

## CHAPTER II

### RULES APPLYING TO RAILWAY SERVANTS GENERALLY

#### 2.01. Supply of copies of rules:-

The Railway Administration shall supply -

- (a) a copy of these Rules -
    - (i) to each station,
    - (ii) to each locomotive running shed, and
    - (iii) to such other offices as it may prescribe,
  - (b) to each Railway servant on whom any definite responsibility is placed by the said rules, a copy of the rules, or of such portions thereof as relate to his duties, and
  - (c) to any Railway servant a copy of these rules or translation of the said rules or of such portions, thereof as relate to his duties as may be prescribed by special instructions.
- S.R.2.01** (a) The copy of Rules to be supplied by Railway administration under General Rule 2.01 may be hard copy or electronic copy of the document or relevant extracts thereof. (CM No.73 dated 06.01.2021)
- (b) That Railway Administration shall ensure updating, revision and amendments to rules in digital form simultaneously along with the changes in print form.
  - (c) That Railway Administration shall provide necessary infrastructure/make arrangements to enable (b) above, and take steps to provide such equipment (Fixed as well as portable) as necessary so that the Rule books in digital form can be accessed by the Railway Servant at all times. (CM No.61 dated 27.11.2018)

#### 2.02. Upkeep of the copy of rules:-

Every Railway servant who has been supplied with a copy of these rules, as prescribed under rule 2.01 shall -

- (a) keep it posted with all corrections,
  - (b) produce the same on demand by any of his superiors,
  - (c) obtain a new copy from his superior in case his copy is lost or defaced, and
  - (d) ensure that the staff working under him are supplied with all corrections and that they also comply with the provisions of this rule.
- S. R. 2.02. (a) Whenever a correction is necessary to a particular Rule / Para the entire page should be replaced, same shall be posted in the concerned Rule book.
- (b) The inspecting official can ask the employee to produce the updated copy of the G&SR on a specified date and time for inspection. The employee need not carry/keep the G&SR at all times on duty.

#### 2.03. Knowledge of rules:-

Every Railway servant shall -

- (a) be conversant with the rules relating to his duties whether supplied or not with a copy or translation of the rules relating to his duties and the Railway Administration shall ensure that he does so,
- (b) pass the prescribed examinations, if any,
- (c) satisfy himself that the staff working under him have complied with clauses (a) and (b), and
- (d) if necessary, explain to the staff working under him, the rules so far as these apply to them.

S.R. 2.03. Whenever staff of another Railway work trains on this Railway, the relevant copies of rule books of this Railway shall be supplied to the concerned Railway/Railways for distribution to the staff working on this Railway. Such staff while working trains on this Railway shall be examined by Safety Counsellors/Inspectors in respect of knowledge of rules, counseled and educated in the working practices of this Railway.

**2.04. Assistance in observance of rules. - Every Railway servant shall render assistance in carrying out these rules and report promptly any breach thereof, which may come to his notice, to his superior officer and other authority concerned.**

**2.05. Prevention of trespass, damage or loss. -**

(1) Every Railway servant is responsible for the security and protection of the property of the Railway Administration under his charge.

(2) Every Railway servant shall endeavour to prevent-

- (a) trespass on Railway premises,
- (b) theft, damage or loss of Railway property,
- (c) injury to himself and others, and
- (d) fire in Railway premises.

**2.06. Obedience to rules and orders. - Every Railway servant shall promptly observe and obey-**

- (a) all rules and special instructions, and
- (b) all lawful orders given by his superiors.

**2.07. Attendance for duty. - Every Railway servant shall be in attendance for duty at such times and places and for such periods as may be fixed in this behalf by the Railway Administration and shall also attend at any other time and place at which his services may be required.**

**2.08. Absence from duty. -**

(1) No Railway servant shall, without the permission of his superior, absent himself from duty or alter his appointed hours of attendance or exchange duty with any other Railway servant or leave his charge of duty unless properly relieved.

(2) If any Railway servant while on duty desires to absent himself from duty on the ground of illness, he shall immediately report the matter to his superior and shall not leave his duty until a competent Railway servant has been placed in charge thereof.

SR 2.08. A railway servant who is unable to attend the duty by reason of sickness, shall produce without delay a sick certificate from a competent medical authority

**2.09. Taking alcoholic drink, sedative, narcotic, stimulant drug or preparation: -**

- (1) While on duty, no Railway servant shall, whether he is directly connected with the working of trains or not, be in a state of intoxication or in a state in which, by reason of his having taken or used any alcoholic drink, sedative, narcotic or stimulant drug or preparation, his capacity to perform his duties is impaired.**
- (2) 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 eight hours before the commencement of his duty or take or use any such drink, drug or preparation when on duty.**

S.R.2.09(i) It shall be obligatory on the part of every supervisor to ensure that any staff working under his control are not allowed to join duty if they are in a state of intoxication/under the influence of liquor. The supervisor concerned shall be personally responsible to ensure that all such cases which come to his notice are reported by him at the earliest possible opportunity to the controlling officer. The subjective satisfaction of the supervisor shall be undisputed in this regard.

