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**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.5.01/1. The Station Master incharge shall maintain his station with the appropriate standard and check that the staff are dressed in clean uniform in accordance with the extant rules, and that signal lamp, flags and other equipment are in proper order.

S.R.5.01/2. The Station Master will inspect the station fortnightly, which must include the inspection of cabins, signals, level crossing gates, lamps, weighing machines, goods and station yard and vehicles standing therein. The Yard Master will perform similar duties in the area under his charge.

S.R.5.01/3. The Station Master must also see that goods, parcels and other material must not be left scattered on the platform. Packages to be loaded should be neatly stacked at a safe distance from the edge of the platform.

S.R.5.01/4. Block Instruments, Panel and Route Relay Interlocking Operation –

- (a) No person is permitted to operate Block instruments Panel and Route Relay Installations unless he is in possession of the prescribed certificate of competency and has been detailed for the specific work. Station Masters on duty, cabin Assistant Station Masters and Cabin Master in independent charge of block cabins and stations and who are in possession of certificates of competency are authorised to operate block instruments.
- (b) If staff have been working for a year or more at stations where they are not required to operate block instruments, are posted to stations where they are required to operate block instruments or when they are required to operate new type of block instruments, they shall be tested locally by the Assistance Operations Manager and Assistance Divisional Signal & Telecommunications Engineer in the manipulation of block instruments and a fresh certificate of competency shall be issued .
- (c) No member of the station staff, particularly in the charge of points & signals or shunting, shall leave his duty without being relieved by some competent person. The Pointsman and Signalman shall remain on duty, if line clear is given for a train, until that train has been received and the conditions for granting permission to approach have been restored.

**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 authorised 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 and 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 both the sheet time table and 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.

**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 unauthorised person shall be permitted to enter such cabins.

S.R.5.04/1. The Station Master shall frequently test and counsel the staff under him in the knowledge of rules including the method of using lever collars, ferrules and conducting shunting in a safe manner.

**5.05 Report of neglect of duty -** The station Master shall report, without delay, to his superiors, all neglect of duty on the part of any railway servant who is under his orders.

**5.06. Station Working Rules –**

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

S.R.5.06/1. The Divisional Railway Managers are the Authorised Officers for the purpose of this Rule. Power to issue working instructions are delegated to the Divisional Railway Managers within their own divisions and to their Sr. Divisional Operations Manager. Station Working Rules shall be framed jointly by the Sr.DOM and Sr.DSTE for interlocked stations and by the Sr.DOM for non-interlocked stations.

**S.R.5.06/2. Preparation, Revision and Issue of Station Working Rules -**

- (a) The Sr.DOM and Sr.DSTE will have the Station Working Rules and correction slips thereto of all stations carefully checked on the spot to see that they are correct and complete in all respects before they are finally issued and brought into force. The COM and CSTE may be approached for any advice, if necessary.

- (b) If the Working Rules and instructions to be issued for regulating safe working of traffic, in and between stations and in yards, involve matters, in which General Rules, require either issue of 'Approved Special Instructions, or exemption from a rule, Divisional Railway Manager, shall take permission with the Commissioner of Railway Safety, if required.
- (c) SWRs should be reviewed every three years. In case the review brings out the necessity of carrying out changes, afresh SWR should be issued. If, however, no change in these rules is considered necessary, an endorsement should be made jointly by the officers conducting the review that SWR is up to-date.
- (d) In the event of more than five correction slips having to be issued, the SWR should be re-issued without waiting for the periodical review.

#### 5.07. Forms -

- (i) 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.
- (ii) If the authorised printed forms 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.

