the broken ends of the bone comes out by opening the skin and the fractured bone is in contact with outside air as a result of an injury.
- Complicated Fracture means the fractured bone damages an important internal organ like the brain, a major blood vessel, the spinal cord, lungs, liver, spleen etc.

**General Treatment for Fractures:**

- Immobilize and support the affected part/limb by means of splints, Bandages/Slings etc.
- It is important to immobilize the area both above and below the injured bone.
- Give pain relievers and treat for shock if necessary.
- Ice packs can be applied to reduce pain and swelling (Not to be placed directly over the wound).
- Arrange medical aid as early as possible.

**Sprain and Strain Treatment:**

- Place in suitable position and put firm bandage and in case of strain wet it with water frequently.
- Arrange medical aid.



**Definition:**

Any substance (liquid, solid or gas) when enter into body in sufficient quantity which is harmful to the body and has power to injure health or destroy life is called poison.

**Gaseous poisons:**

These are entered in to the body through breathing.

**Treatment:**

Take the person to safe place and start artificial respiration if necessary. Before entering into room, make proper ventilation and first aider has to cover his face with wet cloth. Take long breath and hold it. Shift the victim to the hospital as early as possible.

**Swallowed Poisons:**

These are entered in to the body through mouth.

**Treatment:**

**Act quickly and collect poison or container and send messenger for doctor.**

**Before doctor arrives,**

- Check whether he is conscious or not. If unconscious, check air way, breathing and circulation. If there is no breathing, start artificial respiration and if there is no pulse start CPR.
- If conscious, dilute the poison by making him to drink more water, milk, tender coconut, white portion of the raw egg.
- If the poison is corrosive in nature, do not induce vomit.
- Neutralize the poison by giving antidotes. For acids . chalk powder mixed in water and for alkalis . lemon juice.
- If the poison is non corrosive such as pesticides, excess dose of sleeping pills, mosquito killers, rat killers etc. induce the person to vomit by tickling or by giving large quantity of concentrated salt water.

**SNAKE / DOG / SCORPION BITE TREATMENT**

**Snake bite:**

- Tie rubber (Constriction) bandage (if the bite took place on legs / hands) above the wound towards the heart side. This must be released at regular intervals.
- Wash the area immediately with flow of water.
- Reassure the victim because most of the persons are dying due to fear.
- Don't allow him to run or walk.
- Treat the wound.
- Treat for shock.
- Give artificial respiration if there are any signs of failure of breathing.
- Arrange medical aid or carry the person to the doctor.

**Dog bite:**

- Wash the bitten area with soap water and with antiseptic solution.
- Encourage bleeding and do not cover the wound.
- Collect information about dog and dog bite such as it is pet / stray dog and whether it is a provoking / non provoking bite.
- Arrange medical aid.

**Scorpion bite:**

- Wash the bitten area.
- Apply sodium bi-carbonate or potassium permanganate and sodium bi-carbonate mixture on the bitten area.
- Arrange medical aid.

**Drowning:**

- Remove the person from the water.
- Lay him on the ground on his stomach and turn the head to one side.
- Apply pressure on the back (waist portion) or raise the belly so that the water gone into lungs should come out.
- ***Once lungs got vacated, breathing will start. If it has not started, give artificial respiration to restart the breathing.***
- ***Arrange medical aid.***

**UNCONSCIOUSNESS (INSENSIBILITY)**

When sensory organs are not in working condition except in sleep, the condition is called unconsciousness. Unconsciousness is due to interruption of the brain action through some interference with the functions of the nervous system.

***It is of two types.(1) Stupor (partial) 2) Coma (complete)***

**Causes:**

- Ensure abundant supply of fresh air.
- If breathing stops or appears to be failing, start artificial respiration.
- If breathing is not noisy, keep face upward and head and shoulders to be raised slightly.
- If breathing is noisy keep in recovery position.
- Undo all tight clothing, especially around neck and chest.
- Apply the specific treatment for the cause.
- Wrap the victim in a blanket.
- Do not leave the casualty alone.
- Do not attempt to give food / fluids while in unconscious through mouth.
- Shift him to hospital.

**EPILEPSY (FITS)****Signs and Symptoms:**

1. Suddenly loses consciousness.
2. Sometimes remain rigid with flush face.
3. Convulsions start with froth at mouth.
4. Pulse will be in bounding condition.
5. Body becomes stiff.

**Treatment:**

- Do not stop convulsions by force.
- Try to remove hard articles away from the victim.
- Wipe away the froth from his mouth.
- Keep careful watch for a possible failure of breathing and heart.
- Wait till he comes to the normal condition.
- Protect the tongue by placing soft material between the teeth.
- Once he becomes normal, advise the casualty to see the doctor.
- Do not keep any metal in to the hands and do not pour water

**"If money is your hope for independence you will never have it. The only real security that a man will have in this world is a reserve of knowledge, experience and ability"**

**ZONAL RAILWAY TRAINING INSTITUTE  
MOULA ALI**

**OBJECTIVE QUESTIONS OF  
G&SR, ACCIDENT MANUAL,  
BLOCK WORKING MANUAL**

**CHAPTER NO – I & II**

1. The General Rules for Open Lines of the Railways 1976 have been framed under Section \_\_\_\_\_ of the Railways Act 1989 by the Government of India. (Preface of G&SR)
2. General Rules can be amended by \_\_\_\_\_. (Preface of G&SR)
3. Approved special instructions are issued or approved by \_\_\_\_\_. (G.R.1.02(4))
4. \_\_\_\_\_ is the authorized officer of South Central railway. (S.R.1.02(5))
5. Subsidiary rules are framed by \_\_\_\_\_. (S.R.1.02(5))
6. Who is the Commissioner of Railway Safety for South Central Circle \_\_\_\_\_.(CRS office/SC)
7. Present Chief Operations Manager of SCR \_\_\_\_\_. (COM's office)
8. A fixed stop signal of a station controlling the entry of trains into next block section is called \_\_\_\_\_. (G.R.1.02(33))
9. \_\_\_\_\_ means the Loco Pilot or any other competent railway servant for the time being in charge of driving a train. (G.R.1.02(37))
10. \_\_\_\_\_ and its cognate expressions include a train, vehicle or obstacle on or fouling a line, or any condition which is dangerous to trains. (G.R.1.02(43))
11. A train, which has started under an A T P and has not completed its journey, is called \_\_\_\_\_. (G.R.1.02(48))
12. Special instructions are issued by \_\_\_\_\_. (G.R.1.02(50))
13. Station Limits are available between \_\_\_\_\_ signals at a Block Station. (G.R.1.02(52))
14. At Class ~~D~~ station, station limits are available between \_\_\_\_\_. (S.R.1.02.52)
15. On Double line class ~~B~~ station Multiple Aspect Signalling, station section lies between \_\_\_\_\_ and \_\_\_\_\_. (G.R.1.02(54))
16. On single line ~~B~~ class MAS station, Station section lies between \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_. (G.R.1.02(54))
17. \_\_\_\_\_ means the system adopted for the time being for the working of trains on any portion of a railway. (G.R.1.02(56))
18. Block stations are sub-classified as \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_. (G.R/S.R.1.03(2))
19. The classification of a station shall be mentioned in the \_\_\_\_\_. (S.R.1.03(1))
20. Any Block Station which cannot be worked under Class ~~A~~ Class ~~B~~ or Class ~~C~~ conditions is termed as \_\_\_\_\_. (S.R.1.03(2))
21. Whenever L Ps / AL Ps / SMs / Guards / Switchmen join this Zonal Railway, on transfer, they shall attend \_\_\_\_\_ before taking independent charge. (S.R.2.03.2)
22. No Railway Servant directly connected with the working of trains shall take or use any alcoholic drink, sedative, narcotic or stimulant drug or preparation within

\_\_\_\_\_ hours before the commencement of his duty or take or use any such drink, drug or preparation when on duty. (G.R.2.09(2))

23. If train parting is observed by any Railway Servant, \_\_\_\_\_ signal should not be exhibited.(G.R.2.11.2(d))
24. If any railway servant notices that a train has parted, he shall try to attract the attention of the LP and Guard by \_\_\_\_\_ and put both his hands together above his head and separate them smartly. (S.R.2.11.1)
25. When train caught in cyclone, storm or strong wind, after stopping the train, the Guard and the Loco Pilot of the train in co-operation with the Railway staff shall try to see that doors and windows of the coaches are kept \_\_\_\_\_ by the passengers to allow free passage of the wind.(S.R.2.11.2.3)
26. Wind velocity can be measured by \_\_\_\_\_.(S.R.2.11.3)

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### CHAPTER NO. I I I

1. Signals used for controlling movement of trains as per G & SR are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. (G.R.3.02)
2. Under special instructions wherever any signal is located on right side of the track, that signal post shall have an \_\_\_\_\_ showing the line to which the signal is referred. (SR3.04)
3. In colour light area Distant signal is identified by \_\_\_\_\_. (G.R.3.07(4))
4. The normal aspect of Distant signal is \_\_\_\_\_.(G.R.3.07(4))
5. Whenever two yellow lights are exhibited in Distant signal the Aspect is \_\_\_\_\_.(G.R.3.07(4))
6. Whenever one yellow light is exhibited in Distant signal the Aspect is \_\_\_\_\_.(G.R.3.07(4))
7. The indication of the Distant signal in Caution Aspect is \_\_\_\_\_.(G.R.3.07(4))
8. The indication of the Distant signal in Attention Aspect is \_\_\_\_\_.(G.R.3.07(4))
9. Distant signal tells about the aspect of \_\_\_\_\_ signal ahead. (G.R.3.07(5))
10. Whenever Inner Distant is provided, Distant Signal is capable of displaying \_\_\_\_\_ & \_\_\_\_\_ aspects only. (G.R.3.07(6))
11. The normal aspect of Distant signal on double distant signal area is \_\_\_\_\_. (G.R.3.07(6))
12. When colour light Distant signal is combined with Gate/LSS, the normal aspect of that signal is \_\_\_\_\_.(G.R.3.07(7))
13. When the LC gate is open to road traffic Gate-cum distant signal shows \_\_\_\_\_. (G.R.3.07.4.i)

14. When the LC gates are closed and the train is required to stop at the Home signal Gate-cum distant signal shows \_\_\_\_\_ (G.R.3.07.4.i)
15. When the LC gate is closed and the train is required to stop at the Main line Starter or Loop line Starter or is required to pass through via Loop line Gate-cum distant signal **shows** \_\_\_\_\_ (G.R.3.07.4.i)
16. When the LC gate is closed and the train is required to pass run through via Main line Gate-cum distant signal shows \_\_\_\_\_ (G.R.3.07.4.i)
17. Whenever the block section ahead is not clear Intermediate Block Signal (IB) . cum Distant signal shows . \_\_\_\_\_ (G.R.3.07.4.ii)
18. When the train is required to stop at the Home signal of station ahead Intermediate Block Signal (IB) . cum Distant signal shows \_\_\_\_\_ (G.R.3.07.4.ii)
19. When the train is required to stop at the Main line or Loop line Starter or is required to pass through via Loop line Intermediate Block Signal (IB) . cum Distant signal shows \_\_\_\_\_ (G.R.3.07.4.ii)
20. When block section ahead is clear, train is to pass run though the station via Main line Intermediate Block Signal (IB) . cum Distant signal shows \_\_\_\_\_ (G.R.3.07.4.ii)
21. When the line clear has not been obtained from the station in advance Last Stop Signal-cum Distant signal of LC gate shows \_\_\_\_\_ (G.R.3.07.4.iii)
22. When the line clear has been obtained and the LC gate is open to road traffic Last Stop Signal-cum Distant signal of LC gate shows \_\_\_\_\_ (G.R.3.07.4.iii)
23. When the line clear has been obtained and the LC gate is closed to road traffic Last Stop Signal-cum Distant signal of LC gate shows \_\_\_\_\_ (G.R.3.07.4.iii)
24. When the block section is not clear for an adequate distance beyond IB Signal Last Stop Signal-cum distant signal of Intermediate Block signal (IB) shows \_\_\_\_\_ (G.R.3.07.4.iv)
25. When the block section is clear for an adequate distance beyond IB signal and the train is required to stop at IB Signal, Last Stop Signal-cum distant signal of IB signal shows \_\_\_\_\_ (G.R.3.07.4.iv)
26. When the train is required to pass Intermediate Block Signal (IB) Last Stop Signal-cum distant signal of Intermediate Block signal (IB) shows \_\_\_\_\_ (G.R.3.07.4.iv)
27. Distant signal is provided at a distance of \_\_\_\_\_ meters in rear of the stop signal. (SEM 7.30.4)
28. Wherever double distant is provided, distant signal location is \_\_\_\_\_ meters from the stop signal. (S.R.3.07.2)
29. \_\_\_\_\_ is eliminated wherever two Distant signals are provided. (S.R.3.07.2)
30. At stations provided with Advanced starter and starter, the \_\_\_\_\_ shall be taken off first and then the \_\_\_\_\_. (S.R.3.10.1)
31. \_\_\_\_\_ are provided at certain cabins which when reversed, lock the levers of all running Semi-Automatic signals and enable the signals to function as Automatic signals. (S.R.3.12.2)
32. When a colour light Distant is combined with LSS/Gate signal, \_\_\_\_\_ marker shall be dispensed with on the signal post. (G.R.3.17 note)
33. Colour light calling ON signal is identified by \_\_\_\_\_. (G.R.3.13(1)b)
34. Calling On signal may be provided below any stop signal except \_\_\_\_\_. (G.R.3.13(2))
35. Calling ON signal will show \_\_\_\_\_ light in ~~ON~~ position. (G.R.3.13(4))
36. Calling On signal shows \_\_\_\_\_ colour light in ~~OFF~~ position. (G.R.3.13(6))

37. The Aspect of the Calling On signal when taken ~~OFF~~ is \_\_\_\_\_.  
(G.R.3.13(6))
38. Calling ON signal cannot be taken ~~OFF~~ during \_\_\_\_\_ (end)  
point failure. (SEM 7.19.5(c))
39. Calling ON signal is to be used only on two occasions, they are  
\_\_\_\_\_, \_\_\_\_\_. (G.R.3.69  
3(c), G.R.5.09 2(a))
40. Condition for taking off calling on signal is that the train has been brought to a  
\_\_\_\_\_ at the stop signal. (G.R.3.45)
41. To take ~~OFF~~ + calling ON signal, the train must be in the \_\_\_\_\_ Zone and if  
calling ON is taken ~~OFF~~ +. It will take \_\_\_\_\_ time. (SEM 7.19.5(c))
42. Shunt signals are of \_\_\_\_\_ types, and they are \_\_\_\_\_.  
\_\_\_\_\_ and \_\_\_\_\_. (G.R.3.14(1))
43. Shunt signal may be provided below any stop signal except \_\_\_\_\_.  
(G.R.3.14(3))
44. Shunt signal below stop signal will show \_\_\_\_\_ light in ~~ON~~ position.  
(G.R.3.14(6))
45. Position light shunt signal shows \_\_\_\_\_ colour lights in ~~OFF~~ position.  
(G.R.3.14(9))
46. The Aspect of the shunt signal when taken ~~OFF~~ is \_\_\_\_\_. (G.R.3.14(9))
47. The Aspect of the shunt signal at ~~ON~~ is \_\_\_\_\_. (G.R.3.14(9))
48. Shunt signal detects \_\_\_\_\_. (S.R.5.14.5))
49. \_\_\_\_\_ type of shunt signals shall be provided in colour light  
area. (SEM 7.42.2)
50. \_\_\_\_\_ is the authority to pass defective Independent shunt signal or shunt  
signal below stop signal at ~~ON~~ + (S.R.3.14.1)
51. When Shunting Permitted Indicator is defective, \_\_\_\_\_ is the authority for the  
LP. (S.R.3.14.3.3)
52. Detailed working instructions about Shunting Permitted Indicator are available in  
\_\_\_\_\_. (S.R.3.14.3.4)
53. I. B signal is identified by \_\_\_\_\_ (G.R.3.17.1)
54. Gate signal in Automatic section is identified by \_\_\_\_\_. (G.R.3.17.1)
55. When a fixed signal is not in use, it shall be distinguished by \_\_\_\_\_.  
(G.R.3.18.1)
56. Route indicators are treated as \_\_\_\_\_. (S.R.3.19.1)
57. Route indicators are of \_\_\_\_\_ types and they are (a) \_\_\_\_\_, (b)  
\_\_\_\_\_ (c) \_\_\_\_\_. (SEM Part - I 7.4)
58. When a signal is newly erected or shifted, it shall be jointly inspected by  
\_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_. (signal sighting  
committee) (S.R.3.26.1)
59. When a signal is newly erected or shifted, caution order shall be given for a period of  
\_\_\_\_\_ days and notified in \_\_\_\_\_ of lobbies. (S.R.3.26.1)



60. Signal sighting committee will go on footplate inspection once in \_\_\_\_\_.  
(S.R.3.26.2)
61. Shunting limit board/Advanced starter is provided at a single line station where shunting(obstruction) is permitted out side the outermost facing points in the direction of \_\_\_\_\_.(G.R.3.32(1))
62. Block Section Limit Board is provided at \_\_\_\_\_ station with \_\_\_\_\_ signals where the first point is a trailing point or where there are \_\_\_\_\_.(G.R.3.32(2))
63. Gate signal is identified by \_\_\_\_\_.(G.R.3.34.2)
64. Detailed working instructions about outlying siding are incorporated in \_\_\_\_\_.(S.R.3.35.1)
65. Outlying siding points are indicated by \_\_\_\_\_ mark board.(S.R.3.35.2)
66. The speed of a goods train while entering goods terminal yard is restricted to \_\_\_\_\_ kmph. (S.R.3.36.4)
67. A signal which is taken ~~%OFF+~~for a train will be put to ~~%ON+~~position only in emergency to \_\_\_\_\_. (S.R.3.36.5.1)
68. To put back starter/advanced starter for departing train LP of the train should be advised by a \_\_\_\_\_ and obtain acknowledgement. (S.R.3.36.5.3.1)
69. Fixed signals except Automatic Signals shall always show their most \_\_\_\_\_ aspect in the normal position. (G.R.3.37)
70. Even though departure signals are taken off, LP shall stop at stations where stoppages are scheduled in the \_\_\_\_\_.(S.R.3.37.1)
71. Signal over lap in M A S shall not be less than \_\_\_\_\_ metres, which shall be reckoned from \_\_\_\_\_ on single line (G.R. 3.40.(1)(b),(3)(b))
72. Signal over lap in M A S shall not be less than \_\_\_\_\_ metres, which shall be reckoned from \_\_\_\_\_ on Double line. (G.R. 3.40.(1)(a),(3)(b))
73. \_\_\_\_\_ signals are prohibited to be used for shunting purposes.(G.R.3.46)
74. Slip siding is intended to protect \_\_\_\_\_.(S.R.3.50.3.1)
75. Catch siding is intended to protect \_\_\_\_\_.(S.R.3.50.3.2)
76. When there is a falling gradient of \_\_\_\_\_ towards station the provision of catch siding is compulsory. (The Railways opening for public carriage of Passenger Rules2000, Form XV , SI no.46)
77. When there is a falling gradient of \_\_\_\_\_ towards block section the provision of slip siding is compulsory. (The Railways opening for public carriage of Passenger Rules2000, Form XV , SI no.46)
78. Catch and slip sidings shall not be used for \_\_\_\_\_ and \_\_\_\_\_ purposes. (S.R.3.50.3.1, 3.2)
79. Normal setting of points wherever catch/slip sidings are provided is for \_\_\_\_\_.(S.R.3.50.3.3)
80. When Trap indicator is provided, it shall show \_\_\_\_\_ during day and \_\_\_\_\_ light during night when it is in open position. (S.R.3.50.2)

81. All points shall normally be set for the \_\_\_\_\_ line. (G.R.3.51(1))
82. Point indicator wherever available shall show \_\_\_\_\_ during day and \_\_\_\_\_ light during night when point is set for straight (Main) Line. (S.R.3.51.3.1)
83. Point Indicator, where ever available shall show \_\_\_\_\_ during day and \_\_\_\_\_ light during night when point is set for turn out (loop line). (S.R.3.51.3.1)
84. From the time of disconnection to reconnection, the trains shall be admitted by \_\_\_\_\_ method. (S.R.3.51.7.1)
85. By waving green flag by day and a white light by night up and down vertically as high and as low as possible indicate \_\_\_\_\_. (G.R.6.08(3))
86. Violently waving a white light horizontally across the body of a person indicates \_\_\_\_\_. (G.R.3.53)
87. A green flag/green light moved slowly up and down indicates \_\_\_\_\_. (G.R.3.56)
88. Detonators are also known as \_\_\_\_\_. (G.R.3.59)
89. FSP is painted \_\_\_\_\_ & \_\_\_\_\_ alternatively. (S.R.3.61.5)
90. \_\_\_\_\_ number of detonators are given to each fog signalman. (S.R.3.61.6.2)
91. FSP is located at \_\_\_\_\_ meters from \_\_\_\_\_ signal. (S.R.3.61.5)
92. When Loco Pilot judges that visibility is impaired due to thick, foggy or tempestuous weather he shall \_\_\_\_\_ the train so as to be prepared to \_\_\_\_\_. [3.61.9(a)]
93. Maximum speed of a train shall be restricted to \_\_\_\_\_ kmph on Absolute block system. (S.R.3.61.9)
94. Maximum speed of trains during dense fog in automatic block system is \_\_\_\_\_ when aspect of signal ahead is proceed (S.R.3.61.9)
95. Maximum speed of trains during dense fog in automatic block system is \_\_\_\_\_ when aspect of signal ahead is attention (S.R.3.61.9)
96. Maximum speed of trains during dense fog in automatic block system is \_\_\_\_\_ when aspect of signal ahead is caution (S.R.3.61.9)
97. During foggy weather a red tail lamp of approved design displaying a \_\_\_\_\_ during day or night, should be provided on the last vehicle. [SR 3.61.10]
98. The knowledge of the staff that is required to use detonators shall be tested by the testing officials once in \_\_\_\_\_. (S.R.3.64.4.2)
99. Normal life of a detonator manufactured during the year 2010 and afterwards is \_\_\_\_\_. (S.R.3.64.5.3)
100. Normal life of a detonator manufactured prior to the year 2010 is \_\_\_\_\_. (S.R.3.64.5.3)
101. After testing the detonator, the life can be extended by maximum of \_\_\_\_\_ extensions. (S.R.3.64.5.3)

102. Testing of detonator shall be done by moving an empty wagon hauled by a locomotive at a speed of \_\_\_\_\_ kmph. (S.R.3.64.5.6)
103. The signals to be used to warn the incoming train of an obstruction shall be a \_\_\_\_\_ at night or a red flag during day.(G.R.3.65)
104. Whenever a signal which is detecting a point becomes defective, these points are treated as \_\_\_\_\_.(S.R.3.68.5)
105. A blank signal under complete power off situation is to be treated as \_\_\_\_\_signal. (S.R.3.68.6)
106. Pre-warning about defective reception signal is not required when there is \_\_\_\_\_ signal provision or when \_\_\_\_\_ is provided.(G.R.3.69(1))
107. When home is defective and pre warning is given, the LP may pass such signal on receipt of \_\_\_\_\_ at the foot of the signal.(G.R.3.69(1))
108. When Loco Pilot is pre warned about the defective signal, Station Master shall ensure that the conditions for \_\_\_\_\_ that signal have been fulfilled. (G.R.3.69(3))
109. Pre-warning when given it will be given in the form No. \_\_\_\_\_. (S.R.3.69.2.1)
110. When train is received on Calling ON, in Podanur Panel, Calling %ON+cancellation takes \_\_\_\_\_ seconds.(App. XI-5(v))
111. Authority to pass defective starter signal (if it is not LSS) is \_\_\_\_\_.(G.R.3.70(1))
112. When I B distant fails in %OFF+position \_\_\_\_\_ is the authority for trains before dispatching. (G.R.3.71(2)/G.R.3.75)
113. On Double line when LSS is defective \_\_\_\_\_ is the authority to start a train. (G.R.3.70(2))
114. On Single line token less section when LSS is defective \_\_\_\_\_ authority shall be given to LP. (G.R.3.70(2))
115. When Loco Pilot passes starter at %ON+partly and stopped before Advanced Starter, subsequently line clear is taken, \_\_\_\_\_ will be given. (S.R.3.70.2)
116. When Gate signal is at ON, the LP shall wait \_\_\_\_\_by day/night and gateman not available, LP may pass the gate on the hand signals of \_\_\_\_\_after ensuring that gate is closed..(G.R.3.73(2))
117. When Gate signal is at ON, the LP shall wait \_\_\_\_\_by day/night and gateman exhibiting hand signals. LP may \_\_\_\_\_.(G.R.3.73(2)(b))
118. When LP passed the Gate signal at ON and gateman is not available, the LP of the first train shall\_\_\_\_\_.(S.R.3.73.2)
119. Gate-cum-distant signal will be located at a distance of \_\_\_\_\_ meters in rear of the gate. (S.R.3.73.3)
120. If a signal is showing white light in place of a colour light, it is treated as signal is showing\_\_\_\_\_.(G.R.3.74(1)(C))
121. When Loco Pilot finds a reception stop signal in semaphore area in OFF condition without light, he shall observe \_\_\_\_\_.(G.R.3.74(1)(e))

