

CHAPTER II

RULES APPLYING TO RAILWAY SERVANTS GENERALLY

2.01. Supply of copies of rules.- The Railway Administration shall supply-

- (a) a copy of these Rules –
 - (i) to each station,
 - (ii) to each locomotive running shed, and
 - (iii) to such other offices as it may prescribe,

(b) to each railway servant on whom any definite responsibility is placed by the said rules, a copy of the rules, or of such portions thereof as relate to his duties, and

(c) to any railway servant a copy of these rules or translation of the said rules or of such portions thereof as relate to his duties, as may be prescribed by special instructions.

SR 2.01.01.- For supply of rule books the staff shall apply to their divisional head of the concerned branch through the supervising staff who shall make arrangement for the supply.

2.02. Upkeep of the copy of rules.- Every railway servant who has been supplied with a copy of these rules, as prescribed under rule 2.01 shall-

(a) keep it posted with all corrections,

(b) produce the same on demand by any of his superiors,

(c) obtain a new copy from his superior in case his copy is lost or defaced, and

(d) ensure that the staff working under him are supplied with all corrections and that they also comply with the provisions of this rule.

SR 2.02.01.- All correction slips to rule books or manuals shall be numbered serially and notified in the Railway Gazette. Staff to whom the rule books or manuals have been supplied shall make it a point to peruse this amendment notified in the Gazette and correction slips. Whenever copies of Gazette or correction slips of any serial number are not received by them, they shall obtain the same from their supervisors. The supervisors may ask for the correction slips from the Divisional Railway Manager.

2.03. Knowledge of rules.- Every railway servant shall-

(a) be conversant with the rules relating to his duties whether supplied or not with a copy or translation of the rules relating to his duties and the Railway Administration shall ensure that he does so.

(b) pass the prescribed examinations, if any,

(c) satisfy himself that the staff working under him have complied with clauses (a) and (b), and

(d) if necessary, explain to the staff working under him, the rules so far as these apply to them.

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

2.05. Prevention of trespass, damage or loss.-

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

(2) Every railway servant shall endeavour to prevent -

(a) trespass on railway premises,

(b) theft, damage or loss of railway property,

(c) injury to himself and others, and

(d) fire in railway premises.

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

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

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

2.08. Absence from duty.-

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

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

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

(1) While on duty, no railway servant shall, whether he is directly connected with the working of trains or not, be in a state of intoxication or in a state in which, by reason of his having taken or used any alcoholic drink, sedative, narcotic or stimulant drug or preparation, his capacity to perform his duties is impaired.

(2) No railway servant, directly connected with the working of trains, shall take or use any alcoholic drink, sedative, narcotic or stimulant drug or preparation within eight hours

before the commencement of his duty or take or use any such drink, drug or preparation when on duty.

SR 2.09.01.- When any railway servant is found intoxicated or suspected to be in a state of intoxication, the evidence of two independent witnesses and, if possible, a medical report regarding his condition, shall be obtained.

2.10. Conduct of railway servants.- A railway servant shall-

(a) wear the badge and uniform, if prescribed, and be neat and tidy in his appearance while on duty.

(b) be prompt, civil and courteous,

(c) not solicit or accept illegal gratification,

(d) give all reasonable assistance and be careful to give correct information to the public, and

(e) when asked, give his name and designation without hesitation.

SR 2.10.01.- Railway servants when on duty and in contact with public or in uniform shall not indulge in smoking on platform.

2.11. Duty for securing safety.-

(1) Every railway servant shall-

(a) see that every exertion is made for ensuring the safety of the public.

(b) promptly report to his superior any occurrence affecting the safe or proper working of the railway which may come to his notice, and

(c) render on demand all possible assistance in the case of an accident or obstruction.

(2) Every railway servant who observes-

(a) that any signal is defective,

(b) any obstruction, failure or threatened failure of any part of the way or works,

(c) anything wrong with a train, or

(d) any unusual circumstances likely to interfere with the safe running of trains, or the safety of the public, shall take immediate steps, such as the circumstances of the case may demand, to prevent accident; and where necessary, advise the nearest Station Master by the quickest possible means ;

Provided that in the case of a train having parted, he shall not show a stop hand signal but shall endeavour to attract the attention of the Loco Pilot or Guard by shouting, gesticulating or other means.

SR 2.11.01.- (a) in all cases of bad riding attributable to any defect in the permanent way, the Loco Pilots and other staff concerned shall act in the manner indicated in 6.07.01, 6.07.02, 6.07.03 & as below :-

(b) Duties of Loco Pilot.

(i) The Loco Pilot shall note as accurately as possible the kilometreage at which bad riding has occurred.

