

No. 126

STATION WORKING RULES OF GURUDIJHATIA STATION (BROAD GAUGE)

BG station.

Date of Issue:- 20.06.11

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NOTE:-

The Station Working Rules must be read in conjunction with General & Subsidiary rules, Operating Manual and Block Working Manual. These rules do not in any way supersede any rules in the above books.

1. STATION WORKING RULE DIAGRAM:

The Station Working Rule diagram No.SI/WRD/10965 based on interlocking plan No.SI/10965/ALT-'D' shows the layout of the yard, siding, normal position of points, L.C.Gates, the signaling and interlocking arrangements and gradients within the station limits.

2. DESCRIPTION OF THE STATION:

2.1(a) LOCATION:

GURUDIJHATIA Station (code-GJTA) is a 'B' class Standard - III, Double line station situated on the Nergundi- Talcher branch line at KM 413.600 reckoned from Howrah. The Double Line Lock & Block instrument provided at East and West Cabin. The station is equipped with manually operated Multiple Aspect Colour Light Signals (MACLS) with relevant Station Master's control.

(b) CABINS:

Two cabins are provided, one at the East end with 28 levers and other at the West end with 28 levers. The double line Lock and Block instrument as well as Cabin levers are operated by Cabin Master. The station is equipped with manually operated Multiple Aspect Color Light Signals (MACLS) with relevant Station Master's controls. The station is worked under Absolute Block System of GR & SRs.

[Refer GR. 8.01(1)a, b, c 2(b), 8.03(1), a, b, c(ii), 3.07(4), (5), 3.08 (4)(b), 14.08 (a), SR 3.38.01 (a), Chapter-XIV of GR & V of Block working Manual and Chapter XIV of GR & SR].

2.2. BLOCK STATIONS, IBH, IBS ON EITHER SIDE AND THEIR DISTANCE AND OUTLAYING SIDINGS:

2.2.i. BLOCK STATIONS ON EITHER SIDE AND THEIR DISTANCE:

GURUDIJHATIA station is situated between CHARBATIA (code-CBT) at East end situated at a distance of 8.10 KM, and MACHHAPUR (code-MZY) at TLHR end situated at a distance of 7.063 KM from GJTA Station.

2.2.ii. IBH/IBS/OUT LYING SIDING/DK STATION:-

NIL.

2.2.iii PASSENGER HALT:-

(a) Badapadagaon (Code: BDPG) P.H. is situated at Km: 409.5 from HWH between GJTA – CBT stations.

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2.3.a. **BLOCK SECTION LIMITS ON EITHER SIDE OF THE STATION ON DIFFERENT DIRECTIONS :**

Between Stations	The Point from which the 'Block Section' Commences	The Point at which the 'Block Section' end
GJTA-CBT Up Direction	Up Advanced starter signal No.20 of GJTA station	Up Block section Limit Board of CBT station.
GJTA-CBT Dn Direction	Down Advanced starter signal No.16 of CBT station	180m beyond the Up Home Signal of GJTA station
MZY-GJTA Up Direction	Up Advanced starter signal no.36 of MZY station	Up Block section Limit Board of GJTA station.
GJTA-MZY Dn Direction	Down Advanced starter signal No.18 of GJTA station	Outermost facing point of MZY station.

(b) **STATION SECTION:**

Station Section	The Point from which the 'Station Section' Commences	The Point at which the 'Station Section' end
Up Line	Up Block Section Limit Board on Up line of GJTA	Up advanced starter No.20 of GJTA.
Dn Line	Outermost facing point No.8 on DN line of GJTA.	Down advanced starter signal No.18 of GJTA.

(c) **STATION LIMIT
UP LINE**

From Up Distant Signal to UP Advanced Starter No. 20 of GJTA station.

DOWN LINE

From Down Distant Signals to Down Advanced starter signal No.18 of GJTA station.

2.4 **GRADIENTS :-**

(A) **TOWARDS TALCHER END (FOR UP LINE)**

From	To	Gradient
CSB	Ch.275.50m	Level
Ch.275.50	Ch.852.0m	1 in 1000'R'
Ch.852.0m	Ch.1785.50m	1 in 250 'R'
Ch.1785.50m	Ch.2180.50m	1 in 500 'R'
Ch. 2180.50m	Towards Block Section	Level.

(B) **TOWARDS TALCHER END (FOR DN LINE)**

From	To	Gradient
CSB	CH:225.50 m	Level
CH.225.50 m	Ch:905.50 m	1 in 1000 'R'
CH:905.50m	1785.50m	1 in 250 'R'
Ch.1785.50m	Towards Block Section	1 in 500 'R'

(b) **TOWARDS NIRGUNDI END:)(FOR BOTH UP & DN. LINES):**

From	To	Gradient
CSB	CH: 695.0m	Level
Ch.695.0m	Ch.1539.50m	1 in 454 'F'
Ch.1539.50m	Ch.2139.50m	1 in 300 'F'
Ch.2139.50m	Towards Block Section	Level.

2.5 **LAY OUT:**

The Station is provided with four running lines. viz., Up Main line (Line No.3), Down Main line(Line No.2), Common Loop line(Line No.4) and Down Loop line(Line No.1). and one Non running line i.e Hot Axle siding. These are provided with 25 KV AC electric traction.

A) **HOT AXLE SIDING:**

The hot axle siding near the centre line of the Station building with both side entry is taking off from common Loop (i.e. Line No. 4). The entrance point and corresponding derailing switch are coupled and operated by one lever at site. Both the entrance points are filled with hand plungers locks. H.A. Siding keys released from lever No.15 of East Cabin in its reverse position unlock these hard plunger locks. lever No. 15 of East Cabin in its reverse position,locks levers of down reception signal No. 5,UP Starter No. 21 and UP Slot Lever No. 27 at East Cabin for common loop in the normal position.

B. **PLAT FORMS**

- 1) Line No. 3 (UP main) & 4 (Common Loop) : R.L.P.F.
- 2) Line No. 1(DN Loop) : R.L.P.F.

2.5.1 **RUNNING LINES, DIRECTION OF MOVEMENT & HOLDING CAPACITY IN CSL: DIRECTION OF TRAFFIC:**

The trains coming from Machapur are UP trains and the trains coming from Charbatia are DOWN trains.

2.5.2 **HOLDING CAPACITIES:**

Line No.4 (Common Loop)	CSL –765.6 Meters	(Str to Str)	(Electrified)
Line No.3 (UP Main)	CSL – 808.4 Meters	(Str to FM)	(Electrified)
Line No.2 (Down Main)	CSL – 770.6 Meters	(Str to FM)	(Electrified)
Line No.1 (Down Loop)	CSL – 740.6 Meters	(Str to C/Bar)	(Electrified)

2.5.4 **NON RUNNING LINES:**

H.A. Siding CSL 90 Meters (Electrified).

2.5.3.a **ANY SPECIAL FEATURES IN THE LAYOUT:-** NIL(b). **SPECIAL RESTRICTIONS:**

1. Shunting in the face of an approaching train is prohibited.
2. Hand shunting is prohibited at both ends of the yard.
3. Fly shunting is prohibited.

(c) **SPECIAL INSTRUCTIONS:**

1. For receiving trains on common loop (Line No.4), Station Master and concerned shall ensure that the sand hump /over run line is clear of all obstructions even though the sand hump/over run line is in trailing direction.
2. UP & Down Main lines, Down Loop & Common Loop lines are track circuited from fouling mark to fouling mark .In case of failure of track circuit the clearance of the concerned line should be ensured physically before a train is piloted IN over that line.
3. Main line Starters to Advanced starters portion is track circuited on run through lines for both UP and Down Main lines and loop lines including point zones. In case of failure of track circuit, trains should be piloted OUT as per rules.

4. One train – One slot – One starter system is provided at this station. Whenever a slot is given for any train and before an attempt is made to give a slot for a second train, it is absolutely necessary that not only the reception signals but also the departure signals which include starter and advance starter are put back to the ON position behind the first train. The advanced starter slot should be put back to normal for every train by the SM on duty after the train enters into the block section and should be re-operated only after obtaining line clear from the station in advance for the next train.
5. Electric lever locks are provided on route levers of East and West cabins (Lever Nos.2 & 5 respectively) for route holding purpose of approaching train as per the latest instructions. These route levers cannot be normalized unless the train passes on the short length circuits 2T1/2T2 & 5T1/5T2.

For normalization of these levers during failure of track circuits, testing of levers and for emergency route alteration, the emergency push button provided with a counter in a glass fronted sealed box should be pressed. An indication will appear after two minutes for normalization of route lever and counter number also will change. A register has to be maintained by the Cabin Master on duty at the cabin for recording the counter numbers and such operations. The failure of these track circuits and lever lock should be promptly informed to the concerned ESM and JE/SE(S) for rectification.

6. In case of non-signalled movement, Point /Cross-over should not be operated without physical verification by the Cabin Master on duty that any engine/Vehicle is not standing in the same.

2.6. LEVEL CROSSINGS:

- i) One 'C' Class, interlocked level crossing gate is situated at Km.413/3-5(UP) & 413/4-6(DN) at NRG end of yard between the UP starters and UP advanced starter signals. The gates are operated from East cabin by means of a winch.
- ii) One 'C' Class interlocked level crossing gate is situated at Km. 414/7-9(UP) & 414/6-8(DN) at TLHR end of the yard between the Down Starters and Down Advanced Starter. The gates are operated from the West Cabin by means of winch.
- iii) There are two mid section manned level crossing gate at Km. 407/19-21 (UP), 407/20-22 (DN) and at Km. 408/19-21 (UP), 408/20-22 (DN) between CBT-GJTA. Telephone communication is provided between the gate lodges and the cabin master of Charbatia West Cabin.

3.0 SYSTEM AND MEANS OF WORKING:

Trains are worked under Absolute Block System by means of SGE Type Double Line Lock & Block Instrument for sections GJTA-MZY and GJTA-CBT worked in terms of GR Chapter-VIII Rules Nos. 8.01(1)(a) &(b), 8.01(2),(b),8.03(1),Chapter-III Rule Nos. 3.07(4), (5), 3.08(4)(b)Chapter -XIV and BWM Chapter-V. The Block Instruments shall be operated by Cabin Master on duty and keys of the Block Instruments shall remain under personal custody of Cabin Master on duty. The authority for the Loco Pilot to proceed is taking off of the last stop signal vide GR.14.08(a).

PERMISSION OF SM ON DUTY BEFORE GRATRANG LINE CLEAR:

The cabin master at the cabin shall obtain permission from Station Master on duty supported by a private number before granting line clear for a train as per SR.3.38.01(a).

4. SYSTEM OF SIGNALLING AND INTERLOCKING:

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- 4.1 This station is equipped with manually operated Multiple Aspect Color Light Signals with relevant STATION MASTER's controls with standard III interlocking (with isolation).

There are two end cabins for operating points and signals at either end of the yard.

TRACK CIRCUITS:

Both UP and Down main lines, Down Loop and common loop lines at this station are track circuited on the berthing portion and luminous indication are provided at SM's office. Track circuits are also provided at all point zones and between outermost trailing points and advanced starter signals on both sides (20AT & 18AT in UP & DOWN directions respectively). In addition, there are two short length last vehicle track circuits (5T1 & 5T2 Up direction and 2T1 & 2T2 in Down direction) and first vehicle track circuits (20T & 18T in UP & DOWN directions respectively) on either direction.

AXLE COUNTER:

The entire Block sections on both UP and DN lines between the station GJTA-CBT and MZY-GJTA are monitored by digital axle counter system.

For section GJTA-CBT: One pair axle counters is provided beyond the DN advanced starter of CBT and another pair of axle counter is provided beyond 180m of DN Home signal GJTA. Similarly one pair of axle counter is provided beyond the UP advanced starter of GJTA where as another pair of axle counters is provided 180m beyond the Up Home signal of CBT.

For section MZY-GJTA: One pair axle counters is provided beyond the DN advanced starter of GJTA and another pair of axle counter is provided beyond 180m of DN Home signal MZY. Similarly one pair of axle counter is provided beyond the UP advanced starter of MZY where as another pair of axle counters is provided 180m beyond the Up Home signal of GJTA.

The position of the block section whether 'clear' or occupied are reflected in the resetting box which is provided in the SM's office. This shows GREEN when the Block section is clear and RED when the Block section is occupied. If after complete arrival of the train the RED indication does not change to GREEN it should be assumed as Block Instrument failure for the particular section and necessary action to be taken is given detailed in Appendix-B of this SWR. If axle counter fails advanced starter signal shall not come to 'OFF' and DLBI shall remain locked last operation position. These axle counter systems are provided for last vehicle checking on either block section as well as for dispatching a train in block section from either end of the section. These digital axle counter system counts the axles 'IN' and counts axles 'OUT' in the respective block sections which indicates whether the concerned sections monitored by digital axle counters is clear or occupied

Fiberglass trolley wheels are to be provided for push trolleys in lieu of trolley suppression track circuits in GJTA-CBT and GJTA-MZY block section.

A resetting arrangement for resumption of the system in case of failure of axle counter has been provided in the SM's office of GJTA, MZY & CBT stations after being assured by both the SMs that the Train has arrived complete with its Last Vehicle at the receiving station, by exchanging Private Number then resetting to be complied with. Before initiating for re-setting, the SM on duty shall also ensure the complete arrival of the train from the Cabin Master on duty of concerned Cabin by exchanging private number.