122. Whenever colour light signal is flickering / bobbing and does not pick up a steady aspect at least for \_\_\_\_\_ time, the signal shall be treated as defective.(S.R.3.74)
123. When I B S is defective \_\_\_\_\_ is the authority to be given to Loco Pilot . (S.R.3.75.2)
124. I. B signal will have \_\_\_\_\_ facility. (S.R.3.75.4)
125. When I B S is at ~~ON~~ON+the Loco Pilot shall stop and contact \_\_\_\_\_ immediately.(S.R.3.75.4)
126. When IBS is at ~~ON~~ON+and the telephone is out of order, Loco Pilot after waiting for \_\_\_\_\_ minutes shall proceed at a speed of \_\_\_\_\_ kmph when view is clear/not clear upto FSS of next station. (S.R.3.75.4)
127. Whenever Loco Pilot passes IBS at On after waiting for 5 minutes and SM unable to be contacted shall proceed with 15 kmph view ahead is clear 8 kmph view ahead is not clear upto the FSS of the next station even if the \_\_\_\_\_ signals is showing proceed aspect. [SR3.75.4]
128. Wherever I B S is provided, LSS is interlocked with \_\_\_\_\_ and I B S is interlocked with \_\_\_\_\_.(Appendix B of SWRs where IBS is provided)
129. When Loco Pilot pass I B S at ~~ON~~ON+ \_\_\_\_\_ indication will appear to SM in rear.(S.R.14.14.1.1.1)
130. Under no circumstances should a train be \_\_\_\_\_ over the trailed through points.. (S.R.3.77.2)
131. The Loco Pilot shall whistle intermittently when his engine explodes detonator and take every possible caution including \_\_\_\_\_ as necessary.(G.R.3.78.(2)(a))
132. After exploding the detonator, the Loco Pilot shall proceed cautiously upto a distance of \_\_\_\_\_ and can pick-up normal speed if there is no obstruction beyond that distance. (G.R.3.78(2)(vi))
133. When the Loco Pilot notices a signal warning of an obstruction, except detonator, he shall \_\_\_\_\_ immediately. (G.R.3.78.(4))
134. When the Loco Pilot notices a signal warning of an obstruction and no further details are noticed, after stopping \_\_\_\_\_ by day/night, he shall proceed \_\_\_\_\_ up to the next block station. (G.R.3.78.(5))
135. Signal warning board is located at a distance of \_\_\_\_\_ meters in rear of a stop signal. (S.R.3.78.1)
136. The LP shall clearly understand that if no signal indication is available from the Warning board he should control the speed as if the stop signal ahead is at \_\_\_\_\_.(S.R.3.78.1)
137. The Loco Pilot and guard will be given \_\_\_\_\_ no. of L R trips before they are booked for regular working including one trip between \_\_\_\_\_ & \_\_\_\_\_ hours. (S.R.3.78.2.1)
138. If Loco Pilot has not operated on a section for 3 to 6 months, he should be given \_\_\_\_\_ road learning trips. (S.R.3.78.2.2)
139. A \_\_\_\_\_ to record observations of Loco Pilot during his run must be maintained in all lobbies.(S.R.3.85)

REF GUARD OPTG & COMML UPTO AS11

**CHAPTER – IV**

1. Guard shall set his watch by the station clock or the clock at the authorized place of reporting for duty and communicate the time to the LP and make entry in the \_\_\_\_\_.(S.R.4.03)
2. ODC shall be allowed to be attached by a train for transport only with the prior sanction of \_\_\_\_\_.(App.VIII 9.2)
3. All Passenger carrying trains should run at \_\_\_\_\_ even under normal circumstances subject to observance of permanent / temporary speed restrictions in force. (S.R.4.08.1.1)
4. Loco Pilot shall not make up between any two stations more time than is allowed in \_\_\_\_\_.(G.R.4.08(2))
5. In case of speedometers of loco is defective at crew changing points, the train should not be \_\_\_\_\_ till attended or loco changed.( SR 4.08.2.1)
6. In case of speedometers/recorder of loco is defective during run, train should run with \_\_\_\_\_ % reduction in MPS upto the crew changing point.( SR 4.08.2.1, SR4.14.5)
7. Unless permitted under approved special instructions the maximum speed permitted on loop line is \_\_\_\_\_ kmph. (G.R.4.10(1))
8. The speed of trains over Non-Interlocked points, turnouts and crossover shall not exceed \_\_\_\_\_ KMPH normally(G.R.4.10(1))
9. The speed of a passenger/goods train on 1 in 8 ½ turnout (straight switch) is restricted to \_\_\_\_\_/\_\_\_\_\_ kmph. (S.R.4.10)
10. The speed of a passenger/goods train on 1 in 8 ½ turnout (curved switch of 52/60 km rails) on PSC sleepers is restricted to \_\_\_\_\_ kmph. (S.R.4.10)
11. Isolation is necessary where the trains are permitted to run through a station at a speed exceeding \_\_\_\_\_ kmph. (G.R.4.11(1))
12. Engine pushing is not permitted without the prior permission of \_\_\_\_\_.(S.R.4.12.2.1)
13. When engine is pushing a train and Guard is travelling in brake van, which is leading, the speed shall not exceed \_\_\_\_\_ kmph, and Guard is not travelling in leading vehicle, the speed shall not exceed \_\_\_\_\_ kmph. (S.R.4.12.2.3)
14. During engine pushing, in the absence of PHS of Guard, LP shall \_\_\_\_\_(S.R. 4.12.2.4)
15. When engine is pushing a train without guard the duties of guard is devolved on \_\_\_\_\_(S.R.4.12.3)
16. When the train is working without BV, while pushing back the LP has to observe the \_\_\_\_\_ signals of guard and proceed with \_\_\_\_\_ speed. (S.R.4.12.4)
17. An engine exclusively deployed for shunting purpose shall put on \_\_\_\_\_ colour marker lights on both sides. (G.R.4.14(2))
18. When head light is defective after putting marker lights on the train can go with a restricted speed of \_\_\_\_\_ kmph(G.R.4.14(5))
19. In normal position side lights shall show \_\_\_\_\_ towards rear and \_\_\_\_\_ towards engine.(S.R.4.15.1)
20. At night, when passenger carrying train waiting at a station for precedence, Guard shall change the side light adjacent to the line on which the following train is to be admitted, to show \_\_\_\_\_ light towards rear \_\_\_\_\_ light towards engine. (S.R.4.15.1)

21. Side lights may be dispensed with for \_\_\_\_\_ and \_\_\_\_\_ trains.  
(S.R.4.15.4)
22. Last vehicle indicator during night shall be \_\_\_\_\_ red light. (G.R.4.16.1.(b))
23. When an assisting engine is attached in rear of a train, \_\_\_\_\_ shall be fixed behind the assisting engine. (S.R.4.16.2)
24. It will be the duty of the Guard to ensure that \_\_\_\_\_ is affixed only in the rear of the last vehicle. (S.R.4.16.3)
25. Light engines or coupled engines shall have \_\_\_\_\_ in rear.  
(S.R.4.16.4)
26. In case of obstruction on track, Guard must exhibit the \_\_\_\_\_ hand signal lamp at night or \_\_\_\_\_ during day, (G.R.3.65)
27. Whenever alarm chain is pulled the Guard shall record the fact in the \_\_\_\_\_ and submit a special report to \_\_\_\_\_. (S.R.4.18.2)
28. Guard shall report to the Station Master of the next important station, any stoppage or other irregularities in train working record the details in \_\_\_\_\_ and send a special report to the \_\_\_\_\_. (S.R.4.18.2)
29. \_\_\_\_\_ is provided in the personnel equipments of the Guard for opening/closing of the Guard's compartment of SLR. (SR 4.19.1.1)
30. The full form of OTL of BV equipment is \_\_\_\_\_. (S.R.4.19.4.1.1)
31. Dy.SS/TNC of the originating station shall record the intactness and availability of the BV equipment in the register and obtain acknowledgement of the \_\_\_\_\_ in the register apart from VG, (S.R.4.19.4.4.1)
32. Fire-Extinguishers: Replacement shall be done once in \_\_\_\_\_. (S.R.4.19.4.6.1)
33. The 2/4 wire telephone will be tested once in \_\_\_\_\_ by SE/JE-Tele.  
(S.R.4.19.4.6.2)
34. Contents of the EL Box shall be tested once in \_\_\_\_\_ by the SE / JE-TL.  
(S.R.4.19.4.6.3)
35. Guard shall obtain acknowledgement of Dy.SS or SE / JE-C&W in the \_\_\_\_\_ at destination station about the intactness of OTL and seal.  
(S.R.4.19.4.8.7)
36. For opening/closing Guards compartments of SLR \_\_\_\_\_ is provided as personal equipment to Guard. (SR4.19.1.1)
37. In case of emergency the Assistant Loco Pilot can be authorized to drive the train at a restricted speed not exceeding \_\_\_\_\_ up to the nearest point where he can be relieved. (S.R.17.09.5.7)
38. When leading compartment of an electric engine is defective and the train is driven from trailing compartment by Assistant LP, the speed shall not exceed \_\_\_\_\_ kmph. (S.R.17.09.12.2)
39. When leading compartment of an electric loco is defective and the train is driven from trailing compartment by loco pilot the speed shall not exceed \_\_\_\_\_ kmph.  
(S.R.17.09.12.3)
40. In any case, there shall not be more than \_\_\_\_\_ officials/staff including engine crew at any time on the engine except in emergencies. (S.R.4.22)

41. The number of persons permitted to travel in the brake-van of goods trains, in addition to the Guard, should not exceed \_\_\_\_\_. (S.R.4.23.1)
42. In emergency a goods train without brake van is ordered by \_\_\_\_\_ / \_\_\_\_\_. (S.R.4.23.2.1)
43. Maximum number of coaches in addition to the officer's inspection coach attached in rear of SLR of Passenger or Mail & Express trains is \_\_\_\_\_. (S.R.4.24.1)
44. Maximum number of bogies or its equivalent attached by a goods train is \_\_\_\_\_ bogies. (S.R.4.24.2)
45. Only \_\_\_\_\_ damaged vehicle or damaged engine shall be attached behind the rear brake van of goods/mixed train. (S.R.4.24.4)
46. Attaching of damaged vehicle/engine may be done during \_\_\_\_\_ and in clear weather. (S.R.4.24.4)
47. Damaged vehicle/engine when attached to a goods train shall be accompanied by \_\_\_\_\_. (S.R.4.24.4)
48. All irregularities in connection with the working of trains or accidents must be reported in the \_\_\_\_\_ by Guard. (S.R.4.25.2.1)
49. Entries of vehicles attached to a train at intermediate stations must be made by the \_\_\_\_\_ at those stations. (S.R.4.25.3.1)
50. Before starting, the guard will be responsible for checking the load on the train with the entries on the \_\_\_\_\_ of wagon numbers, booking and destination stations, type of wagons etc., (S.R.4.25.3.5)
51. In an emergency, a goods train without Guard can be ordered by \_\_\_\_\_. (S.R.4.25.4)
52. \_\_\_\_\_ shall be issued to the Loco Pilot by Station Master with necessary endorsement stating that the train is to run without Guard. (S.R.4.25.4.3)
53. Where IBS is provided, the SM shall not dispatch a train in rear of the train running without Guard reaches the \_\_\_\_\_. (S.R.4.25.4.4)
54. In Automatic block territory, no train shall be allowed to follow a train without brake van/guard until it arrives complete at the next \_\_\_\_\_. (S.R.4.25.4.9)
55. Running of goods train without \_\_\_\_\_ is strictly prohibited during tempestuous weather, total interruption of communications and during temporary single line working. (S.R.4.25.4.6)
56. Running of goods train without Guard should not be permitted if the last vehicle is not \_\_\_\_\_. (S.R.4.25.4.10.4 note 2)
57. Trucks loaded with girders, machinery, long timber etc. shall be inspected by Guard at stopping stations and if the fastenings have \_\_\_\_\_ or the loads \_\_\_\_\_ they shall be re-secured before the train is allowed to proceed or else the trucks detached. (S.R.4.28)
58. In case a hot axle box found running between stations, the train shall be brought to a \_\_\_\_\_ immediately and after attending LP should exercise his discretion with regard to the \_\_\_\_\_. (S.R.4.29.2)
59. When SM receives advice of Hot axle, that train shall preferably be admitted on \_\_\_\_\_ line. (S.R.4.29.3)
60. The Fit to proceed (Brake power certificate form No. \_\_\_\_\_) must be possessed by the Loco Pilot of the train till the train completes its \_\_\_\_\_. (S.R.4.31.4)

61. At the station after loading/un loading; or tipping; or while clearing stabled stock from a station; or incase of invalid BPC, the \_\_\_\_\_ check shall be conducted. (S.R.4.31.5)
62. Whenever train engine is changed, \_\_\_\_\_ test should be conducted and same shall be recorded by the LP and Guard in their \_\_\_\_\_. (S.R.4.31.5)
63. Time permitted for GLP check of a train consisting of 60 units (four wheeler) is \_\_\_\_\_ minutes. (S.R.4.31.5(note))
64. Guard and Loco Pilot shall prepare a GLP check memo jointly on a plain sheet in \_\_\_\_\_. (S.R.4.31.5B)
65. At the originating station for coaching trains, the TXR staff shall \_\_\_\_\_ of Guard's compartment (if it is not leased) and luggage portions (if it is not leased or not loaded with parcels) of front / middle SLR and lock with Universal lock. (SR 4.34.5)
66. At stations, where PA system is not provided, SM gives permission to Guard to stat the train by ringing \_\_\_\_\_ bear for Down train, \_\_\_\_\_ beats for Up trains and 4 beats for branch line. (S.R.4.35.2.1.2)
67. When a train is ordered without guard and GLP check is necessary the \_\_\_\_\_ is completely responsible for conducting GLP check. However, one Pointsman from the station shall be deputed to assist the Loco Pilot in conducting GLP check. (S.R.4.35.5)
68. The time prescribed for Guard and Loco Pilot (GLP) check of train consisting of 60 units is \_\_\_\_\_. (S.R.4.35.5)
69. When the train is ordered without guard, if GLP check is necessary and Loco Pilot is alone conducting GLP check, \_\_\_\_\_ time is allowed for a rake consisting of 60 units. (Unit may be a 4 wheeler or 8 wheeler). (S.R.4.35.5)
70. Guard shall report to Station Master of the next station, any stoppage or other irregularities in train working, record the details in the \_\_\_\_\_. (S.R.4.36)
71. While at a station, the Loco Pilot is to obey \_\_\_\_\_ orders. (GR.4.39(b))
72. The Loco Pilot and Assistant Loco Pilot shall \_\_\_\_\_ each signal; call out the \_\_\_\_\_ of the signal to each other. (S.R.4.40.1)
73. The validity of CC rake BPC is \_\_\_\_\_ days or \_\_\_\_\_ km which ever is earlier. (C&W JPO 5/2008-3.3)
74. The validity of Premium rake BPC is \_\_\_\_\_. (C&W JPO 5/2008-4.7)
75. The grace period given for Premium end to end BPC is \_\_\_\_\_. (C&W JPO 5/2008-4.7)
76. The validity of End to end BPC is \_\_\_\_\_. (C&W JPO 5/2008-5.1.II)
77. LP and ALP shall look back frequently during journey to see whether the train is following in a \_\_\_\_\_ manner. (G.R.4.41)
78. The Loco pilot /ALP and Guards must look back at the Gang Staff and Level Crossing Gates to see whether any \_\_\_\_\_ signal is exhibited by them. (S.R.4.41.2)
79. After clearance of the loop line cross-over points, when a train passes through loop lines the LP and Guard shall \_\_\_\_\_ (SR 4.42.2.7)
80. at a station. S M shall arrange points man to show all right signals for a run through train from \_\_\_\_\_ side. (S.R.4.42.5.1)
81. Loco Pilots/Motormen of DEMUs, DHMUs, EMUs and MEMUs are \_\_\_\_\_ from exchanging ~~all~~ right signals. (S.R.4.42.7.4)



82. Cut off angle cock must be in \_\_\_\_\_ position except front side of loco and rear side of L V to ensure brake continuity. (App.VI-2.1)
83. A goods train having 56 wagons, the B P pressure in engine shall be \_\_\_\_\_ and in B V shall be \_\_\_\_\_. (App. VI -2.2)
84. A goods train having 58 wagons, the B P pressure in loco shall be \_\_\_\_\_ and in B V \_\_\_\_\_. (App. VI -2.2)
85. Normally \_\_\_\_\_ minutes allowed to goods trains to start after engines have been attached. However, in case of formations tested by Vacuum Exhausters/Air-Compressors, the time taken for starting the train, after engine is attached, shall not exceed \_\_\_\_\_ minutes. (App. VI -3.4)
86. Empty / Load handle shall be kept in load position when the gross load is above \_\_\_\_\_ Tones. (App.VI-5.5)
87. At the first opportunity, after starting, destroy a part of vacuum/air pressure in order to get an idea of the \_\_\_\_\_ of your train. (App. VI -6.1)
88. When train is stabled for more than \_\_\_\_\_ hours at station other than loading and unloading station, fresh B P C is required. (C&W JPO 5/2008)
89. Fresh B P C is required whenever more than \_\_\_\_\_ eight-wheeler vehicles are attached or detached, to/from a train. (App.VI . 6.4)
90. All passenger carrying trains of all description shall have \_\_\_\_\_ operative vacuum cylinders with effective brake power at the starting station. (App. VI -13.1.1)
91. F P pressure in loco shall be \_\_\_\_\_ and in B V \_\_\_\_\_. (App. VI -14.2)
92. D V isolating handle in vertical position indicates DV is in \_\_\_\_\_ position. (Maintenance manual for wagons -802)
93. D V isolating handle in horizontal position indicates D V is in \_\_\_\_\_ position. (Maintenance manual for wagons -802)
94. Reduction in B P pressure causes \_\_\_\_\_. (Maintenance manual for wagons -802)
95. Creation of B P pressure causes \_\_\_\_\_. (Maintenance manual for wagons -802)
96. All \_\_\_\_\_ trains shall have Twin Pipe working. (App. VI -14.2)
97. The effective brake power in case of Mail/Express at the originating station should be \_\_\_\_\_% and enroute can be not less than \_\_\_\_\_%(App. VI -16.2)
98. The effective brake power in case of passenger and CC rakes at the originating station should not be less than \_\_\_\_\_% and enroute shall be \_\_\_\_\_. (App. VI -16.2)
99. When a train is held up at F S S for more than \_\_\_\_\_ minutes, the Loco Pilot shall deputise Assistant Loco Pilot to go to Station. (G.R.4.44.(1))
100. When a train is held up at F S S for more than \_\_\_\_\_ minutes, the Guard shall \_\_\_\_\_ in rear. (G.R.4.44.(1))
101. If Guard notices any danger condition in the train, he shall try to attract the \_\_\_\_\_. If he failed to attract the attention, the Guard may apply \_\_\_\_\_ gradually to stop the train. (G.R.4.45.(1 to 4))
102. Whenever the engine is to be detached outside station limits when the gradient is not steeper than 1 in 600 hand brakes of \_\_\_\_\_ vehicles must be applied. (S.R.4.48.2)

103. Whenever the engine is to be detached out side station limits when the gradient is steeper than 1 in 600 hand brakes of \_\_\_\_\_ vehicles must be applied. (S.R.4.48.2)
104. Guards have to verify \_\_\_\_\_ by observing the drop in BP pressure gauge provided in SLR/BV. (SR4.49.2.2)
105. To assist the Loco Pilot for application of train brakes, when requested by LP, Guard has to apply \_\_\_\_\_ (SR4.49.2.2)
106. With in station limits where gradient is 1 in 400, to detach the loco of goods train, BV and \_\_\_\_\_ number of wagons hand brakes are to be put ON.(S.R.4.57.1)
107. When working a passenger train the Loco Pilot shall ensure that the passenger bogies do not over shoot the \_\_\_\_\_.(S.R.4.49.1)
108. Whenever a train is stopped on a gradient for any reason like accident, loco failure, OHE supply failures etc., it is essential and important to apply the \_\_\_\_\_ and \_\_\_\_\_ so as to hold the train safely on the gradient. (S.R.4.49.2)
109. The Guard of the train has to verify application of train brakes by observing the \_\_\_\_\_ in BP pressure guage in SLR/BV.(SR 4.49.2.2)
110. When SM / Station Staff does not exchange  $\pm$ all-right signals, the Loco Pilot shall give \_\_\_\_\_ engine whistle code.(S.R.4.50.2)
111. The Whistle Board in case of approach to un manned level crossing gates is at a distance of \_\_\_\_\_ meters. On single line it should be reduced to \_\_\_\_\_ meters when view is clear. (S.R.4.50.3)
112. When engine whistle fails on run, after clearing block section, the loco shall be attended or it shall be \_\_\_\_\_.(S.R.4.50.4)
113. Engine Whistle code for Guard to Protect in rear is \_\_\_\_\_(S.R.4.50.5)
114. Engine Whistle for Guard to come to Engine is \_\_\_\_\_.(S.R.4.50.6)
115. Passing Signal at  $\nabla$ Nq with proper Authority, the LP shall sound \_\_\_\_\_Whistle (S.R.4.50.7)
116. Engine whistle code 0 0 - indicates \_\_\_\_\_. (S.R.4.50.11)
117. The Bell Code used in EMU/DMU trains for Automatic Signal or IBS passing in  $\nabla$ Nq when telephone is defective is \_\_\_\_\_.(S.R.4.51.3)
118. The Bell Code used in EMU/DMU for Zone of Speed restriction is over and to resume normal speed is \_\_\_\_\_.(S.R.4.51.6)
119. Whenever train stopped without clearing fouling mark, Guard shall inform the SM at once and \_\_\_\_\_to prevent any movement on the fouled line.(G.R.4.56)
120. If Guard for any reason has to leave SLR/BV, he should \_\_\_\_\_ of SLR/BV before leaving.( SR 4.57.3)
121. Before giving signal for the train to start, the Guard shall ensure the hand brakes are \_\_\_\_\_. (SR 4.57.3)
122. At Stations, the LP of the train shall bring his engine to a stop as close as possible to the \_\_\_\_\_to ensure clearing of the fouling mark. (S.R.4.58.2)

123. Material train shall be ordered to work with the permission of \_\_\_\_\_ (S.R.4.62.1.1)
124. To despatch a material train for working in the block section and return back to the same station, \_\_\_\_\_ authority is given to the LP. (S.R.15.06.4)
125. To despatch a material train for working in the block section and proceed to the next station, \_\_\_\_\_ authority is given to the LP. (S.R.15.06.4)
126. Dividing of material train in the block section where the gradient is steeper than \_\_\_\_\_ is prohibited. (S.R.4.62.6.1)
127. The B P C of a material train is valid for \_\_\_\_\_ subject to examination of the train by T X R once in \_\_\_\_\_ days. (S.R.4.62.11.3)
128. The required brake power of material train shall be \_\_\_\_\_. (S.R.4.62.11.2)
129. While stabling a material train at a station, the responsibility to secure it lies with the \_\_\_\_\_. (S.R.4.64.1.1)
130. The maximum speed of T T M is \_\_\_\_\_ kmph and over points and crossing is \_\_\_\_\_ kmph. (S.R.4.65.1.1)
131. T T M is permitted to work in the block section only during \_\_\_\_\_. (S.R.4.65.6.3.1)
132. When TTM~~s~~ are following each other the distance to be kept between each is \_\_\_\_\_ mts. (S.R.4.65.7)
133. When TTM~~s~~ are following each other the speed of the second TTM is restricted to \_\_\_\_\_ KMPH. (S.R.15.06.4.3)

