

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): - (1) 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 despatch signals are provided.

(2) When starting permit is issued in addition to the authority to proceed the starting permit shall not be issued to the Loco Pilot until the points have been correctly set and the facing points locked.

(3) At stations where despatch 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 (C. Memo. 3 / 2009 dated 16.07.09) 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) The Station Master on duty shall examine the signals immediately after a storm/dust storm/tempestuous weather and make certain that the roundels are in good condition and that the signal are in proper working order. The results of the examination shall be recorded in the Station Diary.

CONTROL AND WORKING OF STATIONS

(d) 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.

(e) When changing duties, the outgoing Station Master shall, in addition, specifically record in the Station Diary whether the running lines, 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) Immediately after giving Line Clear for a train, the station bell shall be loudly rung, followed by the descriptive beats, as prescribed below, to indicate the direction from which the train is approaching:—

DIRECTION	DESCRIPTIVE BEATS
Down trains	Two distinct beats.
Up trains	Three distinct beats.
Branch trains.. .. .	Four distinct beats.

S.R.5.01 (iii) When a train carrying passengers arrives at a station, the name of the station shall be called out, distinctly and in an audible manner, from end to end of vehicles containing passengers. The Station Master shall be particularly careful to see that this duty is performed at night.

S.R.5.01 (iv) Berthing of passenger trains at stations:- (a) Except as prescribed for under clauses (a) and (b) of S.R. 5.01 (v), a train carrying passengers which is booked to stop, shall be dealt with on a platform line at the station.

(b) (1) When a train carrying passengers, which is booked to stop at a station, is received on a platform line at the station, the train shall, except in the cases where the length of the passenger portion of the train exceeds the length of the platform, be berthed with the passenger vehicles alongside the platform. In case such berthing involve the last vehicle or the engine fouling any points and crossings, the Guard/Loco Pilot shall promptly comply with rule 4.56/4.58 and the Station Master shall, irrespective of the advice from the Guard/Loco Pilot, specially ensure that the fouling mark of the points and crossings has been duly cleared, before authorizing any movement requiring this clearance.

CONTROL AND WORKING OF STATIONS

(2) At watering stations, in order to facilitate the steam engine being kept in a position to take water from the water column and thereby avoid the necessity for detaching the engine from the train for this purpose, a train may have to be brought to a stand with vehicles next to the engine beyond the platform. In the case of trains carrying passengers, the Divisional Railway Manager may, at such stations, on operational considerations, authorize trains to be berthed with the passenger vehicles beyond the platform, provided the ground beyond the platform is suitable, convenient and safe for passengers to entrain and detrain. In such cases, the trains and the reception lines shall be specified in Station Working Rules. In the case of trains not carrying passengers, the train may be brought to a stand with the steam engine in position to take water from the water column, with wagons beyond the platform.

S.R. 5.01(v) Crossing of two trains at stations in single line section: -

(a) No train shall run through on the platform line when a passenger train is standing on the non-platform line.

(Correction Memo No.01/2014 dt. 14.07.2014 and No. 01/2017 dt. 18.04.17)

(b) In case of crossing on a single line, the first arriving train should always be received on the loop line duly setting the points at the trailing end to the sand hump/over-run line, wherever provided. If this involves reception of a stopping passenger carrying train on a non-platform line, the same train may be regulated at the reception signal and the other train may be received first on the loop line. (Correction Memo No. 01/2017 dated 18.04.17)

S.R. 5.01 (vi) 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.

S.R. 5.01 (vii) Signal levers, points, Scotch blocks, Hays' derails, derailing switches, etc., shall be secured by the authorised locks and keys. Should any lock or key be missing or an unauthorised lock or key be found, the Station Master shall immediately report the matter to the Divisional Railway Manager and promptly obtain fresh authorised equipment and, in the meanwhile, take special measures for the safe working of traffic.

S.R. 5.01 (viii) (a) The Clerk-in-charge at a Class 'D' Station, when any defects or damages are noted by him or brought to his notice in the points of the lay byes or sidings or at the level crossings or in the gate signals provided at his station shall immediately arrange for the protection of traffic with hand signals and detonators.

