

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 translation of the said rules or of such portions thereof as relate to his duties as may be prescribed by special instructions.
- 2.02. Upkeep of the copy of rules - Every railway servant who has been supplied with a copy of these rules, shall -**
- (a) have his copy readily available when on duty,
 - (b) keep it posted with all corrections,
 - (c) produce the same on demand by any of his superiors,
 - (d) obtain a new copy from his superior in case his copy is lost or defaced, and
 - (e) ensure that the staff working under him are supplied with all corrections and that they also comply with the provisions of this rule.
- 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.2.03/1. Railway employees for whom glasses have been prescribed for the proper performance of their duties must be equipped with a pair of glasses when coming on duty. They must wear them when actually on duty. Running staff must be in possession of two pairs of glasses while they are on duty.
- 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.
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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.**

S.R.2.08/1. Station Master, Cabin Assistant Station Master or Cabin Master leaving Block Offices or Cabins during the hours of duty -

(a) If a Station Master, or a Cabin Assistant Station Master or Cabin Master has to leave his Block Office or Cabin for a few minutes, for any unavoidable reason, he should on uncontrolled section, advise the stations on either side on the block telephone of the fact. On a Controlled section, the Controller's Permission must first be obtained. At stations where a lock-up lever is provided, he must also lock the levers in whatever position they may be, by means of the lock-up lever and keep the key of that lever in his possession. The Station Master on duty shall also lock the block Instruments, slide Instruments/Panel and keep the keys and also the Private Number sheet in his personal custody whenever he has the occasion to leave the Office.

(b) If the Station Master on either side or the Controller knows that line clear will be required for a train, he should advise the Station Master who wishes to leave his office temporarily of the impending approach of a train.

(c) A railway employee of traffic department should be left in SM's Office/Cabin. This person must not operate any gear/instrument nor allow unauthorized person to operate them.

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 is 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.2.09/1. When any railway servant found intoxicated at the working place, either on duty or Off duty or suspected to be in a state of intoxication will be liable to summary dismissal. The evidence of two independent witnesses and if possible a medical report regarding his condition should be obtained. Arrangement for his relief should be immediately made and matter reported to the controller and concern report along with medical report should be forwarded to competent authority for necessary action.

2.10. Conduct of railway servants - 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.**

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 -**
 - (a) that 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 endeavour to attract the attention of the Loco Pilot or Guard by shouting, gesticulating or other means.

S.R.2.11/1. Defective Permanent Way –

- (1) Action to be taken by Loco Pilot:- In the event of experiencing a lurch or any abnormal occurrence in the track, he shall note down the location and:
 - (a) switch on the flasher light to attract the attention of the Loco Pilot of a train approaching on opposite road on double line section. He should also sound short whistles frequently to apprise the Guard and other Railways staff of the danger.
 - (b) advise the Loco Pilot of the train on opposite road, Guard and SMs of the stations on either side on walkie-talkie, wherever possible.
 - (c) if there is an IBS ahead, stop the train at IBS and advise the circumstances to the SM of the station in rear through the phone provided at the signal post.
 - (d) proceed to next block station cautiously with keeping flasher light ON.
 - (e) while approaching the first block station, bring his train to stop in such a manner that the SM could not give train out of section signal to the station in rear.
 - (f) issue written memo specifying the location where the defect was noticed, the nature of the defect and the speed at which, in the opinion of the Loco Pilot, trains may pass safely over the affected area, and obtain acknowledgement from the SM.
 - (g) on single line section, wherever applicable, not surrender tangible authority to proceed, till the memo issued to the SM and acknowledgement obtained.

- (2) Action to be taken by the Loco Pilot of opposite road:- Loco Pilot of opposite road, after seeing flasher light "ON" shall:-
 - (a) at once take action to stop his train short of any obstruction and continue his journey at the speed of 15 KMPH up to next station. If however, he finds that the line on which he is to proceed is obstructed the Loco Pilot and Guard of the train will protect the train in accordance with G.R. 6.03.
 - (b) stop at the next station and report the occurrence and the assistance required, if any.

- (3) Action to be taken by Guard: In the event of experiencing a lurch or any abnormal occurrence in the track, he shall:
 - (a) advise to the Loco Pilot/ SMs on either side on walkie-talkie, wherever possible.
 - (b) ensure that the matter is reported by the Loco Pilot to the SM of the next station.