#### Standardization of operating Forms on Indian Railways

S.N	Description	Form No.
1.	Signal & Telecommunication disconnection /Reconnection notice.	T/351(S&T)
2.	Advance Authority to pass defective signals.	T/ 369 (1)
3.	Authority to pass signals in 'ON' or defective position.	T/ 369(3b)
4.	Caution order.	T/ 409
5.	"NIL" Caution order.	T/A 409
6.	Reminder caution order.	T/B 409
7.	Train Examination Advice/Report.	T/ 431
8.	Authority to receive a train on an obstructed line.	T/ 509
9.	Authority to start form a Non signalled line.	T/ 511
10.	Authority to start form a line with common starter signal.	T/ 512
11.	Authority to proceed for Relief Engine/train into an occupied Block Section.	T/A 602
12.	Authority for Opening Communication during total interruption of communication on single line Section.	T/B 602
13.	Authority for Working of Trains during Total Interruption of Communication on Double Line Section.	T/C 602
14.	Authority for Temporary Single Line Working on Double Line Section.	T/D 602
15.	Line clear Inquiry Message asking Line Clear for Despatch of trains during Total Failure of Communication on Single line Section.	T/E 602
16.	Conditional Line Clear Message.	T/F 602
17.	Conditional Line Clear Ticket (Up).	T/G 602
18.	Conditional Line Clear Ticket (Down)	T/H 602
19.	Message on Restoration	T/I 602
20.	Written Permission by Guard to Loco Pilot to Proceed to next Station from section.	T/ 609

21.	<b>Shunting Order.</b>	<b>T/ 806</b>
22.	<b>Authority to pass Automatic/Semi Automatic/Manually Operated/ Gate Signals.</b>	<b>T/A 912</b>
23.	<b>Authority to proceed without line clear on Automatic Block Signalling Territory.</b>	<b>T/B 912</b>
24.	<b>Authority to proceed for Relief Engine/Train into an Automatic Block Signalling Section.</b>	<b>T/C 912</b>
25.	<b>Authority to proceed on Automatic Block System during prolongs failure of signals.</b>	<b>T/D 912</b>
26.	<b>Train intact Arrival Register.</b>	<b>T/1410</b>
27.	<b>Line Clear Enquiry Message (Outward/Inward)</b>	<b>T/A 1425</b>
28.	<b>Paper Line Clear Ticket</b>	<b>T/B 1425</b>
29	<b>Trolley/Lorry/OHE Ladder Trolley Notice.</b>	<b>T/ 1518</b>
30	<b>Motor Trolley Permit</b>	<b>T/1525</b>

**5.08. Access to and operation of equipment - No unauthorised 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.**

S.R.5.08/1. (i) For the operation of Section or Isolator Switches in emergencies, every Station Master, Cabin Assistant Station Master and Cabin Master shall be trained in the operation of these switches. They shall open or close such switches when called upon to do so by the Traction Power Controller.

(ii) No switch affecting the feed to main running line or loop line(s) shall be closed or opened without the previous consent of the Traction Power Controller. An exception to this rule is that these switches may be opened in times of emergency by trained Station Masters/Cabin Assistant Station Masters/Cabin Master. All operation of section or isolating switches shall be reported to the Traction Power Controller in every case.

**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 instructions; or**
  - (c) authorising the Loco Pilot to pass the relevant signal or signals at ‘on’ through a written authority to be delivered by competent railway servant who shall pilot the train pass 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.5.09/1. If the block is cleared after a Loco Pilot has been advised that his train will be received on a blocked line the Station Master may receive the train on signals, in such case he shall issue a written Memo instead of issuing Form T/ 509 to the Loco Pilot informing the Loco Pilot that the train is being received on signals as the block has been cleared.

**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 upto the trailing points or upto 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 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.**

**5.11. Departure of a train from a non-signalled 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 the train have been set and the facing points locked.**

S.R.5.11/1. In case of a train having to be started from a line not provided with a Starter signal, an authority on the prescribed form T/511 shall be given in addition to the 'Authority to proceed'.