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## CHAPTER – V

1. In case of T/A to T/H 602, T/J 602, T/609, \_\_\_\_\_ to \_\_\_\_\_, T/A to T/D 912, T/A 1525 and T/1525, the prescribed printed forms shall only be used. (S.R.5.07)
2. To receive a train on to an obstructed line, the Loco Pilot shall be given \_\_\_\_\_ authority where there is no calling ON signal and signal post telephone. (S.R.5.09)
3. While receiving a train on obstructed line, SM shall arrange to post one competent Railway servant to show \_\_\_\_\_ hand signal from \_\_\_\_\_ meters before the obstruction. (G.R.5.09(4))
4. To receive a train on to non signalled line, the Loco Pilot shall be given \_\_\_\_\_ (Note below G.R.5.10)
5. To start a train from a station having common starter, the Loco Pilot shall be given \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_. (G.R.5.11(1))
6. To despatch a train from non-signaled line, where tangible authority is not given as ATP, \_\_\_\_\_ authority should be given in addition to ATP. (S.R.5.12)
7. As per G&SR Shunting operations shall be controlled by \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_. (5.13(1))
8. The speed during shunting operations shall not exceed \_\_\_\_\_. (G.R.5.13(3))

9. The shunting staff need not accompany during shunt movement of light engine/s on to a \_\_\_\_\_ except in case of doubt. (S.R.5.13.1)
10. Slip coaches shall not be kept on blocked line in the rear of a \_\_\_\_\_.(S.R.5.13.2)
11. While performing shunting on passenger carrying trains, the shunting engine or train engine with or without sectional coaches, before coming on to the formation should be stopped \_\_\_\_\_ metres before the formation.(S.R.5.13.3)
12. At station where separate shunting staff are not employed, shunting operations shall be personally supervised by \_\_\_\_\_.(S.R.5.14.1)
13. While backing a full train from one line to another via main line the shunting supervision is done by \_\_\_\_\_.(S.R.5.14.2)
14. Carriages containing passengers shall not be moved for shunting without the personal order of the \_\_\_\_\_ and \_\_\_\_\_.(S.R.5.14.4)
15. While performing shunting, the points which are not protected by signals must be locked by \_\_\_\_\_ or by \_\_\_\_\_ method. (S.R.5.14.5)
16. While shunting wagons containing explosives, the supervision shall be done by \_\_\_\_\_.(S.R.5.14.6)
17. The maximum speed while shunting of wagons containing explosives and P O L products shall be \_\_\_\_\_ kmph. (S.R.5.14.6(b))
18. Where shunting operations are supervised by Guard/SM, Loco Pilot shall be given Form No. \_\_\_\_\_(shunting instruction form) (S.R.5.14.9)
19. Shunting of roller bearing vehicle on a steep gradient shall be done only with locomotive attached towards the \_\_\_\_\_.(G.R.5.20(b))
20. For shunting purpose \_\_\_\_\_ gradient is considered as steep gradient for roller bearing wagons and \_\_\_\_\_ gradient for non roller bearing wagons. (G.R.5.20(b)Note)
21. Maximum Hand shunting speed is \_\_\_\_\_ kmph. (S.R.5.20.5.6)
22. To detach loco of a goods train having BOX ~~N~~q/ BCN / BRH, etc., minimum \_\_\_\_\_ no. of vehicles hand brake are to be applied from each end in addition to the hand brakes of B V.(S.R.5.23..4.6)
23. Loco Pilot while on duty should not leave loco \_\_\_\_\_. In case he is required to leave the locomotive unmanned, he should do so only after receiving \_\_\_\_\_ from the Station Master/Yard Master and ensuring \_\_\_\_\_ of loco .(S.R.5.23..4.1)
24. Before leaving the Station/Yard, the Loco Pilot and Guard should jointly sign record in the \_\_\_\_\_ register to be maintained with Station Master that the load & loco has been secured. .(S.R.5.23..4.2)

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**CHAPTER – VI**

1. When Loco Pilot of the train experienced any abnormal condition in the track, stop his train at \_\_\_\_\_ of next block station and inform Station Master.(SR 6.07.1(a))
2. When Loco Pilot of the train experienced any abnormal condition in the track, in case of IBS and Automatic block territories, he must inform \_\_\_\_\_ and \_\_\_\_\_ to stop the movement of trains..(SR 6.07.1(a))
3. When ~~Alarm~~ is reported and subsequently a train is sent with engineering official, caution order is given to the LP to \_\_\_\_\_ short of the expected portion of the track .(SR 6.07.1(d))
4. When ~~Alarm~~ is reported and subsequently a train is sent in the absence of engineering official, caution order is given to the LP to stop dead and proceed at \_\_\_\_\_ kmph if considered safe otherwise \_\_\_\_\_ to station. SR 6.07 (e).
5. Rail fracture of less than 30mm, the speed of first train shall be \_\_\_\_\_ kmph, the speed of second and subsequent trains shall be \_\_\_\_\_ kmph. (SR 6.01.3.1).
6. The Station Master who received the message about the rail fracture through LP, he shall arrange to issue caution order of \_\_\_\_\_ kmph over the fractured rail.(SR 6.01.3.3)
7. Rail fracture of more than 30 mm or multiple fractures, certification by \_\_\_\_\_ is required to pass trains. (SR 6.01.3.4)
8. When a train is dispatched on T/J602(shall not be passenger carrying train), the speed shall not exceed \_\_\_\_\_ kmph. ( T/J 602 (SR 6.02.5)
9. During Temporary Single Line working, Loco Pilot and Guard shall be given authority\_\_\_\_\_.(SR 6.02.1.8)
10. During T S L working, the speed of first train shall be \_\_\_\_\_ kmph.(SR 6.02.1.11)
11. During T S L working the speed of second and subsequent trains shall \_\_\_\_\_( SR 6.02.1.11).
12. During TSL working when the train is proceeding on wrong line, the train shall be piloted out on a \_\_\_\_\_. ( SR 6.02.1.14.1)
13. During T I C on double line \_\_\_\_\_ is the A T P authorizing the Loco Pilot to proceed with a restricted speed of \_\_\_\_\_ kmph.( SR 6.02.3.3)
14. When trains are dealt on T/C 602, the time interval between two trains shall be \_\_\_\_\_ minutes.( SR 6.02.3.5)
15. During T I C on Single Line /Double line and T S L working, except \_\_\_\_\_ signal, all other signals can be taken OFF ( SR 6.02.3.6).
16. During TIC on double line, when a train is stopped in the block section on account of accident, Guard shall protect the train by placing one detonator at \_\_\_\_\_ meters and two detonators 10 meters apart at \_\_\_\_\_ meters from the train.( SR 6.02.3.9)
17. During TIC on Double line, if no one from the station turns up within \_\_\_\_\_ minutes, Guard shall protect the train in rear and ALP may be sent to station. (SR 6.02.3.12)
18. Light engine/vehicle which is going to open communication shall proceed on \_\_\_\_\_ authority.( SR 6.02.4.3)

19. When enquiry is made for more than one train during TIC on S/L, \_\_\_\_\_ forms are given to the light engine/vehicle which is going to open communication. ( SR 6.02.4.4.2)
20. Light engine/vehicle, which is going for opening of communication, shall proceed with a restricted speed of \_\_\_\_\_ kmph. (SR 6.02.4.6.1)
21. After opening communication \_\_\_\_\_ is A T P for the light engine/vehicle to come back. ( SR 6.02.4.9)
22. UP / DN CLCT is prepared in Form No. \_\_\_\_\_ / \_\_\_\_\_ (SR 6.02.4.15)
23. When there is even flow of trains, enquiry and reply messages are sent through \_\_\_\_\_. ( SR .6.02.4.16)
24. After opening the communication, the speed of first train waiting shall be \_\_\_\_\_. ( SR 6.02.4.18)
25. If enquiry is made for more than one train and reply is also received, the second train can be allowed to go with a restricted speed of \_\_\_\_\_ kmph, after a clear interval of 30 minutes. ( SR 6.02.4.18)
26. If it is required to dispatch a relief engine or relief train into obstructed block section, it can be dispatched by issuing \_\_\_\_\_. ( SR. 6.02.6.1)
27. On Double line, protection in \_\_\_\_\_ is required (in addition to adjacent line and in rear) during TSL working or when assistance has been asked. ( G.R 6.03.1(g) )
28. If a passenger train/goods train does not turn up even after normal running time and \_\_\_\_\_ / \_\_\_\_\_ minutes, S M shall arrange to send competent railway servant. (BWM Part I 5.5.a(ii))
29. If for any reason, a train is brought to a stand for more than \_\_\_\_\_ minutes, the hand brakes of Locomotive and formation brakes shall be applied. ( SR 6.04.2.1)
30. If that stoppage happened (more than 15 minutes) on a grade steeper than 1 in 150 for roller bearing stock, the hand brakes of 1/3 wagons of the train or next to engine hand brakes of \_\_\_\_\_ wagons and next to brake van hand brakes of \_\_\_\_\_ wagons whichever is more shall be applied in addition to the application of brake van hand brake. (SR 6.04.2.1)
31. When engine disabled, if the LP expects that putting the engine in working order will take more than \_\_\_\_\_ minutes, he will request the Guard to arrange for a relief engine. (SR 6.05.4)
32. If Loco Pilot enters block section with out authority and subsequently sends his Assistant Loco Pilot with a memo to SM in rear, that S M shall give \_\_\_\_\_ ( SR 6.06.2)
33. If Loco Pilot enters block section with out authority and subsequently sends his Assistant Loco Pilot with a memo to SM in advance, that S M shall give \_\_\_\_\_. ( SR 6.06.2)
34. When a train parts, If the Loco Pilot finds it necessary to proceed to the station ahead, he shall, on approaching the station give \_\_\_\_\_ whistle and act as per aspects of signals of station/gate. (SR 6.08.1.1).
35. When a train parts on its journey, the tonnage of the train shall be jointly checked by the \_\_\_\_\_ and the \_\_\_\_\_ and also by the \_\_\_\_\_ (SR 6.08.1.3).

36. When train stopped due to inability of the engine to haul the load and If it is not possible to get the relief engine or push back the train, the crew can decide to \_\_\_\_\_ the train. (SR 6.09.1)
37. During divided train working, the Guard will prepare a written permission in the form \_\_\_\_\_ and give to Loco Pilot to proceed to the next station. (SR 6.09.3.2)
38. During \_\_\_\_\_, the second portion of the train left in section shall be protected in the front by Guard. (SR 6.09.4)
39. During divided train working, on approaching the station, the LP shall stop at home signal even though it is off and give \_\_\_ 0 \_\_\_ 0 whistles. The SM and LP shall contact each other on \_\_\_\_\_/\_\_\_\_\_. and SM may then exhibit \_\_\_\_\_ hand signals to LP to enter into station. (SR 6.09.5)
40. The light engine which is coming on T/609 to pick up the second portion shall come with a restricted speed of \_\_\_\_\_ kmph. (SR 6.09.7)
41. When a goods Train runs without Guard has to be divided, the Loco Pilot shall bring first portion by preparing a \_\_\_\_\_. (SR 6.09.9.1)
42. When a train without guard is divided in the section, after dropping the first portion, light engine returning to pickup second portion shall proceed on \_\_\_\_\_ authority. (SR 6.09.9.4)
43. In case of fire accident in a passenger carrying train, the first objective to be achieved is to \_\_\_\_\_ (GR 6.10.1)
44. If a fire is noticed in a running train, the LP shall at once stop the train. The vehicles behind the one on fire shall be \_\_\_\_\_ and the front portion of the train then moved forward to prevent the catching of fire. (S.R.6.10.1.1)
45. In the event of a fire on any part of the electrical equipment, the affected part is first to be completely \_\_\_\_\_ from the Distribution System. (S.R.6.10.11)
46. \_\_\_\_\_ shall not be used for extinguishing fires on electrical equipment. (S.R.6.10.11)

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### CHAPTER – VII, VIII & IX

1. The System of working used between Lingampally . Secunderabad Junction . Moula-ali of SC division is \_\_\_\_\_. (SR 7.01.1)
2. On SCR single line, Automatic Block System is used between \_\_\_\_\_ and \_\_\_\_\_. (SR 7.01.II)
3. On Absolute Block System, no train shall be allowed to leave a block station unless \_\_\_\_\_ has been received from advance Block station. (GR 8.01(1) (a))
4. The automatic signal shall not assume OFF position unless the line is clear not only upto the next Automatic signal but also for an adequate distance of not less than \_\_\_\_\_ metres on D/L (GR 9.01.(1) (c)(i))
5. Automatic stop signal is identified by \_\_\_\_\_ board GR 3.17(1)
6. Semi automatic stop signal is identified by \_\_\_\_\_ light when working as automatic signal. GR 3.17(1)

7. Normal aspect of Automatic signal is \_\_\_\_\_ (GR .3 37(2))
8. All Guards, Loco Pilots, Assistant Loco Pilots, Motor men who are required to work in automatic block system shall undergo one day intensive training and a certificate shall be renewed once in \_\_\_\_\_ months. (SR 9.01 4)
9. SMR/SS/TI shall renew the competency certificates (Automatic section) for the \_\_\_\_\_ and LI for \_\_\_\_\_. (SR 9.01.5)
10. When Loco Pilot passes an automatic signal at ON, he shall observe an SR of \_\_\_\_\_. (S.R 9.02.3)
11. The Guard shall show a \_\_\_\_\_ hand signals towards the rear when the train has been stopped at an Automatic stop signal. (GR 9.02(2))
12. After passing an automatic signal at ON, the Loco Pilot of the following train hauled by any locomotive shall ensure that a minimum distance of \_\_\_\_\_ metres is maintained between his train and preceding train. The distance may be reduced to \_\_\_\_\_ in case of EMU train. (SR 9.02.7.1)
13. When LSS fails on single line automatic block system, \_\_\_\_\_ shall be given to Loco Pilot and the first train shall go with a restricted speed of \_\_\_\_\_ kmph (SR 9.06.4 and 5)
14. When LSS fails on double line automatic block system, \_\_\_\_\_ shall be given to LP of the train to go with a restricted speed of \_\_\_\_\_ kmph (SR 3.12.3).
15. When a train is stopped in an automatic block signaling section on single line and train cannot proceed further, the Guard shall protect in rear duly placing one detonator at \_\_\_\_\_ meters and 2 detonators 10 meters apart at \_\_\_\_\_ (SR 9.10.3).
16. When a train is stopped in an automatic block signaling section on double line and train cannot proceed further, the LP/ALP shall protect adjacent line in front duly placing \_\_\_\_\_ and \_\_\_\_\_ shall ensure it. (SR 9.10.4)
17. During prolonged failure of signals but communications are available on DL Automatic Block System, the authority given to Loco Pilot \_\_\_\_\_. The Loco Pilot of first train shall go with a restricted speed of \_\_\_\_\_ kmph. (SR 9.12.1 5.1)
18. When signals and communication fail on DL Automatic Block System, the authority given to the Loco Pilot is \_\_\_\_\_ which authorizes the LP to go with a restricted speed of \_\_\_\_\_ kmph. (SR 9.12 2.2.4)
19. The time interval between two trains during signal and communication failure on DL Automatic Block System shall be \_\_\_\_\_ minutes. (SR 9.12.2.2.5)
20. During TSL working Automatic Block System, the first train proceeding on right line when signal and communications are working shall proceed on \_\_\_\_\_ authorities (SR 9.12.3.14.1.1)
21. During TSL working Automatic Block System when signals and communications are working, the second and subsequent trains proceeding on right line shall proceed on \_\_\_\_\_. (SR 9.12.3.14.1.2)
22. The first train running in the wrong direction during TSL working on Automatic block system shall proceed with a restricted speed of \_\_\_\_\_ kmph. (SR 9.12.3.10)



23. The second and subsequent trains running in the wrong direction during TSL working on Automatic block system shall proceed with a speed of \_\_\_\_\_. (SR 9.12.3.10)
24. Authority to dispatch a light engine on single line Automatic Block system during prolonged failure of all signals when no communications are available is \_\_\_\_\_ (SR 9.12.5).
25. To dispatch a relief loco/train into the occupied block section \_\_\_\_\_ is given as the ATP for the relief loco/ train. in the automatic block system. (SR 9.12.6)
26. Relief loco/train shall proceed with a restricted speed of \_\_\_\_\_ kmph (SR 9.12.6.1.3)
27. On Automatic Block System when the train is unable to proceed further, obtain permission only from \_\_\_\_\_ to push back. Such permission can be given only provided that \_\_\_\_\_. (SR 9.13.2)
28. A fixed signal which can be operated either as an Automatic stop signal or a manual stop signal, as required, is called \_\_\_\_\_. (GR 3.12(1) (b))
29. Gate stop signal in Automatic signaling territory is distinguished by the provision of \_\_\_\_\_ and illuminated A marker when gate is closed condition. (SR 9.15.1)
30. When Gate signal in Automatic signaling territory is at  $\nabla Nq$  and  $\nabla Aq$  marker is illuminated, LP shall follow the rules of passing \_\_\_\_\_ signal at  $\nabla Nq$  (SR 9.15.3)
31. When Gate signal in Automatic signaling territory is at  $\nabla Nq$  and  $\nabla Aq$  marker is not illuminated, LP shall follow the rules of passing \_\_\_\_\_ signal at  $\nabla Nq$  till he passes the gate and further follow the rules of passing \_\_\_\_\_ signal at  $\nabla Nq$  (SR 9.15.3)
32. LP shall pass a Semi Automatic signal with extinguished  $\nabla Aq$  marker at  $\nabla Nq$  on receipt of written authority \_\_\_\_\_ +PHS. (SR 9.14.6)

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## CHAPTER NO. XIV, XV, XVI, XVII

1. \_\_\_\_\_ is the normal authority to proceed on Single Line token less sections/Double line sections. (G.R.14.08)
2. At stations where cabin is not provided, the Guard of the train, after verifying the last vehicle is standing clear of the fouling mark, shall give an all right signal to Station Master by \_\_\_\_\_ by day/night. (SR 14.10.3.1)
3. Where IB signal is provided, when reset is initiated, digital axle counter enters into preparatory reset mode. The first train shall be dealt on \_\_\_\_\_. (SR 14.13.2.3 (a))
4. When a train passes IBS at  $\nabla nq$  and k1 indication appears and IB section is occupied by a train, SM shall advise \_\_\_\_\_ to stop the train. (SR 14.14.1.1.2.1)
5. On Double line or on Single Line when block instrument is defective \_\_\_\_\_ is given as A T P for the Loco Pilot. (SR 14.25)
6. \_\_\_\_\_ block means blocking of a portion of line for maintenance work by more than one department. (SR 15.06.1.3)

7. \_\_\_\_\_ block means a block, availed from either end of the block section between two block stations simultaneously. ( SR 15.06.1.4)
8. When more than one TTM/Tower Car are programmed to go in the same block section and return to the same station the authority for the first TTM/Tower car is \_\_\_\_\_/\_\_\_\_\_ and authority for the subsequent TTM/Tower car is \_\_\_\_\_ (SR 15.06.4.1(c)).
9. When more than one TTM/Tower Car are programmed to go in the same block section and proceed to the next station the authority for the first TTM/Tower car is \_\_\_\_\_ and authority for the subsequent TTM/Tower car is \_\_\_\_\_/\_\_\_\_\_ ( SR 15.06.4.1(d)).
10. \_\_\_\_\_ authority is given to the Tower Wagon to go into the section work and return to the same station during power block. ( SR 15.06.4.2(a))
11. \_\_\_\_\_ authority is given to the Tower Wagon to go into the section work and proceed to the next station during power block. (SR 15.06.4.2(b))
12. The Speed of the Tower Wagon when following each other is restricted to \_\_\_\_\_ kmph during day/night and the distance to be kept is \_\_\_\_\_ meters.( SR 15.06.4. 3)
13. When material train, TTM and Tower wagon are permitted in the same block section to work the distance to be kept between them is \_\_\_\_\_ meters and the speed I for the following is restricted to \_\_\_\_\_ kmph during day/night ( SR 15.06.4.4.1)
14. During integrated block/shadow block, if it is necessary to dispatch material train and TTM and tower wagon into the block section, they shall maintain the speed of \_\_\_\_\_ kmph when view is clear and during day time and \_\_\_\_\_ kmph when view is not clear and during night time.( SR 15.06.4.4.1/2).
15. Number of material trains permitted during the line block or integrated block or shadow block is \_\_\_\_\_. (SR 15.06.4.4.2)
16. During line/integrated/shadow block, if the units are allowed on to the wrong line, units shall be piloted out on \_\_\_\_\_ after ensuring correct setting, clamping and padlocking of the points. ( SR 15.06.7)
17. During line block, to receive the units coming on right line, the first unit can be received on \_\_\_\_\_ and the following units will be admitted on \_\_\_\_\_ or written authority T/509.( SR 15.06.10.1)
18. During line/integrated/shadow block, if the units are coming on wrong line, units shall be received on \_\_\_\_\_ after ensuring correct setting , clamping and padlocking of the points. ( SR 15.06.10.2)
19. On completion of work and after ensuring that the block section is free, the respective official in charges of various units will hand over to the SM a \_\_\_\_\_.( SR 15.06.11.1)
20. When the train is required to stop and the restriction is likely to last only for a day or less, a Banner flag shall be exhibited at a distance of \_\_\_\_\_ on BG. In addition, stop hand signal shall be shown at a distance of \_\_\_\_\_ m from the place of obstruction, at the Banner flag and at a distance of 45 m from the three detonators.( GR 15.09.1(a))
21. Stop indicator is located at \_\_\_\_\_ metres from the obstruction (work spot) (G.R 15.09.1 (b))

22. Speed indicator is located at \_\_\_\_\_ from the obstruction (work spot). (G.R 15.09.1. (d))
23. Engineering indicators are (a).\_\_\_\_\_ b)\_\_\_\_\_ (c)\_\_\_\_\_ (d) \_\_\_\_\_ (e) \_\_\_\_\_ (SR 15.09.1.1.2)
24. Caution indicator is located at \_\_\_\_\_ metres before the spot on BG and \_\_\_\_\_metres on MG. (SR 15.09.1.2.1)
25. After stopping at the stop indicator, Loco Pilot shall sign in the \_\_\_\_\_ book and proceed with \_\_\_\_\_ kmph.( SR 15.09.3)
26. Loop line clearance Board with legend %/Loop +to be provided at stations at a distance of \_\_\_\_\_ meters after the loop line cross over point. (SR 15.09.1.2.5)
27. When major work such as relaying and regirdering is in progress a speed restriction of \_\_\_\_\_ kmph shall be observed on the adjoining line of DL/MULTIPLE/ line section.( SR 15.09.6)
28. When water over tops the ballast level but is below rail level, the track should be walked over by \_\_\_\_\_one at either end of the sleepers. (SR 15.17.3.1)
29. When water over tops the rail \_\_\_\_\_ shall certify by walking over and probing that the track is safe and allow the train to go at a speed not exceeding \_\_\_\_\_ kmph.(SR 15.17.3.2)
30. When Station Masters of both ends received Trolly/Lorry Notice, they shall stop all the trains entering into the section and issue \_\_\_\_\_. (SR 15.27.2.1)
31. Neutral section lies between two consecutive \_\_\_\_\_ (SR 17.02(3)).
32. %Danger Zone+ means the zone lying within \_\_\_\_\_ metres radius around any live equipment. (SR 17.02.7.3, 19)
33. Engine crew of all trains shall report any defect/irregularity noticed in the OHE to \_\_\_\_\_ in electrified section. (SR 17.03.4.3.1)
34. When a train comes to a stop in an electrified section and the cause of stoppage is not immediately obvious, the LP and Guard shall immediately take action to \_\_\_\_\_. (SR 17.03.4.9.1)
35. Warning boards shall be fixed on the OHE masts in rear of neutral sections at a distance of \_\_\_\_\_and \_\_\_\_\_metres respectively. (SR 17.07.1)
36. The speed of the train while passing through Neutral section shall not be less than \_\_\_\_\_ kmph.(SR 17.07.1)
37. When the tower wagon is moved, attached to a train, it should be inside the \_\_\_\_\_and the speed of the train should be restricted to the speed of the \_\_\_\_\_.(SR 17.08.8.3.4)
38. When healthy section is temporarily isolated and re-energised, if no train entered faulty section, Station Master to issue caution order to the LP of the first train on healthy section to \_\_\_\_\_.(SR 17.09.16(b))
39. When healthy section is temporarily isolated and re-energised, if train entered faulty section, the speed of the first train shall be \_\_\_\_\_ kmph by day / night. (SR 17.09.16(c))
40. During power block \_\_\_\_\_ trains are only permitted to run.(SR 15.06.1.2)
41. The Guard shall not allow the train with the ODC to enter the section (electrified) until the \_\_\_\_\_is received from the authorized person. (S.R.17.08.1.5.10.2)