(ii) He shall while approaching the first block station, whistle frequently and bring his train to a stop in such a manner that the engine is in the front of station building or the cabin where block instrument is located. Handover a written memo to the Station Master or the Cabin Master, as the case may be specifying the exact location as far as practicable and the nature of defect noticed. On a single line section, the driver shall not surrender the 'Authority to proceed' till such time he has issued the message to the station master/ cabinman.

(iii) He shall also make a report of the occurrence to the crew controller on arrival at crew lobby.

(c) Duties of Guard.

In the event of a Guard feeling a heavy lurch or jerk which he considers dangerous for the passage of trains, he shall bring the train to a stand at the next station or block cabin by destroying the vacuum and report the matter in writing to the Station Master or Cabin

Master, as the case may be. If it is not so severe as to seem dangerous, he shall report it in writing to the Station Master of the next stopping station.

(d) Duties of Station Master and Cabin Master.

(i) A Cabin Master receiving such instructions from the Loco Pilot or Guard, shall immediately convey the same to the Station Master and shall not close the line until he receives a confirmation from the Station Master that necessary precaution has been taken to ensure safety of subsequent trains.

(ii) On receiving such a report from the Cabin Master, Loco Pilot or guard, the Station Master shall immediately convey the particulars to the Section Controller and to the Station Master of the station in the rear. He shall then communicate the full particulars to the JE/SE (P way) concerned, if head-quartered at the same station, or to the Station Master of the station where the concerned JE/SE (P way) is head quartered. In addition the full particulars of the report should also be sent to the following persons :-

(1) Assistant Engineer

(2) DOM/DEN

(iii) Station Master at either end of the section (in case of single line section) S.M. at the station received the memo before despatching/following any train in the affected section should ensure that it is accompanied by an Engineering official not below the rank of JE (II) who will pilot the train after obtaining clear information from the Station Master with a caution order indicating the location and nature of defect (if possible).

He should stop the train short of the affected location, inspect the track and issue/do not issue necessary certificate for the affected location with speed restriction as considered necessary by him for safe movement of trains. He shall give a written memo to the Station Master on reaching to the next station indicating the speed at which the subsequent trains can run till permanent repairs are done. Station Master shall accordingly issue caution orders to drivers of subsequent trains.

(e) Duties of Loco Pilots of subsequent trains.

Loco Pilot(s) of subsequent train(s) shall be guided by the

caution order issued to him by the Station Master in (iii) above.

(f) Duties of Permanent way staff.

JE/SE (P way) or the Engineering Official first available (not below the rank of JE (II)) shall on getting the information from the Station Master, proceed in all haste by trolley or by first available means of communication to the site/station concerned to pilot the first train over the affected location. He shall get the train stopped short of the affected location, inspect the track and issue/do not issue necessary certificate for the affected location with speed restriction as considered necessary by him for safe movement of train. He shall give a written memo to the Station Master on reaching to the next station indicating the speed at which the subsequent trains can run, till permanent repairs are done.

Note:- The same line of action shall be followed in the case of sleepers on fire.

SR 2.11.02.- (a) In the case engine hunting, lurching or swaying due to any defect attributed to engine, the Loco Pilot shall note carefully the exact kilometreage and proceed cautiously to the next station and report the facts in writing to the Station Master as well as Power/Traction Controller on control phone on the controlled section. The Loco Pilot shall also state in this report whether assistance is required or he will be able to continue the journey cautiously upto the next shed.

(b) The Station Master shall transmit the message to the section controller for onward transmission to DME/DEE/(RS), SSE (Loco), LI stating the nature of defects as reported and assistance required.

(c) The Station Master shall consult the Section Controller and, on receipt of his advice, allow the engine, either light or with the train, upto the next engine changing station.

(d) Duties of Loco Staff.-

The SSE (Loco)/Section Engineer (RS) in case of electric engine after examining the engine carefully and carrying out any adjustment necessary, will communicate by telephone full particulars about the engine and adjustment made to Divisional Mechanical Engineer or Divisional Electrical Engineer (RS) in case of electric

engine (or in the absence from Headquarters, Assistant Mechanical Engineer/ Assistant Electrical Engineer (RS) for electric engine).

If the control springs, bogies slide and axle boxes clearance are found in order a trial should be conducted with the engine by Loco Inspector in case of electric engine to locate the defect. The engine may then be put back to normal service with the permission of the Divisional Mechanical Engineer or his Assistant and Divisional Electrical Engineer (RS) or his Assistant. If on the other hand, the Loco Inspector still considers the engine is not running satisfactorily and cannot locate the cause, the Divisional Mechanical Engineer or his Assistant and Divisional Electrical Engineer (RS) or his Assistant shall personally arrange to try the engine out and there after have the defect rectified. A further trial shall then be carried out before the engine is put back to normal service.

