

**EAST COAST RAILWAY
SAMBALPUR DIVISION**

Sl. No. SWR/NPD/ 40

STATION WORKING RULES OF NAWAPARA ROAD STATION (CODE: NPD)

BG/MG/NG: BROAD GAUGE
Date of issue: 20.12.2011.
Date brought into force:

NOTE: - The Station Working Rule (SWR) must be read in conjunction with General and Subsidiary Rules and Block Working Manual. These rules do not in any way supersede any rule in the above books.

1. STATION WORKING RULE: -

1.1 **STATION WORKING RULE DIAGRAM NO.** SI/ WRD –22008, ALT-D.

1.2 **SIGNAL INTERLOCKING PLAN NO.:** - S .I – 22008, ALT-D

The Station Working Rule diagram and Signal Interlocking Plan shows the complete lay out of the yard, siding, normal position of points, the Signalling and Interlocking arrangements, Gradients and Level Crossings within the station limits. This must be referred to for giving details of the point's number and signals when reporting accidents.

2. DESCRIPTION OF STATION: -

NAWAPARA ROAD is a two-line station situated in Titlagarh - Raipur section at KM. 116.650 from Raipur. It is Standard – III interlocked station with central panel and having semaphore motor operated lower quadrant signals.

2.1 GENERAL LOCATION:-

2.1.1 **NAME OF STATION:** - NAWAPARA ROAD (NPD).

2.1.2 **CLASSIFICATION OF STATION:** -'B' class

2.1.3 **NAME OF THE SECTION:** - Titlagarh – Raipur, Single Line, Non-RE, BG section

2.1.4 **ROUTE:** - D Spl.

2.1.5 **LOCATION:** - KM 116.650 from Raipur.

2.2 BLOCK STATIONS, IBH, IBS ON EITHER SIDE AND THEIR DISTANCE AND OUTLYING SIDINGS: -

- i) Raipur end - KHARIAR ROAD (Code: KRAR) inter distance 11.544 K.M.
- ii) Titlagarh end - LAKHNA (Code: LKNA) inter distance 13.752 K.M.
- iii) Passenger halt: - Nil
- iv) Flag station: - Nil
- v) Outlying siding: - Nil
- vi) D.K. station: - Nil.
- vii) IBH: - Nil
- viii) IBS: - Nil

2.3 BLOCK SECTION LIMITS ON EITHER SIDE OF THE STATION ON DIFFERENT DIRECTIONS: -

Sl. No	Between Stations	The point from which "Block Section" commences	The point at which "Block Section" ends
1.	NPD - KRAR	DN Advanced Starter Signal No.16 of NPD.	UP Advanced Starter Signal No.9 of KRAR.
2.	NPD - LKNA	UP Advanced Starter Signal No.9 of NPD.	DN Advanced Starter Signal No. 10 of LKNA.

2.3.1 **STATION SECTION:** The portion between UP & DN Advanced starter signals of NAWAPARA ROAD station.

2.3.2 **STATION LIMIT:** The portion between UP and DN outer signals of NAWAPARA ROAD Station.

2.4 GRADIENTS IF ANY: -

(ii) Station section towards Titlagarh end.

From	To	Inter distance	Gradient
CSB	34.00 M	34.00 M	1 in 1000 R
34.00 M	576.00 M	542.00 M	1 in 466 R
576.00 M	741.3 M	165.3 M	1 in 150 R
741.3 M	1772.00 M	1030.70 M	Level
1772.00 M	2107.00 M	335.00 M	1 in 150 R
2107.00 M	2839.00 M	732.00 M	Level
2839.00 M	3571.00 M	732.00 M	1 in 150 R
3571.00 M	Block Section	-----	Level

(ii) Station section towards Raipur end.

From	To	Inter-distance	Gradient
CSB	475.00 M	475.00 M	1 in 1000 F
475.00 M	960.00 M	485.00 M	1 in 400 F
960.00 M	1692 M	732 M	1 in 150 R
1692 M	1826 M	134 M	Level
1826 M	4692 M	2866 M	1 in 150 F
4692 M	Block Section	---	Level

2.5 LAY OUT: -

- i) No. of running lines : - 02 (Two)
- ii) No. of sidings : - 01, One Ballast Loading /Track Machine siding.
- iii) No. of Passenger platform : - 02 (Two) Rail level Island Platform (347.38 x 16.75 M) between Line No-1 & Line No-2.
- iv) No. of goods shed platform : - One Platform beside Ballast Loading /Track Machine siding of 255 M long.
- v) FOB : - One, provided at CH 108.51 from CSB at KRAR end.