(b) He shall also advise the Station Masters of the block stations at either end by a special message, detailing the nature of the defect, kilometer etc., to enable the latter to issue Caution orders in terms of Rule 4.09, to Loco Pilots of trains entering the section from either end. If the condition of the defective points or gates is considered dangerous for the passage of trains, he shall mention this specifically, in his message to the Station Masters to stop normal train traffic from entering the section, until the defects or damages are rectified. Copy of the message to the Station Masters shall be given to the officials concerned for immediate necessary action and to the Divisional Railway Manager.

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 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.

S.R. 5.02(ii) (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., vide clauses (a) and (b) of Rule 5.02 and that the Rule books etc., are posted and pasted with Correction Slips up-to-date. A certificate shall be submitted to this effect, on the first day of every quarter (i.e.) on the 1st day of January, April, July and October by the Station Masters to the Divisional Railway Manager. The certificate shall cover relieving staff also working at or attached to the station at that time.

(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.

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.**

S.R.5.04(i) The in charge Station Master / Station Manager shall check the Train Message Books, Train Signal Registers, Caution order documents, Block/Signal failure documents and written authorities to proceed, on a daily basis and ensure that all these documents/ authorities are prepared correctly.

(Correction Memo No.02/2008 dated 09.06.2008)

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 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 Sr. Divisional Operations Manager / Divisional Operations Manager of the divisions concerned, by the Signal and Tele-communication Engineer in charge of the execution of the remodelling / 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.

(Correction memo No. 4 dated 02.04.07)

They are responsible for ensuring that the Station Working Rules are correct and complete in all respects. The 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 as Appendix-G duly signed by the officers-in charge of the Electrical Traction Distribution and the traffic branches of the Division.

Note: The Station Working Rule of a Station is a single document and should contain all the Appendices. Any draft SWR being prepared by the executing agencies (Construction or RE) in respect of any new works or on-going works shall include the Appendix-G also at the time of submission of the document for vetting. The executing agencies may co-ordinate with the concerned Electrical branch for preparation of the relevant portion of the rules for working of trains in electrified section before submission of the draft SWR to the divisions.

(Correction Memo No. 1 / 2012 dated 09.03.2012)

S.R.5.06 (i) (b): - It is the responsibility of the Station Master in-charge to ensure that the Station Working Rules conform to the conditions at site and to bring discrepancy if any, to the notice of the officers-in-charge of Operating Department of the Division immediately for 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 (s) issued. A copy of the Station Working Rules relating to the working of level crossings shall be kept in the gate lodge.

(Correction Memo No. 01/2014 dated 14.07.14)

The Station Working Rules file shall contain the following: -

1. A copy of the correct Rule Diagram and Permanent Way lay out diagram indicating Permanent Way details such as CSR, gradient, level crossings, crossovers, bridges, culverts etc. prepared by Engineering Branch and signed by Dy.CE (CN) /XEN or by Sr.DEN/DEN as the case may be.
2. A copy of the Station Working Rules duly signed by the Sr.Divisional Operations Manager / Divisional Operations Manager of the Division concerned,, by the Signal and Telecommunication Engineer in charge of the remodelling/new work and by the Signal and Telecommunication Engineer of the Division concerned.
(Correction Memo No.4 dated 02.04.07)
3. An index for the correction memo issued with number and date of correction memo and reference to the page/pages replaced by the correction in the Station Working Rules, wherein the corrected page has been inserted.

All Station Working rules shall have a proforma index of correction memo and not more than Five correction memos may be issued to any Station Working Rules. Whenever a Sixth correction becomes necessary, fresh Station Working Rules shall be issued incorporating all the corrections made earlier as also the proposed correction. 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.(Correction Memo No.3 / 2012 dated 11.01.13)

Important circulars and instructions issued in connection with the reception and dispatch of trains and train passing duties pertaining to the working of the station shall be maintained in a separate file and the same shall be kept along with the Station Working Rules file for ready reference.