SR 2.11.03.- In the event of wheel-slipping of an electric/ diesel locomotive taking place while on run between stations, prompt action to ensure safety of track shall be taken as indicated below :-

(a) Duties of the Loco Pilot -

The Loco Pilot shall-

- (i) Note carefully the kilometreage and the extent of damage,
- (ii) Immediately ask for any assistance necessary by contacting the Traction Loco Controller/Power Controller,
- (iii) Inform the Station Master of the next block station in writing about the full particulars of the occurrence, and
- (iv) In case the track, in his opinion, is not safe for passage of trains at the normal speed, take necessary action as per SR 6.07.01.

(b) Duties of Station Master and Cabin Master.-

(i) On receipt of a report from the Loco Pilot regarding wheel slipping, the Station Master shall wire at once all relevant particulars, viz, kilometreage, the nature and extent of damage, if available, and the approximate time of occurrence to the JE/SE(P way) concerned, the TLC/Power Controller, the AEN,DEN,DME / DEE(RS),DOM & DSO.

(ii) In cases coming under (a) (iv) above, the Station Master and Switchman shall, in addition, take necessary action as per SR 6.07.01.

(c) Duties of the Permanent Way Staff.-

(i) JE/SE (P way) or Engineering official first available shall at once inspect the track on receiving information of such occurrence and take such steps as necessary to ensure safety of trains. Removal of the affected rails if considered necessary, and modification or removal of the Caution Order as the case may be, shall be the responsibility of the JE/SE (P way) concerned

(ii) Rails with wheel burns having a depth of 6mm or more and having a length or diameter of 50 mm or more, should be treated as a potential source of danger to the traffic, making it unfit for main lines. Such rails should be changed at once and speed restrictions should be lifted only after changing such rails.

In case of minor wheel burns, the number of such burns which have been formed on the rail table shall be indicated, with the date, on the web of the rail itself with white paint. These should be kept under careful watch.

(iii) The SE/SSE (P way) in-charge of the section shall submit a report on the wheel burns in the prescribed manner to the Assistant Engineer concerned.

SR 2.11.04.- Precautions for working of trains during storm/cyclone wind.

(a) when a weather warning message forecasting cyclone, heavy storm or strong wind has been received and/or there is a reasonable doubt that severe storm is going to break out endangering the safety of passengers, trains, etc., the station Master shall in consultation with the Guard and the Loco Pilot of the train, detain the train and also refuse to grant line clear to a train coming to his station until the storm abates and it is considered that the movement of train is safe.

(b) Should a train be caught on the run in a cyclone, storm or strong wind of an intensity which in the opinion of the Loco Pilot, is likely to endanger the safety of the train, he shall immediately control the speed of his train and bring it to stop at the first convenient place taking care as far as possible to avoid stoppage of the train at places like sharp curve, high embankments and bridges (including

approaches there of). In controlling the speed and bringing the train to a halt, the Loco Pilot shall take care to avoid jerk. He shall re-start the train, in consultation with the guard only after the cyclone, storm or strong wind abates and it is considered safe for the train to proceed.

(c) As an added precaution it is also imperative that the station staff as well train staff shall try to see that doors and windows of the coaches are kept open by the passengers to allow free passage of wind through the coaches.

SR 2.11.05.- Precautions in the event of anemometer indicating wind velocity higher than the danger level :-

(a) In case of vulnerable locations and specially selected bridges where anemometers are installed at one of the stations adjacent to the bridges, the Station Master shall take the following action, if the anemometer is indicating the critical limit of wind velocity of 39 knots (72 Kmph).

(i) The Station Master shall immediately inform the section controller and the Station Master on the other side of the section about the need to control the movement of trains.

(ii) The Station Master shall not start or allow the movement of trains from his station and also shall not grant line clear to the adjacent station.

(iii) He shall resume normal running of trains in consultation with the section controller and the Station Master of the adjacent station after the wind velocity comes down below the danger level.

(iv) In addition the Station Master shall observe the working instructions prescribed by the division for each location.

(b) The Station Master will keep a watch on the wind velocity indication every half an hour or at lesser interval as may be required during the critical period (specially from May to August) and record it in his station diary besides intimating it to the section controller.

(c) If the needle of the apparatus fails to operate as prescribed, the Station Master will be required to use his judgement, if there is any apprehension of a severe storm or gale, and take the precautions as mentioned above.