(Details of resetting procedure given in APPENDIX-'B')

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In case of failure of Axle Counter the re-setting of axle counter must be done as per the procedure given in Appendix-“B”. In the event of failure of Track circuit the clearance of main lines & loop lines will be ensured by physical check by the SM on duty and train shall be admitted as per GR and SR there to. [Refer GR.3.69]. The SM on duty shall also ensure the clearance of the line from CMs of concerned cabin on duty by exchanging Private Number.

NOTE:

Before taking off reception and dispatch signals for Up and Down main lines, the SM & CM on duty should ensure that the entire route including overlap and berthing portion is clear of all obstructions by observing the Track indication as well as physical verification. The track indicators will exhibit Red Light when track is occupied and Yellow light when track is clear with route is set and signal cleared.

EMERGENCY CROSSOVER:

One Emergency crossover is provided at each end of the yard.

POINT INDICATOR:

One point indicator is provided on Down Loop towards CBT end of the yard.

STATION MASTER'S CONTROL:

A slide type control apparatus with 12 slides is provided in the SM's office to control electrically Up & Dn. Home signals and Advance starter signal.

This control apparatus is provided with lock up key which shall be kept in the personal custody of the Station Master on duty as per the SR. No.3.36.08(a). Slide collars provided for use as per SR.No.3.36.03(b).

The trap indicator is provided on the Down loop (Line No.1) for the derailing switch point No.14 at CBT end of the yard.

The crossover between Up & Dn. Main lines provided at the station at either end of the yard which are operated from the respective end cabins.

L.C. GATE OPERATION

Details described in Appendix-'A'.

4.2 CUSTODY OF RELAY ROOM KEY AND PROCEDURE FOR ITS HANDING OVER AND TAKING OVER BETWEEN STATION MASTER AND S&T MAINTENANCE STAFF.

The Cabin basement and Relay room is kept locked with a double lock arrangement which can be opened only after both the keys are inserted and turned. One key of the lock shall be kept with the Station Master on duty in his custody and the other with Sectional Maintainer. Whenever required, the key in the custody of the Station Master shall be given to the Maintainer and the Maintainer shall give a remark that he will not interfere in the safe passage of trains.

After completion of the work, the Maintainer will return the key to the Station Master. The details of the transaction should be properly recorded in the Basement and Relay Room Key Register maintained at the station and duly signed by Station Master on duty and Maintainer concerned as per O.M. 1.14(b).

4.3 POWER SUPPLY :

1. A changeover switch is provided in the Station Master's Office with the three power supplies viz., Up AT, Dn. AT and Local, for changing the switch to the required supply

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position. The availability of the supply is indicated by a luminous indicator above the circuit breaker for each supply.

2. Normally the switch will be kept towards Up AT or Dn. AT position. Whenever power block is to be given on the line, the on duty /Station Master must ascertain that power is available on the other AT.

Eg: If power block is to be given on the Up line, Dn. AT must be available and vice-versa.

3. In case of failure of one of the AT supply without any power block, the on duty Station Master has to check whether the circuit breaker has tripped. (Three circuit breakers are provided in the changeover switchboard, one for each supply and their normal position is down and when tripped it goes up.)

In case of failure of both AT supplies, the Local supply shall be utilised by operating the switch.

If the circuit breaker is tripping even after resetting, no attempt shall be made to hold it by any other mean and a message shall be given to the AEF and CTFO/PSI for prompt rectification.

4. A two-position changeover switch is provided in the 'E' and 'W' Cabins. Due to defective cable or for any other reasons, if all the three supplies are not coming to the cabin, by operating the switch to the second position, Local supply is extended to Cabin over a different line. In such cases, information must be given immediately to the concerned AEF and CTFO/PSI for prompt rectification.
5. Whenever there is a failure of power supply in one AT the Station Master shall take prompt action to inform to all concerned for the rectification.

The Station Master himself, during his daily checks, shall test the availability of power supply on both ATs and make an entry in the Station Diary duly initiating action for rectification of failure, if any.

5.0 TELECOMMUNICATIONS:

- a) The Station is connected to BRAG-KIS-RJGR-PRDP Control Circuit by Telephone.
- b) Telephone attached to SGE Type Lock and Block instrument connected to SM of Machapur.
- c) Telephone attached to SGE type Lock and Block instrument connected to SM of Charbatia.
- d) Magneto Telephone communication is provided between East Cabin and Station.
- e) Magneto Telephone communication is provided between West Cabin and Station.
- f) Railway Auto telephone is provided at this station.
- g) The station is connected to BRAG-TLHR traction power control circuit.
- h) VHF set is provided at this Station.
- i) One 'C' Class, interlocked level crossing gate is situated at Km.414/7-9(Up) & 414/6-8(Down) at MZY end of yard. The gate is operated from West cabin by means of a winch.
- j) One 'C' Class, interlocked level crossing gate is situated at Km.413/3-5(Up) & 413/4-6(Down) at CBT end of yard. The gate is operated from East cabin by means of a winch.

NOTE:

- a. For obtaining line clear VHF should be used as a last alternative and not as a sole means of communication.
- b. VHF & Walkie-Talkie sets should not be used for unnecessary discussion with Loco Pilot/Guards and any other staff.

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6.0 SYSTEM OF TRAIN WORKING - MOVEMENT OF TRAINS:

Movement of trains is regulated by the Section Controller on duty whose orders must be carried out provided they do not contravene any G & SR, BWM, OM and SWR and any other safe working principles. In the event of suspension of Control working, the Station Master on duty shall work independently in conjunction with the Station Masters of the adjacent block stations and shall be responsible for reception and dispatch of trains. He shall ensure that preference is given to important trains and at the same time no undue detention occurs to other trains.

6.1 TRAIN PASSING STAFF IN EACH SHIFT:

The following is the Operating staff at the station in each shift:

	<u>In each shift</u>
Station Superintendent	In each day shift
Station Masters	In each night shift
Cabin Master	One in each shift in each cabin
Token Porters	One in each shift

The above staff shall work as per roster issued from time to time by Divisional Railway Manager (P) and these rosters shall be conspicuously displayed in the Station Supdt's office and in both end Cabins for Cabin Master. (Details of duties given in Appendix-'D')

6.1.2 ZONES OF RESPONSIBILITY AT THE STATION TO ASCERTAIN CLEARANCE OF LINE:

- (i) From the outermost facing point No.8 for the Down Train and from BSLB on UP line for UP Train up to the facing end fouling mark of the nominated line - Facing end Cabin Master is responsible.
- (ii) From fouling mark at the facing end to the fouling mark at the trailing end of the nominated line Station Master on duty is responsible.
- (iii) From fouling mark at the trailing end of the nominated line up-to and including the adequate distance as per GR 3.40(1)(a)-Trailing end Cabin Master is responsible.

NOTE:

However, Station Master on duty and Cabin Master shall always be alert and watchful of any obstruction on any part of the line irrespective of the zone under their responsibility.

6.1.3 ASSURANCE OF THE STAFF IN THE ASSURANCE REGISTER

All staff before taking up independent charge of their duties at this station shall make a written declaration in the Assurance Register that they have read the SWR thoroughly and understood the system of working in force at the station and must sign such declaration.

No Railway servant shall be entrusted with any duty involving the safety of the public unless the Station Superintendent is satisfied that the concerned staff is competent for the post. No Railway servant unless duly examined and certified shall be allowed to work the points and signals. The Station Superintendent. is responsible to see that all the staff are well conversant with the Station Working Rules of the Station and their signature obtained in the Assurance

Register after he is satisfied that they have thoroughly understood the working Rules of the Station. In case of class-IV staff, their signature/thumb impression must be obtained after explaining full about their duties and responsibility.

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The Station Superintendent, is personally responsible for maintaining the Assurance Register and for obtaining declaration from the staff working under him. The Assurance Register must be maintained in two parts one for Group-‘C’ staff and other for Group-‘D’ staff & duplicate copy of the Assurance Register must be maintained and kept in the personal custody by the Station Superintendent .

The declarations are to be renewed in the following cases:

- (i) Whenever there is any change in the Station Working Rules,
- (ii) For any staff who have not worked at the station or were away from the station for a period of 15 days and over

USE OF PRIVATE NUMBER BOOKS AND IDENTIFICATION NUMBER SHEETS:

Sufficient private number books and identification number sheets in sealed covers shall always be kept in stock by SS, under lock and key by maintaining one register for this purpose.

6.2 CONDITIONS FOR GRANTING LINE CLEAR:

The line shall not be considered clear and Line Clear shall not be given, unless:-

- (a) The whole of the last preceding train has arrived complete.
- (b) All necessary signals have been put back to ON, behind the said train.
- (c) For UP train the line is clear up-to the Block Section Limit Board on UP Line.
- (d) For Down train, the line is clear up to the edge of the L.C.Gate at Km.413/3-5(Up), 413/4-6(DN).
- (e) The Cabin Master on duty shall obtain permission from the SM on duty supported by a private number vide.SR3.38.01 (a).
- (f) The SM on duty before giving such permission shall ensure that all signal lights pertaining to the train are burning properly and he shall also ensure the there are no train/vehicle movements leading towards the line in opposite direction.

In terms of SR.3.38.01(a) the Cabin Master on duty in the end cabin shall invariably obtain permission supported by a private number from the Station Master on duty at the Station before granting line clear for a train

6.2.1. ANY SPECIAL CONDITIONS TO BE OBSERVED WHILE RECEIVING A TRAIN:-

- a) For receiving UP & DN trains on common loop and DN loop, the clearance of the sand hump/over run line should be ensured even though it falls in trailing direction.
- b) UP & DN Main lines and Down loop line and Common loop line including point zones are track circuited. In case of failure of track circuits the clearance of the nominated line has to be ensured physically before piloting “IN” a train.
- c) Whenever a slot is given for any train and before attempt is made to give a slot for a second train, it is absolutely necessary that not only the reception signals behind the first train are put back to the “ON” position, but also the departure signals which include starter and advanced starter.
- d) In the event of a slot released for a train is not obtained at facing end or slot is cancelled and a fresh slot has to be given, all slides, slots and signal levers pertaining to that line should be put back to normal including departure signals if taken “OFF”, before fresh slot is released.

NOTE:

If the light of the reception signal is found not burning, line clear shall not be granted for train till such time it is ensured that the concerned Loco Pilot is notified of the fact in writing by the Station Master of the station to which such line clear is to be granted.

6.2.1.1 SETTING OF POINTS AGAINST BLOCKED LINE:

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When a running line is blocked by a stabled load, wagon, vehicle or by a train which is to cross or give precedence to another train or immediately after the arrival of a train at the station, the points at either end should be immediately set against the blocked line, except when shunting or any other movement is required to be done on that line in addition to the use of lever collars/slide collars.

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 of a goods train in that order so that in case of mishap, the chances of casualties are minimized.

In case all the lines are occupied by passenger carrying trains, points should be set for a loop line, to negotiate which the speed of the incoming trains would be reduced which in turn would minimize the consequences/casualties. While doing, so, points may be set for a loop direction of approach of the incoming train rather than for loop occupied by a train where a passenger coach, will, in the case of collisions receive the impact.

6.2.1.2 RECEPTION OF A TRAIN ON BLOCKED LINE

Whenever trains are to be admitted on an obstructed line, it is necessary that the trains are piloted IN on a written authority given by a competent railway servant to the Loco Pilot of the train and the rules laid down under GR 5.09,SR 5.09.01 shall be followed.

6.2.1.3 ADMISSION OF TRAIN ON NONSIGNAL LINE:

To admit a train on non signalled line, rules laid down in GR 5.10 and SRs thereto shall be followed.

6.3 CONDITIONS FOR TAKING "OFF" APPROACH SIGNALS:-

Reception of trains is governed by General Rules 3.07(4)(5), 3.08(4)(b), 3.36 to 3.40, 3.47, 4.17 and Subsidiary Rules thereto and SR 3.42.02(iv), 3.42.03, 4.23 and other relevant provisions of General and Subsidiary Rules, Station Working Rules, Block Working Manual, Operating Manual and Safe working Instructions issued from time to time.

6.3.1 RESPONSIBILITY OF STATION MASTER FOR RESTORATION OF SIGNALS TO 'ON':

Station Master on duty should ensure that signal is put back to "ON" after passage of the train as per GR.3.36.2(b).

6.4 SIMULTANEOUS RECEPTION AND DESPATCH OF TRAINS:

According to the existing interlocking at this station the simultaneous reception and despatch of trains is permitted as stipulated below:

- (a) Reception of a Down train on line No. 1 AND Despatch of another Down train from line No.2 (OR) 4
- (b) Reception of an Up train on line No.4 AND from line No.3 Despatch of a Up train
- (c) Reception of a Dn train on line No.4 AND Despatch of a Dn train from line No. 1 or 2.

NOTE:

The Station and cabin Staff are specially warned that short cut methods of putting the signals and slot levers to normal immediately the engine of the in coming train operate the track circuit and taking "OFF" the signals for trains from opposite direction before the first train has come to stop and is clear of the fouling must be avoided.

ADEQUATE DISTANCE (SIGNAL OVERLAP):

To take off the Home Signals for admission of a train, the adequate distance (Signal Overlap) as mentioned below shall be kept clear in terms of GR 3.40 and SR thereto.

