

CHAPTER - V

CONTROL AND WORKING OF STATIONS

5.01 Responsibility of the Station Master for working :-

- (1) The Station Master shall be responsible for the efficient discharge of the duties devolving upon the staff employed, either permanently or temporarily, under his orders at the station or within the station limits and such staff shall be subject to his authority and direction in the working of the station.**
- (2) The Station Master shall see that all signals, points, gates of level crossings and the whole machinery of his station are in proper working order and shall immediately report all defects therein to the proper authority.**
- (3) The Station Master shall also be responsible to see that the working of the station is carried out in strict accordance with the rules and regulations for the time being in force.**
- (4) No person other than the Station Master shall ask for or give Line Clear, or give authority to proceed.**

S.R.5.01 (i) (a) The Station Master shall not hand over the Authority to proceed to the Loco Pilot until the points have been correctly set and the facing points locked where no dispatch signals are provided. At stations where dispatch signals are provided the Loco Pilot shall not start, his train unless he has complied with the provisions of G.R.4.35 (1) even if the authority to proceed is delivered to him.

(b) The Station Master on duty shall ensure that the staff like Shunting Masters who are responsible for safe custody of the locks and key of points, signals, traps etc., as laid down in the Station Working Rules, hand them over to their relievers correctly and the items handed over are the authorised ones. If any of these items are found missing or are not the authorised ones, he shall report the matter to the Station Master in - charge immediately.

(c) When changing duties, both the outgoing and incoming Station Masters shall examine and satisfy themselves that all the points are correctly set and locked in accordance with the Station Working Rules, that the signals are in proper working order and that vehicles/wagons are stabled clear of the fouling marks and crossings, whether on running or non - running lines, and secured in accordance with the rules. The results of such examination shall be recorded in the Station Diary and signed by both.

- (d) When changing duties, the outgoing Station Master shall, in addition, specifically record in the Station Diary whether the running lines, both passenger and goods, are clear or obstructed and if obstructed, the cause of the obstruction and the expected time of clearance. The incoming Station Master shall sign in the Station Diary in token of his being aware of the condition of the running lines, both passenger and goods. However, this will, in no way, absolve the Station Master on duty of his personal responsibility to ensure that the line is clear before receiving or despatching a train.

S.R. 5.01 (ii) Train carrying passengers which is booked to stop, shall be dealt with on a platform line at the station.

- (iii) During crossing/precedence the passenger train arriving first shall be admitted on the platform line and the other train on the non-platform line.
- (iv) If any defects or damages are noted by the Station Master or are brought to his notice, he shall immediately report the matter to the Officials concerned for prompt repairs and rectification and in the meanwhile, take suitable measures to ensure safety.
- (v) Signal levers, points, Scotch blocks, Haye's derails, derailing switches, etc., shall be secured by the authorized locks and keys. Should any lock or key be missing or an unauthorized lock or key be found, the Station Master shall immediately report the matter to the Divisional Railway Manager and promptly obtain fresh authorized equipment and, in the meanwhile, take special measures for the safe working of traffic.

5.02. Supply of copies of rules and distribution or exhibition of other documents.

The Station Master shall see -

- (a) that every Railway servant subordinate to him who should be supplied with a copy of authorized translation of these rules under Rule 2.01 duly receives the same;**
- (b) that the Working Time Table in force together with all correction slips and appendices, if any, working rules, instructions and other notices having reference to the working of the line, are properly distributed or exhibited in such manner as may be prescribed under special instructions;**
- (c) that fare lists are correctly exhibited at the station if it is open for the booking of traffic; and**
- (d) that copies of the Act, and the Goods and Coaching Tariffs are available for inspection by the public.**

S.R. 5.02 (i) The Station Master shall also see that all notices to the public are correctly exhibited, as required, and all sheet time tables and fare lists are maintained in good order and renewed promptly as and when necessary.

(a) The Station Master in - charge shall be held personally responsible for ensuring, by frequent checks that the staff under their control, including Guards and other running staff are, while on duty, in possession of the Rule books etc.,

(b) In the case of running staff, the check and certification of the currency of the Rule books supplied shall be done by the shed Officials in - charge.

(c) Inspecting Officials and officers shall make test checks of the Rule books supplied to the staff, during their inspections of the stations and sheds.

[to be read in conjunction with SR.2.02 (a)]

5.03. Obedience to orders and keeping of books and returns : -

The Station Master shall see that all orders and instructions are duly conveyed to the staff concerned and are properly carried out, and that all books and returns are regularly written up and neatly kept.

5.04 Signal Cabins : -

(1) The Station Master shall make himself thoroughly acquainted with the duties of the staff employed in the signal cabins, if any, at his station and shall satisfy himself that they perform their duties correctly, and in order to maintain an effective supervision over the said staff, frequently visit the signal cabins.

(2) The Station Master shall ensure that the prescribed equipment is readily available in signal cabins and maintained in good working order.

(3) Signal cabins shall be kept neat and clean and no unauthorized person shall be permitted to enter such cabins.