**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 facing points locked.**

**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 kilometres an hour unless otherwise authorised by special instructions.**

S.R.5.13/1. Shunting Operations -

- a) No shunting operations, which may foul or extend on to any of the running lines of a station must be permitted, unless the relevant approach signals applicable to those lines are at danger.
- b) Shunting order (T/806) shall be given when shunting is required to be done on a train. The Station Master shall issue form T/806 which shall be signed by the Guard and the Loco Pilot of the Train. However for attaching and detaching of Locos for change of traction or for change of loco or reversal, where such movements are of regular nature, T/806 is not required to be given.
- c) During shunting operations, a Loco Pilot is not to act on the fixed signals (as GR 5.13) until he has received a hand signal exhibited by the shunting staff.
- d) In Coaching or Goods yard, where shunting is of regular nature and shunting done by shunter, supervised by yard shunting staff, T/806 is not required to be given. At such places, the instructions can be issued by the SM/YM in writing or such instruction can be given orally as specified in the SWR of the station.
- e) At stations where shunting staff (Shunting Jamadar/Master) is not provided, shunting operation shall be conducted under the written order of the Station Master and supervised by the Guard-In-charge of the train. In case of light engine the Loco Pilot himself be extra vigilant, being responsible. TTM & Tower wagon's shunting will be supervised by their Supervisors. Supervision of shunting of passenger trains should not vest with an official below the rank of a Shunting Jamadar. During shunting if it is required to pass any Stop Signal in 'ON' position, it should be mentioned in Form T/806.
- f) When hand signals are used, only RED and GREEN Flags or lights must be shown (as GR.3.56). A Loco Pilot during shunting operations will not move his engine, if signalled to do so by a White Light.
- g) Shunting supervision includes assurance that the points are correctly set and locked (as per rules) that correct hand signals are shown to the Loco Pilot the correct vehicle is attached or detached and sequence of marshalling and the safety rules are observed.
- h) When shunting to be done for attaching or detaching any vehicles or when an engine is to be coupled to a train, the engine / vehicle must first be brought to stop 20 Mtrs away from train and then proceed very cautiously for being attached to the train. .
- i) The speed during shunting operations shall not exceed 15 Kilometres per hour except during shunting of vehicle containing passengers live stock, explosive, dangerous, inflammable goods and tank wagons when it shall not exceed 10 Kilometres per hour.  
In case of sick, spring broken, hot axle or other unfit vehicles whether they are loaded or empty, Shunting should be performed with the walking speed only.
- j) At a class 'B' station shunting may be performed within the station section, provided the respective Outer (if any) and Home signals are maintained in the 'On' position. At a class 'B' station on the single line, shunting may be carried on between the first Stop signals, without 'blocking back' the line, provided 'Line Clear' has not been given for a train to approach.
- k) Shunting during stormy weather - When shunting has to be done in stormy weather, it must be confined to as few lines as possible. Each vehicle placed on a siding must be coupled to any other already there and brakes put down. When shunting on any one siding is finished, the vehicles must be coupled up and the end vehicles spraged or chained.
- l) Shunting Order shall only indicate the work to be done. The system of movement would be adopted as per laid down rules of G&SR and SWR.

Note: For other Rules on shunting, see General & Subsidiary Rule No. 8.05, 8.06, 8.08, 8.09, 8.10, 8.11, 8.12, 8.13 & 8.15.

**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 /1. (a) It is the responsibility of the Shunting supervisor to acquaint himself with shunting restrictions mentioned in SWR of the station before the commencement of shunting.

(b) The person, who initially gives instructions for shunting operations, shall not change instructions and authorise the changing of points etc., unless he has satisfied himself that shunting operations have been stopped completely and the staff conducting shunting have been advised of the changes contemplated.

(c) The securing of vehicles after shunting should be done by station staff, such as, Points men, Porters, or any other staff deputed for shunting, under personal supervision of the train Guard or the person in-charge of shunting.

(d) (i) At interlocked stations those facing Points which are equipped with track locks/lock bars shall be invariably locked by pulling the track lock/lock bar lever during shunting operations, if interlocking permits.