**APPENDIX I & II**

1. The notice stations, where divisional caution order shall be issued are specified in the \_\_\_\_\_.( Appx I ( 2.3(i) )
2. In the Caution order, the names of the stations concerned should be written in full \_\_\_\_\_should not be used.( Appx I ( 5.2).
3. The caution order should have all the speed restrictions in force in \_\_\_\_\_order.( Appx I (5.3)
4. The LP shall not start the train/the Guard shall not give signal to start from a notice station until they have received \_\_\_\_\_.(Appx I (6.3)
5. In case of change of train crew en route, the Loco Pilot/Guard taking over charge must take over all Caution Orders from the \_\_\_\_\_ who is being relieved. (Appx I (8)
6. In case a train is worked with an assisting engine / banking engine, the LP and ALP of such engines shall also be issued with the \_\_\_\_\_.(Appx I (9.1)
7. Level crossing gates situated within outermost stop signals of a station are under the control of \_\_\_\_\_.(PWay Manual 909(1))
8. Level crossing gates situated out side the outermost stop signals of a station are under control of \_\_\_\_\_.(PWay Manual 909(2))
9. At non interlocked gates, the gateman, before opening the gate for road traffic shall fix a banner flag by day and red light by night at a location \_\_\_\_\_distance from the gate.(Appx II-IV-1.4.2 ))
10. During passage of trains, Gateman during day time will stand and hold \_\_\_\_\_in a furred condition and during night time, he shall hold \_\_\_\_\_light facing the track. (App II-IV- 1.5(2) ))
11. If a Gateman observes a train running in two or more portions, he will draw the attention of the Loco Pilot and Guard By \_\_\_\_\_and also shall show parting hand signal. (App II-IV-1.5 (4) (iv))
12. The interlocked level crossing gate should be treated as \_\_\_\_\_when the signal protecting the LC gate becomes defective. (Appx II Annex I ( 3 ))
13. If the communication with L C Gate fails, SM shall stop all trains and issue \_\_\_\_\_ (Appx II. Annex III 3 (1))

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**APPENDIX III, IV, V, VI VII and VIII**

1. During non interlocking working, the \_\_\_\_\_line should not be used for reception of trains coming from opposite direction. ( Appx III 2.4)
2. A common NI home signal without route indicator should be provided with \_\_\_\_\_aspect for any indirect reception of trains. (Appx III 4.4)
3. \_\_\_\_\_signal shall not be disconnected throughout the NI working except at the fag end.( Appx III 4.6)
4. All trains must be brought to a \_\_\_\_\_ the FSS and then allowed to enter (taking off signals) cautiously at speed not exceeding \_\_\_\_\_kmph.(App III 5.2)
5. During non interlocking working, speed of the trains on main line shall not exceed \_\_\_\_\_kmph. (Appx III 5.2).

6. During NI working, the LP shall not pass the outermost facing points even though signals are taken off unless he also receives \_\_\_\_\_ at points. ( Appx III 5.3)
7. Patrolling of line means \_\_\_\_\_ of the line in addition to the daily inspection carried out by key man of the gang.(Appx IV )
8. Patrolling of railway line is done on four occasions. They are  
 (a) \_\_\_\_\_ (b) \_\_\_\_\_  
 (c) \_\_\_\_\_ (d) \_\_\_\_\_(Appx IV 2)
9. Patrolman, when there is no danger, stand on the right hand side of the train, whistle and exhibit \_\_\_\_\_ showing the light on it. (Appx IV 7.4)
10. If the night patrolman does not turn up even after \_\_\_\_\_ minutes beyond the schedule arrival time, SM shall stop all the trains and issue caution order restricting the speed to \_\_\_\_\_ kmph.(Appx IV 10.4).
11. As and when there is change of traction and reversal of engine \_\_\_\_\_ test must be conducted. (Appx VI 15)
12. Fog signal men shall not show any hand signals to the LP of \_\_\_\_\_ train, but on single line sections, for a train \_\_\_\_\_ fog signal men shall show proceed hand signals. ( Appx VII 6 (ii) )
13. Maximum number of wagons containing explosives permitted by goods trains is \_\_\_\_\_ and \_\_\_\_\_ by mixed train.(Appx VIII 1.1)
14. Minimum \_\_\_\_\_ number of wagons is to be given as support wagons from Loco when wagons containing explosives are attached by Goods Train.(Appx VIII 1.3.1)
15. Minimum \_\_\_\_\_ number of wagons is required to be given as support wagons from B V / Passenger coach / other inflammables when explosives are carried by a train.(Appx VIII 1.3.2.)
16. The liquids, the vapours of which have flash point below 23 C classified under \_\_\_\_\_ Class. ( Appx VIII 2)
17. Class ~~A~~qPOL product when carried, minimum number of \_\_\_\_\_ wagons are given as support wagon from loco and \_\_\_\_\_ from brake van or passenger carriage. ( Appx VIII 2.3)
18. When a \_\_\_\_\_ Brake Van is provided, no dummy wagons are required from loco and other vehicles.(Annexure-VIII paras, SRs 2.3.3)
19. Class ~~B~~qPOL product when carried, minimum number of \_\_\_\_\_ wagons is given as support wagon from loco and BV.( Appx VIII 2.4)
20. For the purpose of marshalling, the empty oil tanks also shall be treated \_\_\_\_\_ tank wagons.( Appx VIII 2.6)
21. Tank wagons containing petroleum and other inflammable liquids and \_\_\_\_\_ oxygen/air not to be carried together.( Appx VIII 2.10)
22. A single four wheeler must not be marshaled between two \_\_\_\_\_ Appx VIII 8.5.1)
23. To attach a dead engine to a train, a certificate ~~fit~~ to runq issued by Section Engineer/ \_\_\_\_\_/Power controller is required.( Appx VIII 9.5.1 (i) )
24. Dead engine shall be escorted by competent railway servant not lower than \_\_\_\_\_( Appx VIII 9.5.1 (i) ).

25. \_\_\_\_\_ number of dead engines is/are permitted to attach to passenger carrying train.(Appx VIII 9.5.2 (I) )
- 26.No dead engine should be attached to any \_\_\_\_\_ train under any circumstances.(Appx VIII 9.5.2(v) )
- 27.Officers inspection carriages are not to be permitted by (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ (d) \_\_\_\_\_ trains.( Appx VIII 10.1 and rake link)
- 28.More than one Inspection Carriage is not permitted by \_\_\_\_\_ trains.(Appx VIII 10.2 )
29. \_\_\_\_\_ can be attached in excess of the permitted load.( Appx VIII 10.6)
- 30.A mail/express train shall have at least one \_\_\_\_\_ after loco and as rearmost vehicle. ( Appx VIII 11.1.1)
- 31.In rear of rear S L R \_\_\_\_\_ coaches can be attached excluding one Inspection carriage for express trains.(SR. 4.24.1)
- 32.In case of short trains running with single SLR, the SLR, should be marshaled in the \_\_\_\_\_ of the formation. .(Appx-VIII11.2)
- 33.When center S L R is provided in short trains, a maximum of \_\_\_\_\_ coaches are permitted on either side of S L R. (SR. 4.24.1)

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### APPENDIX X and XI

1. Caution board before automatic danger level indicator shall be provided at \_\_\_\_\_ (Appx X 3).
2. When automatic danger level indicator is flashing red light the Loco Pilot shall stop the train \_\_\_\_\_ metres before the indicator.( Appx X 6)
3. When Loco Pilot stopped the train before flashing red light of Automatic Danger Level Indicator, train shall be piloted by \_\_\_\_\_ (Appx X 6).
4. At standard . I R interlocked station the maximum speed permitted for the train over main line points is \_\_\_\_\_ kmph.( Appx XI 1.3 )
5. At standard . II R interlocked station the maximum speed permitted for the train over main line points is \_\_\_\_\_ kmph. Appx XI 1.3 )
6. At standard . III R interlocked station the maximum speed permitted for the train over M L points is \_\_\_\_\_ kmph.( Appx XI 1.3 )
7. At standard . IV R interlocked station the maximum speed permitted for the train over main line points is \_\_\_\_\_ kmph.( Appx XI 1.3 )
8. At standard . III interlocked station the maximum speed permitted for the train over M L points is \_\_\_\_\_ kmph.( Appx XI 1.3 )
9. Double Distant signal is compulsory in the Standard \_\_\_\_\_ and \_\_\_\_\_ interlocking. ( Appx XI 1.3 )
- 10.Double distant is required on sections where goods trains have a braking distance of more than \_\_\_\_\_ KM.(Appx XI 1.4.2)

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**APPENDIX XII, XIII, XIV and XV**

1. In case of train shunting, written instructions will be given in form No. \_\_\_\_\_ (Appx XII ).
2. On double line section, shunting within the station section can be \_\_\_\_\_ when line clear is granted for a train. (Appx XII 7.1)
3. On Double line, to perform shunting beyond LSS, SM shall do \_\_\_\_\_ and give \_\_\_\_\_ written authority. (Appx XII 8)
4. On double line, when shunting is permitted beyond LSS in SWR in rear of a travelling away train, the authority is \_\_\_\_\_. (Appx XII 8)
5. On single line tokenless sections, to perform shunting beyond LSS and up to FSS, the authority is \_\_\_\_\_. (Appx XII 9.2)
6. On double line, to perform shunting beyond Outer most facing points/BSLB, the authority is \_\_\_\_\_. (Appx XII 10)
7. To shunt beyond the FSS on single line sections, the movement should be treated like a \_\_\_\_\_ movement and LP shall be given \_\_\_\_\_ + a memo to push back. (Appx XII 11).

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**APPENDIX XVI and XVII**

1. In the EMU/MEMU Bell code 000 pause 000 indicates \_\_\_\_\_. (Appx XVI 1.1)
2. Only \_\_\_\_\_ persons other than the Loco Pilot/Motorman or Guard are authorized to travel in the Cab of EMU/MEMU with special permits. (Appx XVI 2)
3. \_\_\_\_\_ test should be conducted before taking out MEMU/EMU on the 1st daily service run from MEMU/EMU shed, stabling siding and platform line. (Appx XVI 5)
4. When the power go off the line, while the EMU/MEMU is standing on a grade, the Loco Pilot/Motorman must immediately apply the \_\_\_\_\_ in both cabs to the full extent and apply the wedges towards the \_\_\_\_\_. (Appx XVI 7)
5. If the detention exceeds or it is likely to exceed \_\_\_\_\_ minutes, the EMU/MEMU shall be protected as per Rule 6.03/9.10 (Appx XVI 8)
6. In the event of fire on any part of the electrical equipment, the affected part is first to be completely \_\_\_\_\_ from the distribution system. (Appx XVI 9.1)
7. In the event of fire on EMU/MEMU, the Loco Pilot/Motorman shall immediately \_\_\_\_\_ and lowers the pantograph. (Appx XVI 9.2)
8. In cases where the leading cab of an EMU/MEMU has become defective, the maximum speed shall be \_\_\_\_\_ Kmph. (Appx XVI 10)
9. In cases where the leading cab of an EMU/MEMU has become defective, brake equipment in the leading cab is inoperative; the maximum speed shall be \_\_\_\_\_ Kmph. (Appx XVI 10)
10. According to the density of traffic to the sidings, the rakes will be moved as per (A) One Pilot Only System or (B) \_\_\_\_\_ System. (Appx XVII )

11. \_\_\_\_\_ is authorized to prescribe either one pilot only system or multiple pilot system of working on the basis of traffic to be dealt. (Appx XVII)
12. At serving station where sidings are take off, the Station master must maintain \_\_\_\_\_ register to record the detail of all pilot movements. (Appx XVII )
13. \_\_\_\_\_ of the train or in his absence any \_\_\_\_\_ staff deputed by Station Master is in charge of the Pilot. (Appx XVII )
14. \_\_\_\_\_ of the Pilot is responsible for the safe working of the Pilot and for the correct setting and securing of points. (Appx XVII )
15. In the \_\_\_\_\_ system, before leaving station, LP will be given authority to proceed to the siding and return to the station. (Appx XVII )
16. On complete arrival of the Pilot train inside the fouling mark, the \_\_\_\_\_ shall make an endorsement in the Pilot Movement Register. (Appx XVII )
17. In the \_\_\_\_\_ system, LP will be given separate authorities from station to siding and siding to station. (Appx XVII )
18. Reception of pilot train into station can be done by taking off \_\_\_\_\_ or \_\_\_\_\_. (Appx XVII)
19. In the Multiple Pilot system, in the event of failure of means of communication with siding, SM has to adopt \_\_\_\_\_ system till restoration of any one of the communication. (Appx XVII ).

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### BLOCK WORKING MANUAL

1. In push button token less block instrument when shunt key cannot be extracted for shunting purposes, the SM shall advise the SM at the other end to extract shunt key and keep it in his personal custody and LP shall be given \_\_\_\_\_ for performing shunting. (BWM-B-3.7.7)
2. For all Goods trains at originating station %s line clear+ should be asked \_\_\_\_\_. (BWM-A-3.10, C-3.5(c))
3. At train starting station is line clearqshall be asked \_\_\_\_\_ minutes before the booked departure of the passenger carrying trains. (BWM-A-3.10, C-3.5(c))
4. At intermediate stations, for all stopping trains with a halt of less than five minutes±is line clearqshall be asked when \_\_\_\_\_. (BWM . A-3.10, C-3.5(c))
5. in the case of train is booked to run through a station, is line clear shall be asked \_\_\_\_\_ minutes before the train is due to pass. (BWM-A-3.10, C-3.5(c))
6. For run through trains whose running time is less than seven minutes, Line clear is to be obtained immediately after the \_\_\_\_\_ signal is received. (BWM-A-3.10, C-3.5(c))
7. The Guards/Loco Pilots of all trains who are provided with VHF sets and Portable Field telephone, when delayed in the block section for over \_\_\_\_\_ for passenger



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carrying/goods trains shall inform the Station Master/controller. (BWM-A-5.5 (b), B.5.6 (b),C-5.7(e))

8. A relief engine should be sent, if the engine or vehicles running away have not arrived even after a lapse of \_\_\_\_\_minutes more than the running time of the slowest speed goods train. (BWM-A-5.9 (a), B.5.10 (a),C-5.11(b),5.12(b))
9. While issuing PLCT, loco pilot's signature is to be obtained in \_\_\_\_\_.(BWM-Annex-1.5(a))

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### ACCIDENT MANUAL

1. Accidents are classified under following heads 1 ]  
\_\_\_\_\_2)\_\_\_\_\_3)\_\_\_\_\_  
4)\_\_\_\_\_5)\_\_\_\_\_. (AM 105)
2. An example of consequential train accident is \_\_\_\_\_.( AM 105.2 )
3. An example of indicative accident is \_\_\_\_\_(AM 105.9)
4. Train passing signal at Danger is classified under \_\_\_\_\_ accidents. (AM 105.12)
5. In an accident if the damage to Railway property ,the value of which exceeding Rs.2 crores, such accident shall be treated as a \_\_\_\_\_ accident (AM 103 .c )
- 6 A. For statistical purpose , accidents have been classified under categories `Aqto `Rq excluding \_\_\_\_ and \_\_\_\_\_. (AM chap . II ).
6. If, outside the station limits, the distance between the two trains is \_\_\_\_\_or more, such occurrence may not be treated as averted collision. (AM 105.10)
7. When SM receives message about unsafe condition of tanks, rivers and bunds, he shall stop the train and issue caution order to observe\_\_\_\_\_ and reduce speed as necessary .(AM 1101)
8. When persons are knocked down or run over and dead, no responsible person is available, body shall be handed over to nearest \_\_\_\_\_or next \_\_\_\_\_in the direction of movement.. (AM 1102 .iii )
9. When murder took place in a second class or sleeper class compartment , the carriage will be detached at the station where the crime was \_\_\_\_\_.(AM 1107)
- 10.As per classifications, Collisions come under class \_\_\_\_\_. (AM 201.1)
- 11.As per classifications, Fire in Trains come under class \_\_\_\_\_. (AM 201.2)
- 12.An example of breach of block rules is\_\_\_\_\_.( AM 202.G)
- 13.Whenever accident takes place, blood samples are to be collected from \_\_\_\_\_ in addition to GLP of the ill fated train.(AM 501.2 .iii )
- 14.Accident siren three long indicates\_\_\_\_\_.( AM 602 .S.no.2 )

15. Accident siren when accident takes place at out station, main line obstructed and MRT required is \_\_\_\_\_. ( AM 602 .S.no 5 )
16. The target time for turning out ART is \_\_\_\_\_ by day and \_\_\_\_\_ by night. (603.2.d)
17. ARME scale . I comprises of \_\_\_\_\_ and \_\_\_\_\_. (AM604.1.v)
18. The target time for turning out MRT is \_\_\_\_\_ for direct/indirect dispatch. (605.4)
19. Mock drills for ART shall be conducted once in \_\_\_\_\_. (AM 618)
20. Rainfall above \_\_\_\_\_ cm in 24 hours is considered as dangerous for running trains. (App. IV-1)
21. Heavy wind above \_\_\_\_\_ kmph is considered dangerous for running trains. (App. IV-1)
22. South Central Railway is divided into \_\_\_\_\_ zones for the purpose of Weather Warning. ( App. IV-1.2.a)
23. In case of death in Train accident/manned LC gate accident Rs \_\_\_\_\_ / \_\_\_\_\_ is paid as ex-gratia. (AM 801)
24. In case of serious injury in a train accident Rs. \_\_\_\_\_ is paid as ex-gratia (AM 801)
25. In case of simple injury in a train accident Rs. \_\_\_\_\_ is paid as ex-gratia
26. Whenever accident takes place, GLP has to prepare report in forms No. \_\_\_\_\_ respectively.
27. The amount of compensation to be paid in case of death in railway accident is Rs \_\_\_\_\_. (AM 801)
28. The claim for compensation shall be made within \_\_\_\_\_ from the date of accident through \_\_\_\_\_. (AM 803.3).

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**Important Whistle Codes**

Sl. No.	Whistle code Of engine	indication
1	O	leading engine ready/acknowledgement
2	OO	a) call for Guards signal      b) signals not exchanged by Guard c) signals not exchanged by station staff
3.	O	a) guard release brakes      b) before starting from section/station
4.	OOO	a) guard to apply brakes.      b) train is out of control, guard to assist
5.	OOOO	a) train cannot proceed due to accident      b) Protect train in rear
6.	OO	Guard to come to engine.
7.	O O	a) with wrong ATP      b) Passing stop signal at 'ON' with authority
8.	————	a) pressure created, remove sprags      b) Passing automatic signal at ON c) Passing IB signal at ON (telephone not working) d) acknowledgement of Guards signal on run
9.	————	a) recall Railway servant protecting in rear b) material train ready to leave      c) running through a station d) approaching stop signal at ON      d) detained at stop signal
10	O O	a) train parting      b) train arrived incomplete
11.	O O	a) alarm chain pulled      b) insufficient vacuum/air pressure in engine
12		Raise pantograph to be acknowledged
13	O	Lower pantograph to be acknowledged
14		Fouling mark not cleared
15	OOOOOOO (frequently)	a) danger      b) danger signal to incoming train c) TIC or TSL working      d) moving in wrong direction
16	----- Intermittent long	Approaching a level crossing gate.

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**VARIOUS SPEED RESTRICTIONS**

S.No	DESCRIPTION [AT STATION]	SPEED[kmph]	RULE REF.
1.	Failure of LSS in Automatic block . D/L	10 up to next signal	SR.3.12.3
2.	<b>Goods trains</b> . entering terminal yards	15	SR.3.36.4
3.	While testing detonators	8--11	SR 3.64.5.6
4.	Maximum speed on calling on $\neq$ ffq	30	SR 3.79
5.	On non-interlocked points	15	GR. 4.10
6.	<b>1 in 8½ turnout</b> · a]goods	15	SR.4.10
	b] Passenger carrying trains	10	
	c] with curved switches, PSC sleepers and 52/60 kg rails---- both passenger and goods	15	
	d) symmetrical split with curved switch 52/60kg rails including Thick Web Switch on PSC sleepers - both passenger and goods	30	
7.	TTM speed over points and crossings	10	SR 4.65.1.1
8.	Trolley over points and crossings	15	SR.15.25.10.2
9.	STD.I (R) Interlocked M/L facing points	Up to 50	Appendix XI 1.3
10.	STD.II (R) Interlocked M/L facing points	Up to 110	Appendix XI 1.3
11.	STD.III (R) Interlocked M/L facing points	Up to 140	Appendix XI 1.3
12.	STD.IV (R) Interlocked M/L facing points	Up to 160	Appendix XI 1.3
13.	STD III interlocked M/L facing points	MPS	SEM Part I
	<b>[ IN BLOCK SECTION]</b>		
14.	<b>IBS</b> at $\neq$ ONq----phone defective	15/8	SR.3.75.4
15.	During dense fog in section	<b>Absolute</b> -60 <b>Automatic</b> - Green- 60 Double yellow -30 Single Yellow- restricted speed	SR.3.61.9

16.	<b>While pushing the train-</b> a) Guard in the leading vehicle b) Guard is not in the leading vehicle c) without brake van	25 8 Walking speed	SR.4.12.2.3
17.	Patrol or Search light special with one or more vehicles in front	40	GR 4.12.1
18.	Failure of Headlight	40 or severest SR whichever is less	SR.4.14
19.	<b>Shunting</b> Generally Explosives Non-roller bearing- Hand shunting	15 08 05	SR 5.13 SR 5.20.5.3
20.	Rail breakage---up to 30mm I train II and subsequent trains	10 15	SR.6.01.2.3.3
21.	When train/engine is sent into occupied block section on T/A602	15/10	SR 6.02.6.1
22.	Light engine proceeding on T/B602 to open communication	15/10	SR 6.02.4.6.1
23.	During TIC on D/L Train proceeding on T/C602	25/10	SR 6.02.3.3.2
24.	When Block Tkt [T/J 602] is issued	15/8	T/J 602
25.	First train during TSL. Working	25	SR 6.02.1.11
26.	During TIC on S/L When line clear is obtained for more than one train---- speed of second and subsequent trains	25/10	SR.6.02.4.18
27.	On seeing flasher light	20/10	SR 6.03.7
28.	When <del>fl</del> urchq is reported and subsequently a train is sent with engineering official, caution order	Stop dead short of expected portion of the track.	SR.6.07.1(d)
29.	When <del>fl</del> urchq is reported and subsequently a train is sent without engineering official, caution order	Stop dead before the affected KM and proceed with 10km after satisfying condition of the track	SR.6.07.1(e)
30.	Light engine returning on T/609 to clear left over portion	25	SR 6.09.7