CLEARANCE OF ADEQUATE DISTANCE(SIGNAL OVERLAP)**LINE NO**

	<u>For Up Trains</u>		<u>For Down trains</u>	
	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
1	-----	-----	Starter No.19 of West cabin	Dn. advanced starter No.18 (OR) up-to the end of the sand hump.
2	-----	-----	Starter No.22 of West Cabin	Dn. Advanced Starter No.18 of West cabin.
3	Starter No.22 of East Cabin.	Up advanced starter No.20 of East cabin.	.	.
4	Starter No.21 of East Cabin.	Up advanced starter No.20 of East Cabin or upto the far end of Sand hump	Down Starter Signal No. 20 of West Cabin	Down Advanced Starter Signal No. 18 of East Cabin or up to the for end of overrun line.

RECEPTION OF TRAINS:

The Cabin Master on duty shall grant line clear after getting concurrence of Station Master on duty, supported by a Private Number. Reception of trains is governed by GR 3.07(4) (5), 3.08(4)(b), 3.36 to 3.40, 3.47, 4.17 and SR thereto and SR 3.42.02(iv), 3.42.03, 4.23 and other relevant provisions of GR and SR, Block Working Manual, Operating Manual and SWR.

SETTING AND LOCKING OF ROUTE:

The Station Master on duty shall nominate a clear line for reception of a train and shall direct the trailing end and facing end Cabin Master to set and lock the nominated route. The Station Master shall also give Cabin Master the number and description of the train to be received and whether the train will stop at the station for any work or will pass through. He will advise trailing end Cabin Master to give the concerned slot vide SR 3.38.01(b) (i) and (ii).

The facing end Cabin Master shall acknowledge the directions of the SM on duty, by repeating the line number and the number and description of the train. He must stop all non isolated shunting and ensure that the nominated line is clear and free from all obstructions at his end. The Cabin Master on duty at facing end cabin shall set and

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lock the concerned points, traps, derails etc., and close level crossing gate/gates, if any, against the road traffic for the nominated route.

He shall then give a private number to the SM on duty as an assurance for the compliance of orders given to him vide SR 3.38.01(c).

TRAILING END:

The trailing end Cabin Master shall acknowledge the directive of the SM by repeating the line number and description of the train. He must stop all non-isolated shunting at his end. He shall ensure that the nominated line is clear and free from obstruction including signal over lap and the clearance of sand hump or over run line where required vide GR 3.40. He shall set and lock the relevant points, traps, derails etc., and close level crossing gate/gates, if any, against road traffic for the nominated route. He shall operate the slot lever and give a private number thereafter to the SM on duty as an assurance that the orders given to him have been complied with vide SR 3.38.01.

STOPPING OF SHUNTING OPERATIONS AND AUTHORISING FOR TAKING OFF RECEPTION SIGNALS

After getting the assurance private number from both facing and trailing end Cabin Master as indicated above, the SM on duty shall ensure that the shunting authority if any, issued for shunting of train is withdrawn and is in his possession vide SR 5.13.02 . The SM on duty shall then authorize the facing end Cabin Master by giving a private number and pull the STATION Master's Control slide for Home Signal vide SR 3.38.01 (e).

TAKING OFF RECEPTION SIGNALS AT FACING END :

The facing end Cabin Master finding the slot indicator showing OFF will take off reception signals for the train.

PUTTING BACK SIGNALS:

As soon as the train arrives, the Cabin Master on duty at the facing end cabin will satisfy himself that the train has arrived complete and is standing clear of the fouling mark. Then, he will put back the reception signal lever to normal position.

PUTTING BACK SLOTS:

The trailing end Cabin Master shall throw back the slot lever after ensuring that the train has arrived on the nominated berthing line or passed through.

The SM on duty shall normalize the Station Master's control slide as soon as the train enters the Station Yard.

The SM on duty will record the details of the private numbers together with the timings etc., exchanged between him and either cabins and Cabin Master on duty should also make corresponding entries in their train signal registers.

6.4 COMPLETE ARRIVAL OF TRAINS:

The entire block sections between GJTA-CBT & GJTA-MZY on both Up and Down Lines are monitored by axle counter system and the position of the block section whether "occupied" or "clear" is indicated in the re-setting boxes at SM's office. As soon as train enters in to that block section the "RED" indication appears on the re-setting box. After whole of the train clears the block section "GREEN" indication appears on the re-setting box. This "GREEN" indication confirms the complete arrival of train. However, 'Train Out of Block Section' report will be given to the Station in rear by the Cabin Master on duty only after obtaining the intact Private Number of the train as well as physical verification of the last vehicle by the cabin master on duty.

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As soon as the train arrives, the Cabin Master on duty at facing end cabin shall satisfy himself that the train has arrived complete and is standing clear of the fouling mark and shall ensure that the last vehicle carried the last vehicle indication as prescribed under clause (a) and (b) of Sub-Rule (1) of GR 4.16 and SR 4.16.01(a) (i) and (ii) or SR 4.16.05 and the conditions for closing the block section as laid down in GR 14.10 are complied with. He shall put back the reception signal lever to normal position. He shall report the intact arrival to the Station Master on duty authenticated by a private number for stopping train. After complying GR 8.03 (a), (b) and (c) (ii) and SR 4.17.01 (a), (b) and (d), the Cabin Master shall send train out of block section report in terms of GR 14.10 (2) for train arrival.

If a train arrives/passes incomplete or without last vehicle indicator, the Cabin Master on duty shall report the fact to the SM on duty and withhold closing of Block Section and shall not put the Home signal lever to normal. He shall also give an assurance Private Number to the Station Master on duty to the effect that he will not close the Block Section until advised by the SM on duty supported by a private No. For stopping trains the SM on duty shall obtain complete arrival certificate from the Guard on T/1410 register maintained at the Station. For through passing train, the SM of advance Station shall be advised to stop the train and obtain complete arrival certificate from the guard. After getting the complete arrival certificate or intact arrival Private No. from the advance Station, the SM on duty shall advise the Cabin Master to close the block Section, supported by a Private Number as per SR 4.17.02. The trains passing on the adjacent line during such period shall be stopped and Guard & loco pilot shall be issued one caution order to proceed cautiously and stop short of any obstruction as per SR 4.17.03. The duty of ascertaining that the train has arrived complete will devolve not only on the Cabin Master but also on the Station Master for run through trains.

In case of failure of Axle counter, the SM on duty shall obtain complete arrival of the train from SM of concerned cabin supported by a private number.

6.6 **DESPATCH OF TRAINS:**

Dispatch of trains is governed by provision of GR 3.42, SR 3.36.04 (b), SR 3.42.01(a), SR 3.42.04 and BWM 2.07(5) (a) and other relevant provisions of GR & SR, BWM and SWR.

OBTAINING LINE CLEAR:

The Station Master on duty shall call the Cabin Master at the departure end cabin and inform the Train No. and Line from which the train has to be started with instructions to obtain the line clear for the said train. He shall further advise him to set and lock the route for the said train on receipt of the line clear. These instructions shall be supported by a private number to the Cabin Master on duty at the departure end cabin vide SR 3.42.01(a) (1).

SETTING AND LOCKING ROUTE AT DEPARTURE END CABIN:

The Cabin Master on duty at the departure end cabin shall acknowledge these instructions by repeating these instructions to the Station Master on duty and shall ensure that –

- I. All shunting operations at his end of the yard on the lines not isolated from the line through which the train is intended to be dispatched are suspended.
- II. The over run lines encountered on the route is clear and is free from all obstructions.
- III. The route at the departure end is clear and free from all obstructions.
- IV. The route for the departing train is correctly set and locked as per the instructions of the Station Master on duty.

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He shall obtain line clear and shall give a private number to the Station Master on duty indicating the compliance of the instructions earlier given to him vide G & SR NO. 3.42.01(a)(ii).

TAKING OFF DEPARTURE SIGNALS AT STATION:

The Station Master on duty after getting the assurance from the Cabin Master on duty at the departure end cabin shall ensure that the shunting authority memo issued for shunting on line not isolated from the line on which the train is to be dispatched is withdrawn and kept in his possession. Thereafter he shall authorize the Cabin Master on duty supported by a private number to take off the departure signals vide SR 3.42.01(a) (iii) by pulling the Advanced starter signal slide.

Note:

Before dispatching of an UP train into GJTA-CBT block section the SM on duty shall ensure closure of the L.C.Gates at Km. 407/19-21 (UP), 407/20-22 (DN) and at Km. 408/19-21 (UP), 408/20-22 (DN) from SM/CBT supported by Private Numbers separately.

TRAIN ENTERING BLOCK SECTION:

As soon as the train enters the block section completely and is running in safe and proper order, the Cabin Master shall put back the departure signals to their ON position and shall give train entering the block section report to the Cabin Master on duty at the block station in advance vide BWM 2.07(5) (a).

6.7 TRAINS RUNNING THROUGH:

In addition to procedure detailed in paras Reception and Dispatch of trains, rules laid down in GR 3.40,4.17, 4.42 with relevant SRs 3.36.04 and 3.42.02(a) (ii) and other relevant provisions of G & SR, BWM & OM shall be followed. In case of non stop train on double line, the Station Master on duty will give prior instructions to the Cabin Master on duty to obtain line clear from the station in advance and take off the departure signals in time to avoid detention to the through trains.

6.8 WORKING IN CASE OF FAILURE:

PROCEDURE TO BE FOLLOWED FOR WORKING OF TRAINS DURING FAILURE /SUSPENSION OF INTERLOCKING /SIGNALS/ POINTS:

A. TRACK CIRCUIT

In the event of failure of track circuit in the yard i.e. Main line, train shall be admitted into the yard after piloting 'IN'. Before piloting a train in to the yard the clearance of the track must be ensured by physical verification.

In the event of failure of track circuits in the advance of Advance starter and in the rear of Home signals then lock and Block working will be remain suspended with the concerned adjacent stations till its rectification and trains shall be piloted IN/OUT as case the may be.

B. BLOCK INSTRUMENT(s)

In event of suspension/failure of SGE Type Lock and Block instruments for sections GJTA-CBT & GJTA-MZY, the Cabin Master on duty (at East Cabin or West Cabin as the case may be) shall endorse :

“Block Instrument suspended at _____ for _____ (cause) in that particular portion or both the portions as the case may be” in the Train Signal Register and draw a red line below the entry. During the period of suspension/failure, the Station Master on duty at Station will perform the “Line Clear” work with CBT-MZY and make all the entries for the section so suspended/failed in a separate Train Signal

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Register kept in his office for the purpose vide Block Working Manual Para 5.23. When the block instrument is restored the Cabin Master on duty will make suitable endorsement to the effect that block instrument resumed at _____ in concerned portion of the train signal register showing the time and also draw a RED line below the entry and thereafter he will maintain the Train Signal Register as usual.

C. RECEPTION OF TRAIN ON OBSTRUCTED LINE

Whenever trains are to be admitted on an obstructed line it is necessary that the trains are piloted IN on a written authority given by the SM on duty and delivered by a competent Railway servant to the Loco Pilot of the train. [Refer GR 5.09 & SRs there to].

D. DEFECTIVE SIGNALS:

When signals become defective, the procedure laid down in GR 3.68 to 3.71, 3.80, 3.81 and SRs thereto shall be followed.

A signal in the OFF position is the final indication that the points are correctly set for the route for which it applies and if it is found impossible to take OFF a signal, the setting of points on the route to which it applies shall be inspected by the Station Master/Cabin Master on duty before the signal is declared as defective irrespective of what is indicated by the position of the route, point levers and lock levers vide SR 3.68.01 (c). In case of disconnection of signalling and interlocking gears for repairs and maintenance, procedure laid down in GR 3.51, 3.69 and relevant SRs shall be followed. In the event of signal showing no lights, and if signal lights can not be kept burning, Station Master on duty shall before giving line clear initiate action in accordance with the procedure prescribed in GR 3.49 (4) & GR 3.68 to 3.77 and the relevant SRs.

E. DEFECTIVE OR DAMAGED POINTS:

When points become defective, the signals controlling these points shall be considered defective and vice - versa and action to be taken as mentioned GR.368 and S.R's there to.

F. INSPECTION OF POINTS BEFORE DECLARING THEM DEFECTIVE:

However, before declaring a signal as defective, the setting of the point on the route to which it applies shall be inspected by the Station Master/Cabin Master irrespective of the position of the switches, route levers, point laid down in GR 3.68, 3.70 with relevant SRS and SR 3.77.01(b) shall be followed.

G. DEFECTIVE INTERLOCKING

When interlocking becomes defective the SM on duty shall be responsible for correct setting, clamping and padlocking of points for admission of train. [Refer SR 3.69.03(b)(i) & (ii)].

H. PILOTING OF TRAINS INTO STATION YARD:

Whenever a home signal has become defective, Station Master on duty shall advise the station in rear to issue written authority on T/369(1) and the procedure laid down in SR 3.69.02 (a) and SR 3.64.05 (c) shall be followed for Piloting IN of a train.

Whenever a Home signal has become defective and the stations in rear have not been advised to issue written authority on form T/369(1), the following procedure shall be followed for piloting IN of a train vide SR 3.69 .03 .

The Station Master on duty shall allot one clear line for admission of an incoming train. He shall advise the facing end Cabin Master to set, clamp and padlock the nominated route points and to ensure the clearance of the nominated line in his zone. He shall ensure closing of level crossing gate/gates, if any, against road traffic on the

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route for admission of a train. After complying with the procedure stated above, he shall give a private number to the Station Master on duty as an assurance of having done so. The Station Master on duty shall then hand over the written authority T/369(3b) to the Token Porter for Piloting the train from the defective Home signal. While going to the Home signal, the Token Porter will satisfy himself that the points have been correctly set, clamped and padlocked. After the train has been brought to a dead stop at the Home signal, Token Porter shall hand over the Pilot Memo to the Loco Pilot, board the engine and display proceed hand Signal to pass the defective Home Signal in defective position. The Cabin Master shall man the outer most facing points and shall exhibit proceed hand signals to the approaching train as per SR 3.69.03(a).