5.05. Report of neglect of duty :-

The Station Master shall report, without delay, to his superior, all neglect of duty on the part of any Railway servant who is under his orders.

5.06. Station Working Rules : -

(1) In addition to the General Rules for Indian Railways and Subsidiary Rules of a Railway, each station shall be provided with Station Working Rules applicable to the station, issued under special instructions.

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

- S.R.5.06** (i) (a) The Station Working Rules shall be read in conjunction with General and Subsidiary Rules. The Station Working Rules of all stations shall be prepared and issued by the office of the Divisional Railway Manager concerned: Station Working Rules of every station shall be signed by the Operating Officer of the controlling Division, by the Signal and Tele - communication Engineer in - charge of the Execution of the remodeling/new work which has necessitated issue of correction memo/fresh Station Working Rules and by the Signal and Telecommunication Engineer of the Division concerned. All pages shall be signed by them with designations. They are responsible for ensuring that the Station Working Rules are correct and complete in all respects. The Principal Chief Operations Manager may, however, be approached for any technical advice wherever necessary. The Station Working Rules of all stations shall be prepared in the Divisional office with utmost care and verified at site before issue. At stations on electrified sections, separate Station Working Rules pertaining to 25 KV Traction applicable to each station shall also be provided duly signed by the officers in - charge of the Electrical Traction Distribution and the Operating branch of the division. **(CM No 64 dated 27.09.2019)**
- (b) It is responsibility of the Station Master in - charge to ensure that the Station Working Rules conform the conditions at site and to bring discrepancy if any, to the notice of the Officials concerned for immediate rectification. He shall also see that a copy of the Station Working Rules together with the Rule Diagram and Permanent Way lay out diagram is kept in each Assistant Station Master's Office, Assistant Yard Master's Office and Cabins where block instruments are installed. In addition, he shall keep a spare copy of the Station Working Rules with Rule diagram and Permanent Way lay out diagram in his custody. Each copy of the Station Working Rules shall have an index for the correction memo is issued.
- (c) All Station Working Rules shall have a proforma index of correction memo Station Working Rules framed as per prescribed format, should be issued a fresh after every five years or after issue of five Correction Slips and reviewed as and when required. Corrections shall be made by replacing a whole page or pages and not by replacing only a part of a page. If in the process, additional pages become necessary such additional pages shall bear the same page number, as before, with the additional pages being suffixed with A, B, C, etc. as required.
- (d) The Station Master in - charge of station is responsible for seeing that no staff posted to the Station, permanently, temporarily or as relief, are permitted to take up independent work unless they declare in the Declaration Register, provided for the purpose, that they have read and understood their duties and the working rules, including the Station Working Rules pertaining to their duties at that Station. In the case of illiterate staff who cannot affix their signatures, their left hand thumb impressions shall be obtained. Separate Declaration Registers shall be in use for Station Master/Yard Master and Other staff
- (e) The Station Master before taking up independent duty at the particular station shall declare that he has read and understood the rules pertaining to 25 KV isolators at that station concerned.

- (f) The Station Master in - charge shall certify each declaration individually. In the case of staff, other than Station Masters, he shall also specially make an endorsement that the relevant paragraphs of the working rules and instructions have been explained to the staff concerned.
- (g) Whenever there is any change in the Station Working Rules, a fresh declaration shall be obtained from the staff concerned
- (h) In the case of staff taking up duty at a station after a period of absence of fifteen consecutive days or more a fresh declaration shall be obtained.
- (i) The declaration to be effected by train passing staff before taking up duty shall be as follows :-

FOR STATION MASTER/YARD MASTER

I hereby declare that I am a duly qualified Station Master and I have read and understood my duties and the Station Working Rules Number..... dated and Correction Slips Nos dated (and Special Traction Instructions Numberdatedand Correction Slips Nos dated*) and that I have read and understood the gradients indicated in the Station Working Rule Diagram and other instructions pertaining to my duties at Station and I affirm that I am competent to receive and dispatch trains Safely.

Signature

Date..... Designation

* where ever applicable.

FOR OTHER STAFF

The Station Working Rules of this Station Number datedand Correction Slips Nodated (and Special Traction Instructions No. dated and Correction Slips No..... dated.....*) and the gradients indicated in the Rule diagram and other instructions pertaining to my duties at this station, have been read over, translated inand explained to me today(date) by the Station Master and I have understood the same and my duties at this station and I affirm that I am competent to perform my duties at this station.

(* where ever applicable)

Station Master Signature/left Thumb Impression
 Designation
 Date.....

5.07. FORMS : -

- (1) All messages and written authorities mentioned in these rules shall be prepared on prescribed forms laid down in these rules or prescribed under special instructions and shall be stamped with the station stamp.**
- (2) If the authorized printed form is not available for any reason or in exceptional circumstances a manuscript form containing all the particulars as contained in the prescribed form is issued as an emergency measure, reasons therefore shall be recorded in the station diary.**

S.R.5.07 (i) The reason for the issue of manuscript in lieu of printed form shall be recorded on the manuscript itself in addition to the entry in the station diary.