31.	When LOCO PILOT passes Automatic signal at ON	10	SR.9.02.3
32.	Failure of LSS in Automatic block S/L--I Train	25	SR.9.06.5
33.	First train is proceeding on T/D912	25	SR.9.12.1.6.2
34.	When train is proceeding on T/B912	25/10	SR.9.12.2.4.3
35.	During TSL Working in automatic block First train on wrong line	25	SR.9.12.3.10
36.	Speed of the relief engine on T/C 912	15/10	SR 9.12.6.1.3
37.	Speed of the following tower wagon/TTM (day/night)	25/10	SR 15.06.4.3
38.	Speed of the Material train/tower wagon/TTM during integrated/shadow block (day/night)	15/8	SR 15.06.4.4.1
39.	After stopping at Stop Indicator	8	SR15.09.3
40.	When major work is in progress· speed of trains on adjacent line	50	SR 15.09.6
41.	When water rises over ballast level but below rail level	Stop and proceed 8 ( 2 gang men should walk abreast on sleepers)	SR.15.17.3
42.	When water overtops the rail	Stop and proceed 8 after certification by PWI	SR.15.17.3
43.	Motor trolley during night	30	SR.15.25.10
44.	Passing neutral section · minimum	30	SR.17.07.1
45.	In cases of emergency Asst.Loco Pilot drives the train up to next point where he can be relieved	40	SR.17.09.5.7
46.	<b>Electric loco leading driving compartment is defective---</b> a)Loco Pilot remains in leading driving comp. Train is driven by Asst.Loco Pilot from rear driving compartment B) Loco Pilot drives from rear driving compartment. Asst. remains in the leading compartment	40  15	SR.17.09.12.2  SR.17.09.12.3

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47.	First train to enter healthy section which is temporarily isolated and re-energized	60/30	SR.17.09.16
48.	When patrolman has not turned up after 15 mts beyond schedule arrival	40	App.IV (10).4.3
49.	When a four wheeler vehicle is attached to passenger carrying train.	BG- 75 MG- 50	App.VIII..8.5.3
50.	Unsafe condition of bunds of Tanks or Rivers	Special caution	Accident Manual 401
51.	<b>When ODC is by train</b> Class A Class B Class C	BG    MG 75    25 40    25 25    15	WTT

**AUTHORITIES**

1. Normal authority to proceed on Single Line token section is \_\_\_\_\_ **TOKEN**
2. Normal authority to proceed on Single Line token less section and on Double line section is \_\_\_\_\_ **OFF POSITION OF L.S.S.**
3. When a Loco Pilot has been advised of a defective reception stop signal of a station in advance through the S.M. of station in rear, the authority to pass such signal is \_\_\_\_\_ **T/369(1) +PHS AT THE FOOT OF THE SIGNAL**
4. Authority to pass defective OUTER/HOME/STARTER signal is \_\_\_ **T/369(3b)+PHS**
5. Authority to pass defective Shunt signal / Shunting permitted indicator is \_\_\_\_\_ **T/369(3b)+PHS**
6. When train passed starter signal partly when signal is at ON and stops, it shall be re started on \_\_\_\_\_ **T/369(3b)+MEMO(COUNTER SIGNED BY GUARD)+PHS+ ATP**
7. When LSS becomes defective on Double Line in Automatic block system \_\_\_\_\_ **(T.369(3b)+CO (10 kmph up to next signal.)**
8. Caution order ( Divisional/Sectional) \_\_\_\_\_ **T/409**
9. Caution order (Nil) \_\_\_\_\_ **T/A 409**
10. Authority for the material, after completion of work coming back to the same station – **T.462**
11. Authority for the material after completion of work going to the next station ---- **T/A.462**
12. Authority for the TTM, after completion of work coming back to the same station – **T.465**
13. Authority for the TTM, after completion of work going to the next station **T/A.465**
14. Authority when more than one TTM is permitted in the same section and returning back to the same station for the First TTM is T.465 and subsequent TTM is ----- **CO**
15. Authority when more than one TTM is permitted in the same section and going to the station in advance first and subsequent TTM is given --- **CO** and last TTM is given --- **T.A 465**
16. Written Authority to receive a train on to an obstructed line/ non-signalized line \_\_\_\_\_ **T/509**
17. To start a train from a line not provided with Starter Signal and ATP is not tangible \_\_\_\_\_ **ATP+T/511**
18. To start a train from a line provided with a common starting signal for a group of lines \_\_\_\_\_ **ATP+T/512 +common starter taken 'off'**
19. To send a relief engine/train or train into occupied block section \_\_\_\_\_ **T/A.602**
20. Engine going for opening up communication during total interruption of communication on Single Line \_\_\_\_\_ **T/B602**
21. To dispatch a train during total interruption of communication on Double Line sections \_\_\_\_\_ **T/C602**
22. For working trains during T S L working on double line \_\_\_\_\_ **T/D602**
23. For engine going for opening up communication during total interruption of communication on Single Line when Line Clear is required for more than one train \_\_\_\_\_ **T/B602+T/E602**
24. In case of even flow of traffic during TIC on S/L, after opening up of communication, Line clear enquiry can be made for subsequent trains through \_\_\_\_\_ **T/E602**



25. Conditional line clear reply message\_\_\_\_\_ **T/F602**
26. Conditional Line Clear Ticket for UP/DOWN trains\_\_\_\_\_ **UP-T/G602. DOWN-T/H602**
27. Form that has to be used for exchanging messages after any one of the means of communication is restored\_\_\_\_\_ **T/I602**
28. Block Ticket is prepared in Form No. \_\_\_\_\_ **T/J602**
29. Written permission given by Guard to Loco Pilot during divided train working \_\_\_\_ **T/609**
30. Authority for Light Engine to return to pick up the 2<sup>nd</sup> portion left in the block section ----  
- **T.609(endorsed by the SM)**
31. When a train without guard is divided in the section, after dropping the first portion, authority for light engine returning to pickup second portion \_\_\_\_\_ **T/A 602**
32. Shunting order (Shunting instruction form) \_\_\_\_\_ **T/806**
33. Authority to go up to opposite FSS for shunting purpose in Token area \_\_\_\_\_ **T/806**
34. Authority to go up to opposite FSS for shunting purpose in Token less area\_\_\_\_ **T/806+SHUNT KEY OR T/806+PN**
35. Authority to go beyond opposite FSS for shunting purpose on Single line \_\_\_\_\_ **ATP+WRITTEN MEMO TO PUSH BACK+TAKING OFF SIGNALS**
36. Authority to enter block section in rear on Double line section for shunting purpose \_\_\_\_\_ **T/806(WITH PN)**
37. Authority to enter block section in advance on Double line section for shunting purpose \_\_\_\_\_ **TAKING OFF SHUNT SIGNAL BELOW LSS/LSS LEVER KEY/T-806(WITH PN)**
38. Authority to enter block section in advance on Double Line section for shunting purpose behind the travelling away train \_\_\_\_\_ **taking off shunt signal below LSS or T/806 without PN**
39. When LSS becomes defective on Single line Automatic block system \_\_\_\_\_ **(T/A912+PLCT)**
40. During prolonged failure of all signals and communication on Double Line Automatic block system \_\_\_\_\_ **T/B912**
41. For relief engine/train to enter occupied block section in Automatic block system \_\_\_\_\_ **T/C912**
42. During prolonged failure of all signals and communication is available on Double Line Automatic block system \_\_\_\_\_ **T/D912**
43. Authority to despatch the trains during temporary single line working on Automatic block system (first train on right line and all trains on wrong line) – **T/D 602 + T/A 912**
44. Authority to open communication on single line automatic block system is . **T/B 602 + T/A 912**
45. Before issuing PLCT . Line Clear Enquiry (despatching end) \_\_\_\_\_ **T/A1425**
46. Before issuing PLCT . Line Clear Reply(receiving end) \_\_\_\_\_ **T/B1425**
47. PLCT-UP \_\_\_\_\_ **T/C1425**
48. PLCT-DOWN \_\_\_\_\_ **T/D1425**
49. To pass defective Home Signal of class C station on Double line section \_\_\_\_\_ **PLCT**
50. In IBS area, before a train leaves the station if it is known that the IBS/LSS/AXLE COUNTER/TRACK CIRCUIT is failed \_\_\_\_\_ **PLCT+T/369(3B)**

51. When Loco Pilot enters block section without an ATP and report is sent to station in rear, the SM gives \_\_\_\_\_ **PLCT**
52. Trolley/Lorry/Ladder Trolley Notice \_\_\_\_\_ **T/1518**
53. Motor trolley permit in token less single line and double line sections on Absolute Block system \_\_\_\_\_ **T/A1525**
54. Motor trolley permit in single line and double line sections on Automatic Block system \_\_\_\_\_ **T/A1525**
55. Motor trolley permit to follow a train/engine/another motor trolley \_\_\_\_\_ **T/1525**
56. Authority for Tower Wagon, after completion of work coming back to the same station- **T.1708**
57. Authority for Tower Wagon, after completion of work going to the station in advance . **T/A.1708**
58. Authority when more than one Tower wagon is permitted in the same section and returning back to the same station for the **First Tower car is—T.1708** and **subsequent Tower cars-----CO**
59. Authority when more than one Tower wagon is permitted in the same section and going to the station in advance **first and sub sequent Tower wagon---CO** and **last tower wagon---T/A 1708**
60. S&T Disconnection and Reconnection Notice \_\_\_\_\_ **S&T(T/351)**
61. Train Examination Advise \_\_\_\_\_ **T/431**
62. Combined Train Report \_\_\_\_\_ **T/720.**
63. Train Intact Register \_\_\_\_\_ **T.1410**

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**UPDATED UPTO AMENDMENT SLIP NO. 11, ON 18-02-2014**

**FORM TO BE FILLED IN BY GUARD / LOCO PILOT IN THE CASE OF ACCIDENT****(a) KM at which the accident occurred**    0 0 0 0 0 ..**(b) Between stations**    0 0 0 0 0 ..**(c) Date of accident**    0 0 0 0 0 .**(d) Time of accident**    0 0 0 0 0 ..**(e) Number and description of train**    0 0 0 0 0 .**(f) Engine No.**    0 0 0 0 0 ..**(g) Approximate speed of the train**    0 0 0 0 0 ..**(h) Whether the accident happened on straight or curve, on level or on a gradient****(i) Weather conditions and visibility**    0 0 0 0 0 ..**(j) Type of accident**    0 0 0 0 0 ..**(k) Persons dead / injured**    0 0 0 0 0 ..**(l) Individual Vehicle nos. which are damaged**    0 0 0 0 0 ..**(m) Position of the vehicle/s derailed from loco and from BV**    0 0 0 0 0 ..**(n) In case of obstruction on line (cattle run over etc.,)**

(i) What was the cause of obstruction?    0 0 0 0 0 ..

(ii) Did it appear willful or accidental?    0 0 0 0 0 ..

(iii) Is anyone suspected?    0 0 0 0 0 ..

(iv) Was the line fenced?    0 0 0 0 0 ..

(v) If so, state of the fencing    0 0 0 0 0 ..

(vi) Was engine fitted with a cattle guard, if so what is the condition of cattle guard?    0 0 0 0 0 ..

(vii) Has obstruction been removed?    0 0 0 0 0 ..

**(o) In case of train parting**

(i) Composition of the train, details of load    0 0 0 0 0 ..

(ii) Position of vehicle - from engine / BV    0 0 0 0 0 ..

(iii) Description of the commodity    0 0 0 0 0 ..

(iv) Probable cause of parting    0 0 0 0 0 .

(v) Condition of broken metal    0 0 0 0 0 0

**(p) In case of persons falling out, or fires etc., in passenger trains, state if alarm chain was pulled, if so coach no. 0 0 0 0 0 ..**

**(q) In case of deaths in train:-**

(i) Total No. of deaths 0 0 0 0 0 ..

(ii) Sex 0 0 0 0 0 ..

**(r) In case of dead bodies or injured persons discovered on line or within station limits:-**

(i) State in what position body was lying 0 0 0 0 0 ..

(ii) Whether passenger, railway employee or trespasser 0 0 0 0 0 ..

**(s) If persons run over:**

(i) Did the engine crew see the person 0 0 0 0 0 ..

(ii) Does the view obstructed to the LP or ALP? 0 0 0 0 0 ..

(iii) Was it day or night? 0 0 0 0 0 ..

**(t) In case of averted collisions, state**

(i) Load of train 0 0 0 0 0 ..

(ii) No. of vehicles with effective brake power 0 0 0 0 0 ..

(iii) Speed of train when obstruction or danger was observed 0 0 0 0 0 ..

(iv) Distance from engine to obstruction 0 0 0 0 0 ..

(v) Time and visibility 0 0 0 0 0 ..

**(u) In case of engine passing signals at 'ON'.**

(i) How much distance the train travelled beyond the signal? 0 0 0 0 0 ..

(ii) Was any stop hand signal exhibited, if so, by whom? 0 0 0 0 0 ..

(iii) Was the block section occupied 0 0 0 0 0 ..

**(v) Time assistance asked for and time arrived 0 0 0 0 0 ..**

**Signature of Guard**

Date: \_\_\_\_\_

**Signature of Loco-Pilot**

Date: \_\_\_\_\_

# **BRIEF NOTES COMMERCIAL**

**COACHING**  
**COMMERCIAL DEPARTMENT**

***Functions of Commercial Department:***

1. Sale of transportation provided by the railways.
2. Creating and developing traffic.
3. Maintaining friendly relations with the traveling and trading public.
4. Cultivating good public relations.
5. Prevention and settlement of claims.
6. Fixing of rates, fares and other charges.
7. Correct collection, accountal and remittance of traffic receipts.

***Duties of Commercial Staff:***

- All commercial staff should be well conversant with the relevant rules and regulations as given in various tariffs, codes, commercial manual and other manuals, books and circulars issued from time to time by railway administration for the performance of their respective duties.
- All commercial staff on duty must wear clean uniform, badge and armlet etc. and be smart in appearance.
- Be alert, prompt, helpful, courteous and obliging.

**Declaration of Private Cash:**

1. The commercial staff whose duties actually involve cash transactions with the public, must declare in writing their private cash daily before they take up their duties in the Private Cash Declaration Register.
2. The specific categories of staff to whom these instructions apply will be notified by the railway administration concerned.
3. Private cash should not be kept in the railway cash chest, drawers, ticket tubes, cash safes etc. If any such amount of extra cash is found by supervisor staff or inspecting officials, it should be remitted to the cash office.
4. Staff of departmental catering units / pantry cars also should declare private cash since their duties involve cash transactions with the public.
5. The stationery staff should declare the private cash in station in the system and in the diary / appearance register / private cash declaration register maintained at station.
6. Staff on trains should declare private cash in rough journal and on the reverse of the last foil of the EFT used on previous day.
7. In case where the private cash exceeds the permitted limit, the staff should obtain certification from the supervisors.
8. Private cash should be declared in figures and in words.
9. Supervisors should also declare private cash before taking up duty.
10. The monetary ceiling of private cash is
  - For stationery staff                      . Rs.750 /-
  - For Mobile staff                            . Rs.2000 /-

**Izzat Monthly Season Tickets:**

1. Issued to persons working in unorganized sector whose monthly income is upto Rs. 1500/-.
2. Only Monthly Season Tickets are issued.
3. Cost of the ticket is Rs. 25/- inclusive of all surcharges.
4. Issued upto to a distance of 150 Kms.
5. These tickets are valid in II class by all trains including superfast trains without payment of supplementary charge.
6. These Izzat MSTs will be issued on production of income certificate of the applicant from any one of the following:-
  - (i) District Magistrate.
  - (ii) Sitting MP of Lok Sabha for persons of their own constituency.
  - (iii) BPL Card
  - (iv) Union Minister for any persons from any where in the country.
  - (v) Sitting MP of Rajya Sabha for persons of the district in which the MP normally reside.
  - (vi) The DRMs in exceptional circumstances.
7. These would have to be issued on the Letter Head of the issuing authority
8. The income certificate is valid for two years.
9. Izzat season tickets will be issued by the SM on collection of Xerox copy of the income certificate after verifying the original certificate. In addition, income certificate from local government official (Eg: Tehsildar) and photocopy of prescribed ID card should be produced.

**Free Season Tickets to Students:**

1. **These season tickets are issued to boys studying upto 12<sup>th</sup> standard.**
2. **Issued to girl students studying upto degree including professional / vocational courses.**
3. **The tickets are valid for one month.**
4. **It is issued for travel upto a distance of 150 kilometers only.**
5. **Permitted to travel in II class by suburban and ordinary trains only.**
6. **Students should submit a bonafide study certificate for issue of these tickets.**
7. All other conditions of season tickets will apply

**CONCESSIONS****Concession for Senior citizens:**

1. This concession is issued to male persons aged 60 years & above and female persons aged 58 years & above.
2. This concession is allowed in all classes and by all trains except Garibrath / Yuva Trains.
3. The element of concession is
  - 40% for male persons
  - 50% for female persons
4. Proof of age is not required at the time of purchasing the ticket.
5. However, while traveling they must carry proof of age such as ration card, voter's identity card, driving license, PAN card etc.
6. If passenger is not carrying the above age proof, TTE will collect difference of fare only without penalty.

**Concession for Otherwise Abled Persons:**

1. This concession is allowed to persons who cannot travel without the help of an escort.
  2. Medical certificate from government doctor is necessary.
  3. Escort is compulsory and is given the same element of concession.
  4. One escort is allowed for two otherwise abled persons as per following conditions
    - On written request from the escort
    - Reserved , RAC and waiting list only are issued
    - One combined ticket for all the three will be issued.
  5. Element of concession is as follows
    - 25% in 3 AC / Chair Car of Rajdhani & Shatabdi Trains
- Other Trains**
- 50% concession in 1 AC & 2 AC
  - 75% concession in all other classes
6. The xerox copy of certificate to be submitted at the time of purchasing the ticket.
  7. While traveling original certificate should be carried, otherwise the passengers will be treated as traveling without ticket.
  8. In case of temporary disability, doctor's certificate is valid for 5 years irrespective of patient's age.
  9. In case of permanent disability, doctor's certificate is valid as per patient's age as follows
 

• Up to 25 years	-	5 years
• 26 . 35 years	-	10 years
• Above 35 years	-	life long
  10. When otherwise abled person is below 5 years of age, escort is allowed on concession.
  11. Season tickets are issued to Otherwise Abled persons with escort at 50% concession.



**TATKAL RESERVATION SCHEME**

1. To meet the urgent travel requirement of passengers at short notice *tatkal* reservation is provided.
2. Tatkal reservation is provided to full fare paying passengers only and not allowed on concessional tickets / free pass holders.
3. Tatkal advance reservation will commence 1 day in advance excluding the day of journey at the train starting station. On the opening day, reservation will open at 10 hrs.
4. Tatkal scheme is available in all classes except IAC and in all trains.
5. Tatkal booking is done on first come first serve basis.
6. A maximum of 4 passengers can be booked on a tatkal ticket.
7. Separate quota is earmarked in each class as per demand.
8. The Tatkal Charges are 10% of basic fare for II Sitting and 30% of basic fare for all other classes subject to minimum and maximum as given below:-

Class	Minimum Charges (Rs.)	Maximum Charges(Rs.)
II	10.00	15.00
SL	90.00	175.00
ACCC	100.00	200.00
3 AC	250.00	350.00
2 AC / EC	300.00	400.00

9. In case of ordinary trains, minimum Tatkal charges prescribed for different classes will be applicable as FLAT CK Charges
10. Reservation under this scheme shall be available up to preparation of chart. After preparation of chart, all vacant berths in train treated as normal train accommodation
11. Tatkal tickets will be issued for actual distance of travel, subject to the distance restriction applicable to the train.
12. Change of name on tatkal ticket is not permitted.
13. No Duplicate Tatkal Ticket shall be issued. Duplicate Tatkal tickets shall be issued only in exceptional cases by CRS on payment of Full fare including Tatkal charges
14. Boarding enroute is permitted as per rules.
15. Wait list tickets may be issued under tatkal scheme up to the extent of tatkal quota.
16. Unutilized quotas of defence, foreign tourists etc will be used for clearance of tatkal wait list on priority.
17. Agents / RTSAs shall be restricted from the booking Tatkal tickets at the counters/online between 1000 to 1200 hours.

**Procedure for Booking:**

18. Tatkal tickets shall be issued only on production of one of the ten prescribed proofs of identity as given below.
  - i) Voter Photo Identity Card
  - ii) Passport
  - iii) PAN Card
  - iv) Driving Licence
  - v) Photo Identity Card issued by Central / State Government with serial No.
    - i. Pension Pay Orders
    - ii. Ration Card with photographs
    - iii. Senior citizen cards
    - iv. Below poverty Line (BPL) Cards
    - v. ESI cards (with photograph) issued for taking treatment in ESI dispensaries

- vi. CGHS Cards (with photograph) issued to individual family members of Central Govt. employees
  - vi) Student Identity Card with photograph issued by recognized School/College for their students
  - vii) Nationalised Bank Passbook with photograph and
  - viii) Credit Cards issued by Banks with laminated photograph
  - ix) Unique Identification card, %Adhaar+
  - x) Photo ID card having Serial No. issued by PSUs of State/Central Govt., District Administrations, Municipal bodies and Panchayat Administrations
19. A self attested photo copy of identity proof of anyone passenger to be attached to the requisition slip.
  20. Provision of capturing the number of proof of identity for all the four passengers has been provided.
  21. Those passengers who want to indicate the number of proof of identity for more than one passenger will be required to produce copy(ies) of prescribed proof(s) of identity for additional passenger(s) also.
  22. The numbers of such identity card(s) will also be captured by the system and will be reflected in the reservation chart and on the ticket.
  23. Once the Tatkal ticket has been booked, details of additional Identity Cards shall not be captured subsequently.
  24. It will not be mandatory for the passenger(s) to go to the counter to book the Tatkal ticket, however, the proof will have to be sent in the aforementioned manner.
  25. During the journey, the passenger, whose identity card number has been indicated on the ticket, will have to produce original proof of identity indicated on the ticket.
  26. Otherwise, all the passengers booked on the ticket shall be treated as travelling without ticket and charged accordingly.
  27. Indication will come on the ticket regarding carrying the same original proof of identity during the journey, as indicated on the ticket.
  28. In case the number of proof of identity of more than one passenger has been indicated, during the journey, even if anyone passenger produces the original identity card indicated on the ticket as well as reservation chart, all the passengers can undertake the journey.

#### **Refund on tatkal tickets:**

- No refund is granted on fully confirmed tatkal tickets.
- For refunds on wait list tatkal tickets, normal rules applicable for general tickets are applicable to tatkal tickets.
- In case of cancellation of partially confirmed Tatkal ticket, refund for only waiting list Tatkal ticket will be given. However, full refund of fare less clerkage is given for confirmed passengers also if entire ticket is cancelled six hours before scheduled departure of train and upto two hours of actual departure of train

Full refund of fare and Tatkal Charges will be granted on the tickets booked under this scheme in the following circumstances:-

- If the train is cancelled.
- If the train is delayed by more than 3 hours at the journey originating point of the passenger & not the boarding point if the passenger's journey originating point and boarding point are different.
- If the train is to run on diverted route and boarding station or the destination station or both the stations are not on the diverted route.
- In case of non-attachment of coach in which tatkal accommodation has been earmarked and the passenger has not been provided accommodation in the same class.

If the party has been accommodated in lower class and does not want to travel. In case the party travels in lower class, the passenger will be given refund of difference of fare and also the difference of tatkal charges, if any.

### **FACILITIES FOR PHYSICALLY CHALLENGED PASSENGERS**

#### **PASSENGER AMENITIES** : (At all Major Stations (A1, A, & B))

- É Provision of standard ramp with railing for barrier free entry.
- É Earmarking at least two parking lots for vehicles used by disabled persons.
- É Provision of a non-slippery walkway from parking lot to building
- É Provision of signage of appropriate visibility
- É Provision of at least one drinking water tap suitable for use by a disabled person.
- É Provision of at least one toilet on the ground floor.
- É May I help you+booth.
- É Provision of facility for inter-platform transfer

#### **ELEMENT OF CONCESSION IN RAIL TRAVEL :**

25% in 3 AC/AC Chair car of Rajadhani and Shatabdhi trains

##### **Other Trains**

50% concession in 1 AC & 2 AC

75% concession in all other classes

50% concession on season tickets

#### **EARMARKING of ACCOMODATION**

- É Two berths quota for PH & escort earmarked in all trains. (in Sleeper)
- É In suburban trains separate accommodation is earmarked for PH persons.
- É SLRD coaches (unreserved) have provided in all Mail/Express trains for PH persons with escort.
- É In case of SLRD coach of Garib Rath trains, PH persons is required to book ticket on production of attested copy of concession certificate and by making payment of full fare of 3AC Class.