NOTE:

- i) The Station Master on duty shall personally supervise the correct setting, clamping and padlocking of the facing points and clearance of the nominated route for admission of a passenger train or a goods train when a passenger train is standing on the adjacent line.
- ii) The Cabin Master on duty shall personally supervise the correct setting, clamping and padlocking of the facing points and clearance of the nominated route for admission of a goods train.
- iii) The keys of padlocks of the clamps put on the points on the route for piloting "IN" shall be in the personal custody of the Station Master/Cabin Master on duty or any authorised Operating official till such time the train/engine/vehicle has utilized the route or alternatively such movement is canceled.
- iv) The SM on duty shall ensure the closure of the traffic interlocked L.C.Gate from the Cabin Master on duty supported by Private Number before Piloting "IN" the train.

I. PILOTING OF TRAINS - OUT OF STATION YARD:

When the starter signal has become defective, the Station Master shall advise the trailing end Cabin Master to set all points, clamp and padlock the concerned facing points and to ensure the clearance of line in his zone and close level crossing gate/gates, if any, against road traffic on the route for dispatch of a train. After complying with the procedure stated above, the trailing end Cabin Master shall give a private number to the Station Master as an assurance of having done so. The Station Master on duty shall then hand over the Pilot memo T/369(3b) along with the authority to proceed in case of single line working. Token Porter shall hand over the pilot memo T/369(3b) to the Loco Pilot of the train and give proceed hand signals at the foot of the starter vide SR 3.70.01.

In case the advanced starter signal has become defective, such signal shall be passed on the written authority on the form T/369(3b). Proceed hand signal shall be dispensed vide SR 3.70.02. The token porter shall hand over the pilot memo in form T/369(3b) to the Loco Pilot after the train stopped. In case of a train proceeding on single line, the authority i.e. T/D 602 shall be handed over to the Loco Pilot of the train.

Note:

- i) The Station Master on duty shall personally supervise the correct setting, clamping and padlocking of the facing points and clearance of the nominated route for dispatch of a passenger train or a goods train when a passenger train is standing on the adjacent line.
- ii) The Cabin Master on duty shall personally supervise the correct setting, clamping and padlocking of the facing points and clearance of the nominated route for admission of a goods train.
- iii) The keys of padlocks of the clamps put on the points on the route for piloting "OUT" shall be in the personal custody of the Station Master/Cabin Master on duty or any authorised Operating official till such time the train/engine/vehicle has utilized the route or alternatively such movement is canceled.

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- iv) The SM on duty shall ensure the closure of the traffic interlocked L.C.Gate from the Cabin Master on duty supported by Private Number before Piloting "OUT" the train.

6.9 ANY SPECIAL PROVISION FOR WORKING OF MOTOR TROLLIES, MATERIAL TROLLIES ETC.:

Motor trolleys shall be worked as per GR 15.25 & SR 15.25.03.to15.25-07 thereto and BWM 5.11(2), 5.12, 5.13 and 5.14(2)(b). Material trolleys shall be worked as per GR 15.27 and SRs thereto and BWM 5.11(2), 5.13, 5.13(2) (b).

7.0 BLOCKING OF THE LINES :

A clear remark in RED ink shall be made immediately in the Train Signal Register indicating time and number of running line blocked. A record thereof shall be made in the Station diary. Slide Collars and Lever Collars must be placed on the concerned S M's slides and levers in Cabins respectively controlling the blocked line vide SR 3.36.03(b) & SR 5.04.01(a).Points either side of the blocked line shall be set against as per the provision of SR 3.51.06.

7.1 LOADING AND UNLOADING OF VEHICLES ON RUNNING LINES:

Except small, loading and unloading of vehicles on running line is prohibited unless permitted by DOM vide SR 5.19.01.

7.2 SECURING OF VEHICLES:

Rules laid down in GR 5.23, SR 5.23.01 shall be followed.

NOTE:

Special care should be taken to secure special type vehicles fitted with roller bearing while standing in siding or on running lines, vide SR 5.23.01 (b) as they are liable to roll easily.

8.0 SHUNTING:

The rules laid down in GR 3.46, 3.52 to 3.56, 5.13, 5.14, 5.16, 5.17,5.18, 5.21, 8.06, and 8.15 with relevant SRs shall be observed. All shunt movements shall be supervised by Guard/ Station Master on duty as the case may be.

8.1 SHUNTING OUTSIDE STATION SECTION:

- (i) When line clear has been given, no shunting shall be permitted in the block section in rear.
- (ii) Shunting or obstruction for any other purpose shall not be permitted in the block section in rear unless it is clear and is blocked back.
- (iii) Shunting or obstruction for any other purpose shall not be permitted in the block section in advance unless it is clear and is blocked forward vide GR 8.06(3).

8.2 SHUNTING IN FACE OF AN APPROACHING TRAIN:

Not Permitted.

8.3 SHUNTING WITHIN STATION SECTION:

If the necessary signals are kept at ON, shunting may be carried on within the station section but this shall be done only when there is no approaching train since shunting in face of an approaching train is prohibited at this station.

8.4 PROHIBITION OF SHUNTING - ANY SPECIAL FEATURES:

Hand shunting is prohibited at both ends of the yard . Fly shunting is prohibited.

8.5 SHUNTING IN THE SIDING:

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B) HOT AXLE SIDING:

The hot axle siding near the centre line of the Station building with both side entry is taking off from common Loop (i.e. Line No. 4). The entrance point and corresponding derailing switch are coupled and operated by one lever at site. Both the entrance point are filled with hard plungers locks. H.A. Siding keys released from lever No.15 of East Cabin in its reverse position unlock these hard plunger locks. lever No. 15 of East Cabin in its reverse position, locks levers of down reception signal No. 5, UP Starter No. 21 and UP Slot Lever No. 27 at East Cabin for common loop in the normal position.

8.6 WORKING OF OUTLYING SIDINGS, IF ANY: - Nil -**9.0 GENERAL INSTRUCTIONS WORKING OF TRAINS IN ABNORMAL CONDITIONS:****(i) PARTIAL FAILURE: -**

In the event of suspension of Lock and Block Instrument and during partial failure of other available means of communication, the procedures detailed below shall be followed for working of trains in different situations.

- [A]. Failure/Suspension of Block Instrument or Track Circuit or Axle counters-
Line Clear shall be obtained on the Telephone attached to the Block Instrument or station telephone exchanging ID number and supported by Private Number.[Ref. SR 6.02.06(a)]
- [B]. Failure/Suspension of Block Instrument or Track Circuit or Axle Counters or telephone attached to the Block Instruments or station fixed telephones-
'Line Clear' shall be obtained on Railway auto phone or BSNL phone by exchanging Identification Number supported by a Private Number. [Ref. SR 6.02.06(b)]
- [C]. Failure/Suspension of Block Instrument or Track Circuit or Axle counters or telephone attached to the Block Instruments or station to station fixed telephone or Railway auto phone or BSNL phone.
'Line Clear' shall be obtained on control phone by exchanging Identification Number supported by a Private Number. [Ref. SR 6.02.06(c)]
- [D]. Failure/Suspension of Block Instrument or Track Circuit or Axle counters or Telephone attached to the Block Instruments or Station to station fixed telephone or Railway auto phone or BSNL phone or control phone.
'Line Clear' shall be obtained on the VHF sets by exchanging identification Number supported by a Private Number. [Ref. SR 6.02.06(d)]

The authority to proceed for the Loco Pilot is T/369(3b) with Identification Number and Private Number received from the station in advance written both in figure and words. [Refer SR 6.02.06 & Chapter -V of BWM]

(b) FAILURE OF COMMUNICATIONS BETWEEN SM's OFFICE AND CABINS:

In the event of failure of telephone communications between the Station Master's Office and the cabins, manuscript messages shall be sent in duplicate to the concerned cabin. The receiving cabin shall retain one copy for his record and return the other copy duly acknowledged as an assurance that all the necessary points in favour of the train and for the line nominated by the Station Master on duty have been correctly set and locked, the overrun line/ sand hump and the line nominated is clear and free from all obstructions including the regulations stipulated in this SWR. These instructions shall be supported by a private number. This procedure must be followed until rectification of the failure. For obtaining intact arrival of a stopping train also these manuscript messages shall be used when there is no train guard. A specimen of the form is given in Operating Manual Vide OM 20.04(9)(g).

(c) FAILURE OF BLOCK INSTRUMENTS:

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In event of suspension/failure of SGE Type Lock and Block instruments for sections GJTA-CBT or GJTA-MZY, the Cabin Master on duty (at East Cabin or West Cabin as the case may be) shall endorse :

“Block Instrument suspended at _____ for _____ (cause) in that particular portion or both the portions as the case may be” in the Train Signal Register and draw a red line below the entry. During the period of suspension/failure, the Station Master on duty at Station will perform the “Line Clear” work with CBT-MZY and make all the entries for the section so suspended/failed in a separate Train Signal Register kept in his office for the purpose vide Block Working Manual Para 5.23. When the block instrument is restored the Cabin Master on duty will make suitable endorsement to the effect that block instrument resumed at _____ in concerned portion of the train signal register showing the time and also draw a RED line below the entry and thereafter he will maintain the Train Signal Register as usual.

ii. **DESPATCH OF TRAINS UNDER BLOCK TICKET TO ASSIST CRIPPLED TRAINS.**

In case, it is necessary to allow a train into an obstructed block section due to engine failure, obstruction or accident, a Block Ticket shall be issued in terms of Subsidiary Rules 6.02.05 Absolute Block System on the affected block section shall be suspended and concurrence of the station master at other end shall be obtained and recorded in caution order Register and train Signal Register.

An authority to proceed for relief engine/train into an occupied block section to the Loco Pilot which shall include

- a. A Block Ticket to proceed without Line Clear.
- b. Authority to pass signals in ‘ON’ position.
- c. Caution order

The Block Ticket (T/A 602) shall clearly detail the place of obstruction, whether the train is to return or to wait at the place of obstruction for the arrive (of another following train (s) or to proceed to next station. Caution Order shall clearly indicate the restriction the speed to 15 KMPH in day lighting hours where the visibility is good and 10 KMPH at night or whenever view ahead is not clear with other speed restrictions in force.

On arrival at the station the block ticket shall be collected with necessary endorsement from Loco Pilot / Guard, then cancelled and pasted to its record foil, or shall be sent to the issuing station for cancellation.

Incase of accident/ Engineering Block assurance from S.E (P.W.A.Y) concerned shall be obtained that the line is safe for movement of trains before resumption of normal working. Where the obstruction is removed and assurance in writing is obtained from P.W.I or Guard / Loco Pilot the Station Master on duty may resume normal working after exchanging proper messages supported by private number.

iii. **TRAINS DELAYED IN BLOCK SECTIONS:**

If a train carrying passenger does not arrive with in 10 minutes OR if a goods train does not arrive within 20 minutes after allowing for its normal running time from the station in rear, the SM at the station in advance shall immediately advise the station in rear and the control this fact. There after SMs at either end of the Block section shall immediately stop all trains proceeding in to the block section on adjacent line in either direction and warn the Loco Pilot s and Guards of such trains by issue of suitable Caution Orders. [Refer GR 6.04 & SRs thereto]

- i) Failure of Axle Counter – Procedure to be followed as detailed
- ii) Reporting of failure of points, Track circuits/axle counter and interlocking- Whenever there is a failure of points, Track circuits/axle counter or any interlocking gear at station, the failure should be reported by SM on duty to the concerned Signaling Maintenance Staff on duty responsible for attending to the failure and only

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after receipt of the written memo from the Signalling Maintainer for rectification of the fault, SM should restore the normal working.

The entries in failure register to be done with message to the section controller.

9.1 **TOTAL FAILURE OF COMMUNICATION: -**

In the event of total failure of communications between GJTA-CBT or GJTA-MZY i.e. when line clear can not be obtained by any one of the following means stated in order of preference viz.

- [A]. Block Instruments, Track Circuits or Axle counters.
 - [B]. Telephone attached to the Block Instruments.
 - [C]. Station to station fixed telephones wherever available.
 - [D]. Fixed telephones such as Railway auto phones & BSNL phones.
 - [E]. Control telephone.
 - [F]. VHF sets.
- i]. Each train before being allowed into the Block Section should be stopped and the Guard and Loco Pilot of the train apprised of the situation.
 - ii]. The SM shall give an authority (T/C 602) for working of trains during total interruption of communication on Double line section to the Loco Pilot of each train which shall include.-
 - a) An authority to proceed without 'Line Clear'.
 - b) An authority to pass the Last Stop Signal at "ON" position,
 - c) A caution order restricting the speed to 25KMPH by day when view ahead is clear and 10KMPH when view ahead is not clear.
 - iii]. No train shall be allowed to enter the Block Section until there is a clear interval of 30minutes between the train about to leave and the train, which has immediately proceeded.
 - iv]. Fixed signals except the last stop signal may be taken "OFF" for the dispatch of the train and for the reception of the train at the next block station, reception signals may be taken off only after the train has been brought to a stand out side it.
 - v]. On arrival at the next block station the Loco Pilot shall hand over the authority to proceed with out line clear to the SM on duty who will preserve the same for further inspection.
- Before resuming normal working when any means of communication is established. SM of either end must satisfy that there is no train in the block section. [Refer SR 6.02.03].