- (ii) The Rule 5.07 (2) does not apply to Paper Line Clear Ticket (T/C 1425 and T/D 1425), Conditional Line Clear Ticket (T/G 602 and T/H 602).

5.08 Access to and operation of equipment: -

No Unauthorized Person shall be permitted to have access to or operate signals, points, electrical block instruments and electrical communication instruments or any other appliances connected with working of the Railway.

5.09. Reception of a train on an obstructed line : -

- (1) In case of reception of a train on an obstructed line, the Station Master shall -**
 - (a) whenever possible, intimate the Loco Pilot through the Station Master of the station in rear that the train is to be received on an obstructed line;**
 - (b) ensure that the signal or signals controlling the reception of the train are not taken 'OFF' and**
 - (c) ensure that all the points over which the train has to pass are correctly set and the facing points locked.**
- (2) After the train has been brought to a stand at the relevant Stop signal, it may be received on the obstructed line by -**
 - (a) authorising the Loco Pilot to pass the Stop signal at 'ON' by taking 'OFF' the Calling - on signal where provided; or**
 - (b) authorising the Loco Pilot on the signal post telephone, where provided, to pass the Stop signal at 'ON', in accordance with special instruction, or**
 - (c) authorising the Loco Pilot to pass the relevant signal or signals at 'ON' through a written authority to be delivered by a competent Railway servant who shall pilot the train past such signal or signals.**

- (3) **The Train shall be brought to a stand at the facing points leading to the reception line until hand - signalled forward by a competent Railway servant.**
- (4) **A Stop hand signal shall be exhibited at a distance of not less than 45 metres from the point of obstruction to indicate to the Loco Pilot as to where the train shall be brought to a stand.**
- (5) **The Loco Pilot shall keep his train well under his control and be prepared to stop short of any obstruction.**

S.R. 5.09 (i) With regard to Rule 5.09, the Station Master shall ensure the following also :-

- (a) The line is clear and free from obstruction up to the point of obstruction on the intended reception line.
 - (b) All the points over which the train will pass are correctly set and facing points padlocked or clamped after personal inspection and padlock or clamp keys are kept under his custody.
 - (c) Level crossing gates, if any, are closed and locked against road traffic and gate keys are kept under his custody.
 - (d) All conflicting signals are kept at "ON"
 - (e) No conflicting move is authorised.
- (ii) The written authority referred to in Rule 5.09 (2) (c) shall be issued in Form T/509. This authority shall be prepared in duplicate. The original shall be handed over to the Loco Pilot duly obtaining his signature in both the copies. **(CM No.53 dated 20.04.2018)**

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

- (1) Should it be necessary, in an emergency, to receive a train on a line which is not signalled for reception, the Station Master shall ensure that -**
 - (a) the train is brought to a stand at the First Stop Signal;**
 - (b) the line on which it is intended to receive the train is clear 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 over which the train has to pass are correctly set and the facing points locked ; and**
 - (d) the Loco Pilot is authorised to pass the approach Stop signal at 'ON' through a written authority to be delivered by a competent Railway servant who shall pilot the train on to the non - signalled line.**
- (2) The Loco Pilot, while entering a non - signalled line, shall proceed cautiously and be prepared to stop short of any obstruction.**

S.R. 5.10 The written authority referred to in Rule 5.10 (1) (d) shall be in the following form :

Authority to enter the Non - signalled / Non - running Line No.	
No	Station
To	
The Loco Pilot of Train No.....Up/Down	
You are authorized to pass the Outer/Home/Routing signal	
in the 'ON' position piloted by the bearer of this authority and enter the yard	
cautiously as you will be received on Non - signaled/Non - running line.	
Time	
Date	
Station Master	

5.11. Departure of a train from a non - signaled line :-

- (1) **In the event of a train having to be started from a line not provided with a Starter signal, the Loco Pilot shall be given a written permission to start:**

Provided that such permission may be dispensed with where a tangible authority to proceed is given to the Loco Pilot.

- (2) **The Written permission or the tangible authority to proceed referred to in sub - rule (1) shall not be given unless all the points for the departure of train have been set and the facing points locked.**

S.R.5.11(i) The written authority referred in Rule 5.11 (i) shall be issued in Form T/511. This authority shall be given irrespective of whether a tangible authority to proceed is given to the Loco Pilot or not. This authority shall also be given for starting a train from a non-running/non - signaled line. The number of the non - running/non - signaled line from which the train is being started shall be written on the face of the authority.

- (ii) Whenever the Last Stop Signal could not be taken "OFF" in Single line token less sections and in Double line sections, but Line Clear has been obtained through the Block Instrument, the following endorsement shall be made on the face of the Form T/511.