- (ii) It shall be the duty of every Railway employee engaged in duties having a bearing on safety of trains to report any kind of confirmed or suspected intoxication of the part of his co-worker, including those belonging to different disciplines, if such employees are able to decide to their satisfaction that the confirmed or suspected intoxication on the part of the said co-worker is likely to influence adversely the safe and efficient handling of train operations in their mutual area of activities.
- (iii) No Railway Servant directly connected with the working of trains shall be in possession of items like alcoholic drinks, sedative, narcotics, stimulant drugs on duty and the inspecting officials shall check the personal belongings of safety category staff on duty and ensure that such intoxicated items are not available with them.

**2.10. Conduct of Railway servant: -**

**A Railway servant shall -**

- (a) Wear the badge and uniform, if prescribed, and be neat and tidy in his appearance while on duty,**
- (b) Be prompt, civil and courteous,**
- (c) Not solicit or accept illegal gratification,**
- (d) Give all reasonable assistance and be careful to give correct information to the public, and**
- (e) When asked, give his name and designation without hesitation.**

S. R. 2.10. A Railway servant, while in uniform and on duty, shall not smoke when dealing with public or on the platform.

**2.11. Duty for securing safety :-**

**(1) Every Railway servant shall -**

- (a) See that every exertion is made for ensuring the safety of the public,**
- (b) Promptly report to his superior any occurrence affecting the safe or proper working of the Railway which may come to his notice, and**
- (c) Render on demand all possible assistance in the case of an accident or obstruction.**

**(2) Every Railway servant who observes that -**

- (a) Any signal is defective,**
- (b) Any obstruction, failure or threatened failure of any part of the way or works,**
- (c) Anything wrong with a train, or**
- (d) any unusual circumstances likely to interfere with the safe running of trains, or the safety of the public, shall take immediate steps, such as the circumstances of the case may demand, to prevent accident; and where necessary, advise the nearest Station Master by the quickest possible means: Provided that in the case of a train having parted, he shall not show a Stop hand signal but shall endeavor to attract the attention of the Loco Pilot or Guard by shouting, gesticulating or other means.**

S.R.2.11 (i) Precautions to be taken for working trains during storm and strong wind.

- (a) When the weather 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 passengers, trains etc., the Station Master shall in consultation with the Control office, Guard and the Loco Pilot of the train, detain the train and also refuse to grant Line Clear to a train coming to his station until storm abates and he considers movements of trains safe.
- (b) Should a train be caught on the run in a cyclone, storm or strong wind of intensity which in the opinion of the Loco Pilot, 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 embankment and bridges (including approaches thereof). In controlling the speed and bringing the train to a halt, the Loco Pilot shall stop his train carefully and without a jerk. He shall restart the train in consultation with the Guard only after the cyclone, storm or strong wind abates and it is considered safe to proceed.
- (c) The Guard and Loco Pilot 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 passages of the wind through the coaches.

- (ii) Anemometers: - In case of vulnerable locations and specially selected bridges where Anemometers are installed at one of the stations adjacent to bridges, Station Master shall take the following actions:-

If the Anemometer is indicating wind velocity higher than the danger level as prescribe by special instructions:

- (a) The Station Master shall inform the Section Controller and the Station Master at the other side immediately about the need to control the movement of trains
- (b) Station Master shall not start or allow the movement of trains through his station and also not grant Line Clear to the trains waiting at the adjacent station for his station.

- (c) He shall resume normal running of trains in consultation with the Section Controller and the Station Master at the adjacent station after the wind velocity is again below the danger level as prescribed by special instruction.
- (d) (i) To avoid the danger of vehicles capsizing under high velocity winds, anemometer has been installed at the following selected stations/locations on this Railway to indicate directly the velocity of wind in knots per hour :-

Sl. No.	BLOCK SECTION	BRIDGE No.	LOCATION OF ANEMOMETER
1	Sagarakatte – Krishnarajnagar	264	Sagarakatte

- (ii) The Anemometers are under the control of the Station Master. Whenever the Station Master notices that the wind velocity exceeds 41 knots an hour or 72 kms an hour, the Station Master shall suspend all train services on the concerned Block Section and inform the Controller on duty.
- (iii) Detailed procedure of working of anemometers shall be incorporated in the concerned Station Working Rules.

S.R.2.11(iii) If any Railway Servant notices that a train has parted he shall not show stop hand signal to the Loco Pilot, but he shall try to attract the attention of the Loco Pilot and Guard by shouting that the train has parted and at the same time, by putting both his hands together above his head and separating them quickly and by night waving a white light vertically up and down as high and as low as possible, if he is not in possession of hand signal flag/lamp.( Ref. GR 6.08)

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