9.2 **TEMPORARY SINGLE LINE WORKING BETWEEN GJTA-CBT OR GJTA-MZY:**

During temporary single line working on one clear line when one line is obstructed either between GJTA-CBT & GJTA-MZY, trains shall be worked as per the procedure as detailed below. [Refer SR 6.02.01].

- i]. Before introducing single line working the SM on duty must satisfy that the line on which single line will be introduced is clear and free from all obstructions.
- ii]. The Lock and Block instrument will be suspended.
- iii]. The SM proposing single line working must issue a message with the cause of introduction of single line working, Line on which the single line will be introduced, Source of information about the clearance of the line on which single line will be introduced, Place of obstruction, restriction of speed, If any, assurance about keeping the last stop signal at 'ON' position if the train runs on right lines and in case of wrong line all signals are to be kept at 'ON' position, the number and the timings of last train which arrived or left the Block station issuing the message .
- iv]. The SM of the other end block section will acknowledge the message and confirm the same by a Private Number.
- v]. After obtaining line clear for the train from the Advance station, the SM shall give following documents.

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An authority for Temporary Single Line working on double line (T/D 602) indicating there in.

- a. The line on which single line is introduced.
- b. The kilo-meterages of obstruction.
- c. Any other speed restriction existing, in the section.
- d. Endorsement to inform all Gang man and Gateman about the single line working (for the first train only).
- vi]. The speed of the first train to be restricted to 25 KMPH subject to other speed restriction.
- vii]. An authority to pass the last stop signal at its 'ON' position. The approach stop signals at the station in advance may be taken "OFF". In case a train proceeding on wrong line, the train shall be piloted out and at the receiving station, the train shall be piloted 'IN', on the authority of T/369(3b).

Ensuring that the obstructed line is clear of all obstructions, SM will resume normal working after exchanging message with the SM of the other concerned end supported by private number in consultation with the SCR on duty.

A goods train or an engine may be allowed on wrong line by blocking back the section without introducing single line working. [Refer SR. 6.02.05(g) (i)].

Whenever total interruption of all communication occurs during single line working on double line, the procedure detailed in GR should be followed. [Refer SR 6.02.01]

9.3 **DESPATCH OF TRAINS UNDER AUTHORITY TO PROCEED WITHOUT LINE CLEAR OR TO ASSIST THE CRIPPLED TRAIN:**

Rules and regulations for working trains on an obstructed line in case of obstruction or accident on the authority of block ticket (T/A-602) when communications are available shall be followed in accordance with the provisions which are summarized as follows. [Refer SR 6.02.05].

After sending a train on Block ticket, a following train shall not be dispatched in the same direction unless:

- i]. The previous block ticket is collected & cancelled, or
- ii]. Necessary endorsement is given on the previous block ticket with the advice to wait at the site for a next train to follow ,or
- iii]. The previous train has met with an accident or has been disabled, or
- iv]. The block ticket has been collected from the Loco Pilot of the previous train by the official in-charge at the site & kept in the personal custody & shall be kept until the arrival of the next train & such assurance is given over the telephone installed at the site quoting the serial number of the Block Ticket so collected.
- a. SM will suspend the absolute block system of working and both SM's concerned should arrange for running of trains on the authority of Block Ticket.
- b. SM at the dispatching end will hand over to the Loco Pilot the BLOCK TICKET as the authority which shall include.
- c. Caution order: Existing speed restriction shall be indicated in the Caution Order portion. The speed restriction to 15Kmph during clear visibility and 10Kmph when visibility is obstructed shall be clearly indicated.
- d. An authority to pass the stop signals at 'ON' position.
- e. Before resumption of normal working a message between the SM's of the concerned station shall be exchanged with private number. [Refer SR 6.02.05(d) (VI)].

The block ticket so issued must be collected by SM of either end with a certificate about the complete arrival of the train with its time and the section is clear of all obstructions from the Loco Pilot /Guard of the train and cancels it.

10.0 **VISIBILITY TEST OBJECT:**

The signal lights of common loop starter signal No.20 & 21 during day and night are the visibility test object vide GR 3.61.2(b) (iii)

11.0 **ESSENTIAL EQUIPMENT AT THE STATION:**

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(Details are given in Appendix-'E')

12.0 FOG SIGNAL MEN NOMINATED TO BE CALLED IN CASE OF FOG.

FOG SIGNALLING:-

In case of thick, foggy or tempestuous weather impairing visibility, whenever it is necessary to indicate to the Loco Pilot of an approaching train the locality of a signal, the SM on duty at station shall arrange for signaling in terms of General Rules 3.61 and Subsidiary Rules thereto. The assurance of the staff shall be obtained in the month of OCTOBER every year in the Fog Signal Register vide SR.3.61 as a token of their acknowledgement in fog signaling Rules.

Fog signalmen shall be detailed for duty at stations being recruited partly from the station traffic staff and partly from Engineering Gang man and must not be substitutes or casual labour but regular employees of the railway.

STATION DETONATOR REGISTER (OPT/124)

A Register regarding detonator is maintained at the station.

INSTRUCTIONS:

- a. This register contains the following parts.
 - Part. - I: Particulars of fog signal men posted at the station from time to time.
 - Part – II: Particulars of receipt and stock of detonating (fog) signals at the station to be filled in whenever detonators are used or received.
 - Part – III: Periods of fogs, fog signalmen on duty and details of detonators used.
 - Part – IV: Particulars of issue and testing of fog signals at the station.
- b. In charge of the station shall ensure that the information maintained in the register is kept upto date and is accurate in all respects.
- c. Transportation inspectors shall check the registers and also the stock of detonators on hand each time they visit the station and initial with date as an indication having done so.

APPENDICES

APPENDIX-A	:	WORKING OF LEVEL CROSSING GATES
APPENDIX-B	:	SYSTEM OF SIGNALLING AND INTERLOCKING AND COMMUNICATION AND ARRANGEMENTS AT THE STATION.
APPENDIX-C	:	ANTI COLLISION DEVICE (RAKSHA KAVACH)
APPENDIX-D	:	DUTIES OF TRAIN PASSING STAFF AND STAFF IN EACH SHIFT
APPENDIX-E	:	LIST OF ESSENTIAL EQUIPMENTS PROVIDED AT THE STATION
APPENDIX-F	:	RULES OF WORKING OF DK STATION, HALTS, IBH, IBS AND OUTLYING SIDINGS
APPENDIX-G	:	RULES FOR WOKING OF TRAINS IN ELECTRIFIED SECTIONS

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(D.R.PAUL)
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APPENDIX 'A' TO STATION WORKING RULES OF GURUDIJHATIA STATION**1.0 WORKING OF 'C' CLASS INTERLOCKED LEVEL CROSSING GATE No.CT-17 AT Km 413/3-5(UP) & 413/4-6(DN) AT GURUDIJHATIA STATION.****A. BRIEF DESCRIPTION:**

1	No. of Level Crossing Gate	CT-17
2	Engineering or Traffic gate	Traffic(cabin operated)
3	Under control of station master or permanent way inspector.	SS/GJTA
4	Location at Km.	413/3-5(UP) & 413/4-6(DN)
5	At station	GJTA
6	In between station	---
7	BG/MG/NG	BG
8	Single line/double line/multiple line	Double line
9	Normal position	Open
10	Interlocked/ Non-Interlocked	Interlocked
11	Means of Interlocking	Station stop signal
12	Provision of gate single at Km.	Nil
13	Signaling arrangement	---
14	Means of communication Telephone.	Telephone to SS/GJTA
15	Width of the level crossing gate	5.00 Mtrs
16	Type of road	Others
17	Name of road	---
18	Metalled /Non-Metalled	Non-Metalled
19	Approach road	Non-Metalled.
20	Width of the road	4.00 Mtrs
21	Angle of road crossing (in case of the SKEW gates)	---
22	Road gradients (if any)	[a]North /East Side. 1:30 [b] South/ West Side.1:30
23	Road alignment (straight/Curve)	[a] North /East Side: Straight [b]South /West Side: Straight
24	Provision of height gauges	Yes
25	Type of barriers	Lifting.
26	Length of check rails	8.00 Mtrs.
27	Road surface in between level crossing gates.	Moorum
28	Length of rumble strip/ speed breakers.	---
29	Road signs	Yes
30	Speed breakers indication board	Yes
31	TVU	0, November 2003
32	Census next due on	-
33	Demarcation for placement of detonators.	Available
34	No. of gateman working	---
35	Nearest Railway Medical Assistance	Cuttack
36	Nearest Private Medical Assistance available (if any)	Chowdwar
37	List of equipment available (Yes/No)	Yes

1.2.A EQUIPMENT TO BE AVAILABLE AT THE CABIN:

The following equipments and books are available at the Cabin vide SR 16.02.04.

- i) One Red and one Green hand signal flag.
- ii) Two hand signal flags.
- iii) Two Red banner flags with side props.
- iv) Ten detonators in a case.
- v) Two gate lamps.
- vi) Two chains with padlocks for locking the gate.
- vii) Two padlocks for the gate lamps.
- viii) Two staves for fixing hand signal lamps.
- ix) Gate Working Rules.
- x) Level Crossing Inspection books.
- xi) Complaint book.

1.3 MODE OF OPERATION:**INTERLOCKING AND NORMAL WORKING:**

This gate is interlocked with all Down reception signals and Up dispatch signals. The interlocking is achieved by means of Lever No.6 of East Cabin which when reversed locks the L.C.Gate boom in closed condition. The normal position of the gate is open. When it is necessary to close the gate for taking off signals or for shunting operations the Station Master on duty shall take following steps.

INTIMATION TO CABIN MASTER:

- Before taking off reception/departure signals, station master shall inform the Cabin Master, the number, description and direction of the train.
- The Cabin Master shall close the gate.
- The reception/departure signals will be taken "OFF".
- In order to ensure that road traffic is not held up for a long time, the station master must ensure that the train is ready for departure in all respects before he advises the Cabin Master for closing the gate.
- When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the trains or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

The Cabin Master on duty shall then close the barriers of the L.C.Gate by operating winch. The interlocking is achieved by means of Lever No.6 of East Cabin which when reversed locks the L.C.Gate boom in closed condition.

The level crossing gate shall be so worked as to cause the least possible inconvenience to vehicular traffic consistent with safety according to SR 16.03.01(a). To avoid the detention to the road traffic at the Level crossing gate, the gate signals should not be taken off too early in advance and LC gate should not be kept closed for more than 10minutes at a stretch according to SR 16.03.01(b).

1.4 FAILURE OF LIFTING BARRIERS:

- (i) When the gate cannot be closed due to failure of lifting barriers the Cabin Master will immediately inform the Station Master on duty, under exchange of private number, and ensure the lifting barriers or leaf gates do not foul the track.
- (ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- (iii) Cabin Master shall secure the gate against road traffic by means of safety chains and padlocks.

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- (iv) After securing the gate against road traffic, Cabin Master shall show green hand signal flag by day and green light to the Loco Pilot of the approaching train.
- (v) Station Master on duty shall issue caution order to the Loco Pilot of departing trains.
- (vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vii) Station Master shall advise maintenance staff responsible for maintenance of lifting barriers/ leaf gates to repair the defect at the earliest.
- (viii) Normal working will resumed only after maintenance staff repair the lifting barrier/ leaf gates and issue reconnection/ fit memo for the same.

NOTE: Authority to pass signals at "ON" position as per rules shall also be issued to the Loco Pilots of both departing and arriving trains.

1.5 FAILURE OF GATE KEY WITH THE GATE IN CLOSED POSITION, WHEN GATE KEY CANNOT BE EXTRACTED FOR OPENING THE GATE:

- (i) If the gate key cannot be extracted from the winch, the gate leaves or the key transmitter then Cabin Master must immediately inform the Station Master on duty on telephone, under exchange private number.
- (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/ dispatch of trains as prescribed for non-interlocked gates, should be adopted.
- (iii) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
- (iv) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (v) Station Master shall advise S & T staff responsible for maintenance of winch/gate leaves/key transmitter to rectify the defect at the earliest.
- (vi) Normal working will be resumed only after S & T staff repairs the winch/gate leaves/key transmitter and issue reconnection/ fit memo for the same.

1.6 FAILURE OF GATE KEY WITH THE GATE IN OPEN CONDITION:

- (i) If the gate key cannot be extracted from the winch, gate lever or key transmitter then Cabin Master must immediately inform the Station Master on duty on telephone, under exchange of private number.
- (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/ dispatch of trains as prescribed for non-interlocked gates should be adopted.
- (iii) Cabin Master shall secure the gate against road traffic by means of chains and padlocks and pass trains on hand signals.
- (iv) Station Master on duty shall issue caution order to the Loco Pilot of a departing train.
- (v) He shall also advise the Station Master at the dispatching end, under exchange of private number to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vi) Station Master shall advise S & T staff responsible for maintenance of winch/gate leaves/key transmitter to rectify the defect at the earliest
- (vii) Normal working will resumed only after S & T staff repair the winch/gate leaves/key transmitter and issues reconnection/ fit memo for the same.

1.7 OBSTRUCTION AT THE GATE:

- (i) If the gate is broken by a road vehicle which is fouling the track or if lifting barriers/ leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Cabin Master shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gate, for this purpose.
- (ii) Immediately after this, the Cabin Master shall advise the Station Master on duty, regarding the defects / obstructions at the gate, under exchange of private number.