"Line Clear has been obtained through the Block Instrument from----- Station" and treat this is an Authority to proceed to enter into the block section. (CM No. 82 dated 04.05.2022)

5.12. Departure of a train from a line provided with a common departure signal :-

- (1) **In the event of a train having to be started from a line out of a group of lines provided with a common departure signal, the Loco Pilot shall be given a written permission to start in addition to the authority to proceed under the system of working.**

- (2) **The Written permission and the authority to proceed referred to in sub rule (1) shall not be given unless all the points for the departure of the train have been set and the facing points locked.**

S.R.5.12 The written permission referred to under GR 5.12 (1) shall be in Form T/512.

5.13. Control of shunting :-

- (1) **Shunting operations shall be controlled by fixed signals or hand signals or by verbal directions.**
- (2) **The Loco Pilot shall not, however, depend entirely on signals and shall always be vigilant and cautious.**
- (3) **The speed during shunting operations shall not exceed 15 kilometers an hour unless otherwise authorized by special instructions.**

S.R.5.13 (i) During shunting, whenever necessary, the Loco Pilot shall obey the hand signal of the person conducting shunting.

- (ii) The Loco Pilot shall, before moving up on the Stop signal taken 'OFF' for him, observe the hand signals of the Railway servant conducting shunting.
- (iii) At stations, where shunting is performed for attaching or detaching the coaches/slip coaches on Mail/Express, Passenger and other passenger carrying trains, such coaches/slip coaches shall not be kept on blocked lines in the rear of a train carrying passengers, either before or after the completion of shunting.
- (iv) The person in - charge of shunting shall ensure that the engine with or without vehicles/wagons is standing clear of the signal before it is taken "OFF" After a forward move on Shunt signal, if it is required to back the train, it shall be ensured that the train is standing clear of the Shunt signal which governs the backward move. If it is not possible to comply with the above provision due to the particular line already occupied by some vehicles or due to any other reason, the Station Master shall authorize the backward move on the prescribed form keeping the Shunt signal at "ON" but shall score out the words "observing a "proceed" hand signal at the signal" printed in the form and add his initials at the end. Wherever Lock Bars are provided they shall be operated to lock the facing points during shunting.
- (v) Wherever Stop signals are working in conjunction with "Shunting Permitted Indicators", the "Shunting Permitted" indication shall take the place of the prescribed form to pass such Stop signals at "ON" but a "proceed" hand signal shall always be shown at the foot of the signal in respect of the movement controlled by the "Shunting Permitted Indicator". When "Shunting Permitted Indicator" becomes defective written authority shall be issued to the Loco Pilot along with a "Proceed" hand signal at the Stop Signal. Instruction regarding the working of the "Shunting Permitted Indicator" shall be given in the Station Working Rules.

Note :- The Stop signal shall be taken “OFF” for the movement controlled by the signal and for which the “Shunting Permitted” indication will not be shown; in such cases, if the signal has to be passed at “ON” the Station Master shall issue to the Loco Pilot the prescribed form the arrange for a “Proceed” hand signal to be shown at the signal

S.R. 5.13 (vi) When shunting is required to be carried out for attaching or detaching coaches/slip coaches on Mail/Express and passenger trains, the shunting engine with or without coaches/slip coaches shall first come to a halt 20 metres away from the train and thereafter perform the shunting carefully. These precautions also need to be taken when train engine is being attached to the train.

(vii) 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 required to perform shunting on that particular train. The movement of such an engine should be permitted only under control of the person in - charge of shunting.

(viii) Verbal directions for shunting have to be accompanied by shunting order, hand or fixed signal.

5.14 Responsibility for shunting :-

The Station Master shall see that the shunting of trains or vehicles is carried on only at such times and in such manner as will not involve danger.

S.R.5.14 (i) (a) All shunting operations involving full trains and stabling of material/departmental trains shall be supervised by the Guard of the train personally at all stations. In regard to other shunting operations connected with his train, the Guard shall personally supervise in accordance with the instructions issued by the Station Master, only at those stations where special shunting staff such as Shunting Masters or a person nominated by Station Master on-duty to supervise shunting are not employed. When there is no special shunting staff or Guard, the Station Master shall supervise shunting operations.

(1) Where shunting operations are supervised by Guard/Assistant Station Master, Loco Pilot shall be given Form.T 806 (Shunting order) duly filled in. At major stations where separate staff viz, outdoor Station Master/Yard Station Master/Yard Master /Shunting Master or a person nominated by Station Master on duty to supervise shunting, are provided for supervising shunting, Form No. T.806 need not be given. Such stations shall be notified by the respective Sr. DOMs. **(CM No.57 dated 08.08.2018)**

Note :- Revise the Form T.806 where the word “Guard” shall be replaced by “official supervising shunting.

(b) Vehicles containing passengers shall not be removed for shunting purpose without the personal instructions of the Station Master, who shall satisfy himself that necessary precautions are taken to prevent accidents either to the passengers in the vehicles or to those attempting to get into or out of them under the impression that the train is being started. This rule also applies to shunting performed on a line on which trains or vehicles containing passengers are standing.

(c) If two or more hand signals are in use, the Loco Pilot shall stop at once if the signals are contradictory.