- SR 5.06 (i)(c) Operating staff connected with train working shall be in possession of the competency certificate issued at Multi-Disciplinary Zonal Training Institute/Divisional Transportation Training Centres, as the case may be, while performing duty at a station. Divisional Operating Officers, Transportation Inspectors and Station Masters should satisfy themselves that the staff working under them possess adequate knowledge of rules in their work and are duly instructed regarding all the additions thereto or alterations thereof.
(Correction Memo No. 1/2019 dated 23.01.19)

The Station Master in-charge of a station or the Station Master taking up duty in a shift is responsible to ensure that Operating staff other than Station Masters posted to the station, permanently, temporarily or as relief, are permitted to take up independent work only after they declare in the Declaration Register provided for the purpose, as per the format given under rule SR 5.06 (i) (j), that the instructions have been read over and explained to them and that they have understood their duties and the Station Working Rules pertaining to their duties at their station.

The Station Master in-charge/the Station Master on shift duty (if Station Master in-charge is not available at that time) shall also specially make an endorsement that the relevant paragraphs of the working rules and instructions have been explained to the staff concerned, while certifying each declaration made by the staff, before they take up duty. (Correction Memo No.02/2016 dated 01.09.2016)

CONTROL AND WORKING OF STATIONS

- (d) In the case of Station Master detailed for working at a station for train passing duties, either in the regular course or in an emergency, it shall be ensured that he/she possesses a valid Block Competency Certificate. The details of the competency certificate shall also be recorded in the Declaration Register by the Station Master concerned along with an endorsement assuring that he/she is competent in the duties pertaining to reception and dispatch of trains at the station before taking up duty. The Station Master in-charge, if available, shall counter sign the declaration made by the Station Master for its correctness before he/she takes over charge of duty. In case the Station Master in-charge is not available, the Station Master on shift duty before handing over charge shall ensure that the Station Master taking-over charge records the declaration as per SR 5.06 (i) (j) in the declaration register and then countersign the same for its correctness affixing the station stamp.

(Correction Memo No.02/2016 dated 01.09.2016)

- (e) The mandatory training to be provided for a Station Master taking up duty at a station for the first time, may be prescribed by the Sr.DOM of the division as per the guidelines given in the Operating Manual of Indian Railways. Training schedule shall be fixed for other operating staff also by Sr.DOM as per the requirement.

The Transportation Inspector of the section while arranging a Station Master as relief to a station, especially at stations where steep gradients and special features like slip siding / catch siding are available, shall, as far as possible, nominate a Station Master who has worked earlier at that station so that he is conversant with the working system at that particular station.

(Correction Memo .No.02/2016 dated 01.09.2016)

- (f) The Declaration Register shall be maintained separately for "Station Masters" and "Operating staff other than Station Master connected with train working". Each employee shall affix his / her full signature below the declaration. In the case of staff who cannot affix their signature, their left hand thumb impression shall be obtained.

(Correction Memo No.02/2016 dated 01.09.2016)

- (g) Station Master detailed to work at station on 25KV. AC Traction territory shall be examined by the Assistant Electrical Engineer/ Traction Distribution to ensure that they are conversant with the operation, identification and location of 25 KV. Isolators at that station and Special Traction Working Instructions pertaining to that station. The Station Master before taking up independent duty at the particular station shall declare that he has read and understood the rules pertaining to 25KV. Isolators at that station concerned in a special register
- (h) Whenever there is any change in the Station Working Rules, a fresh declaration shall be obtained from the staff concerned.
- (i) 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 on every such occasion.
- (j) The declaration to be effected by train passing staff before taking up duty shall be in the following format: -

CONTROL AND WORKING OF STATIONS

FOR STATION MASTERS

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.....datedand Correction memo/s Nosdated(and Special Traction working Instructions Numberdatedand Correction memo/sNosdated*) and that I have read and understood the gradients indicated in the Rule Diagram and other instructions pertaining to my duties at Station and I affirm that I am competent to receive and dispatch trains Safely.