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- (iii) Station Master on duty shall be advised to put the reception/departure signals back to 'ON' position, if taken 'OFF' for a train.
- (iv) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform on phone.
- (v) Cabin Master shall then rush with detonators, battery operated LED based flashing lamp, and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect gate vide GR.16.07.
- (vi) Thereafter he shall protect the gate from the other direction also.
- (vii) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master who shall not start the train unless he has been assured by the Cabin Master that the road vehicle or the lifting barriers/ leaf gates are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
- (ix) After the track has been cleared of all obstructions the Cabin Master shall inform the Station Master accordingly, under exchange of private number.
- (x) Station Master shall then issue a caution order to Loco Pilot of all trains to proceed cautiously, and pass the reception/departure signal at "ON" position on green hand signal of the Cabin Master, if the gate is broken, but is clear of any obstruction.
- (xi) Cabin Master shall secure the gate against road traffic by means of safety chains and padlocks and there after exhibit green hand signal, if the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gate to repair the same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staffs rectify the defective lifting barriers/ leaf gates and issue reconnection/ fit memo for the same.

1.7 OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING GATE:

If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by road vehicle or derailment which is visible to the Cabin Master, the Cabin Master and Station Master will adopt the procedure given under item No.1.6 above. If the obstruction fouls the Level Crossing Gate, gate man must keep the gates closed against road traffic till the track is cleared of the obstruction.

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2.0 WORKING OF 'C' CLASS INTERLOCKED LEVEL CROSSING GATE No.CT-18 AT Km 414/7-9(UP) & 414/6-8(DN) AT GURUDIJHATIA STATION.

BRIEF DESCRIPTION:

1	No. of Level Crossing Gate	CT-18
2	Engineering or Traffic gate	Traffic
3	Under control of station master or permanent way inspector.	SS/GJTA
4	Location at Km.	414/7-9(UP)& 414/8-6(DN)
5	At station	GJTA
6	In between station	---
7	BG/MG/NG	BG
8	Single line/double line/multiple line	Double line
9	Normal position	Open
10	Interlocked/ Non-Interlocked	Interlocked
11	Means of Interlocking	Station stop signal
12	Provision of gate single at Km.	Nil
13	Signaling arrangement	---
14	Means of communication Telephone.	Telephone to SS/GJTA
15	Width of the level crossing gate	4.00 Mtrs
16	Type of road	Others
17	Name of road	---
18	Metalled /Non-Metalled	Non-Metalled
19	Approach road	Moorum
20	Width of the road	4.00 Mtrs
21	Angle of road crossing (in case of the SKEW gates)	---
22	Road gradients (if any)	[a]North /East Side. [b] South /West Side.
23	Road alignment (straight/Curve)	[a] North /East Side: Straight [b]South /West Side: Straight
24	Provision of height gauges	Yes
25	Type of barriers	Lifting.
26	Length of check rails	9/5.5 Mtrs.
27	Road surface in between level crossing gates.	Moorum
28	Length of rumble strip/ speed breakers.	---
29	Road signs	Yes
30	Speed breakers indication board	Yes
31	TVU	0, Nove-2003
32	Census next due on	---
33	Demarcation for placement of detonators.	Available
34	No. of gateman working	---
35	Nearest Railway Medical Assistance	Cuttack
36	Nearest Private Medical Assistance available (if any)	Chowdwar
37	List of equipment available (Yes/No)	Yes

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2.1 EQUIPMENT TO BE AVAILABLE AT THE CABIN:

The following equipments and books are available at the Cabin vide SR 16.02.04.

- i) One Red and one Green hand signal flag.
- ii) Two hand signal flags.
- iii) Two Red banner flags with side props.
- iv) Ten detonators in a case.
- v) Two gate lamps.
- vi) Two chains with padlocks for locking the gate.
- vii) Two padlocks for the gate lamps.
- viii) Two staves for fixing hand signal lamps.
- ix) Gate Working Rules.
- x) Level Crossing Inspection books.
- xi) Complaint book.

2.2 MODE OF OPERATION:**INTERLOCKING AND NORMAL WORKING:**

This gate is interlocked with all UP reception signals and Down dispatch signals. The interlocking is achieved by means of Lever No.6 of West Cabin which when reversed locks the L.C.Gate boom in closed condition. The normal position of the gate is open. When it is necessary to close the gate for taking off signals or for shunting operations the Station Master on duty shall take following steps.

INTIMATION TO CABIN MASTER:

- Before taking off reception/departure signals, station master shall inform the Cabin Master, the number, description and direction of the train.
- The Cabin Master shall close the gate.
- The reception/departure signals will be taken "OFF".
- In order to ensure that road traffic is not held up for a long time, the station master must ensure that the train is ready for departure in all respects before he advises the Cabin Master for closing the gate.
- When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the trains or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

The Cabin Master on duty shall then close the barriers of the L.C.Gate by operating winch. The interlocking is achieved by means of Lever No.6 of East Cabin which when reversed locks the L.C.Gate boom in closed condition.

The level crossing gate shall be so worked as to cause the least possible inconvenience to vehicular traffic consistent with safety according to SR 16.03.01(a). To avoid the detention to the road traffic at the Level crossing gate, the gate signals should not be taken off too early in advance and LC gate should not be kept closed for more than 10minutes at a stretch according to SR 16.03.01(b).

2.3 FAILURE OF LIFTING BARRIERS:

- (i) When the gate cannot be closed due to failure of lifting barriers the Cabin Master will immediately inform the Station Master on duty, under exchange of private number, and ensure the lifting barriers or leaf gates do not foul the track.
- (ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- (iii) Cabin Master shall secure the gate against road traffic by means of safety chains and padlocks.

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- (iv) After securing the gate against road traffic, Cabin Master shall show green hand signal flag by day and green light to the Loco Pilot of the approaching train.
- (v) Station Master on duty shall issue caution order to the Loco Pilot of departing trains.
- (vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vii) Station Master shall advise maintenance staff responsible for maintenance of lifting barriers/ leaf gates to repair the defect at the earliest.
- (viii) Normal working will resumed only after maintenance staff repair the lifting barrier/ leaf gates and issue reconnection/ fit memo for the same.

NOTE: Authority to pass signals at "ON" position as per rules shall also be issued to the Loco Pilots of both departing and arriving trains.

2.4 FAILURE OF GATE KEY WITH THE GATE IN CLOSED POSITION, WHEN GATE KEY CANNOT BE EXTRACTED FOR OPENING THE GATE:

- (i) If the gate key cannot be extracted from the winch, the gate leaves or the key transmitter then Cabin Master must immediately inform the Station Master on duty on telephone, under exchange private number.
- (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/ dispatch of trains as prescribed for non-interlocked gates, should be adopted.
- (iii) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
- (iv) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (v) Station Master shall advise S & T staff responsible for maintenance of winch/gate leaves/key transmitter to rectify the defect at the earliest.
- (vi) Normal working will be resumed only after S & T staff repairs the winch/gate leaves/key transmitter and issue reconnection/ fit memo for the same.

2.5 FAILURE OF GATE KEY WITH THE GATE IN OPEN CONDITION:

- (i) If the gate key cannot be extracted from the winch, gate lever or key transmitter then Cabin Master must immediately inform the Station Master on duty on telephone, under exchange of private number.
- (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/ dispatch of trains as prescribed for non-interlocked gates should be adopted.
- (iii) Cabin Master shall secure the gate against road traffic by means of chains and padlocks and pass trains on hand signals.
- (iv) Station Master on duty shall issue caution order to the Loco Pilot of a departing train.
- (v) He shall also advise the Station Master at the dispatching end, under exchange of private number to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vi) Station Master shall advise S & T staff responsible for maintenance of winch/gate leaves/key transmitter to rectify the defect at the earliest
- (vii) Normal working will resumed only after S & T staff repair the winch/gate leaves/key transmitter and issues reconnection/ fit memo for the same.

2.6 OBSTRUCTION AT THE GATE:

- i) If the gate is broken by a road vehicle which is fouling the track or if lifting barriers/ leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Cabin Master shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gate, for this purpose.
- ii) Immediately after this, the Cabin Master shall advise the Station Master on duty, regarding the defects / obstructions at the gate, under exchange of private number.

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- iii) Station Master on duty shall be advised to put the reception/departure signals back to 'ON' position, if taken 'OFF' for a train.
- iv) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform on phone.
- v) Cabin Master shall then rush with detonators, battery operated LED based flashing lamp, and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect gate vide GR.16.07.
- vi) Thereafter he shall protect the gate from the other direction also.
- vii) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master who shall not start the train unless he has been assured by the Cabin Master that the road vehicle or the lifting barriers/ leaf gates are not fouling the track.
- viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
- ix) After the track has been cleared of all obstructions the Cabin Master shall inform the Station Master accordingly, under exchange of private number.
- x) Station Master shall then issue a caution order to Loco Pilot of all trains to proceed cautiously, and pass the reception/departure signal at "ON" position on green hand signal of the Cabin Master, if the gate is broken, but is clear of any obstruction.
- xi) Cabin Master shall secure the gate against road traffic by means of safety chains and padlocks and there after exhibit green hand signal, if the gate is not obstructed.
- xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gate to repair the same at the earliest.
- xiii) Normal working will be resumed only after maintenance staffs rectify the defective lifting barriers/ leaf gates and issue reconnection/ fit memo for the same.

2.7 OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING GATE:

If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by road vehicle or derailment which is visible to the Cabin Master, the Cabin Master and Station Master will adopt the procedure given under item No.2.6 above. If the obstruction fouls the Level Crossing Gate, gate man must keep the gates closed against road traffic till the track is cleared of the obstruction.

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APPENDIX- 'B' TO STATION WORKING RULES OF GURUDIJHATIA STATION**SYSTEM OF SIGNALLING, INTERLOCKING AND COMMUNICATION ARRANGEMENTS AT THE STATION.****1.1 BRIEF DESCRIPTION OF THE SIGNALLING AND INTERLOCKING INSTALLATIONS:**

This is a 'B' Class station with Standard-III interlocking (with isolation). There are two end cabins for operating points and signals at either end of the yard and the station is equipped with multiple aspect colour light signals (MACLS) with relevant SM's controls.

1.2 Manually operated IRS Direct Type levers are installed at East Cabin(28 levers) and West Cabin(28 levers). These levers shall operate points, point locks, slots, key controls and signals.

2.0 The SGE type Lock and Block Instruments for the Section MZY-GJTA & GJTA-CBT are installed in West Cabin & East Cabin respectively. The Cabin Master on duty at each Cabin shall operate the Block Instruments personally. These Instruments are provided with double locking arrangements (one key shall be kept under custody of SM on duty and another key shall be kept under custody of Sectional Block Maintainer). Home signals are electrically Interlocked with block instruments of respective sections so that it shall not be possible to grant line clear for a train, unless the relevant Home signal lever is put back to normal on arrival/passage of a train. The Up and Down advance starter signal so electrically interlocked with SGE type Block Instrument of the respective direction that these signals can not be taken off, unless line clear is obtained over the Block Instruments from the Station in advance and concerned SM slides are pulled.

3.0 Luminous indication of each signal, slots and points are provided on a board above the levers of each cabin to indicate the position of each signal, slot (when given by the opposite end cabin through SM's slide). Besides the above luminous indicators, illuminated "N" and "R" indications are provided for each point. When the points will be set correct, locked in their normal condition and reversed condition, the indicators will indicate illuminated "N" and "R" respectively.

3.1 Two lamp indicators are provided near the Lock and Block(L&B) instrument for the following purposes:

(i) RED LAMP:

This lamp glows whenever a train enters into the block section past the advanced starter. This will be extinguished as soon as the lock and block instrument at the advanced station is made to TOL position.

(ii) YELLOW LAMP:

This lamp glows when the train is received on signals and block handle is free to be brought to line closed position. This is extinguished when the handle of L&B instrument is turned to line closed.

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4.0 SLOT CONTROLS:

All the Home signals are provided with slot controls from the trailing end cabin and SMs slide control. The Station Master or the trailing end cabin Master can put back the Home signal to ON position in emergency by putting back the slide or slot lever to normal respectively. However, the facing end Cabin Master shall not alter the route in such cases according to SR 3.36.02(a) except to avert an accident.

5.0 TELEPHONE COMMUNICATIONS:

- a) The Station is connected to BRAG-KIS-RJGR-PRDP Control Circuit by Telephone.
- b) Telephone attached to SGE Type Lock and Block instrument connected to SM of Machapur.
- c) Telephone attached to SGE type Lock and Block instrument connected to SM of Charbatia.
- d) Magneto Telephone communication is provided between East Cabin and Station.
- e) Magneto Telephone communication is provided between West Cabin and Station.
- f) Railway Auto telephone is provided at this station.
- g) The station is connected to BRAG-TLHR traction power control circuit.
- h) VHF set is provided at this Station.
- i) One 'C' Class, interlocked level crossing gate is situated at Km.414/7-9(Up) & 414/6-8(Down) at MZY end of yard. The gate is operated from West cabin by means of a winch.
- j) One 'C' Class, interlocked level crossing gate is situated at Km.413/3-5(Up) & 413/4-6(Down) at CBT end of yard. The gate is operated from East cabin by means of a winch.

NOTE:

- a. For obtaining line clear VHF should be used as a last alternative and not as a sole means of communication.
- b. VHF & Walkie-Talkie sets should not be used for unnecessary discussion with Loco Pilot / Guards and any other staff.