(d) The movements of an engine in the traffic yard enroute from the shed to the station for being attached to a train formation, and back to the shed after being detached from its train formation, are reckoned as shunting operations for the purposes of Rule 5.14.

- (e) While shunting of wagons loaded with inflammable liquids or wagons containing explosives, the speed should be restricted to 8 KMPH.

S.R. 5.14 (ii) (a) (1) When a part of a passenger or mixed or goods train or a complete train is being shunted or when any vehicles containing passengers is being shunted, the facing points shall be locked during shunting operations at all interlocked stations.

- (2) When a part of a passenger or mixed or goods train or a complete train is being shunted or when any vehicle containing passengers is being shunted, facing points shall be locked during shunting operation at all non-interlocked stations. At such stations, unless other means of locking the points such as plunger type locks are provided, either bolts, cotters and padlocks or point clamps and padlocks shall be used for locking the points for movements in the facing direction.

(b) In the case of shunting of vehicles not containing passengers, locally worked points shall be manned and held for all movements in the facing direction. Where this is not practicable, specific exemption shall be incorporated in the Station Working Rules. This does not, however, apply to locally worked points with spring levers

(iii) The person in - charge of the points or series of points shall be held responsible for seeing that they are correctly set and all the facing points are locked, before any movement is allowed to be made over them.

(iv) When shunting during high winds, the special precautions laid down in Rule 5.20 for shunting on steep gradients shall be observed at all stations, whether situated on a gradient or not.

(v) Hand shunting by persons who are not the employees of the Railway shall only be performed under the orders or supervision of a responsible Railway servant.

(vi) Except in unavoidable circumstances, vehicles in the act of loading, unloading or undergoing movement of load shall not be shunted; and if it is necessary to shunt such vehicles, care shall be taken to see that the loads in them are evenly distributed, as far as possible, before the shunting is commenced.

(vii) The movement of an engine from the Loco Shed to the Traffic yard :-

At those stations where engines are not piloted or proceed on Line Clear, from the Bahar line to the Traffic Yard - shall be governed by Stop Boards and hand signals. Stop Boards shall be erected at the Bahar line with the following legend -

“Stop and proceed at 10 kilometres an hour. Lookout for hand signals and be prepared to stop in case of obstruction”. Engines from the shed shall proceed up to the Stop Board and thereafter proceed on traffic hand signals, whether on an occupied or free line.

S.R. 5.14 (viii) when an engine leaving the Loco Shed to the Traffic yard is meant to work a passenger train, the following precautions shall also be observed :-

- (a) The Cabin Station Master shall first ascertain from the Station Master on duty the number of the line on to which the engine is to be admitted.
 - (b) The Station Master on duty shall at first personally satisfy himself about the condition of the line on to which the engine is to be admitted and then phone to the Cabin Station Master the number of the line on to which the engine is to be admitted, at the same time communicating a Private Number to the Cabin Station Master in confirmation of his nomination.
 - (c) The Station Master on duty, before admitting the engine on to the nominated line shall personally make himself certain that the passenger train or rake on the line on to which the engine is to be admitted, is stationary.
 - (d) The Station Master on duty and the Cabin Station Master shall record the exchange of telephone messages and of Private Numbers in a register to be specially maintained by each for this purpose.
 - (e) The Station Master on duty shall take the other necessary precautions as prescribed under General Rule 5.14 and Subsidiary Rules there under.
- (ix) When an entire train is shunted, Guard shall travel in the brake – van.

5.15. Shunting at stations under Centralised Traffic Control : -

- (1) No shunting shall be performed at a station under Centralised Traffic Control without the permission of the Centralised Traffic Control Operator or when Centralised Traffic Control is not in operation, without the permission of the Station Master.**
- (2) For the purpose of shunting, the Centralised Traffic Control Operator may, when required, hand over the local control of working of traffic at a station or part of a station to the Station Master who shall thereafter be responsible for the shunting at the station or that part of the station for which the local control has been made over to him in the manner prescribed under special instructions**

5.16. Shunting during reception of trains : -

When signals have been taken ‘OFF’ for an incoming train on to a line which is not isolated, no shunt movement shall be carried out towards points over which the incoming train is to pass.

S.R. 5.16 (i) While arranging crossing of three trains with only two running lines, the train shunted out to make room for reception of the third train shall be berthed outside the adequate distance required for receiving the third train on signals. In case the train shunted out is likely to pass beyond the First Stop Signal referring to trains in the opposite direction, the section shall be “blocked back.”

(ii) Whenever there is a crossing of two or more trains at a station, the Loco Pilots of the second and subsequent trains shall sound their engine whistles frequently, while entering or leaving the yard, and keep a sharp look - out to avoid accidents.

5.17. Shunting near level crossing : -

The Railway servant in - charge of shunting near or across a level crossing, before giving permission to the Loco Pilot to move his train across it, shall ensure that the level crossing gates have been closed and locked against road traffic.

S.R.5.17 Gate Stop signals protecting level crossings inside station limits shall be taken “OFF” for shunt movements past them.