SignatureDate

* where ever applicable. Designation

(Correction Memo No.02/2016 dated 01.09.2016)

FOR OPERATING STAFF OTHER THAN STATION MASTERS

The Station Working Rules ofStation Numberdatedand Correction memo/s No.....dated(and Special Traction working Instructions No.dated and Correction memo/s 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)

Signature/left Thumb Impression

Date

Tested and attested by Station Master.....

Designation.....

(Correction Memo No.02/2016 dated 01.09.2016)

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 authorised 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) (a) 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 diary.

S.R.5.07 (i) (b) The Rule 5.07 (2) does not apply to paper Line Clear Ticker (T/C 1425 and (T/D 1425) and Conditional Line Clear Ticket (T/G 602 and T/H 602).

(Correction Memo 1 / 2008 dated 10.01.08)

S.R. (ii) When any documents or paper authorities are issued to the Loco Pilot/Guard of a train, the Loco Pilot/Guard shall sign in full with name in capital letters.
(Correction Memo No.9 dated 20.02.07)

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.

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 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.**

CONTROL AND WORKING OF STATIONS

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 upto 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.

S.R.5.09 (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.

S.R.5.09 (iii) – Procedure for authorizing a train to be received on an obstructed line over signal post telephone.

1. The Station Master shall ascertain the exact location of the obstruction on the reception line and advise the same to the Loco Pilot. The Loco Pilot shall be authorised to pass the stop signal at "On" in the following format over the signal post telephone.

<u>Obstruction Message</u>
To
The Loco Pilot of.....(Train Number &Description) Up/DowndatetimeNo
You are authorised to pass the Up/Down _ _ _ _ Signal (s) (Number and Description of Stop Signal (s) to be given) at "On", cautiously at a speed not Exceeding 15 KMPH and come on to Road Number (in figures).....(in words), which is obstructed. You shall bring your train to a halt at the facing Points leading to the reception line/well short of obstruction (whichever is approached first) and await hand signals for further movement. My Private Number is (in figures)..... (in words)

(Correction Memo No. 9 dated 20.02.07)

2.The Loco Pilot shall record the message including the Private Number in his rough journal book. This message is the authority for the Loco Pilot to pass the signal (s) at "On"

CONTROL AND WORKING OF STATIONS

3. The Station Master shall record the message in the Train Signal Register below the entry for the train. The Station Master on duty who is authorizing the Loco Pilot on the Signal post telephone to pass the reception signal(s) at "On" is solely responsible to see that the reception line is clear and free from any other obstruction upto the point of obstruction on the intended reception line and also that all the facing points over which the train will pass, are correctly set and the facing points are secured with bolt and cotter and padlock or clamp and padlock after personal inspection and the padlock keys are kept under his custody. He is also responsible to ensure that all conflicting signals are kept at "On" and no conflicting movement is authorised by him and level crossings, if any, are closed and locked against road traffic and the gate keys are under his personal custody. Only after the above conditions have been fulfilled, the Station Master shall authorize the Loco Pilot over the signal post telephone to pass the signal(s) at "On".

4. This procedure shall be incorporated in the Station Working Rules of the Station clearly.

Note:-With regard to Rule 5.09 (2) (c), the train shall be piloted from the First Stop signal.

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.**

CONTROL AND WORKING OF STATIONS

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

Station
Authority to enter the Non-signalled/Non-running Line No
To
The Loco Pilot of NoUp/Down
You are authorised 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-signalled/Non-running line No
Time
Date
Signature of Station Master with seal

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 train have been set and the facing points locked.**

S.R.5.11 (i) The written authority referred in Rule 5.11 (1) 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-signalled line. The number of the non-running/non- signalled line from which the train is being started shall be written on the face of the authority.

S.R 5.11 (ii) Whenever the Last Stop signal could not be taken 'Off' in Single line Tokenless 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 Form T / 511.

"Line Clear has been obtained through the Block Instrument from ----- Station".

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 (i) 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 kilometres an hour unless otherwise authorised by special instructions.**

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

S.R.5.13 (ii) 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.