(ii) Facing Points at interlocked stations which are neither equipped with track locks/lock bars nor key-locked and all points at non-interlocked stations shall be set & locked either by a clamp or by a through bolt (cotterbolt) with a padlock. However in case of points over which shunting moves are governed by Shunt signals or Starter signals which detect the locking of the points, shall be taken "Off" to secure the facing points.

(iii) In all other cases involving movement over running lines, the facing points shall be clamped/cotter bolted and padlocked. However, it will not be necessary to clamp in case of yard shunting involving use of non-running lines but defective points in non-interlocked yards, if set by any means must be clamped and pad locked.

(e) Whenever any shunting is to be carried out across the main line over the emergency cross over points, all the relevant facing points must be properly set & locked with appropriate lock levers. In addition to such locking the facing of the emergency cross over must also be cotter bolted and padlocked by the person responsible to supervise such shunting.

(f) Whenever any shunting operation involving running lines requiring co-operation of the Station Master with cabins is to be done, Private Numbers shall be exchanged between SM and Cabinman before the commencement and after accomplishment of the shunting movement in token of assurance of occupation and clearance of the involved running lines. Proper entries, in this regard, shall be made in the Log Register.

(g) Fixed signals except Outer, Home and last Stop signal may be taken 'off' for shunting purposes.

(h) Hand signals should be shown in such a manner as to be clearly visible to the Loco Pilot. If hand signals are shown from a Cabin, such signals must be repeated by the person in charge of shunting operations from the ground. The Loco Pilot shall act only on the latter's signals.

(i) The person in charge of shunting operations must see that conflicting signals are not shown to the Loco Pilot.

(j) When shunting has to be performed on a train with two engines, one engine only must be used to do the work except in case of two diesel or electric engines coupled together to form one multiple unit and when operated by one Loco Pilot only, subject to local restrictions, if any, imposed in sidings and elsewhere.

(k) Screw couplings must not be allowed to hang down and drag during shunting operations. Vacuum/air hose pipes must be placed on dummy plugs before the screw coupling is unhooked.

(l) When vehicles are being moved by an engine for attaching to a passenger train, the vacuum/air brake should be connected up so that brake power will be available. In the case of shunting on goods trains at intermediate stations, the vacuum/air brake should, as far as possible, be connected with the engine.

(m) Carriages occupied by passengers must not be moved for shunting purposes without the personal instructions of the Station Master and also the Guard of the train concerned, who will jointly be responsible for taking all precautions, to warn passengers and to prevent accidents either to the passengers in the carriages or to those attempting to get into or out of them under the impression that the train is starting. The Guard shall have the vacuum/air brake connected up and see to the correct setting of points over which shunting is performed.

(n) When shunting is performed simultaneously from both ends in a yard, the person in charge of shunting operations, prior to shunting or backing a train or load which may foul a line or siding on which vehicles may be shunted from the other end, will instruct the Cabin Assistant Station Master/Cabin Master/Cabinman at his end to inform the Cabin Assistant Station Master/ Cabin Master /Cabinman at the other end to advise the person in charge of shunting operation at that end that he is about to do so, mentioning the line on which the shunt is to be performed. He will at the same time depute a man to proceed to the rear of the load to pin down wagon brakes or to apply the hand brakes of brake vans, if any, to prevent the points in rear being fouled. The man sent to the rear to pin down brakes must also be instructed to exhibit a danger signal when the fouling mark in rear is being reached. If the line is on a curve, staff should be posted at intervals to repeat this signal to the Loco Pilot to enable the train to be stopped and thus avoid a side collision. All Yard Masters, Yard Supervisors and Shunting Masters must make themselves acquainted with the capacity of each line in the yard.

(o) No hand shunting by hamals employed by Contractors, traders or Station Master should be permitted except under the supervision of an operating official.