5.18 Drawing of a train to an advanced position :-

1. A train waiting for an authority to proceed shall not be allowed to draw out upto an advanced starter for dispatch, except where track circuit or axle counter has been provided between the starter and advanced starter to indicate the presence of a train in advanced position.

2. The provision of sub rule (1) shall not apply in case of shunting of a train within a station section itself.

5.19. Obstruction of running line : -

(1) No Railway servant shall commence any loading, shunting or any other operation by which a running line may be fouled or obstructed without obtaining the previous sanction of the Station Master or of other Railway servant nominated in this behalf under special instructions, who shall see that all necessary steps are taken for the protection of traffic while such operation is being carried on and the necessary signals are kept at ‘ON’ until obstruction is removed.

(2) A sand hump or snag dead end shall not be obstructed for any purpose and when it has become obstructed, it shall cease to be a substitute for the adequate distance for the purpose of taking ‘OFF’ signals.

S.R.5.19 (i) Vehicles (especially with passengers) detached from trains or waiting to be attached to trains shall not be allowed to stand on a running line for a longer period than absolutely necessary. While they are standing on a running line, they shall be coupled together and required number/ all the hand brakes applied. Vehicles not fitted with hand brakes or with inoperative hand brakes shall be secured with safety chains fastened to the rail and padlocked. Skids / wedges shall also be kept under the wheels on either end. The hand brakes of brake

vans of passenger rakes shall be applied and automatic vacuum brakes on vehicles so fitted must not be released. In case of Air brake stock vent out the Air pressure by opening cut off angle cock. At night, side and tail lamps of vehicles at both ends shall be switched on. Where side and tail lamps are not provided, a hand signal lamp showing red light shall be exhibited in both up and down directions. In case of goods vehicles berthed on main line, tail lamps duly lit up shall be fixed on the last vehicle on either end of the running line.

- S.R. 5.19 (ii) If, for some reason, any vehicle is allowed to remain on a running line for some length of time, a clear remark in red ink shall be made immediately in the TSR indicating the time and the number of the running line on which it is detained. A record of the blocking of the running line shall be made in the Station Diary also and later, the time, when the vehicle is removed and the running line cleared of obstruction shall be indicated in the TSR and the Station Diary. The occupation of running line shall be recorded in the Station diary at the time of handing over/taking over charge of duties by the SM.
- (iii) At stations where CSMs/Cabinman are in - charge of Cabins, the SM shall also advise the CSMs/Cabinman of the time and the number of running line on which any vehicle/wagon has been allowed to remain, confirming the same by exchange of PN with each CSMs/Cabinman. The CSMs/Cabinman shall also exchange PNs mutually between themselves.
- (iv) (a) when the vehicle is removed from the running line, and the obstruction is cleared, the SM shall again inform the CSMs/Cabinman and exchange PN with each CSMs/Cabinman. In a similar manner, CSMs/Cabinman shall also exchange PNs amongst themselves.
- (b)The responsibility for recording appropriate entry in the TSR and Station Diary devolves respectively on the CSMs/Cabinman and the SM.
- (v) If all the lines at a station happen to be blocked, when Line Clear has been granted to a train, the points should be set for the line occupied by a stabled load or a goods train in that order so that, in case of mishap, the chances of casualties are minimized. In case all the lines at a station are occupied by passenger trains, points should be set for a loop line, to negotiate which the speed of the incoming train would be reduced which, in turn would minimize the consequences/casualties. While doing so, points may be set for a loop occupied by a train, if any, whose engine is facing the direction of approach of the incoming train rather than for the loop line occupied by a train where a passenger coach will, in case of collision, receive the impact.

Note :- The above precautions shall be taken in addition to the observance of other precautions like use of Lever Collars etc.

S.R. 5.19 (vi) Collars for use on signal levers and slot levers :-

With a view to ensuring safety in working, the following kinds of lever collars according to requirements are provided for the lever frames at stations/cabins. These collars shall be placed on the handles of Stop signal levers and slot levers to prevent the catch handles being released and thus serve two purposes Viz :-

(a) to prevent the lever being pulled; and

(b) to give a visual warning to the operator that a particular running line is occupied or otherwise obstructed.

(c) Collars bearing the words “Line Blocked” – These are intended for being kept fixed on the handles of levers working points and signals, and slots for a line on which a train or vehicles is left standing or which is otherwise obstructed. These lever collars shall also be used when a train stops at a station to cross or give precedence to another train or trains in the ordinary course. The collar shall be removed only when the line has been cleared.

(d) Collars bearing the words “Staff working” or “Power Block in force”- These are intended for being kept fixed on the lever controlling the gear on which the staff are working or when “Power Block” is in force to serve as a reminder to the operator, prior to operating the lever. The operator shall satisfy himself that the staff who are working on the gear have been warned and that they are clear of the gear or the “Power Block” is cancelled before removing the collar to operate the lever.

(e) Whenever the block section is obstructed due to track work or overhead equipment work, the collar bearing the words “Line Block” shall be fixed on the Last Stop Signal lever till the work is over.