6.0 TRACK CIRCUITS:

Both UP and Down main lines and loop lines at this station are track circuited on the berthing portion and luminous indication are provided at SM's office. Track circuits are also provided at all point zones and between outermost trailing points and advanced starter signals on both sides (20AT & 18AT in UP & DOWN directions respectively). In addition, there are two short length last vehicle track circuits (5T1 & 5T2 Up direction and 2T1 & 2T2 in Down direction) and first vehicle track circuits (20T & 18T in UP & DOWN directions respectively) on either direction.

7.0 AXLE COUNTER

The entire Block sections on both UP and DN lines between the station GJTA-CBT and MZY-GJTA are monitored by digital axle counter system.

For section GJTA-CBT: One pair axle counters is provided beyond the DN advanced starter of CBT and another pair of axle counter is provided beyond 180m of DN Home signal GJTA. Similarly one pair of axle counter is provided beyond the UP advanced starter of GJTA where as another pair of axle counters is provided 180m beyond the Up Home signal of CBT.

For section MZY-GJTA: One pair axle counters is provided beyond the DN advanced starter of GJTA and another pair of axle counter is provided beyond 180m of DN

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Home signal MZY. Similarly one pair of axle counter is provided beyond the UP advanced starter of MZY where as another pair of axle counters is provided 180m beyond the Up Home signal of GJTA.

The position of the block section whether 'clear' or occupied are reflected in the resetting box which is provided in the SM's office. This shows GREEN when the Block section is clear and RED when the Block section is occupied. If after complete arrival of the train the RED indication does not change to GREEN it should be assumed as Block Instrument failure for the particular section and necessary action to be taken is given detailed in Appendix-B of this SWR. If axle counter fails advanced starter signal shall not come to 'OFF' and DLBI shall remain locked last operation position. These axle counter systems are provided for last vehicle checking on either block section as well as for dispatching a train in block section from either end of the section. These digital axle counter system counts the axles 'IN' and counts axles 'OUT' in the respective block sections which indicates whether the concerned sections monitored by digital axle counters is clear or occupied

Fiberglass trolley wheels are to be provided for push trolleys in lieu of trolley suppression track circuits in GJTA-CBT and GJTA-MZY block section.

A resetting arrangement for resumption of the system in case of failure of axle counter has been provided in the SM's office of GJTA, MZY & CBT stations after being assured by both the SMs that the Train has arrived complete with its Last Vehicle at the receiving station, by exchanging Private Number then resetting to be complied with. Before initiating for re-setting, the SM on duty shall also ensure the complete arrival of the train from the Cabin Master on duty of concerned Cabin by exchanging private number.

In case of failure of Axle Counter the re-setting of axle counter must be done as per the procedure elaborated below.

8.0 SMs SLIDE CONTROL:

In the Station Master's office, there is an electrical slide Control Apparatus with 12 slides to control all UP and Down Home signals, and advanced starters with a locking arrangement. The Station Master or the trailing end Cabin Master on duty can put back the Home Signal to on position in emergency. Lay putting back the slide or slot lever to normal respectively. However, the facing end Cabin Master shall not alter the route in such case according to Sr.3.36.02 (a) except to avert an accident.

9.0 SLOTTING CONTROL :

One slot, One starter, One train system is introduced at this station.

A) HOT AXLE SIDING:

The hot axle siding near the centre line of the Station building with both side entry is taking off from common Loop (i.e. Line No. 4). The entrance point and corresponding derailing switch are coupled and operated by one lever at site. Both the entrance point are filled with hard plungers locks. H.A. Siding keys released from lever No.15 of East Cabin in its reverse position unlock these hard plunger locks lever No. 15 of East Cabin in its reverse position locks levers of down reception signal No. 5,UP Starter No. 21 and UP Slot Lever No. 27 at East Cabin for common loop in the normal position.

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10.0 DESCRIPTION OF LEVERS IN EAST CABIN:

There are 28 levers (IRS Direct Type) in East Cabin and their individual function is detailed below:

<u>LEVER NO.</u>	<u>FUNCTION</u>
1	Spare.
2	Down route lever
3	Down main home signal
4	Down loop Home Signal.
5	Down Common Loop Home Signal.
6	Controls L.C.Gate(at Km. 413.350) Key
7	Lock Bar on Point Nos.8 & 14 at NRG end.
8	Crossover Points between Up & Down Main Line.
9	Lock Bar on Point No.8 at TLHR end.
10	Lock Bar on Point No.11 at NRG end.
11	Crossover Points between Up Main & Common Loop Lines.
12	Lock Bar on Point No.11 at TLHR end.
13	Spare.
14	Crossover Points between Down Main & Down Loop Lines with or Trap indicator and Clearance bars.
15	Controls H.A.Siding Key
16	Spare.
17	Spare.
18	Spare.
19	Spare.
20	UP Advanced Starter Signal
21	Up Common Loop Starter Signal.
22	Up Main Starter Signal.
23	Spare.
24	Spare.
25	Spare.
26	Spare.
27	Slot for Up Common Loop Home Signal.
28	Slot for Up Main Home Signal.

11.0 DESCRIPTION OF LEVERS IN WEST CABIN:

There are 28 levers (IRS Direct Type) in West Cabin and their individual function is detailed below:

<u>LEVER NO.</u>	<u>FUNCTION</u>
1.	Spare.
2.	Spare.
3.	Up Main Home Signal.
4.	Up Common Loop Home Signal.
5.	Up Route Lever.
6.	Control Gates (at Km. 413.982) Key.
7.	Down Route Holding Bar on Down Main Lines.
8.	Crossover Points between Up & Down Main Lines.
9.	Lock Bar on Point No. 8 at NRG end.
10.	Lock Bar on Point No. 11 at TLHR end.
11.	Crossover Point between Up Main and Common Loop Lines.

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12. Lock Bar on Point No. 11 at NRG end.
13. Crossover Point between Down Main and Down Loop Lines.
14. Lock bar on Point No. 13 at NRG end.
15. Spare.
16. Spare.
17. Spare
18. Down Advanced Starter Signal.
19. Down Loop Starter Signal.
20. Down Common Loop Starter Signal.
21. Spare
22. Down main Starter Signal.
23. Spare
24. Spare
25. Spare.
26. Slot for Down Loop Home Signal.
27. Slot for Down Common Loop Home Signal.
28. Slot For Down Main Home Signal.

12.0 AUTOMATIC REPLACEMENT OF SIGNALS AT EAST CABIN:

UP advanced starter signal No.20 of East Cabin is controlled through track circuit No.20T for automatic replacement to ON position and UP main line starter signal No.22 is controlled through 22T for automatic replacement to ON position. UP Common Loop Starter common Signal No. 21 is controlled through 11T for automatic replacement to ON position. Down Home signals No.3/4/5 of East Cabin are controlled through 2T1/2T2 for automatic replacement to ON position.

12.1 AUTOMATIC REPLACEMENT OF SIGNALS AT WEST CABIN

Down Advanced starter signal No.18 of West Cabin is controlled through 18T for automatic replacement to ON position. Down Main line starter signal No.22 is controlled through 22T for automatic replacement to ON position. Down common Loop Starter Signal No.20 & Down loop starter No.19 are controlled through 12T and 13T respectively for automatic replacement to ON position. UP Home signal Nos. 3/4 of West Cabin are controlled through 5T1/5T2 for automatic replacement to ON position.

12.2 ASPECT CONTROL OF SIGNALS:

a. DISTANT SIGNALS:

(Up and down) are multiple aspect color light permissive signals with disc type "P" marker, normal aspect which is one yellow.

The aspects and indications of color light distant signals are as follows:

- i. One yellow aspect means caution, which indicates to proceed and be prepared to stop at the next stop signal.
- ii. Double yellow aspect means "attention" which indicates to proceed and be prepared to pass the next stop signal at a restricted speed.
- iii. Green aspect means "proceed" which means to proceed at permissible speed.
- a) The aspect of distant signals is controlled automatically through the aspect of home signals ahead.
- b) The aspects and indications of color light stop signal in multiple aspects of signalling arrangement are as follows.
 - i. Normal aspect of the signal is Red, which means "Stop" and indicates to stop dead.

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- ii. One yellow aspect means "Caution" which indicates to proceed and be prepared to stop dead at the next stop signal.
- iii. One yellow with lunar aspect indicates to proceed at a restricted speed to negotiate the turn out.
- iv. Green aspect means "proceed" which indicates to proceed at permissible speed.

UP AND DOWN DISTANT SIGNALS

These are permissive signals provided with disk type "P" marker to distinguish them from the stop signals with three aspects i.e. one yellow, double-yellow & green. Up distant signal's aspects depend upon the aspect of Up Home signal No.3/4 and Down distant signal's aspects depend upon the aspect of Down Home signal No.3/4/5 as shown in Aspect control chart of SWRD, they are located on Down line at a distance of 1 Km from Down Home signals at L.H.S. of Down track and on Up line at distance of 1 Km from Up Home signals at L.H.S of Up track.

UP AND DOWN HOME SIGNALS

These signals are three aspect color light stop signals i.e. red, yellow, yellow with lunar and green. The normal aspect of signal is Red. These signals are located at a distance of 180 meters from outer most facing point No.8 of East Cabin in Down direction and from the BSLB on UP line in Up direction, towards the respective block section on the left hand side of the concerned track. Its aspect will assume one yellow aspect when it will be taken off for main line if the main line starter signal ahead of it is kept at "On" position and this signal will assume one yellow with lunar indicator when it will be taken off for loop line irrespective of the condition of the starter signal ahead of the concerned loop, i.e. whether the loop starter signal ahead indicates either red or one yellow aspect. But this signal will assume green aspect when it will be taken off for main line if the concerned main starter and advanced starter indicate green aspect.

UP AND DOWN MAIN LINE STARTER SIGNALS:

These are color light stop signals with three aspects i.e. red, yellow and green the normal aspect of which is red. These signals are located near the fouling mark of respective main line on their left hand side. It will assume one yellow aspect when it will be taken off if the concerned adv. Starter signal ahead of it indicates red and it will assume green aspect when it will be taken off if the concerned adv. Starter signal ahead of it indicates green aspect.

DOWN LOOP AND COMMON LOOP LINE STARTER SIGNALS:

These are color light stop signals having the two aspects i.e. red and one yellow located near the fouling mark of the respective line on their left hand side. The normal aspect of this signal of the respective end is red. It will assume one yellow aspect when it will be taken off irrespective of the condition of the concerned adv. starter signal ahead of it, i.e. whether the concerned adv. Starter indicates either red or green aspect.

UP AND DOWN ADV. STARTER SIGNALS:

These are color light stop signals having two aspects i.e. red and green, located 120 meters ahead of the outermost trailing point of the respective direction. Its normal aspect is red and will assume green aspect when it will be taken off after obtaining line clear over Lock & Block Instrument from the adv. Station and the upper needle of the Lock & Block instrument indicates "Line Clear" position.

13.0 SM's SLIDE CONTROL:

There are 12 slides in the SM's slide control apparatus and the individual function of each slide is detailed below:

SLIDE NO.	FUNCTION
1	spare
2	Control on Up main Home signal
3	Spare.
4	Control on Up common loop Home signal
5	Control on Up advanced starter signal
6	Spare
7	Spare
8	Control on Down Advanced Starter signal
9	Control on Down Common Loop Home signal.
10	Control on Dn. loop Home signal.
11	Control on Dn. main Home signal.
12	Spare.

14.0 USE OF LEVER COLLARS AND SLIDE COLLARS:

Lever collars and slide collars are to be placed on the respective levers and slides as shown in the tabular form whenever running lines are blocked vide SR 5.01.01 and SR 3.36.03.

LINE NO	LEVER COLLARS TO BE PLACED ON LEVERS						SLIDE COLLARS ON SM's SLIDE.
	EAST CABIN			WEST CABIN			
	Home Signal	Point	Slot	Home Signal	Point	Slot	
1.	4	14N	---	---	---	26	10
2.	3	14R	---	---	---	28	11
3.	---	---	28	3	11R	---	2
4.	5	11N	27	4	11N	27	4, 9

The above chart shall be exhibited in both the cabins and SM's office.

15.0 CABIN LEVER PULL CHART - EAST CABIN, GURUDIJHATIA.

Line No.	Levers to be pulled for reception of Up / Down trains	Levers to be pulled for dispatch of UP trains
1.	14.7.6.2.4. for Down Trains	-----
2.	7.6.2.3 for Down Trains	-----
3.	6.28 for Up Trains	9.6.20.22
4.	11.8.10. 7.6.2.5. for Down Trains and 12.27 or 6.11.9.12.27 for Up Trains	11.9.12.6.20.21

FOR GRANTING SLOT AT EAST CABIN:

LINE NO.	For admission of UP trains
3	28
4	27

CABIN LEVER PULL CHART - WEST CABIN –GURUDIJHATIA.

Line No.	Levers to be pulled for reception of Down/Up trains	Levers to be pulled for despatch of Down trains
1.	14.6.26 or 13.7.14.6.26 for Down train	13.7.14.6.18.19
2.	7.6.28 for Down Trains	7.6.18.22.
3.	10.6.5. 2.for Up Trains	-----
4.	11.10.6.5.4 for up Train and 12.6.27 Or 8.11.9.12.6.27. For Down Train.	8.11.9.12.6.18.20

FOR GRANTING SLOT AT WEST CABIN:

<u>LINE NO</u>	<u>For admission of Down trains</u>
1.	26.
2.	28.
3.	27.