S.R.5.13 (iii) Wherever Stop signals are working in conjunction with "Shunting Permitted Indicators", the "shunting permitted" indication shall take the place of the prescribed form (T.370) 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 prescribed form (T.370) 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 and arrange for a "Proceed" hand signal to be shown at the signal.

S.R.5.13 (iv) No engine should be allowed on any running line at a station occupied by a train carrying passengers, except the 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 the control of the person in-charge of shunting.

CONTROL AND WORKING OF STATIONS

S.R.5.13(v) When shunting is to be done for attaching or detaching locomotives/coaches/wagons, engine must first come to a halt 20 metres away from the train/part of the train and move thereafter. Similarly, the train engine when being attached shall also come to a stop 20 metres away from the train and then proceed very cautiously.

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)

i) 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;

ii) In regard to shunting operations involving other than full trains, (a) the shunting Masters or corresponding officials shall supervise the shunting at stations, where special shunting staff such as Shunting Masters or corresponding officials are employed (b) the Guard shall personally supervise the shunting at stations where special shunting staff such as Shunting Masters or corresponding officials are not employed (c) the Station Masters shall supervise the shunting Operations at stations, where there is no special shunting staff or Guard.

iii) In all the above cases, the shunting operations shall be carried out in accordance with the instructions issued by the Station Master.

iv) For performing shunt movements of Light Engines alone (without any coaches/wagons/etc attached) and where such movements are entirely governed by Signals including Shunt signals, the LP/ALP/LP (Shunting) shall obey the aspect of signals for the movement. If any of the signals required for these movements have failed, the procedures laid down for such failure of signals shall be followed. (correction memo No. 03/2024 dated 07.05.24)

(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.

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 vehicle containing passengers is being shunted, the facing points shall be locked during shunting operations at all interlocked stations, where interlocking so permits.

(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

CONTROL AND WORKING OF STATIONS

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, when required, the facing points are also 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 to an occupied or free line.

CONTROL AND WORKING OF STATIONS

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 Assistant 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 Assistant 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 Assistant 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 Assistant 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.

S.R. 5.14 (ix) When an entire train is shunted, the 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.**

S.R.5.15 (i) A train shall not be backed after it has entered the block section, without the prior permission of the controlling station, whenever Centralised Traffic Control working is not in force.

S.R.5.15 (ii) If a train has to be backed, the Loco Pilot shall proceed cautiously at a speed not exceeding 10 kilometres an hour and use engine whistle frequently. The Guard shall remain in the brake-van, exhibit "Proceed" hand signal to the Loco Pilot and also keep a sharp look out. He shall also be ready to apply his brakes, if necessary. The Guard shall also depute a qualified person to proceed ahead with hand signals on foot with instructions to exhibit 'Stop' hand signal as necessary. In thick, foggy or tempestuous weather impairing visibility, the Guard shall depute an additional competent railway servant with fog signals ready for immediate use.

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 except under special instructions for identified stations where frequent shunting movements take place, and where such points are protected by a Stop Signal or by a Shunt Signal with the precautions to be observed while performing shunting that –

- a) shunting shall be carried out under supervision of authorized competent railway servant; and
- b) rake or load should be fully on air brake; and
- c) the maximum speed during shunting operations shall not exceed 15 kmph”

Note: - The rule GR 5.16 is to be read along with the following instructions:

- 1) The relaxation of signaled shunting movements under provisos of revised 5.16 by PCOM may be done as an exception.
- 2) In such cases of shunting which are permitted by PCOM under special instructions under revised GR 5.16, the shunting is to be carried out with Loco in leading towards the point over which incoming train is to pass. Shunting with Loco in pushing should not normally be permitted for shunting movements permitted by PCOM under special instructions.
- 3) Additional precautions based on local conditions may be prescribed by PCOM to ensure safety wherever required.
- 4) The signaled shunting movements which are permitted under special instructions by PCOM should be clearly endorsed on the Signal Interlocking Plan and Station Working rule diagram.
- 5) Since the precautions stated in amended GR 5.16 are to be exercised by field staff, the details of such movements which have been permitted by PCOM under special instructions should be clearly mentioned in the Station Working Rules along with the list of precautions to be taken as follows:

S. No.	Signalled shunting movements permitted under special instructions		Precautions to be taken.
	From Shunt Signal No.	Towards point No. (over which incoming train is to pass)	
1.			
2.			