(vii) Collars for use on Station Master’s Control Instruments : -

Collars bearing the word “Line Blocked” according to the size of the locking frame are provided for the Station Master’s Control Instruments. These collars are to be used by the Station Masters on the relevant Slide Control or the Station Master’s Key control in the same way and for the same purpose for which lever collars are used on the handles of levers in the cabins. On panel boards line blocked caps shall be used to remind the same.

5.20 Shunting on gradients : –

When shunting is being performed on a gradient, the Railway servant in - charge of the shunting shall ensure that -

(a) sufficient number of brakes are put on, sprags are used, where necessary, slip siding points or traps, where provided, are set to ensure safety and that all precautions are taken to prevent vehicles getting out of control, and

(b) in case of shunting over a portion of line on steep gradients, neither isolated nor protected by slip sidings; an engine is also attached towards the falling side of the gradient.

Note :- For purposes of this rule a steep gradient shall be 1 in 260 or steeper except in case of vehicles fitted with roller bearings, when it shall be 1 in 400 or steeper.

- S.R.5.20 (i) Hand shunting of vehicles occupied by passengers is strictly prohibited.
- (ii) Hand shunting shall not be done once Line Clear has been given for a train, unless such line is isolated from the running lines. If hand shunting is in progress, Line Clear shall not be given for any train until it is completed.
 - (iii) Hand shunting of wagons/vehicles may be permitted when the station section is on a gradient not steeper than 1 in 400 on the following conditions :-
 1. Hand shunting of any vehicle fitted with roller bearings is strictly prohibited at a station yard where the outermost points are on a grade steeper than 1 in 400 or situated within 100 metres of such a gradient.
 2. Shunting of any vehicle fitted with other than roller bearings may be permitted at a station yard on a grade steeper than 1 in 260 only when the layout of the yard ensures that no vehicle can escape in to the block section by provision of slip siding, etc. provided the following precautions are taken -
 - (a) The layout of the yard shall be such that no vehicle/wagon can escape in to the block section.
 - (b) The Station Master or an authorised Railway servant shall personally supervise shunting.
 - (c) Not more than one bogie or two units shall be moved at time.
 - (d) The vehicle/wagon shall be fitted with a hand brake in good condition.
 - (e) It shall be manned by a competent Railway servant to apply hand brake as and when necessary.
 - (f) The wagon shall be moved at a speed not exceeding 5 kilometers an hour.
 - (iv) Hand shunting of wagons/vehicles on gradients 1 in 400 or steeper is totally prohibited.
 - (v) When a wagon has to be hand shunted outside station section :-
 - (a) It shall be done only after blocking the section.
 - (b) No such hand shunting shall be done on or near gradients steeper than 1 in 600 except with the permission of the Divisional Railway Manager.
 - (c) The hand brakes of the wagon shall be tested for its effectiveness before hand shunting is commenced.
 - (d) A competent Railway servant shall man the brake to apply it as and when necessary.
 - (e) Not more than one bogie or two units shall be hand shunted at a time.
 - (f) Such wagons shall be accompanied by not less than four men per unit wagon.
 - (g) The Wagon (s) shall be hand shunted at a speed not exceeding 5 kilometres an hour.
 - (h) A responsible Railway servant shall always supervise shunting.
 - (vi) (a) On double line, hand shunting of wagons between siding and running lines for the purpose of loading or unloading is prohibited.

- (b) On single line, when a wagon has to be hand shunted from a siding to a running line within the station section for the purpose of loading or unloading, the Station Master or the authorized shunting staff shall be present throughout the whole operation and ensure proper conduct of shunting and securing of the wagon back in the siding. While stabled on the running line, the hand brakes of the wagon shall be applied and the wagon shall be secured by a safety chain fastened to the rail and padlocked. Necessary entries in red ink shall be made in the Station Diary and Train Signal Register.

5.21 Loose shunting : –

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

- S.R.5.21 (i) “Loose shunting” means vehicles being pushed by an engine and being allowed to run forward unattached. No vehicle shall be loose shunted unless provided with an efficient hand - brake or unless the vehicle is attached to at least another vehicle fitted with an efficient hand brake. A loose shunted vehicle shall be accompanied by a railway servant to pin down the hand brake, when necessary.
- (ii) Wagons shall not be loose shunted on or to running lines at stations which are on a gradient steeper than 1 in 600 at any place within the station limits unless the following precautions are observed :-
- (a) An engine or at least six goods wagons with brake van attached shall be kept standing on the line to prevent the loose shunted wagon from escaping. The stationary wagons shall be coupled together and shall have their brakes applied and the brake van shall be manned. Only one bogie or two units shall be loose shunted at a time.
- (b) No Wagon shall be loose shunted unless provided with a hand brake or unless it is attached at least to one other wagon fitted with hand brake in good condition. The hand brake shall be examined before performing loose shunting. A loose shunted wagon shall be accompanied by a man to apply the hand brake when necessary.
- (c) When wagons are loose shunted in the yard or from running line to an untrapped line in a yard which leads to a running line, the Railway servant in - charge of shunting shall ensure that the wagons do not escape from the yard and obstruct running lines.