#### **ADDITIONAL FACILITIES**

- É Separate Booking Counters
- É Foldable or un-foldable wheel chairs are carried free of charge as luggage with PH persons traveling on concessional tickets.
- É Wheel Chairs are provided free of cost, duly escorted by Coolies (On Payment)

### **FACILITIES TO LADIES**

- As per Section 58 of the Railway Act, 1989, separate accommodation should be provided for ladies.

- As per Section 162 of the Railway Act, 1989, male passengers traveling in ladies compartment are removed from the carriage, ticket is forfeited and penalty of Rs.500 is imposed.
- Boys below 12 years of age are permitted to travel with mother / relatives.
- As per Section 139 of the Railway Act, 1989, Ladies traveling without ticket should not be detained during night time. They can be detained during day time only at train starting station, district HQ / major junction.
- Male TTE should not enter ladies compartment for checking.
- Tejaswani squads are formed for checking tickets in ladies compartment.
- At some stations, separate counters / waiting halls are provided.
- Ladies Quota- Separate reservation quota is earmarked for lady passengers.
- Separate Quota for Ladies travelling alone-Ladies aged 45 years & above and pregnant women.
- Free season tickets up to Degree level including Vocational and Professional courses.
- 75% concession for rural girl students to appear for national level exams.
- MATRUBHOOMI Ladies special Sub-urban Trains.
- Senior citizen concession for Women aged 58 years and above- Element of concession is 50%

### **MEDICAL ATTENDANCE**

- Medical aid for travelling public is given by Railways as a matter of courtesy.
- First Aid box is kept with all SMs and Guards of train who are trained in giving First Aid .
- For medical Help in Train . Passengers to contact TTE/Guard Who give message to next station where Railway Doctor can attend patient.
- Help of Doctors (Passengers) travelling in Train also taken.
- If there is need to go to Hospital, Passengers are guided to Govt.
- Details of Names of Doctors, Hospitals with phone numbers, address and distance from station is kept at all stations.
- All possible help to be given by Guard/SM for medical

REF GUARD OPTG & COMML UPTO AS11  
RESERVATION ON PASSES

**Pass holders or their representatives should present their pass along with the requisitions duly filled in to the reservation clerk who will issue ticket and make endorsement on the face of the pass indicating the train number, date of journey, status of tickets, etc.**

**Holders of Privilege, Duty, Post Retirement, Complementary, Metal and other passes may be allowed to seek fresh reservation only if the earlier reservation is cancelled.**

**In case of confirmed reservation on Privilege, Post retirement, Complimentary and other passes, the pass holder can make reservation a maximum of three times provided the earlier one has been cancelled before chart preparation.**

**If the confirmed reservation is not cancelled before preparation of charts, the pass will be treated as used. In exceptional cases, discretionary powers for allowing reservation on such passes only once can be delegated to JA Grade level office. At Divisional level, where any JA Grade level Commercial Officer is not available, the next senior most Commercial Officer may be delegated these powers.**

**There will be no restriction in number of cancellations in case of duty pass, metal pass and in case of tickets having a status of fully / partially WL (at the time of cancellation) against Privilege, Post Retirement and Complimentary passes. However, fresh reservation will be given only after the earlier one has been cancelled within the normal prescribed time limits.**

**Telephonic requests for reservation and cancellation will not be entertained.**

**The portion of break journey will be treated as separate journey i.e instructions given above will be applicable for each leg of journey separately.**

**It will be the responsibility of Office / Staff making reservation on Metal / Duty passes to ensure that between the same stations and on the same date, reservation should not be made in two separate trains or in different classes by the same train.**

**LUGGAGE****Definition:**

The articles that are required during the journey or immediately after the journey are called as luggage.

**Articles not accepted as luggage:**

1. Offensive articles such as wet skins, hides etc.
2. Explosives, dangerous, inflammable articles.
3. Acids and corrosives.
4. Oils, Grease, Ghee, Paints etc
5. All varieties of dry grass, leaves, and waste paper.
6. Dead poultry and game.
7. Bulky articles chargeable on measurement with passengers.
8. General Merchandise items with passenger in the compartment.

**Exemptions:**

1. Safety based cinematography films.
2. Empty gas cylinders in brake van.
3. Safety cartridges.
4. Ghee up to 20 kgs per passenger in all classes.
5. One musical instrument, one portable TV, one baby tricycle and one laptop are allowed within free allowance.
6. Tabletop computers can be carried with passenger on normal charges without giving any free allowance.
7. Bulky articles in brake van.
8. Two earthen pots or tins containing fish spawn can be carried in passenger compartment if co passengers are not inconvenienced. No free allowance is given.

**Rules:**

1. Luggage with passenger in excess of free allowance is charged at 1.5 times of the Scale  $\pm$  rate.
2. Minimum luggage charge is Rs.30/-.
3. Minimum distance for charge is 50 kilometers.
4. Development charge of 2% is collected.
5. There is no restriction for booking of luggage in brake-van (SLR).
6. Luggage should be booked atleast 30 minutes before departure of the train.
7. When luggage is booked in brake-van luggage ticket is issued.
8. Luggage ticket is prepared in 3 foils viz. Receipt, Guard and Record foil.
9. Luggage booked in brake van is charged at applicable scale as per type of train as follows.

S.No	Type of Train	Scale
1	%R+	L
2	%B+	L
3	%S+	S

10. Animals/Birds booked in the Brake-van should be charged at  $\pm$  scale + 25 % by all trains.

REF GUARD OPTG & COMML UPTO AS11

**BOOKING AND CARRIAGE OF DOG**

**Rules for the conveyance of the Dogs:**

- Dogs can be booked with passenger or in brake van.
- Dogs are booked with owner in I AC and First Class having exclusive 2 berths coupe or four berths compartment.
- Dogs are not allowed in any other classes with owners.

***In brake van:***

1. Owner must travel by the same train.
2. Dog can be booked on valid ticket or pass
3. Owner must execute forwarding note when dog is booked in brake van.
4. Colour, breed and sex of the dog should be furnished on the forwarding note.
5. The dogs must be provided with collars and chains.
6. Owner should make arrangements for food and water for the dogs during the journey.
7. When dog is booked in brake van charged for 30 kgs.
8. Dog is charged at scale  $\pm 25\%$  by all trains.
9. Minimum charge per dog is Rs.30/-
10. Development charge of 2% will be collected.
11. Dogs should be tied with chain in dog box provided in the guard's cabin.
12. Large dogs, which cannot be carried in dog box of brake van, will be carried in special vehicles at the same rates and conditions as for horses.
13. Dogs or hounds in batches can be conveyed in special vehicles. Not more than 36 dogs can be carried in one vehicle. One attendant will be allowed to travel free in II class.
14. Loading and unloading of dog will be done by railways.
15. Monetary liability as per section 103 of Railways Act 1989 for loss, damage, deficiency and non-delivery is limited to Rs.120/- per dog.
16. When party elects to declare the value and pay percentage charges on excess value, railway is responsible for the amount declared by the party.

***With passenger:***

1. Dogs can be booked with passenger in I AC and FC when ever exclusive accommodation is reserved for one party.
2. Dogs booked in I AC & FC will be charged for 60 Kgs
3. Dogs are charged at scale  $\pm$  rate subject to minimum Rs.30/- per dog.
4. Development charge of 2% will be collected.
5. A blind person can take a dog as *seeing eye dog* in first class and will be charged for 30 Kgs
6. When dogs are detected unbooked, will be charged for 6 times of scale  $\pm$  rate subject to a minimum Rs.50/-.

**PARCELS**

Consignments booked at coaching rates and carried by coaching trains are called parcels.

***Articles not accepted as parcels:***

1. Offensive articles and wet skins (other than wet skins of wild animals securely packed in airtight containers).
2. Acids and Corrosives.
3. Dangerous & explosive goods.

***Forwarding note:***

1. Parcels tendered for booking must be accompanied by a forwarding note.
2. The sender or his authorized agent should execute it.
3. Entries regarding packing, selection of route, declaration of value of the consignment and payment of PCEV charge on excess value should be specifically scrutinized.
4. Description should tally with the packages.
5. Consignor should declare Sales Tax Registration Number/ Tax Payers Identification Number (TIN) on the forwarding note if packages are %FOR SALE+
6. A declaration as %NOT FOR SALE+ to be given by the consignor if the consignment is not meant for sale.
7. The same remark should be in the parcel way bill.

***Packing:***

1. All packages must be securely packed in boxes, crates, trunks, strong baskets or strong gunny cloth etc.
2. For certain commodities packing conditions are prescribed in the IRCA Coaching Tariff Part I Vol. III.
3. If parcels are defectively packed, the exact packing condition or the nature of the defect should be recorded by the sender in the forwarding note and the same is copied in the parcel waybill.
4. Examples for defective packing are ~~planks loose~~ ~~gunny cloth weak~~ etc.
5. Where packing condition is compulsory, parcels shall not be accepted unless packing conditions are complied.

Marking of parcels:

All the packages offered for booking should be marked clearly. The marking should be done either in English or Hindi.

**The object of marking is**

1. To identify the packages when several packages of similar nature are booked by several consignors.
2. To avoid wrong deliveries at destination station.



3. To trace missing and delayed consignments.
4. To establish the ownership of packages in case of disputes.

**Marking is of two types.**

1. Private Marking.
2. Railway marking.

*Private Marking:*

1. **It is done by the party.**
2. **It consists of name and address of the consignor / consignee and private number, if any.**
3. **Party can keep identification slips inside the packages.**
4. **Party should leave sufficient space on the packages for railway marking.**

*Railway Marking:*

1. It is done by the railways.
2. Each package that is booked should have railway marking in addition to private marking.
3. Railway marking consists of code initials of the booking station, railway receipt number, number of packages, code initials of the destination station and via route through which it is to be carried.
4. In case of foreign traffic, destination name should be written in full.

Example: SC 525790 NGC (New Guwahati) via HWH  
P - 45

**BOOKING OF MOTORCYCLES**

- É Motorcycles/Scooters can be Booked as Luggage or Parcel.
- É No Free allowance is granted when booked as luggage.
- É Forwarding Note is to be executed duly filling all columns. Type of service opted, Vehicle No, Make are also to be mentioned.
- É Payment of PCEV is compulsory, hence Customer has to declare value and pay PCEV.
- É PCEV Charges are 13 paise for every excess value unit of Rs. 100/- or part thereof, for every distance unit of 160 Kms or part thereof.
- É Along with Forwarding Note the customer has to submit xerox copy of RC Book. Original has to be verified at the time of booking.
- É Two-wheelers should be covered with Hay/Grass/Straw/Paper cuttings and packed with Gunny Bags
- É Fuel tank should be kept empty
- É All detachable fittings are to be packed separately.
- É Private Marking should be provided on a metallic plate or wooden slate and tied to the vehicle.
- É Chargeable weight:
  - Upto 60 CC : 100 Kgs
  - Above 60 CC and Below 350 CC : 200 Kgs
  - 350 CC and above : 250 Kgs.
- É Freight is collected as per Scale applicable to the train
- É Freight is to be collected at RR rate (1.5 times)
- É RR Surcharge for Parcels/luggage is: 50%

**CONVEYANCE OF CORPSES, HUMAN ASHES, HUMAN SKELETONS, PARTS OF  
HUMAN BODY**

***Conveyance of Corpses:***

1. To be carried normally in AGC of Front SLR of the train.
2. A doctor should certify that the death is not due to infectious or contagious disease.
3. Must be booked in airtight coffins / boxes.
4. Chargeable weight is 200 Kgs as per the scale applicable to the type of train.
5. Minimum freight charge is Rs. 50/-
6. Some responsible person on payment of fare must travel by the same train to take charge and remove it on arrival at destination.
7. Prepayment of freight charges is compulsory.

***Conveyance of human ashes:***

1. Human ashes will be carried in cases hermetically sealed.
2. It is charged on actual weight when the party objects for weightment it is charged for 20 Kgs at the scale applicable to the type of train.
3. Consignment can be booked in brake van or carried along with the person.

***Conveyance of human skeletons:***

1. Booked in brake van only.
2. It should be securely packed and covered by a medical certificate showing that the death is not caused due to any infectious or contagious disease.
3. Chargeable weight is 200 Kgs per consignment.
4. It is charged as per scale applicable to the type of the train.
5. A man in charge must travel by the same train paying his own fare.
6. Prepayment of freight charges is compulsory.

***Conveyance of parts of human body:***

1. Any separate part of the human body will be carried only in airtight hermitically sealed boxes or crates.
2. Weight for charge is actual weight plus 50% at the scale applicable to the type of train.
3. The consignment must be accompanied by a certificate that the death is not due to any infectious disease.
4. Parts of human body will not be accepted as luggage.
5. Prepayment of freight charges is compulsory.
6. It is charged as per scale applicable to the type of the train.

**CARRIAGE OF CASH SAFE:**

- Cash collecting trains are nominated by DRM.
- Guard should ensure loading of empty cash safe.
- Guard should ensure that
  - The safe is in sound condition
  - The handle & revolving tray are in working condition
  - The door is properly locked and sealed.
- The safe should be securely locked to the rings and padlocked.
- The guard should prepare a summary of stations in duplicate.
- The statement contains Date, Train No, Station, Cash/Voucher Bag No. etc.
- The SM must deposit the bags in presence of guard.
- Guard should check the seals of the bags.
- Guard should sign in the cash bag register of the station.
- SM should enter the cash/Voucher bag number in the guard's summary and sign.
- The brake van must be locked while on run.
- The same process is repeated at every station.
- At the last station, guard should drop copy of summary in the safe.
- The safe should be sealed by the SM with station seal.
- At destination guard should ensure unloading of cash safe.
- Guard should obtain acknowledgement from unloading clerk.
- Safe should be unloaded in presence of RPF.
- In case of handing over to incoming guard, acknowledgement is obtained in the rough journal.

REF GUARD OPTG & COMML UPTO AS11

**PREVENTION OF OVERCARRIAGE –ROLE OF GUARD**  
**(Commercial Circular – 270 -09)**

**The rules laid down in IRCM –Vol I paras 939 and 940 should be strictly complied**

**939. Locking of brake and luggage vans.** All brake and luggage vans on passenger or parcel trains must be kept locked on both sides, whether there is anything loaded in them or not. and must under no circumstances be opened except in the presence of the Guard/Assistant Guard who should keep all keys of locks in his personal possession. All through vans which are not to be opened for unloading and loading of packages en route must be riveted and sealed, if not otherwise prohibited as in case of certain categories of dangerous goods.

**940. Preparation of luggage and parcel summaries.** (a) At the train starting station, luggage and parcel summaries must be prepared, in duplicate, for all packages by the parcel staff on duty. One copy should be retained by the station as its record on which the Guard/Assistant Guard should sign in token of having received the packages entered therein, and the other copy should be made over to Guard/Brakeman. For parcels loaded from intermediate stations, the parcel staff should make the entries in the summaries with the Guard/Assistant Guard unless the station has more than 10 entries to make in which case the staff should-prepare a separate summary for delivery to the Guard/Assistant Guard.

(b) In the summary the packages should be carefully described as on parcel way-bills and luggage tickets, e.g., one black steel trunk locked, one basket fresh mangoes, one canvas hold all, etc.

(c) Guards taking over packages must sign for them clearly in full either in ink or with indelible pencil, entering the number of packages both in words and figures.

(d) It will be the responsibility of the Guard/Assistant Guard to check the entries in the summary with the packages and the way-bills/luggage tickets to ensure that he has received the correct number of packages in sound condition with way-bills and luggage tickets. When a way-bill/luggage ticket is missing, a memo way-bill / luggage ticket should be prepared from the marks on the packages and given to the Guard/Assistant Guard. This memo must accompany the articles upto destination. A remark will be passed against the entry in the Summary:qwithout way-bill/luggage ticket'

REF GUARD OPTG & COMML UPTO AS11  
**SLR FIRE PRECAUTIONS**

**(COMMERCIAL CIRCULAR 261/09 & 197/10)**

In order to take remedial steps/precautions for prevention of fire incidence in the luggage vans (SLR) of passenger carrying trains, following instructions/guidelines are given for strict compliance.

- (1) Six inches space must be left between roof and the top layer of the packages loaded in the SLR to avoid contact with the ceiling and electric lamps. Leaseholders also must ensure the same.
- (2) After completion of loading lights provided in the (LC) Luggage compartment of the SLR must be switched off to eliminate possibility of short-circuiting. **Guard must ensure that all the lamps in the LC's are switched off.**
- (3) Adequate care and proper supervision must be taken by the parcel staff and guard responsible for loading/unloading of packages to avoid any hazardous situation.
- (4) Rules regarding booking of explosive, dangerous, inflammable articles, empty gas cylinder, dry grass and leaves, waste paper, acids, corrosive substances enumerated in Red Tariff must not be booked as luggage by passenger trains. Explosives of any variety including fire work are prohibited to be carried by any person in the compartment.
- (5) Rules regarding booking and carriage of any type of explosives and inflammable materials including LPG cylinders, kerosene stoves etc; other than those required for security purposes or by armed forces, by any passenger carrying train must be strictly enforced.
- (6) While loading/unloading of parcels in the SLR/VP smoking and lightening of cigarette/bidi is strictly prohibited.
- (7) Maintenance of electrical devices in the passenger coaches and parcel vans may be carried out adequately as per laid down norms.
- (8) Aerosol deodorant spray can/Aerosol can type materials shall not be accepted by the railway for booking and carriage as parcel or luggage.
- (9) Random checks against carriage of inflammables/explosive materials by passenger carrying trains should be intensified.
- (10) All staff to please note and act accordingly.

**GOODS****SEALING**

1. The object of sealing a wagon is to localize theft.
2. After completion of loading, covered wagons are closed, bolted and secured with 5 rivets and finally sealed.
3. Sealing is done under the supervision of a responsible railway official.

***Sealing is of two types:***

1. Wax seal
2. Lead seal

***Wax sealing:******Material required:***

- Seal card, cotton tape, station seal, wax, match box and lamp.

***Procedure:***

1. The cotton tape is passed through the eyelets of the wagon doors and knotted.
2. The two ends of the cotton tape are passed through the top hole of the seal card from back to front.
3. The two ends are then passed through the bottom hole from front to back.
4. Each end of the tape is passed separately from the two middle holes on the seal card from back to front and knotted.
5. Hot wax is applied on the top of the knot and on the seal card.
6. Station seal is applied to give a clear impression on the wax.
7. The two ends of the tape should trail at a length of 1-½ inches from the knot.

***Precautions:***

- Wagons containing explosives and other dangerous goods, dry grass should not be sealed with wax seal.
- The station seal should remain in the safe custody of the station master.

***Lead wire sealing:******Material required:***

- Seal card, wire, lead tablet, pliers.

***Procedure:***

1. The wire is passed through the eyelets of the wagon doors.
2. The two ends of the wire are passed downwards through the groove in the side of the lead tablet.
3. A loop is made to take the seal card.
4. The wire is passed upwards through the second groove of the lead tablet.
5. The lead tablet is firmly pressed with pliers to make a clear impression on the lead tablet.
6. The end wire is allowed to a length of 1½ inches from the lead tablet.

***Precautions:***

- Wire lead seal are used on wagons loaded with explosives and other dangerous goods.

REF GUARD OPTG & COMML UPTO AS11

**DEFECTIVE SEALS**

A seal is considered defective under the following circumstances.

- When the cotton tape is with a knot but without seal card
- When the seal is separated from seal card
- When the impression on the wax is not clear
- When the wax seal is in a cracked condition
- When there is double impression on the wax seal
- When the tape or wire has not passed through the two eyelets of the wagon doors

***Action to be taken in case of defective seals:***

***At starting Station:***

- The guard should give a memo to the station master to get the contents checked
- Arrangements to be made to detach the wagon and contents checked in the presence of RPF
- The wagon should be resealed

***At intermediate station:***

- The guard should give a memo to the station master
- Station master should arrange for resealing of the wagon
- Seal label should be signed by the station master and the guard
- In case checking is not possible, the wagon is pushed to destination where contents are checked before delivery

***At destination station:***

- The guard should remain till the train is completely checked by RPF / TNC
- In case of defective seals, wagon should be resealed
- Checking should be done in presence of RPF within 24 hours of arrival of train
- In case checking is not possible during night, wagon should be pad locked / sealed and checked next day in presence of RPF



REF GUARD OPTG & COMML UPTO AS11

**WEIGHMENT OF WAGONS BEFORE ISSUE OF RR**

1. At the time of submitting the forwarding note, the sender has to record the weight of the consignment.
2. Wagons loaded with standard bags of uniform size are exempted from mandatory weighment. At least 5% of rakes to be weighed in a month.
3. Wagons loaded with loose, bulk commodities and containers should be mandatorily weighed on the weigh bridge.
4. Loading point will prepare VG in duplicate duly indicating wagon No., tare, CC etc; and hand over to Guard.
5. If weighbridge is not available at the forwarding station, the wagon should be marked for weighment at associated weigh bridge duly recording in VG.
6. The guard will hand over one copy of the VG to the weigh bridge clerk at the weighment point.
7. The weigh bridge clerk will weigh the wagons duly indicating the CC, tare etc;. The result of the weighment is to be communicated to the loading point.
8. The RR shall be prepared based on the weighment details furnished by weigh bridge within 24 hours of loading.
9. If the RR cannot be prepared within 24 hours from the time of loading, DCM can permit another 24 hours time for preparation of RR based on the weight furnished by the alternate weigh bridge.
10. If the weighment details are not received within 48 hours, RR should be prepared based on sender's weight.

REF GUARD OPTG & COMML UPTO AS11

**WEIGHT CONDITION**

1. Weight condition means loadability of a commodity inside the wagon.
2. The rationalized goods tariff indicates the chargeable weight as PCC for the different main commodity heads.
3. CC: Stenciled carrying capacity of the wagon.
4. All the commodities will be charged at different weight conditions in three routes, Excepted CC +6, Universalized CC+6 and CC+8.
5. The current Permissible CC of various types of wagons is as follows.

S. No	Type of Wagon	Excepted CC+ 6	Universalized CC + 6	CC + 8 Route		LT
				For ores, gypsum, limestone & dolomite, stones, clinker, cement, all types of coal, slag, DAP & NPK fertilizers	All other Commodities	
OPEN WAGONS						
BOXN		64	66	68	66	1
BOXNCR						
BOXNHS						
BOXNHSMI						
BOXNMI						
BOXNHL		66	68# 66 (for all other commodities)	70	66	1
BOXNHA		63	65	67	65	1
BOXNLW, BOXNLWMI		66	68# 66(for all other commodities)	70 (for ores, gypsum, limestone, dolomite, stones & clinker) 68 (for cement, all types of coal, slag.) 66 (for DAP & NPK fertilizers)	66	1
BOXNR		65	67# 65 (for all other commodities)	69	65	1
BOXNEL		64	65	67	65	1
BOX, BOXT		59	60	60	60	1
BOXC, BOXR		60	60	60	60	1
BOY, BOYEL		66	67	69	69	1
BOYN		66	68	70	70	1
BOI		63	63	63	63	1
BOST		61	63	63	63	1
HOPPER						
BOBR		61	62	64	64	1
BOBRN		61	63	65	65	1

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BOBS	60	62	64	64	1
BOBSN, BOBSNMI	56	58	60	60	1
BOBX	61	63	65	65	1
BOB	61	62	62	62	1
BOBC	45	45	45	45	1
BOBY	59	60	60	60	1
BOBYN	61	62	62	62	1
<b>FLAT</b>					
BRN	66	66	66	66	1
BRNA	63	63	63	63	1
BRNAHS	63	63	63	63	1
BFNS	60	61	62	62	1
BRH	62	62	62	62	1
BRHC, BRHT	61	62	62	62	1
BRS, BRST	61	62	62	62	1
BFR	44	44	44	44	1
<b>COVERED</b>					
BCN	59	61	63	61	1
BCNA, BCNAHS	62	64	66	64	1
BCX	58	58	58	58	1
BCXN	60	61	61	61	1
BCNHL	66# 66 (for sugar salt and MOP) 62 (for Rice) 58 (for all other commodities)	68# 68 (for sugar salt and MOP) 62 (for Rice) 58 (for all other commodities)	70 68 (for sugar, salt & MOP) 62 (for Rice)	58	0
BCCW	64	66	68	68	0

# For ores, gypsum, limestone & dolomite, stones, clinker, cement, all types of coal, slag, DAP and NPK

The PCC for tank wagon is as arrived from the calibration chart issued by Central Tank Wagon calibration committee. If chart is not issued then chargeable weight will be the stenciled CC.