- 6) The dispensation by PCOM under special instructions under amended GR 5.16 should be processed at the time of approval of Signaling Plans so that no rework is involved subsequently.

(Ref: ED/Safety II/Board letter No. 2021/Safety (A&R) /19/49 dated 31.07.2023)

(Correction Memo 05/2023 dated 07.09.2023)

CONTROL AND WORKING OF STATIONS

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."

(Correction Memo 05/2023 dated 07.09.2023)

S.R. 5.16 (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.

(Correction Memo 05/2023 dated 07.09.2023)

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 (i) 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 despatch, 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 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 (i) If, at a non-interlocked station, it becomes absolutely necessary to stable a vehicle (or vehicles) on a running line, it shall in addition to being secured in accordance with Rule 5.23 be also protected by setting and padlocking the points at either end, against the concerned line. The keys (one in each ring) shall be kept in the personal custody of the Station Master. The fact of the line having been so occupied shall be recorded in red ink in the Station Dairy and

CONTROL AND WORKING OF STATIONS

the Train Signal Register, clearly indicating therein the time from which the line is occupied.

S.R5.19 (ii) 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 (iii) Collars for use on signal levers and slot levers.- With a view to ensure safety in working, the following kinds of lever collars according to requirements are provided for the lever frames at stations. 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:-

- (i) to prevent the lever being pulled; and
- (ii) to give a visual warning to the operator that a particular running line is occupied or otherwise obstructed
 - (a) 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.
 - (b) Collars bearing the words "Staff working" or "Power Block in force"-. This is 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.
 - (c) 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.

S.R.5.19 (iv) 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.

5.20. Shunting on gradients:-

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

CONTROL AND WORKING OF STATIONS

- (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.

S.R. 5.20 (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.

S.R. 5.20 (iii) Hand shunting of wagons/vehicles may be permitted when the station section is on a gradient flatter than 1 in 400 on the following conditions:-

- (a) The layout of the yard shall be such that no vehicle/wagon can escape into 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 a 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 kilometres an hour.

S.R.5.20 (iv) Hand shunting of wagons/vehicles on gradients 1 in 400 or steeper is totally prohibited.

S.R.5.20 (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.

S.R.5.20 (vi) (a) On double line, hand shunting of wagons between lay-byes 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 lay-bye to a running line within the station section for the purpose of loading or unloading, the Station Master or the authorised shunting staff shall be present throughout the whole operation and ensure proper conduct of shunting and securing of the wagon back in the lay-bye. 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.

S.R.5.20 (vii) 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 in steam or atleast 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.

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/wagons being pushed by an engine and being allowed to run forward unattached on to a particular line.

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

(a) Dead engines, (b) I.S.M.D. 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) BOX, BOB and other wagons of this type, (h) Wagons containing fragile goods (i) coaching vehicles, (j) Track Maintenance machines and (k) Tower Wagons.

CONTROL AND WORKING OF STATIONS

S.R.5.21 (iii) "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.

S.R.5.23 (ii) Vehicles/Wagons standing on a running line / 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, 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.

S.R.5.23 (iii) All cross-overs which give access to running lines shall be kept clear of vehicles, Scotch blocks and Haye's 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.

S.R.5.23 (v) 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 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.

S.R.5.23 (vi) At Stations where Cabin Assistant Station Masters are in-charge of cabins, the Station Master on duty shall also advise the Cabin Assistant 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 Assistant Station Masters. The Cabin Assistant Station Masters should also exchange Private Numbers mutually between themselves.

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

S.R.5.23 (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 atleast six hand brakes at each end of the load and fastening safety chains on either end under the personal supervision of the Station Master/Guard of the train.