(p) The following practices are prohibited. -

- (i) Uncoupling vehicles in motion.
- (ii) Riding on buffers or screw couplings of vehicles in motion.
- (iii) Getting between a vehicle and the front of an engine fitted with a cow catcher for purpose of coupling up, before the engine has come to a stop.
- (iv) Passing under vehicles during shunting operations.
- (v) Sheltering under wagons.
- (vi) Sleeping in the Yard.
- (vii) Working on vehicles under repairs without the protection of special signals i.e. red flags or lights, banner flags, detonators, etc.
- (viii) Keeping slip coaches on a blocked line in rear of a passenger carrying train.

(q) (i) Responsibility for warning staff and for the performance of careful shunting in and out of goods and other sidings where loading or unloading is in progress. The person supervising shunting shall be responsible for warning the Clerk or other official engaged in loading or unloading vehicles, before he commences shunting on to or with these vehicles. The permission of the Clerk or other official must be obtained, and he will be responsible, after receiving intimation, for seeing that everybody connected with the work is promptly warned. No hand shunting or loose shunting connected with those vehicles which are being dealt with, or which will foul the lines on which such work is going on, may be done, until permission has been obtained.

(ii) Clear crossing during shunting operations- All staff connected with shunting duties are responsible for keeping rail crossing clear during shunting operations and for the passage of trains. The point of clearance is indicated by the fouling mark.

(iii) No engine should be allowed on any running line at a station occupied by a train or vehicles carrying passengers, except the train engine or banking engine or shunting engine required to perform shunting on that train. The movement of such an engine should be permitted only under the control of the person in charge of shunting. However two trains may be placed on the same platform to start following or opposite direction.

(iv) Shunting of wagons or other stock marked sick or damage labelled loaded with a part of the consignment protruding to a dangerous extent, on yard lines and fixed structure of the platform adjacent to passenger running lines should be regulated, as far as possible during the intervals between passenger train movements. In every case the staff should exercise utmost caution and while undertaking such shunting, take all necessary precautions as the situation so warrants.

S.R.5.14/2. Precautions against derailment during shunting at stations:

(a) Hand signals for a shunting move shall be given only after the requisite points have been correctly set.

(b) The Leverman/Cabinman/ Cabin Master shall display a danger signal before changing points.

- (c) (i) The person in charge of shunting shall wave a hand by day, and a white light by night, across the body as a signal to the Leverman / Cabinman / Cabin Master to set a point. The signal shall be exhibited from the point concerned.
- (ii) The person in charge of shunting shall wave a red flag by day and a red light by night across the body as a signal to the Leverman / Cabinman / Cabin Master that the shunting move over a point has been completed and that the point can be reset as required. The signal shall be displayed from the point concerned.
- (d) No shunting move must take place while the points are being changed, this must be ensured before signalling a shunting move;
- (e) While a shunting move is under progress, no points must be changed by the Leverman/Cabinman/Cabin Master even if signalled to do so, before displaying a danger hand signal and ensuring that the shunting move has come to a stop.
- (f) No points must be moved or reversed while the leading wheels of an engine or other vehicles are so near that the points cannot be fully thrown over before the engine or other vehicles come on the points. The point must not be operated until the engine and all the vehicles have passed and cleared them completely.

S.R.5.14 /3. Shunting in face of an approaching train at a class 'B' single line station.

- (a) Shunting may be performed within the station section unless prohibited by the Station Working Rules.
- (b) No hand or loose shunting is permitted outside the Home signal in case of two-aspect signals and outside the outermost facing points in case of multiple aspect signals unless the approaching train has come to a stop at the first Stop signal and the Station Master has personally satisfied himself in this regard.
- (c) At stations where there is a gradient steeper than 1 in 400 falling away from the station within the station section towards the approaching train, shunting should be performed with the engine leading towards the falling gradient.
- (d) On the Narrow Gauge section shunting must not be performed at the station after Line Clear is given for a train to approach and until the train has arrived and come to a stop at the outer signal and the Station Master has personally satisfied himself in this regard.

At stations where shunting limit boards have been provided and the distance between the shunting limit board and the outer signal for the opposite direction is 400 metres or more, when Line Clear has been given to a train, shunting may be performed within the station section up to shunting limit board except where the Station Working Rules expressly prohibit shunting in the face of an approaching train.