**ROLE OF GUARD IN CLAIMS PREVENTION**

Claim means rightful demand by party for payment of compensation in case of loss of this goods.

Elimination of claims by taking preventive measures is called as claims prevention.

Claims can be prevented by coordination of all departments.

Effects of claims:

- (i) Loss of goodwill
- (ii) Loss of revenue
- (iii) Diversion of traffic

**PASSENGER TRAIN**

1. Report for duty well in time
2. Check the condition of SLR
3. If any defects are noticed like door jammed, leaking of SLR etc., TXR staff should be advised to rectify
4. Co-operate with station staff to clear maximum packages
5. Check the condition of packages, marking, packing etc., and pass remarks if they are in bad condition
6. Supervise the loading and un-loading to avoid rough handling
7. Accept packages for correct direction and unload at correct destination
8. Issue message to stations in advance in case of heavy unloading
9. Heavy packages should not be kept over fragile goods
10. Proper care should be taken for parcels paid with PCEV charges
11. Give preference to luggage, news papers, perishables and cinema films
12. Pad lock the doors of SLR to avoid running thefts
13. Collect parcel guard foils and summaries and obtain acknowledgement of staff after unloading.

**GOODS TRAIN**

1. Report for duty well in time
2. Check the wagons with VG
3. Check the wagons on both sides sealing, riveting etc.
4. Avoid excess loading
5. Avoid uneven loading to prevent accidents
6. Be vigilant during the run
7. If running train theft takes place report at next station
8. Don't leave the train without handing over to the relieving staff or RPF staff
9. Don't allow outside persons to come nearer to the train. They may manipulate the seal cards
10. Don't allow any outsider to travel in Brake van without permission
11. Observe all precautions while dealing with explosives and other dangerous goods
12. If defective seal is noticed issue memo to SM and check the contents in presence of RPF staff
13. Arrange to detach the hot axle wagons.

**LIABILITY OF RAILWAY ADMINISTRATION FOR DEATH AND INJURY TO PASSENGERS DUE TO ACCIDENTS AND UNTOWARD INCIDENTS:**

Sections 123 to 129 of Railways Act 1989, deals with the liability of railway administration for death and injury to passengers due to accident. They are as follows.

**Sec 123:** Deals with definitions of various words and expressions used in this chapter:

**Accident:** An accident is an occurrence or event, which is unforeseen and startles one when it takes place. It is the happening of the unexpected but not the happening of the expected, which is called an accident. An accident means any occurrence being either collision between trains one of them being a passenger carrying train or derailment or other accident to a train or any part of a train carrying passengers, which endangers the safety of passengers or their baggage.

**Section 124: Extent of Liability**

Deals with the extent of liability of the railway administration in case of death or injury to a passenger or damage to his goods in an accident. Compensation in case of death is Rs.4,00,000/- Exgratia is as follows.

<i>Train accident</i>	Amount
Death	Rs.50,000/-
Grievous injury	Rs.25,000/-
Simple injury	Rs.5000/-
<i>Accident at manned level crossing gate (prima facie liability of Railway)</i>	
Death	Rs.50,000/-
Grievous injury	Rs.25,000/-
Simple injury	Rs.5000

**Note:** Exgratia means immediate relief rendered to the victims at the spot of any accident as a measure of immediate relief.

- Exgratia will be paid on certification of Railway Doctor in case of grievous or simple injury
- After payment is made to victims the acknowledgement of the party should be obtained
- Exgratia is paid in addition to the compensation allowed as per rules by RCT in case Train Accident or Untoward incident.

The rate of ex-gratia in case of grievously injured passengers who are hospitalized in case of Train Accident is as follows:

1. Rs. 25,000 lumpsum for hospitalization upto 30 days to take care of initial expenses
  2. Thereafter Rs.300 per day be released at the end of every 10 day period or discharge, whichever is earlier
- This ex-gratia payment will be exclusively for passengers who are grievously injured in train accidents or untoward incidents as defined under Section 123 of the Railways Act, 1989 and stay in hospital as indoor patients.
  - The maximum period for which ex-gratia payment is payable to the grievous injured will be 12 months.

- The period for treatment as indoor patient for more than 30 days would need to be certified by a Railway Doctor for the purpose of further ex-gratia payment up to the period of 11 months. In case where the injured is taking treatment in other than Railway hospital, the treatment has to be certified by Railway Doctor.
- Sr. Divisional Medical Officers shall also keep track of such injured persons taking treatment in other than Railway hospitals. Sr.DCM / DCM shall keep coordination with Sr.DMO for the purpose and arrange payment of ex-gratia every week at the doorstep of injured person. Every care shall be taken by Sr.DCM / DCM to avoid any inconvenience to injured person in such cases.

**Section 124 A: Compensation on account of untoward incident**

Deals with compensation payable in case of untoward incidents, provided that no compensation shall be payable under this section by the railways if the passenger dies or suffers injury due to.

- Suicide or attempt to suicide by him / her
- Self inflicted injury
- His / Her own criminal act
- Any act committed by the passenger in a state of intoxication or insanity
- Any natural cause or disease or medical or surgical treatment unless such treatment becomes necessary due to injury caused by the said untoward incident.

**Explanation:** For the purpose of this section, 'passenger' includes

- A railway servant on duty
- A person who has purchased a valid ticket for traveling, by a train carrying passengers on any date or valid platform ticket and becomes a victim of an untoward incident.

Exgratia is as follows.

<i>Untoward incident</i>	<i>Amount</i>
Death	Rs.15,000/-
Grievous injury	Rs.5,000/-
Simple injury	Rs.500 /-

*The rate of ex-gratia in case of grievously injured passengers who are hospitalized in case of untoward incident is as follows*

	<i>Rate of ex-gratia</i>
Upto 30 days of hospitalization	Rs. 5000/- (Rs. Five thousand)
Upto further six months of hospitalization.	Rs. 1000/- (Rs. One thousand) per week or part thereof the period for indoor treatment.
Upto further five months of hospitalization	Rs.500 (Rs. Five hundred) per week or part thereof the period for indoor treatment.

**Section 125: Application for compensation**

This section lists out the persons who can make an application for compensation and the time within which such application can be made. Application can be made to the concerned claims.

- By the person who sustained the injury or suffered loss or
- By any agent duly authorized by such person on his behalf or

- Where such person is a minor by his guardian or
- Where death has resulted from the accident or the untoward incident by any dependent of the deceased or
- Where such a dependent is a minor by his guardian.

*Section 126: Interim relief by Railway Administration:*

When a person wants interim relief as per section 126, he may apply to railway administration, which may pay interim relief as per case, which may not be more than the amount of compensation payable by *Railway Claims Tribunal* after taking into account of the interim relief.

*Section 127: Determination of compensation in respect of any injury or loss of goods.*

*Section 128: Saving as to certain rights.*

*Section 129: Power to make rules in respect of matters in this chapter*

**Objective – Ref. Guards**

1. Izzat season tickets are issued for a maximum distance of  
☐ [a] 80 kms [b] 100 kms [c] 150 kms [d] 125 kms
2. Cost of platform ticket is Rs.\_\_\_\_\_  
☐ [a] Re.1/- [b] Rs.2/- [c] Rs.3/- [d] Rs.5/-
3. Facility not available on Tatkal tickets  
☐ [a] Change of name [b] Change of Board point  
☐ [c] Upgradation [d] None of the above
4. Tatkal tickets are issued \_\_\_\_\_ days/day in advance excluding the date of journey.  
☐ [A] Five [B] Three [C] Two [D] One
5. The Element of concession for Female Senior Citizen is  
☐ [A] 30% [B] 40% [C] 50% [D] 75%
6. Parcel way bill is prepared in  
☐ [A] 3 foils [B] 4 foils [C] 5 foils [D] 2 foils
7. Head of Public complaints at Divisional level is  
☐ [a] Sr. DCM [b] ADRM [c] Sr. DOM [d] DRM
8. Platform tickets are valid for \_\_\_\_\_ hours.  
☐ [a] One hour [b] Two hours [c] Three hours [d] Whole day
9. PMS Stands for  
☐ [A] Public Management System [B] Parcel Management System  
☐ [C] Private management System [D] Printer management System
10. Luggage ticket is prepared in \_\_\_\_\_ foils.  
☐ [A] Three [B] Four [C] Five [D] Two
11. Stationary staff is permitted to have a private cash upto Rs.\_\_\_\_\_.  
☐ [a] Rs.500/- [b] Rs.750/- [c] Rs.1000/- [d] Rs.1500/-
12. When Dogs are booked in Brake-van they are charged for \_\_\_\_\_ Kgs.  
☐ [A] 30 Kgs [B] 40 Kgs [C] 50 Kgs [D] 60 Kgs



13. Ex-gratia paid in case of death of a passenger (due to train accident) is Rs. \_\_\_\_\_

- [ ] [A] Rs.15000/- [B] Rs.25000/- [C] Rs.50,000/- [D] Rs.4 Lakhs

14. \_\_\_\_\_ Section of the Railway Act deals with provision of separate accommodation for ladies

- [ ] [A] 49 [B] 55 [C] 58 [D] 59

15. Free monthly season tickets are issued to boy students studying up to \_\_\_\_\_

- [ ] [A] X Class [B] XII Class [C] Degree [D] Post Graduation

16. Motor Cycle of 50 CC is charged for \_\_\_\_\_ kgs.

- [ ] [A] 100 [B] 150 [C] 200 [D] 250

17. Luggage booked with passenger by ~~R~~qType train is charged at scale \_\_\_\_\_

- [ ] [A] L [B] R [C] P [D] S

18. Head of the PGRM at Zonal level is \_\_\_\_\_

- [ ] [A] CCM [B] COM [C] ADRM [D] AGM

19. When Dogs are booked along with passengers in ACFC they are charged for \_\_\_\_\_ Kgs.

- [ ] [A] 30 Kgs [B] 40 Kgs [C] 50 Kgs [D] 60 Kgs

20. Ex-gratia paid for Simple injuries (due to train accident) is Rs. \_\_\_\_\_

- [ ] [A] Rs.500/- [B] Rs.5000/- [C] Rs.15000/- [D] Rs.4 Lakhs

21. Male passengers found travelling in ladies compartment should be dealt as passenger Section \_\_\_\_\_ of the Railway Act.

- [ ] [A] 55 [B] 58 [C] 137 [D] 162

22. Free monthly season tickets are issued to girl students studying up to \_\_\_\_\_

- [ ] [A] X Class [B] XII Class [C] Degree [D] Post Graduation

23. Motor Cycle of 350 CC is charged for \_\_\_\_\_ kgs.

- [ ] [A] 100 [B] 150 [C] 200 [D] 250

24. The highest scale for charging parcels is Scale \_\_\_\_\_

- [ ] [A] L [B] R [C] P [D] S

25. On outward journey, Market Vendor Season Ticket holders are allowed \_\_\_\_\_ kgs of free allowance of luggage.

- [ ] [a] 40 [b] 50 kgs [c] 60 kgs [d] None

26. Railway marking consists of

- [            ]    [a] From & to stations    [b] PWB No.            [c] No. of packages  
[            ]    [d] Route                            [e] All these

27. Corpses, human skeletons and parts of human body fall under the category of \_\_\_\_\_

- [       ]      [a] Dangerous goods      [b] Offensive goods  
[       ]      [c] General goods      [d] None of these

28. A certificate from medical authority that the person has not died because of infectious or contagious disease is necessary for booking of

- [ ] [a] Corpses [b] Skeletons [c] Parts of human body [d] All of these

29. Cash bag of a station is sent to cash office daily through

- [        ]      [a] Commercial courier                      [b] Free invoice way bill  
[        ]      [c] Cash safe kept in guard's brake              [d] Staff of the station

30. A person needlessly interfering with the means of communication of train shall be prosecuted as per section \_\_\_\_ of Railway Act 1989.

- [a] 137 [b] 138 [c] 141 [d] 142

31. Holders of MVST found selling their products in the railway premises will be prosecuted as per section \_\_\_\_\_ of Railway Act 1989.

- [ ] [a] 144 [b] 145 [c] 146 [d] 147

32. When scooter is booked as luggage, free allowance is

- [ these ] [a] granted [b] not granted [c] 50 kg [d] None of

33. Dog is permitted to be carried with owner in the following class.

- [a] 2 AC      [b] 1 AC      [c] 3 AC      [d] SL

34. Break journey period is \_\_\_\_\_ days excluding the date of arrival and departure.

- [ ] [a] One day [b] 2 days [c] 8 days [d] No limit

35 Wagons containing -----should not be riveted

- [ ] [a] Cement [b] Fertilizers [c] Explosives [d] Food Grains

36 Purpose of riveting is to -----

- [ ] [a] Prevent theft [b] Localize theft [c] Prevent over carriage [d] None

- 37 Advance reservation period for Indian public is-----  
☐ [a] 30 days [b] 60 days [c] 90 days [d] 120 days
- 38 At the last Cash Bag dropping station sealing of cash chest is done by-----  
☐ [a] Commercial Courier [b] Guard of the Train [c] SM of the station [d] None
- 39 The objective of Marking is  
☐ [a] To establish ownership [b] Localize theft [c] Prevent Theft [d] None
- 40 When PCEV is not paid, the Railway liability on parcels is up to Rs.\_\_\_\_\_ per kg.  
☐ [a] Rs.50/- [b] Rs.100/- [c] Actual Cost [d] None
41. RBS stands for  
☐ [a] Railway Booking System [b] Rates Branch System  
☐ [c] Rail Board Systems [d] Running staff Booking System
42. Income Certificate Issued by MP for Izzat Season Ticket is valid for  
☐ [a] 1 year [b] 2 years [c] Once [d] 5 years
43. Minimum Charges to be collected for Dog detected un-booked  
☐ [a] Rs. 30/- [b] Rs. 50/- [c] Rs. 10/- [d] Rs. 100/-
44. Amount to be deducted on cancellation of Confirmed Tatkal tickets  
☐ [a] Clerkage Charges [b] Minimum Cancellation Charges  
☐ [c] 75% of Fare [d] Full (No Refund)
45. When PCEV not paid, Railways liability in case of loss of Dog is  
☐ [a] Rs. 50 [b] Rs. 120/- [c] Rs.500/- [d] Rs. 800/-

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**COMPOSITION OF BLOCK RAKES**

SI No.	Type of Wagon	Standard Rake	Minimum number of wagons
<b>Open wagons</b>			
1	BOXN, BOXNHS, BOXNHSMI, BOXNHA, BOXNEL, BOXNLW, BOXNMI	59	58*
2	BOXNHL	58	57
3	BOX	35	30
4	BOST	45	43
5	BKCX	32	30
6	BOY, BOYN, BOYEL	53	50
<b>Hopper Wagons</b>			
7	BOBR	53	50
8	BOBRN	59	56
9	BOB, BOBC, BOBX, BOXK, BOBS	40	40
10	BOBSN, BOBSNMI, BOBY, BOBYN	53	48**
<b>Flat Wagons</b>			
11	BRN / BRNA / BRNAHS / BFNS	43	41
12	BRH / BRS	35	30
13	BFR / BFK / BFKI	35	30
14	BFKHN	40	35
<b>Covered Wagons</b>			
15	BCN, BCXN*****	41	39
16	BCNA, BCNAHS	42	40
17	BCNHL	58	57
18	BCX	40	35
19	BCCN	30	29
20	NMG	25	24
21	BCFC	59	58
<b>Tank Wagons</b>			
22	BTPN (Except Veg Oil)	49	47
23	BTPN (Veg Oil)	50	48
24	BTPH/ BTFLN	48	46
25	BTAP	51	49
26	BTCS	59	57
27	BTAL	35	32
28	BCCW (Bulk Cement)	58	56
29	BTPGLN / BTPG	32	30
30	Tank Wagon (4 wheeler) @	72	68
31	Tank Wagons TG type (4 wheeler)	64	62
<b>Mixed Rakes (BG)</b>			
32	BOXN & BOYN	55	55 (minimum 15 of each type)
33	BOX & BFR / BRH***	35	30 (minimum 10 of each type)
34	BOXN + BRN / BRNA / BRNAHS / BOST / BFNS****	45	40 (min. 10 of each type & max. 20 of BOXN)

35	BOST + BRN / BRNA / BRNAHS / BFNS*****	43	41 (min.10 of each type)
36	BCN / BCNA / BCNAHS / BCXN*****	41	38
37	BTPN / BTCS	55	BTPN wagons will not be more than 25
<b>Meter Gauge Wagons</b>			
38	MG to MG		34(in terms of 4 wheeler)
39	MG to BG		90 (in terms of 4 wheelers)

- \* *BOXN in Kulem-Castle Rock section 54 wagons permitted for trainload class rate.*
- \*\* *The minimum number of wagons for Dalli Rajhara-Bhilai section will be 45 wagons.*
- \*\*\* *BFR and BRH wagons may be treated as one type and BOX as another type for reckoning the minimum 10 number of each type.*
- \*\*\*\* *BRN, BRNA, BRNAHS, BFNS and BOST may be treated as one type and BOXN as other type for reckoning the minimum 10 number for each type.*
- \*\*\*\*\* *BRN, BRNA, BRNAHS and BFNS may be treated as one type and BOST as other type for reckoning the minimum 10 number for each type*
- \*\*\*\*\* *Indents for Block Rake of BCN/BCNA/BCNAHS/BCHN will be accepted for 42 wagons (8 wheelers) against which empty rakes of any type of these types or a combination of these types of wagons will be supplied in terms of the standard rake size of these wagons.*
- @ *For TNPM siding of IOC, standard rake size of tank wagons (4 wheeler) is 65 wagons and minimum number of wagons required to be loaded for availing trainload rate benefit is 64 wagons.*

**PCC OF THE WAGONS**

6. The goods tariff indicates the chargeable weight as PCC for the different main commodity heads..
7. All the commodities are charged at different weight conditions in three routes  
**Excepted CC +6, Universalised CC+6 and CC+8.**
8. The current PCC of various types of wagons is as follows.

The current TCC of various types of wagons is as follows:						
S. No	Type of Wagon	Excepted CC+ 6	Universalized CC + 6	CC + 8 Route		LT
				For ores, Rock phosphate, gypsum, limestone & dolomite, stones, clinker, cement, all types of coal, slag, DAP & NPK fertilizers	All other Commodities	
OPEN WAGONS						
BOXN		64	66	68	66	1
BOXNCR						
BOXNHS						
BOXNHSMI						
BOXNMI						
BOXNHL		66	68# 66 (for all other commodities)	70	66	1
BOXNHA		63	65	67	65	1
BOXNLW, BOXNLWMI		66	68# 66(for all other commodities)	70 (for ores, gypsum, limestone, dolomite, stones & clinker) 68 (for cement, all types of coal, slag.) 66 (for DAP & NPK fertilizers)	66	1
BOXNR		65	67# 65 (for all other commodities)	69	65	1
BOXNEL		64	65	67	65	1
BOX, BOXT		59	60	60	60	1
BOXC,BOXR		60	60	60	60	1
BOY, BOYEL		66	67	69	69	1
BOYN		66	68	70	70	1
BOI		63	63	63	63	1
BOST		61	63	63	63	1
HOPPER						
BOBR		61	62	64	64	1

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BOBRN	61	63	65	65	1
BOBS	60	62	64	64	1
BOBSN, BOBSNMI	56	58	60	60	1
BOBX	61	63	65	65	1
BOB	61	62	62	62	1
BOBC	45	45	45	45	1
BOBY	59	60	60	60	1
BOBYN	61	62	62	62	1
<b>FLAT</b>					
BRN	66	66	66	66	1
BRNA	63	63	63	63	1
BRNAHS	63	63	63	63	1
BFNS	60	61	62	62	1
BRH	62	62	62	62	1
BRHC, BRHT	61	62	62	62	1
BRS, BRST	61	62	62	62	1
BFR	44	44	44	44	1
<b>COVERED</b>					
BCN	59	61	63	61	1
BCNA, BCNAHS	62	64	66	64	1
BCX	58	58	58	58	1
BCXN	60	61	61	61	1
BCNHL	66# 62 (for Rice) 58 (for all other commodities)	68# 62 (for Rice) 58 (for all other commodities)	70 68 (for sugar, salt & MOP) 62 (for Rice)	58	0
BCCW	64	66	68	68	0
BCFC	65	66	68	68	1

# For ores, gypsum, limestone & dolomite, stones, clinker, cement, all types of coal, slag, DAP,NPK,Sugar,Salt, Rock phosphate and MOP

- The PCC for tank wagon is as arrived from the calibration chart issued by Central Tank Wagon calibration committee. If chart is not issued then chargeable weight will be the stenciled CC.

**Official Language Policy: Constitutional Provision.**

On 14th September, 1949 Hindi Was accepted as Official Language of the Union by the Constitutional Assembly to include in the Constitution of India which was promulgated on 26 th January, 1950. We celebrate Hindi Day (Hindi Divas) on 14 th September, every year. Provisions regarding Official Language are contained in Article 120 (1), 210(1) and 343 to 351 of the constitution.

- Article 120 :- Business in Parliament shall be transacted in Hindi or in English
- Article 210 :- Business in the Legislature of a State shall be transacted in the Official Language or Languages of the State or in Hindi or in English.
- Article 343(1):- The Official Language of the Union shall be Hindi in Devanagari script. The form of numerals to be used for the official purposes of the union shall be the international form of Indian numerals.
- Article 343(2) - For a period of 15 years from the commencement of this constitution, the English Language shall continue to be used for all official puposes of the Unioin for which it was being used immediately before such commencement.
- Article 343(3) - Parliament may by law provide for the use of the English language after 14-15 years for such purposes as may be specified in the law.
- Article 344 - The president shall constitute a commission after five years from the commencement of the constitution and thereafter ten years from such commencement.

The duty of the commission shall be to make recommendations to the president as to:-

- (a) the progressive use of the Hindi Language for the Official purposes of the Union.
- (b) restrictions on the use of English Language for all or any of the Official purposes of the Union.
- (1) the official language for communication between Union and State or between One State and another.

There shall be a constitutional committee consisting of thirty members of whom twenty shall be from Lok Sabha and ten from Rajya Sabha. It shall be the duty of the Parliamentary Committee to examine the recommendations of the commission so constituted.

- Article 345 - The Legislature of States by law can adopt one or more languages as Official Language or Languages of the State.
- Article 346 - Official Language for communication between one state & the Union.
- Article 347 - Provides for special provision relating to language spoken by a Section of the population of a state.
- Article 348 - deals with languages to be used in the Supreme Court and in the High Courts and Acts, bills etc. The authoritative of bills Act, ordinances, orders regulations and bye-laws issued under the constitution shall be in English language.
- Article 349 - No bill to be introduced for amendment of the language unless president gives sanction after considering the recommendation of the commission and the committee constituted for the purpose.
- Article 350 - deals with language to be used in representation for redressal of grievances.
- Article 351 - deals with Directive for development of Hindi language to promote the spread of the Hindi language to develop it so that it may serve as a medium of expression for the composite culture of India to secure its



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enrichment by assimilating without interfering with its the genius forms, style and expressions used in Hindustani and in the other languages of India.

**(VIII) Eight Schedule Languages**

- |              |              |               |
|--------------|--------------|---------------|
| 1. Assamese  | 2. Oriya     | 3. Urdu       |
| 4. Kannada   | 5. Kashmiri  | 6. Gujarati   |
| 7. Tamil     | 8. Telugu    | 9. Punjabi    |
| 10. Bengali  | 11. Marathi  | 12. Malayalam |
| 13. Sanskrit | 14. Sindhi   | 15. Hindi     |
| 16. Manipuri | 17. Konkani  | 18. Nepali    |
| 19. Bodo     | 20. Maithili | 21. Dogri     |
| 22. Santhali |              |               |

**THE OFFICIAL LANGUAGE ACT 1963 AMENDED IN 1967.**

Section 3 (1) deals with the continuation of English language in addition to Hindi for Official purposes of the union and for use in parliament.