- (4) Action to be taken by SMs:- On receipt of lurch message from the Loco Pilot / Guard, the SM shall:
- (a) immediately stop all the trains proceeding to affected section and issue caution orders to the Loco Pilots specifying the kilometerage and the speed restriction of 15 KMPH or such less speed as specified by the Loco Pilot who has reported the lurch till the track is certified safe by the SE (P.Way) or ADEN for resumption of normal speed.
 - (b) issue a message to the SM of the station in rear, the SE (P.Way) /ADEN and Section Controller under exchange of private number. The SM shall take action to stop trains and issue caution orders as above.
 - (c) on getting safe certificate from SE (P.Way) or ADEN, advise all concerned accordingly.
- (5) Action by Section Controller:- Section Controller will advise all concerned and ensure issue of the caution order as mentioned above.
- (6) Action by SE (P.Way):- On receipt of report of defective track, the S.E.(P.Way) shall -
- (a) Proceed as quickly as possible to the site, inspect the affected section (both tracks) completely and record particulars in detail.
 - (b) Arrange to rectify the track defect, if any.
 - (c) Remove or modify the speed restrictions imposed, as found necessary.
 - (d) Submit a detailed report to the ADEN/DEN and copy to the Sr.DOM and Sr.DSO.

S.R.2.11/2. Running of Defective Locomotives - If, in the Loco Pilot's opinion, the running of a locomotive is, in any way abnormal, the Loco Pilot must exercise his discretion to reduce the speed of the train to an extent, which he considers safe, and he should immediately report the full circumstances to the Diesel Power Controller/Traction Loco Controller. The Diesel Power Controller/Traction Loco Controller must immediately refer the matter to his Power/Traction Officer. The permission of the latter must be obtained before the engine is put back in service. These instructions refer to all types of locomotives.

S.R.2.11/3. Explosion on track or train -

(a) On hearing an explosion, the Loco Pilot must stop his train as soon as possible, and examine the track along with the Guard at the site of the explosion to ascertain the extent of the damage. If the Loco Pilot does not bring the train to a stand within a reasonable time, the Guard shall draw the attention of the Loco Pilot on walkie-talkie and by cautiously applying the vacuum / air pressure by means of the Guards Van Valve.

(b) The Loco Pilot shall also examine the train along with the Guard and if little or no damage has been done to the train and if it is safe for the train to proceed to the next block station, the train will be taken ahead to the next block station and the Guard and Loco Pilot will jointly report the occurrence to Station Master on duty.

(c) If the damage to the track is so serious as to render the track unsafe, a competent Railway servant will be left at the site with detonators to protect the spot in accordance with G.R.6.03.

(d) On receipt of a report from the Loco Pilot and the Guard, the Station Master must immediately advise the Controller, who will inform all concern for a thorough examination of the train and the engine at the next terminal station. The Controller will also advise the Section Engineer (P.Way), who will proceed to the spot, inspect the track and take such precautions as necessary to put the track right and impose speed restrictions, if necessary. The Station Master immediately issue a message to the Station Master at the other end who must acknowledge the same and the Station Masters at both ends of the reported section must stop all trains and issue caution orders to Loco Pilots, specifying the kilometerage and the speed restriction. The duties prescribed above for the Controller will devolve on the Station Master on uncontrolled sections.

(e) No train must pass over the affected spot at a speed exceeding 15 kilometres per hour or such less speed as the reporting Loco Pilot may have specified, until the Senior Section Engineer (P.Way) or the Assistant Engineer has certified the track safe for the resumption of normal speed, when the Station Master will issue an “All concerned message” to all those originally advised.

S.R.2.11/4. Precautions to be taken for working 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 passengers, trains, etc., the Station Master shall, in consultation with the 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.
- (ii) Should a train be caught on the run in cyclone, storm or strong wind of an 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 embankments and bridges (including approaches thereof). In controlling the speed and bringing the train to 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.
- (iii) The Guard and the Loco Pilot /Assistant 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 passage of the wind through the coaches.

S.R.2.11/5. All Railwaymen on duty or otherwise travelling by the train involved in an accident should report to the Guard without any delay whatsoever to render their services in relief/rescue operations.