**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 operation 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 shunting movement shall be carried out towards points over which the incoming train is to pass.**

**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.**

**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 up to an Advance Starter for despatch, except where track circuit or Axle Counter has been provided between the Starter and Advance 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 the 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.5.19/1. Obstruction of line -**

(a) When a train or any vehicle or vehicles have to be shunted so as to foul any running line, and should it be necessary to detach or leave a vehicle or vehicles on or fouling the running line, the Station Master’s permission must first be obtained. The person in charge of shunting operations must immediately advise the Station Master that a vehicle or vehicles are remaining on or fouling the running line. The Station Master must at once take steps to see that all the necessary points are set and locked to prevent any train going to the obstructed line and that lever, slide and button collars are used.

In the ordinary course of events, vehicles should not be allowed to stand on running lines. Should it be necessary to detach a vehicle from a train and leave it standing on the running line, the Station Master on duty must advise the Cabins concerned, confirming this advice by exchange of Private Numbers. The line should be cleared as early as possible and when the block is removed, the cabins concerned must again be immediately advised, supporting this advice by exchange of Private Numbers. Suitable remarks should be made in the diary and in the Train Signal Register on both the occasions’ i.e. when a line is blocked and when it is cleared.

(b) The loading or unloading of any loose vehicle on a running line is normally prohibited. In exceptional circumstances, wagons may be loaded or unloaded on a running line, subject to the following conditions-

- (i) On controlled sections permission of the Controller must be obtained.
  - (ii) When wagons are placed on a running line for loading or unloading, they must be placed as near the station office as possible so as to be under the direct supervision of the Station Master on duty whose permission must first be obtained; wagons so placed must be spragged/wedged, and the hand brakes firmly pinned down so as to secure them against escape or unauthorised movement.
  - (iii) The person incharge who is supervising loading/unloading will be held responsible for seeing that before signals are taken ‘Off’ for a train, no packages unloaded from or to be loaded into a vehicle are left fouling any running line and that all wagon doors are closed. Goods or parcels should be placed at a safe distance from the edge of the platform.
  - (iv) Station Master will ensure that adequate lighting is provided.
- (c) Whenever vehicles or trains have to be stabled on a running line, the following additional precautions must be taken -

- (i) At a non-interlocked station, all points leading to the line on which the vehicles are stabled must be set and locked against that line and keys of the points kept in the personal custody of the Station Master on duty.
- (ii) At an interlocked station the Station Master must make use of the slide collars and the lever collars and personally satisfy himself that the signals for the admission of trains on the obstructed line are maintained in the 'on' position.
- (d) All vehicles should be coupled together and one vehicle nearest the points at each end should be secured by the Safety Chain. The Safety Chains should be padlocked in the presence of the Guard / Shunting Supervisor or by the person authorised by Station Master on duty and keys retained in personal custody of the Station Master on duty who will ensure it.
- (e) The Station Master on duty must record in his diary the position of running lines, both passenger and goods at the time of handing over charge the incoming Station Master must sign the entry in the diary as a token of being aware of the condition of the running lines, both passenger and goods, within his jurisdiction at the time of taking over charge. This will, however, not absolve the Station Master on duty of his responsibility to ensure that the line on which a train is to be received is actually clear before authorising the taking 'off' of signals for the reception of the train.

S.R.5.19/2. Closing of doors of Carriages and Wagons - Doors of all carriages/wagons standing on siding adjacent to running lines must be securely closed.

**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 gradient, 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.5.20/1. Hand and Loose shunting on gradients -

(a) At stations where the gradient in the station or within 400 metres beyond the outermost facing points is steeper than 1 in 400 either at one end or at both ends of the station, no loose shunting of any vehicle is permitted on the main line or on a non-isolated loop. Hand shunting is, however, permitted at that end of the station, where the gradient is not steeper than 1 in 400 in the station yard or within 400 metres beyond the outermost points subject to the conditions laid down in (b), (c) and (d) below.