Section 3(2) deal with the provision of Hindi or English language used for the purpose of communication between Ministry or Department or Office of Central Government and any corporation or company owned or controlled by Central Govt. Translation of such communication in Hindi or English shall be provided till such date as the staff concerned, Ministry, Department, Office or Corporation or Company have acquired working knowledge of Hindi.

Section 3(3) deals with the provision of both Hindi & English languages shall be used for Resolutions, General Orders, Rules, Notifications, Administrative or other reports or press communique, Contracts and agreements executed and licences, permits, notices and forms of tender issued by the offices.

Section 3 states that the Central Government may by notification in the official gazette make rules for carrying cut the purpose of this Act.

Resolution 1968-- Intensive & Comprehensive Programme should be prepared and implemented by the government of India for accelerating the spread and development of Hindi in collaboration with the State Government.

**SALIENT FEATURES OF OFFICIAL LANGUAGES RULES 1976**

In excercise of the powers conferred by section 8 of the Official Language Act, 1963, the Central Government has made the following rules. With a view to implement the Official Language Policy, regions namely "A B C" have been constituted in the country.

A region- Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajastan and Uttar Pradesh and Delhi & Andaman Nicobar.(Uttranchal, Jharkhand & Chattisgarh.)

B region- Gujarat, Maharashtra, Punjab & Union Territory of Chandigarh, Dadar & Nagar Haveli and Daman & dieu

C region- States and Union Territories other than those referred to in A& B regions.

Rule 1 deals with the title and Rule 2 regarding the definitions of words such as Act "Employee", Notified office, Proficiency etc., used in the rules.

3. Communications to states etc., other than Central Government offices. Communications from Central Government Offices to states and Union territories in

A&B region be normally in Hindi. For states, Union territories in the region "C" shall be in English (Office includes individual also).

4. Communication between Central Government offices situated in "A" shall be in Hindi and for offices situated in "B" & "C" may be in Hindi and English or in such proportion determined from time to time.
5. Replies to communications received in Hindi - Replies to communications in Hindi shall be in Hindi.
6. Use of both Hindi and English for all documents referred in Section 3(3) of 1963 Act and it shall be responsibility of the persons signing such documents to ensure that such documents are made executed or issued both in Hindi and in English.
7. Applications, Representations- Employee may submit an application, appeal or representation in Hindi or in English.
8. Noting-- An employee may record a note or minute on a file in Hindi or in English without being himself required to furnish a translation there of in the other language.
9. Proficiency in Hindi--Matriculation or any equivalent or higher examination with Hindi as the medium of instruction or Hindi as an elective subject in degree.
10. Working knowledge of Hindi- Matric with Hindi as one of the subject i.e., 1st language or pragra pass or declaring himself having working knowledge in Hindi.
11. All Manuals, codes, other procedural literature Article of Stationary, Forms & Headings of registers, all name plates, sign boards letter heads and other items of Stationery written, printed or inscribed for use shall be in Hindi & English.
12. Responsibility for compliance--
  - (1) to ensure implementation of the provision of the Act.
  - (2) to devise suitable and effective check points.
  - (3) to issue of Directions from time to time.

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### **VARIOUS AWARD SCHEMES FOR USE OF RAJBHASHA HINDI**

#### **Railway Board's Individual Cash Award Scheme:-**

Every year 6 to 8 Officers/Employees are awarded for doing commendable & maximum work in Hindi by Railway Board at All India Hindi Week Celebrations. These awards are given by the Railway Minister.

Every award winner gets Rs.1,500/- in cash and a certificate.

#### **General Manager's Individual Cash Award Scheme:-**

Every year on the eve of South Central Railway's Hindi Saptah Celebrations 10 Officers / 30 Employees are awarded for doing commendable and maximum official work in Hindi. These awards are given by the General Manager.

Officers	--	1,200/-
Staff	--	1,000/-

#### **Home Ministry's Award Scheme:-**

The particulars of the scheme are as follows:-

1. All officers and employees working in South Central Railway can participate in the competition under this scheme.
2. Officer / Employees working in regions:
 

"A"& "B"	"C"
for writing minimum 20,000 words in Hindi per year.	for writing minimum 10,000 words in Hindi per year.

**Awards to be given:-**

1. Two first prizes : Rs.1600/-each
2. Three Second prizes : Rs.800/-each
3. Five third prizes : Rs.600/-each

Note:- Under this scheme minimum 10 participants should be there from any Unit/Section/Office.

**Collective Cash Award Scheme:-**

Under this scheme 3 departments are awarded for doing commendable and maximum work in Hindi.

Particulars of the award:-

- |              |   |
|--------------|---|
| First prize  | : 9,000/- (for 6 employees Rs.1500/- for each employee) |
| Second prize | : 6,000/- (for 5 employees Rs.1200/- for each employee) |
| Third prize  | : 4,000/- (for 5 employees Rs.800/- for each employee)  |

**Award For writing original Hindi books on Technical Subjects.****1. Lalbahadur shastri Award Scheme**

Every year following 3 cash awards are distributed by Railway Board to such of genius Railwaymen who write original Hindi books on technical subjects:-

- |               |                   |
|---------------|-------------------|
| First prize   | : Rs.15,000/-     |
| Second prizes | : Rs.7,000/- each |
| Third prizes  | : Rs.3,300/- each |

Three consolation prizes: Rs.2,500/-each

Apart from this copies of the awarded books are purchased for the Railway Hindi libraries.

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**Cash award scheme for writing story, Novel and poetry in Hindi:-****1. Premchand Award Scheme:-**

Every year premchand awards are given to the best story books or novels in Hindi.

- |              |              |
|--------------|--------------|
| First prize: | Rs. 15,000/- |
| Second prize | Rs. 7,000/-  |
| Third prize: | Rs. 3,300/-  |

**2. Maithilisharan Gupta Award:-**

Every year Maithilisharan Gupta award are given for best poetry books in Hindi.

- |              |              |
|--------------|--------------|
| First prize: | Rs. 15,000/- |
| Second prize | Rs. 7,000/-  |
| Third prize: | Rs. 3,300/-  |

**Indira Gandhi Rajbhasha Award Scheme:-**

Every year following 3 awards are distributed to the writers of the best Hindi books on Official working:-

First prize:	Rs.40,000/-
Second prize	Rs.30,000/-
Third prize:	Rs.20,000/-
Consolation Prize-	Rs.10,000/-

**Rajiv Gandhi Rajbhasha Award Scheme:-**

Every year following awards are distributed to the writers of the best Hindi books on Gyan Vigyan(Technical):-

First prize:	Rs.2 lakhs/-
Second prize	Rs.1.25 lakhs/-
Third prize:	Rs.75,000/-
Consolation Prize-	Rs.10,000/-

**Award Scheme for writing Original books on subjects related to economics in Hindi :-**

First prize	Rs 50,000/-
Second prize	Rs 40,000/-
Third prize	Rs 30,000/-

**Award Scheme for writing Original books in Hindi in the field of new and renewable sources of Energy :-**

First prize	Rs 50,000/-
Second prize	Rs 30,000/-
Third prize	Rs 20,000/-

**TRAINING:-****Incentives regarding Hindi / Hindi Typing / Hindi Stenography Training:-**

(Only for those officers / employees who do not possess working knowledge of Hindi)

The Officers / employees of group "A","B" and "C" who pass the above examinations conducted under the Hindi teaching scheme with creditable marks are awarded in the following manner.

**Lumpsum award:-**

On passing prabodh / Praveen / Pragya /Hindi Typing/Stenography examination under the Hindi Teaching Scheme by own efforts the officers and employees are awarded in the following way:-

Prabodh: Rs.1600/-,	Praveen: Rs.1500/-,	Pragya2400/-,
Hindi Typing Rs1600/-,	Hindi Stenography 3000/-	

Hindi Examination of voluntray Hindi organisations, which are recognised by Government of india as equivalent to Matric or higher Rs.600/-

**Cash Award:-**

<u>Having Secured</u>	<u>Prabodh</u>	<u>Praven</u>	<u>Pragya</u>
70% Or More marks	1600/-	1800/-	2400/-
60% Or More marks	800/-	1200/-	1600/-
55% Or More marks	400/-	600/-	800/-

in addition personal pay equal in amount to one increment for 12 months.

**For Passing Hindi Typing and Stenography Examinations:-**

Typing	Stenography	Amount
97%	95% and above marks	2400/-Rs

95%	92% Or More marks	1600/-Rs
90%	88% Or More marks	800/-Rs

**Typewriting:-**

In addition personal pay equal in amount to one increment for 12 months.

**Stenography:-**

In addition, Stenographers whose mother tongue is not Hindi are given personal pay equal in amount to two increments for the first 12 months and one for the next 12 months on passing Hindi Stenography examination.

**Hindi Essay, Elocution, Noting and Drafting Competitions:-**

Hindi Essay, Elocution, Noting and Drafting Competitions are conducted at Zonal & Railway Board level and the Hindi Typewriting competition is conducted only at Zonal level. All these competitions are conducted once in a year.

**Awards are given in the following manner:-**

For Hindi, Essay, Elocution and Noting and Drafting Competition:-

Prizes	Zonal level	Rly Board level
First prizes	Rs 2000/-	Rs 3000/-
Second prizes	Rs 1600/-	Rs 2500/-
Third prizes	Rs 1200/-	Rs 2000/-
Consolation Prize	Rs.800/- (3 Prizes)	Rs 1500/- (5 Prizes)

These competitions are held in July & August

**For Hindi Typewriting Competition-Zonal Level:-**

First prize	Rs 300/-
Second prize	Rs 200/-
Third prize	Rs 100/-

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**Railway Minister Hindi Essay Competition:-**

For writing best essays pertaining to Railway subject following awards are distributed:-

First prizes	Rs 6000/-
Second prizes	Rs 4000/-
Competition is held in January	

**Railway Yatra vritant Award Scheme :**

For writing a best report / narrative on Railway journey experience, following awards are distributed:-

First prize	Rs 4000/-
Second prize	Rs 3000/-
Third prize	Rs 2000/-

**Incentive allowance to Typists and Stenographers:-**

English Typists and English Stenographers are allowed on certain conditions incentive allowance of Rs.80/- and Rs.120/- per month respectively for doing Hindi Typing and Hindi Stenography work.

**Incentive Scheme for Officers giving dictation in Hindi:-**

All the officers who have been provided Stenographic assistance and who generally give dictation, can participate in this scheme.

Hindi Speaking officers for giving dictation in Hindi for a minimum of 20,000 words per calendar year. Non Hindi speaking officers for giving dictation in Hindi for a minimum of 10,000 words per calendar year.

Amount of award Rs.1000/- for each officer. Two awards for each office.

Note:- The Officers / Employees working in Hindi Organisation will not be eligible to participate in any of the above competitions.

### **Railway service (Conduct ) Rules—1966**

Main features of the rules are:

1. Every Railway servant shall all times maintain absolute integrity, devotion to duty & do nothing, which is unbecoming of a Railway servant.
2. No Railway servant will use his position or influence to secure employment for any member of his family
3. No railway servant shall be a member / office bearer of a political party. He will not take part in any manner in any political activity or movement.
4. No railway servant shall associate himself with any organization, the objects or activities of which are prejudicial to the sovereignty and integrity of India
5. No Railway servant shall criticize the policy or any action of government.
6. No railway servant shall communicate any official document or information to any unauthorized person.
7. No railway servant shall acquire moveable/immoveable property beyond one's known means.
8. No Railway servant shall give or take or demand dowry.
9. No. Railway servant shall engage in any trade or business or undertake any other employment.
10. No Railway servant shall speculate in any stock, share or other investments.
11. Railway servant shall so manage his private affairs so as to avoid habitual indebtedness or insolvency
12. No Railway servant shall accept gift or lavish or frequent hospitality from any individuals, firms etc., having official dealings.
13. No Railway servant shall appear in a public place in a state of intoxication not consume any intoxicating drink or drug while on duty. He shall strictly abide by the law relating to intoxicating drinks or drug in force in any area.
14. No railway servant shall practice un-touchability in any form or manner.
15. No Railway servant shall contract bigamous marriage.
16. No railway servant shall bring any political influence or other influence in respect of his service matters.
17. No railway servant shall stay as guest with foreign diplomats or foreign nationals nor shall invite them to stay with him as his guests in India.

### **Railway servants (Discipline and Appeal) Rules-1968;**

Authority under Disciplinary Rules;

1. **APPOINTING AUTHORITY:** Appointing authority means the authority to made appointments to the service of which the railway servants is, for the time being, a member or the grade or the service in which the Railway servant is for time being included.
2. **DISCIPLINARY AUTHORITY:-** Disciplinary authority in relation to the imposition of a penalty on a Railway servant, the authority competent, to impose on him penalty is as per schedule in normal course and in case of imposing major penalties such authority would be Appointing Authority
3. **ENQUIRY AUTHORITY:** The official who is nominated by the Disciplinary Authority to conduct the disciplinary enquiry is the Inquiry Authority
4. **DEFENCE COUNCIL:** The charged employee may present his case with the help of another person who is known as Defence Counsel or Defence Helper. Defence council should not be a legal practitioner and should not be associated with the case in his official capacity.

**PRINCIPLES OF NATURAL JUSTICE:**

Principles of natural justice are the principle, which lay down and elaborate the reasonable opportunity which should be given to the charged employee. Principles of natural justice are:

1. None should be condemned without being heard.
2. All decisions should be made in good faith.
3. The hearing must be impartial.
4. Reasonable opportunity should be given to defend the case.
5. Reasons for decisions should be made known to the accused.
6. The charges should be intimated in advance.
7. Justice should not only be done, it should also appear to have been done.

### **SUSPENSION:-**

Suspension is not a penalty. An authority who is not competent to place an employee under suspension may suspend him, but immediately report to the competent authority who will confirm the order. The suspension continues till the order of suspension is modified or revoked by the competent authority that placed the employee under suspension, or by the higher authority.

Subsistence Allowance is granted to employee under suspension, equal to leave salary on half average pay and allowance admissible on such pay. Deduction of PF, courts attachment and fines cannot be recovered. House rent, water charges, diet charges, electric charges, re-payment of advance, station debits, income tax etc will be recovered. Recoveries other than these such as co-operative society's dues, institutes fee, LIC premium, school fee etc may be made on written request of employee. The amount of subsistence allowance may be increased up to 50% after 3 months, if in opinion of the authority, the period of suspension has been prolonged for reasons not directly attributable to the railway employee. The amount may even be reduced up to 50% of subsistence allowance after 3 months, if in opinion of the authority, the period of suspension has been prolonged for reasons directly attributable to the Railway employee.

#### (a) An employee may be placed under suspension:

- When a disciplinary proceeding is contemplated or pending against him.
- When engaged in activities prejudicial to the interest of the state.
- When a criminal case is pending for investigation, inquiry or trial.

#### b) An employee shall be deemed to have been suspended:

- If he remains in police custody exceeding 48 hours.
- If he is convicted for an offence and sentenced to imprisonment for a period exceeding 48 hours and is not forthwith dismissed, removed or compulsorily retired consequent to such conviction.

#### c) Other circumstances of deemed suspension

1. When a penalty of dismissal, removal or compulsory retirement, imposed on an employee under suspension, is set aside on appeal or revision and the case is remitted for further inquiry or action, the order of his suspension shall be deemed to have continued in force from the date of original order or dismissal etc.

2. When a penalty of dismissal, removal or compulsory retirement, imposed upon an employee, is set aside or declared void by a Court of law and when the disciplinary authority decides to hold a further inquiry in the same case. The employee shall be deemed to have been placed under suspension by the competent authority with effect from the date of original order of dismissal etc.

#### EFFECTS OF SUSPENSION:

- The suspended employee remains a Government employee for all practical purposes. Various service conditions remain applicable to him.
- The last place of duty will continue to be his head quarter. The request for a change in Headquarters may be granted.



- An employee under suspension cannot be promoted. But he will be called for selection. His result will be kept in sealed cover and a provisional panel will be published. He will be considered for promotion after finalization of the disciplinary proceedings.
- Forwarding of application for deputation, assignment foreign training are not permitted.
- Resignation will be accepted normally.
- The right of voluntary retirement is not freely available.
- No leave will be sanctioned.
- Traveling allowance may be allowed if inquiry is held at an outstation.

#### **PENALTIES:**

The following penalties under DAR, for good and sufficient reasons, may be imposed on a Railway servant.

#### **A. MINOR PENALTIES:**

- Censure.
- Withholding of promotion for a specific period.
- Recovery from pay of the whole or apart of any pecuniary loss caused to the Railway Administration by his negligence.
- Withholding of passes or PTO or Both.
- Reduction to lower stage in time scale for not more than 3 years without cumulative effect & not affecting adversely his retirement dues.
- Withholding of increments (with or without cumulative effect.)

#### **B. MAJOR PENALTIES**

- Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
- Reduction to a lower time scale, grade, post or service with or without further directions regarding conditions of restoration to the grade or post or service from which the Railway servant was reduced and his seniority and pay on such restoration to that grade, post or service.
- Compulsory retirement.
- Removal
- Dismissal.

#### **These are Not Penalties**

With holding of increment for failure to pass the departmental examination.

- Stoppage at Efficiency Bar for failure to cross it.
- Non promotion when eligible & considered but not found suitable
- Reversion to lower post, grade or service when considered unsuitable after promotion.
- Reversion at the end of promotion as per rules of probation.
- Replacement when service borrowed from another department.
- Compulsory retirement as per rules.
- Termination after probation or other conditions when made as per service agreement.
- Discharge for in-efficiency for failure to pass standards of physical fitness or reduction of employment.

#### **Special Procedure in Some cases:**

Where the normal procedure cannot be followed under the circumstances of the case, it may be desirable to follow a special procedure under Rule 14 of D&A Rules.

- (i) Where any penalty is imposed on the employee on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) Where the disciplinary authority is satisfied, for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry according to the rules; or
- (iii) Where the President is satisfied that in the interest of the security of state, it is not expedient to hold an inquiry according to the rules.

**Procedure for imposition of Minor Penalty:**

- Charges should be framed against the delinquent employee and communicated to him on prescribed standard Form No.11. Along with the charge sheet a statement of allegations is also supplied mentioning therein the charges in detail and also the basis on which the charges have been framed and a list of documents relied upon, should also be supplied to the delinquent employee. The period within which the employee should submit his explanation is specified in the charge sheet, which is usually 10 days.
- In the case the railway servant refuses to accept the charge sheet issued for service on him, it shall be on the written statement of two persons to the effect that this refusal was witnessed by them or on an advice from the post office to the effect that the addressee refused delivery of the registered postal cover, be deemed to have been served on him.
- After receiving the charge-sheet the delinquent employee may request the disciplinary authority for permission to inspect and take extract from the documents mentioned in the list accompanying the charge-sheet and also the additional documents which are relevant to the charges framed against him but have not been relied upon by disciplinary authority. Then after getting permission of the disciplinary authority, delinquent employee will inspect and take extract from document.
- After having inspected the documents the delinquent employee should submit his written statement of defence to disciplinary authority within the prescribed time. The written statement of defence should clearly contain the defence of the delinquent in regard to each of the charges.
- After considering the written statement of the charge sheet submitted by the delinquent employee, if it is proposed in the following cases an enquiry as for a major penalty shall have to be held.
  - (i) Imposition of withheld of increment temporarily(WIT) for a period exceeding three years
  - (ii) Imposition of withheld of increment permanently(WIP) for any period Where the penalty will affect the retirement dues of the employees
  - (iii) Incase where the disciplinary authority feels that a detailed enquiry should be held.
- The disciplinary authority shall then take in to consideration the representation if any , made by the delinquent servant and also the record of enquiry if any and shall determine the particular minor penalty, that should be imposed on the delinquent employee. If the penalty determined by such authority is the one when it cannot be imposed on the railway servant concerned, it shall pass on these papers for orders to such authority which is competent to do so.
- The authority imposing the penalty should record a finding on each imputation of misconduct or misbehavior and should also consult the UPSC, if necessary, before awarding the penalty. The disciplinary authority should pass speaking order i.e, should give reasons therefore.
- If some penalty is awarded, it must be communicated to employee concerned on prescribed form, signed by the authority imposing the penalty, over its own designation. Brief reasons for holding the employee guilty should also be communicated to him. In cases where it is decided by the disciplinary authority not to take any further action such decision should also invariably communicated to

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delinquent railway servant within two months of the date, the decision is taken, so that the railway servant is not kept in suspense.

In case the delinquent railway servant does not submitted his written statement of defence within the prescribed time without genuine and sufficient cause, the disciplinary authority may consider the case and pass the necessary orders imposing the penalty, as deemed fit.

#### **PROCEDURE FOR IMPOSING MAJOR PENALTIES:**

- Issue memorandum of charges in SF 5 and provide copies of documents of their inspection.
- Obtain and consider statements of defence
- Appointed Inquiry Officer is charges are not admitted.
- Inquiry officer will allow a defence counsel where asked for additional documents, when relevant should be allowed. Perusal and extracting from the list of document relied upon should be permitted.
- Inquiry Officer will decide modalities of inquiry, decide defence witness to be called for, fix calendar for inquiry and sort out other preliminary matters.
- The procedure for conducting the inquiry:
  - + The charges will be explained to the employee. Documents may be produced as required.
  - + The charged employee will asked to state if he accepts or denies the charge, will take defence counsel or will defend his case himself
  - + The prosecution witnesses,, cited in the charge sheet, will be examined. Then cross-examination of each witness by the charged employee or his counsel. Examination on any point of cross-examination, if necessary.
  - + The defence witness, if any may then be examined, cross-examined and re-examined.
  - + The charged employee will be permitted to state his defence.
  - + Inquiry authority may question the charged employee on the circumstances appearing against him in the evidence.
  - + The charged employee will be permitted to state his defence.
- Based on evidence on record, the inquiry officer shall draw his finding and inquiry report & send along with records of case and records of inquiry to the Disciplinary Authority.
- A copy of the inquiry reports should invariably be given to the charged employee and his defence should be considered before any further action is taken.
- The Disciplinary Authority shall consider the report and may accept it or draw its own finding or remit it or ask for fresh inquiry.
- It it decided to impose a penalty which is in within its competence, thje Disciplinary authority shall issue notice of imposition of penalty, otherwise forward the case to competent authority.

NOTE: In all cases where consultation of UPSC is necessary, it should be consulted.

#### **Appeal:**

- The appeal against punishment lies to the appellate authority who is usually the next higher authority to whom the disciplinary authority is subordinate.
- The Limitation is a period of 45 days from the date of order of punishment. Delay on sufficient causes may be condoned.

- A single person should appeal in his own name. The appeal should be addressed to the appellate authority only. It should not be in a improper language.
- In case of major penalty to subordinate staff, a personal hearing may be granted by the appellate authority.
- The decision in appeal cases may be (a) setting aside (b) reducing (c) confirming (d) enhancing the penalty. In case of enhancement, reasonable opportunity will be given to make a representation.
- Normally there is no second appeal. It is permitted only in case of group D+ staff who has been dismissed, removed or compulsory retirement.

### **REVISION**

- The revising authority should not be below the rank of JA grade officer. The appellate authority may become the revising authority if no appeal was made.
- No revision can be made after more than six months of the date of order to be revised, if it was proposed to enhance the penalty or modify it to the detriment of the employee. It will not be made after more than one year if the penalty was to be reduced or cancelled. These time limit do not apply if revision was to be made by President or Ministry or the Chief Executive.
- The decision in revision cases may be similar to those in appeal cases. Reasonable opportunity will be given in case of enhancement of punishment.

### **REVIEW**

Where a new fact comes to notice which is likely to affect substantially the decision in the case, the President of India may review the case. President may make this review at any time on his own motion or on a reference made to him. He may pass any orders in the case as deemed fit. If it proposed to enhance the penalty, a reasonable opportunity will be given to the employee to submit his representation.

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**AMENDMENTS**