16.0 The regular maintenance of S&T installations and adherence to the schedules of maintenance as also mandatory schedules of testing of points, track circuits, signals and interlocking apparatus i.e. Cables and finally the lever locking functional tests is a must for the safe and satisfactory working of these installations at Gurudijhatia.

17.0 The tests, checks and replacements etc. including overhauling shall confirm to these schedules of maintenance as indicated in the signal engineering manual as also in the current and extant instructions / circulars on the subject.

18.0 PROCEDURE TO BE FOLLOWED IN CASE OF A FAILURE OF A SIGNAL AND INTERLOCKING INSTALLATION:

Whenever there is a failure of points, track circuits signals or any other interlocking gear at the station including level crossing gate, the failure report should be communicated by the Station Master on duty through a memo to the Sectional Maintainer and Signal Inspector of the section along with others as per G & SR 3.51.04 and 3.58.04 and document all such transactions.

18.1. INSPECTION OF POINTS BEFORE DECLARING THEM DEFECTIVE:

However before declaring a signal as defective, the setting of points on the route to which applied shall be inspected by the Station Master/Cabin Master irrespective of the position of route levers, point levers and lock levers in terms of SR 3.68.01(c).

18.2. RECTIFICATION AND CHECK BEFORE RESUMING NORMAL WORKING :

It is only after receipt of this information, the section maintainer (electrical or mechanical) shall attend to the failure after giving a disconnection memo. After rectification of the fault the Sectional Maintainer shall give a reconnection memo detailing the rectification and it is only after the Station Master on duty has personally checked this defective gear and he is satisfied that it is in good and proper working order, he shall resume the normal working of the said defective gear in terms of SR 3.68.04(c) and (d).

19.0. PROCEDURE FOR CARRYING OUT PLANNED MAINTENANCE WORK:

Whenever any normal maintenance of special work for renewals etc., are involved, these works should be preplanned by the signalling and telecom field staff and the inspector of the section should give to the Station Master in writing 'Advance Intimation' about this planned work in terms of G & SR 15.08.01.

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12.0. EMERGENCIES:

Notwithstanding any thing contained in the aforesaid paras numbers 15.0, 15.1 and 16.0, when a gear is found to be defective and unsafe for passage of trains, the signal and telecom staff must at once suspend the working of that gear and the associated installation and issue a 'Suspension Memo' explaining the seriousness of the defect or damage to the interlocking installation to the Station Master and obtain his acknowledgment. After this, the usual practice of issuing disconnection memo and reconnection memo can be followed and the Station Master must promptly act on such messages and take adequate precautions treating the S&T installations as defective and pass trains over the effected interlocking gears according to extant instructions contained in GR 3.77.

21.0. LIGHTING OF SIGNAL LAMPS AND THEIR MAINTENANCE:

All the signals are Colour Light signals. The Station Master on duty must ensure that all the lights of the level crossing gate, Trap indicator, and Block Section limit board are burning and focused properly.

22.0. CORRECTING TIME IN STATION CLOCK:

The Station Master shall set the time on his Clock according to the time signal given by the Section Controller on duty at 16.00 hrs every day according to G & SR 4.01.01 and 4.01.02.

23.0. FAILURE OF BLOCK INSTRUMENTS:

In event of suspension/failure of SGE Type Lock and Block instruments for sections GJTA-CBT or GJTA-MZY, the Cabin Master on duty (at East Cabin or West Cabin as the case may be) shall endorse :

"Block Instrument suspended at _____ for _____ (cause) in that particular portion or both the portions as the case may be" in the Train Signal Register and draw a red line below the entry. During the period of suspension/failure, the Station Master on duty at Station will perform the "Line Clear" work with CBT or MZY and make all the entries for the section so suspended/failed in a separate Train Signal Register kept in his office for the purpose vide Block Working Manual Para 5.23. When the block instrument is restored the Cabin Master on duty will make suitable endorsement to the effect that block instrument resumed at _____ in concerned portion of the train signal register showing the time and also draw a RED line below the entry and thereafter he will maintain the Train Signal Register as usual.

24.0. FAILURE OF COMMUNICATIONS BETWEEN SM's OFFICE AND CABINS:

In the event of failure of telephone communications between the Station Master's Office and the cabins, manuscript messages shall be sent in duplicate to the concerned cabin. The receiving cabin shall retain one copy for his record and return the other copy duly acknowledged as an assurance that all the necessary points in favour of the train and for the line nominated by the Station Master on duty have been correctly set and locked, the Over Run Line and the line nominated is clear and free from all obstructions including the regulations stipulated in this SWR for reception/dispatch of trains. These instructions shall be supported by a private number. This procedure must be followed until rectification of the failure. For obtaining intact arrival of a stopping train also these manuscript messages shall be

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used when there is no train guard. A specimen of the form is given in Operating Manual Vide OM 20.04(9)(g).

25. **RESETTING AXLE COUNTER (LVCD) IN CASE OF FAILURE FOR GJTA – MZY & SECTION.**

After complete arrival of train if the axle counter of the section does not clear or axle counter free indication (G) does not appear in the resetting box then resetting of axle counter is inevitable.

The receiving station shall inform the sending station as to whether the last train that entered in to the section has arrived completely or not. And if arrived completely shall so intimate by exchanging private number with the sending station.

- i). As digital axle counters are provided as LVCD in Block section resetting is to be done by both the sending end and receiving end individually. (no co-operation or permission is required from the other station)
- ii). Two No. of resetting boxes i.e. one for UP line and another for Down line are provided with the on duty SM for each block section.
- iii). The station of the section i.e. clear (GREEN) occupied (RED) preparatory (YELLOW) and power on indication (WHITE) are provided on the reset box.
- iv). The following procedure to be followed for resetting is as follows.
 - a) Insert SM's key turn right.
 - b) Press reset button provided on the reset box.
 - c) Release SM's key and reset button.
 - d) Turn left the SM's key and remove it.
 - e) The system obtains preparatory reset and preparatory reset indication glows on the reset box.
 - f) The counter reading increases by one count after a gap of 5 seconds approximately.
 - g) The counter reading should be recorded.
 - h) One train is to be piloted in to the section to make the system normal.

The SM on duty shall recorded in the TSR for resetting operation giving details of train number time, private number exchanged with SM of adjacent stations giving reasons for the resetting operation.

If the axle counters functioning properly now the Block section cleared indication 'G' will appear on the reset box and the concerned block working will normalized.

If the axle counter section indication does not appear 'GREEN' and continuous to show 'RED' indication the concerned block section shall be suspended and failure intimation to be given to the sectional signal maintainer/JE/SE(Sig) for early rectification.

APPENDIX 'C' TO STATION WORKING RULES OF GURUDIJHATIA STATION

ANTI COLISION DIVICE (RAKSHA KAVACH)

=== NIL ===

EAST COAST RAILWAY
APPENDIX 'D' TO STATION WORKING RULES OF GURUDIJHATIA STATION

(Operating and commercial duties are amalgamated)

1. STATION SUPERINTENDENT:

He shall perform for train passing duty. He is in charge of the Station and responsible for the general and satisfactory working of the station and the efficient discharge of duties by staff working under him. He shall keep all the rule books, registers, files and documents neat and up to date. He shall ensure that all equipment's apparatus and instruments are kept clean and oiled by S&T Officials. His special attention is drawn to Chapter - 2 of G&SR 2000 and GR 5.01 to 5.08 with relevant SRs. He shall follow the instructions laid down in SR 3.68.01(c) and (d) and SR 14.07.01 and BWM 2.09(e). He shall supervise the work of safe working staff and conduct night inspections and report lapses of staff working under him. He is responsible for commercial duty, record maintenance, returns etc.

a. CERTIFICATE OF COMPETANCY:

No person shall be allowed to operate the Block Instrument, Signals and points or any other interlocking apparatus at the station unless he has passed a special examination and holds a valid certificate of competency applicable to his duties at the station.

b. ASSURANCE REGISTER:

All staff who are in any way connected with trains passing duties, shall before being allowed to take up independent charge of their duties and after absence of 15(Fifteen) consecutive days or more, and if there is any change made in the Station working Rules, shall sign in the Assurance Register as a token of their having gone through and understood clearly the relative rules in connection with their duties.

The of the station shall be personally responsible for maintenance of the Assurance Register and must not allow any person connected with train passing duties to work independently unless he has given his assurance as per SR 5.01.02 of G&SR

c. USE OF PRIVATE NUMBER BOOKS AND IDENTIFICATION NUMBER SHEETS:

Sufficient private number books and identification number sheets in sealed covers shall always be kept in stock by Station Supdt. Under lock and key by maintaining one register for this purposes.

d. ACCIDENTS:- Accidents shall be reported and immediate action shall be taken by Station Supdt. In accordance with the instructions laid down in the Accident Manual. Whenever the Station Supdt. receives report of an accident, he shall take all necessary precautionary measures to protect the traffic and shall arrange earliest possible assistance as required at the site of accident.

e. TESTING OF POINTS AND SIGNALS:

The Station Supdt. on duty shall test the Points and Signals as per SR. 5.01.03(c)(i). He shall also test the working of emergency crossover points once in a day when no train is due to arrive and no train is due to leave. He shall record the result in his diary.

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If any defect/irregularity is noticed during the test, the SS on duty shall report at once to the concerned S&T and/or P.W. officials for immediate rectification. Entries to this effect shall be made in the Failure Register & Caution Order Register.

2. SM/ASM:

He is responsible for trains passing and booking of traffic , coaching returns and other statements during his shift. He shall promptly bring to the notice of Station Superintendent all irregularities and accidents in course of his shift duties. During the absence of Station Supdt the duties of the Station Supdt. will devolve on him. He shall follow SR 3.68.01(c) and (d) SR 14.07.1. His special attention is drawn to Chapter - 2 of G&SR 2000 and GR 5.01 to 5.08 with relevant SRs. As an assistant to Station Supdt he shall carryout the instructions given to him by the Station Superintendent, shall keep the Station records up to date.

3. CABIN MASTER:

He is responsible for the safe reception and dispatch of trains, operation of Lock and Block instruments provided in the cabin and maintenance and up keep of all safe working records in accordance with the rules detailed in BWM, G&SR, SWR and the circulars and orders issued from time to time. Such duties he will perform in consultation with or under orders of the Station Master on duty. He will operate the levers of points, their locks and signals in proper sequence and the slots (also the Traffic Interlocked L.C.Gate) as is required from time to time.

He is responsible for keeping the levers polished, the lever frames and the cabin neat, clean and tidy. He will report defects or deficiencies, if any, immediately to the Station Master on duty. He shall see that no unauthorized persons are allowed in the cabin and interfere with the levers and the other apparatus vide GR 15.04 (3). He shall not while on duty leave the cabin until relieved by a competent person and without the knowledge and permission of the Station Master on duty vide SR 3.51.01. He shall set, clamp and padlock the concerned points during piloting IN and OUT of trains. He shall carryout any other work entrusted to him by the Station Master on duty. He will watch the run through trains specially and report irregularities immediately to the Station Master on duty vide SR 4.42.02. He shall have a constant observation of all signal lamps at night and if any signal light is extinguished, he shall immediately bring it to the notice of the Station Master on duty for necessary action.

4. TRAFFIC POINTSMAN:

He shall work under the orders of Station Master on duty. He shall couple and uncouple vehicles under the supervision of Station Master/Guard. He shall operate ground lever/levers, clamp and padlock the necessary points for shunting operations. He shall watch and get the packages and other railway property lying in the station premises. He shall be thorough of displaying hand signals. He shall report any irregularities coming to his notice. He shall do loading and unloading of parcels, small and Guard's boxes. He shall do piloting IN and OUT. He shall deliver any official message to the proper person/office. He shall carryout any other duties entrusted to him by the Station Master on duty.

EAST COAST RAILWAY

APPENDIX 'E' TO STATION WORKING RULES OF GURUDIJHATIA STATION

A list of essential equipments is given below which shall be maintained in good working order.

Sl. No	Description	Station	East Cabin	West Cabin
1.	Detonators	20	-	-
2.	Battery operated LED based flashing lamps	4	2	2
3.	Hand Signal Flags (Red & Green)	2 sets	1 set	1 set
4.	Wedges/SKIDS	8	-	-
5.	Clamps with Padlocks	4	4	4
6.	Safety Chains with Padlocks	6	2	2
7.	Fire and Sand Buckets	5	-	-
8.	Fire Extinguishers (DCPT)	2	-	-
9.	Lever collars	-	6	6
10.	Power Block Lever collars	-	2	2
11.	Slide collars	6	-	-
12.	Power block slide collars	2	-	-
13.	First Aid Box	1	-	-
14.	Stretchers	1	-	-
15.	Motor trolley on line Board	---	1	1

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APPENDIX 'F' TO STATION WORKING RULES OF GURUDIJHATIA STATION

RULES FOR WORKING OF DK STATIONS HALTS, IBH, IBS, AND OUTLYING SIDINGS

- 1.1 **MID-SECTION OUTLAYING SIDING:-**
There is no mid-section siding on either end of block section
- 1.2. **IBH, IBS/DK STATION:-**
There is no IBH or IBS or DK station on either end of block section
- 1.3. **HALT STATION:-**
Badapadagaon (Code: BDPG) P.H. is situated at Km: 409.5 from HWH between GJTA – CBT stations.

(P.K PATEL)
DY.CSTE/P/BBS

(D.R.PAUL)
DOM/KUR