(b) Where the gradient in the station yard or within 400 metres beyond the outermost facing points is not steeper than 1 in 400, hand and loose shunting may be carried on, subject to the limits laid down below, and provisions of (d) below:

- (i) Single line - 45 metres beyond the outermost facing points.
- (ii) Double line - From the Home signal to the last Stop signal in each direction.

(c) When line clear has been granted for a train to approach in either direction, no hand or loose shunting shall be performed on the main line or on a non-isolated loop.

(d) Hand shunting of any vehicle fitted with roller bearings shall not be permitted except on sidings isolated from the running lines.

**5.21. Loose shunting - 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.**

S.R.5.21/1. Loose shunting –

(a) 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 one other vehicle fitted with an efficient hand brake. A loose shunted vehicle must be attended by a man to pin down the hand brake when necessary.

(b) Loose shunting of or against loaded or empty oil tank wagons, vehicles containing petrol or kerosene oil in tins, loaded or empty explosive vans, wagons loaded with live-stock or military and other consignments of explosive or dangerous goods whether labelled 'Not to be loose shunted' or not, an occupied or empty coaching vehicle, is forbidden.

(c) Loose shunting of or against wagons loaded with heavy machinery, rails or timber, cranes, military consignments of other than explosive or dangerous goods, is also forbidden.

S.R.5.21/2. Shunting restrictions - Shunting restrictions at each station are embodied in the Station Working Rules and they must be rigidly adhered to. Staff must acquaint themselves with the orders in this respect before performing shunting operations at a station.

**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 there of are properly secured.**

**5.23. Securing of vehicles at station - The Station Master shall see that vehicles standing at the station are properly secured in accordance with special instructions.**

S.R.5.23/1. Precautions for securing of vehicles -

(a) all vehicles standing at a station must be so placed and secured that they do not and cannot foul any running line. Each vehicle must have its brake on and must -

(i) be within facing points so locked that it cannot escape or,

(ii) be inside a locked Scotch Block or Derail or Traps or.,

(iii) be wedged or,

(iv) be chained and padlocked or ,

(v) be coupled with other vehicles secured in the manner indicated above, as circumstances may require.

(b) When it is necessary to stable a vehicle on a running line, the brakes shall be put on and it shall be secured. Besides, the points must be set, clamped and locked against the line and the key kept with the Station Master.

(c) When the engine of train is detached for shunting, the Guard of the train is responsible that the brake is adequately secured against any movement, which may foul the adjacent line. When owing to an accident or for any other reason, vehicles are left on a running line, or on a line from which they could escape so as to foul a running line, the brakes must be pinned down and one vehicle nearest the points of each end must be secured with a safety chain. The safety chain must be padlocked and the keys retained in Station Master's personal custody.

Note: The safety chain must be passed twice through wagon body and rail and then tied and locked, so that no strain falls on the padlocks.

S.R.5.23/2. Securing of roller bearings stock -

(i) Whenever one or more BOX wagons or any other wagons fitted with roller bearings such as BOBs, BCXs, BRHs etc. are detached from a train and stabled on a running line or a siding irrespective of the gradient at the station, the hand brakes must be fully tightened before such wagons are uncoupled. Wooden wedges should also be used. The wagons must be chained by passing a chain through the space between the head stock of the trolley frame and the wagon body to prevent the wagons rolling down. Whenever possible, such wagons should be stabled on lines which are isolated from running lines. When these wagons are kept on running line, the Station Master on duty should ensure that all points are set against these lines and the points clamped and padlocked, keeping the key in his personal custody. If a rake of BOX wagons is stabled at least six wagons from each end must have their brakes put on tightly.

(ii) The securing of vehicles should be done by station staff such as Pointsmen, Porters or any other staff deputed for shunting under the personal supervision of the train Guard or Station Master on duty or the person in-charge of shunting. Signature should be obtained on the Train Signal Register by the staff responsible for the securing work.