S.R. 5.21 (iii) Loose shunting is prohibited in the following cases also :-

- (a) Dead engines,
 - (b) ISMD/ODC loads,
 - (c) wagons with defective hand brake,
 - (d) wagons loaded with heavy machinery,
 - (e) vehicles containing articles mentioned in the Indian Explosives Act including petrol and oil tank wagons,
 - (f) damaged vehicles,
 - (g) wagons containing fragile goods,
 - (h) coaching vehicles,
 - (i) Track Maintenance machines, and
 - (j) Tower wagons. Cranes, vehicles containing passengers, workers, explosives, dangerous goods or live - stock or any other vehicle that may be specified under special instructions, shall not be loose shunted and no loose shunting shall be made against them.
- (iv) "Fly shunting" is a shunt movement in which two or more vehicles/wagons to be moved, after being given an impetus by an engine (with or without other vehicles/wagons attached) are separated at the points, by the points being reversed smartly between the vehicles/wagons, in order to send them on to different lines, except at hump yards, fly shunting is strictly prohibited.

5.22. Leaving vehicles in sidings outside station limits : –

No Railway servant shall leave any vehicle in a siding outside station limits, unless the vehicle is clear of all running lines and, except under special instructions, unless the wheels thereof are properly secured.

5.23. Securing of vehicles at stations :-

The station Master shall see that vehicles standing at the station are properly secured in accordance with special instructions.

S.R.5.23 (i) Station Masters are responsible for seeing that vehicles/wagons standing at their stations are secured in such a manner that they cannot be moved so as to obstruct the running line.

(ii) Vehicles/wagons standing on a running/siding shall be coupled together and all hand brakes shall be applied. Vehicles/Wagons standing on a running line shall be coupled together and hand brakes applied as per S.R.4.48 (ii). They shall be placed inside fouling marks, scotch blocks, Hays' derails, derailing switches or trap points where provided. If the siding/running line is not trapped, or if the trapping arrangements are temporarily suspended, or if the siding/running line is situated on a gradient steeper than 1 in 600 or if the vehicles stabled are not fitted with hand brakes, or during high winds the vehicles/wagons shall in addition, be secured with safety chains fastened to the rail and padlocked.

(iii) All cross overs which give access to running lines shall be kept clear of vehicles, Scotch blocks and Hays' derails, not coupled with points, shall be locked across the rail.

S.R. 5.23 (iv) Vehicles detached from trains or waiting to be attached to train shall be coupled together and all hand brakes shall be applied. Vehicles not fitted with hand brakes shall be secured with safety chains fastened to the rail and padlocked. The hand brake of brake vans of passenger rakes shall be screwed down. At night the side and tail lamps of vehicles at both ends shall be switched "ON". Where side and tail lamps are not provided, a hand signal lamp showing red light shall be exhibited in both the Up and Down directions.

(v) If, for some reason, any vehicles is allowed to remain on a running line for some length of time, a clear remark in red ink shall be made immediately in the Train Signal Registers indicating the time and the number of the running line on which it is detained. A record of the blocking of the running line shall be made in the Station Diary also and later, the time, when the vehicle is removed and the running line cleared of obstructions shall be indicated in the Train Signal Registers and the Station Diary.

(vi) At Stations where Cabin Station Masters are in - charge of cabins, the Station Master on duty shall also advise the Cabin Station Master of the time at and the number of running line on which any vehicle has been allowed to remain, confirming the same by an exchange of Private Numbers with each Cabin Station Masters. The Cabin Station Masters should also exchange Private Numbers mutually between themselves.

When the vehicle is removed from the running line, the Station Master on duty shall again inform the Cabin Station Master (s) and exchange Private Numbers with each Cabin Station Master. In a similar manner, Cabin Station Master shall also exchange Private Number amongst themselves.

When the vehicle is removed off the running line, the Station Master on duty shall again inform the Cabin Station Masters and exchange Private Numbers with each Cabin Station Master shall also exchange Private Number amongst themselves.

(vii) Securing of wagons/ vehicles fitted with roller bearings :-

Whenever one or more wagon/vehicle fitted with roller bearings are detached from a train and stabled on a running line or siding on a track with a gradient of 1 in 400 or steeper, before such wagons are uncoupled, the hand brake shall be applied. Sprags or wooden wedges shall also be used to prevent such wagons rolling down. Wherever possible, such wagons shall be stabled on lines which are isolated from other running lines. When these wagons are kept on running lines, the Station Master on duty shall ensure that all points are set, clamped and padlocked against these lines keeping the key in his personal custody.

Whenever such wagons are stabled within the protection of a dead end siding or slip siding or derauling switch etc., they shall be secured by pinning down at least six hand brakes at each end of the load fastening safety chains on either end under the personal supervision of the Station Master/Guard of the train.

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