2.5.1 RUNNING LINES, DIRECTION OF MOVEMENTS AND HOLDING CAPACITY IN CSL: -

(i)

Sl.No	Line No.	Description	CSL	Isolation at KRAR End	Isolation at LKNA End
1.	Line No.1	Main line	698 M	---	---
2.	Line No.2	Loop line	692 M	Sand Hump	D.S Point

- (ii) **DIRECTION OF MOVEMENTS: -**
Trains arriving from KHARIAR ROAD end are UP trains.
Trains arriving from LAKHNA end are DN trains.

2.5.2 **NON-RUNNING LINES AND CSL.: -**

Sl. No	Description	CAL	Takes off	Exit	Operation
1.	Ballast siding & Track machine siding.	278.97 M	Line No.2 (Loop line)	One side (KRAR end)	Locally by Arc lever releasing key A2 from RKT in SM's office. Control No-15.

2.5.3 **ANY SPECIAL FEATURES IN THE LAYOUT: - NIL**

2.6 **LEVEL CROSSINGS: -**

2.6.1 **i) LEVEL CROSSINGS: - (STATION SECTION)**

Sl. No	Location	Km.& No.	Normal position	Class	Type	Operation	Communication
1.	Between UP Home signal and Outermost Point..	116/4-5 (RV-80)	Un-manned	'C'	--	---	---

(ii) **LEVEL CROSSING: - (BLOCK SECTION)**

Sl. No	Location	Km.& No.	Normal position	Class	Type	Operation	Communication
1.	Between DN Adv. Starter & UP Outer Signal.	115/15-116/1 (RV-79)	Open to Road Traffic	'B-1'	Interlocked	Winch operated lifting barrier	Telephone connection with NPD Station
2.	Near DN Outer signal. (LKNA end)	118/3-4 (RV-81)	Un-manned	'C'	--	---	---
3.	Between KRAR-NPD	105/13-14 (RV-73)	Open to road traffic	C	Interlocked	Winch operated lifting barrier	Telephone connection with KRAR station.
4.	Between NPD-LKNA	128/12-13, (RV-90)	Closed to road traffic	'C'	Non-Interlocked	Winch operated lifting barrier	Telephone connection with SM of LKNA station.

Train Actuated Warning Device has not been provided for the above Level Crossing Gates
(Working of level crossing Gate is detailed in Appendix-'A'.)

3.0 **SYSTEM AND MEANS OF WORKING :-**

(Rule No.: - Chapter XIV of GR & SR, Chapter III & IV of BWM)

- i) **System of working:** Absolute Block system of working on single line.
- ii) **Type of block instrument:** Token Less Block Instrument with adjacent stations.
- iii) **Instrument:** Non Co-operative type.
- iv) **Block Telephone:** Provided with Block Instruments of NPD-KRAR and NPD-LKNA sections.
- v) **Staff responsible for their operations:** S.M. on duty.
- vi) **Custodian of keys:** S.M. on duty.

4.0 **SYSTEM OF SIGNALLING AND INTERLOCKING:**

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4.1 **STANDARD OF INTERLOCKING AND TYPE OF SIGNALLING:**

(i) **INTERLOCKING:**

The station is provided with Standard-III interlocking. All the points and signals are operated from Panel in Station. Home signals and Advanced Starters are interlocked with respective Tokenless Instruments.

The panel board, provided in the SM's office is directly operated by SM on duty. This panel is provided with locking arrangement so that the same can be locked either in normal or operated position by the removal of lock up key. In case of emergency the signal taken off for a train can be put back to danger position by the SM on duty by operating the concern signal switch to normal position even if the panel board is in locked condition.

(ii) **MAXIMUM EQUIPMENT OF SIGNAL-**

Outer, Warner below Outer, Home, Starter and Advanced starter signals in either direction.

(iii) **AXLE COUNTER:** Not Provided.

(iv) **TRACK CIRCUIT:**

Track circuits are provided on approach, entrance and exit track as well as at both ends of cross over point. Track circuits are also provided from FM to FM on main line and Loop line to prove occupation/clearance of berthing track on M/L and L/L respectively. The different track circuited sections shown on the panel are namely: 2T, 16T, 3AT, 3T, 11AT, 11BT, 18AT, 6AT, 14T, 23T, 23AT, 9T, 24T. The berthing track circuits MT1 & MT2 are on Main line and L1T1 & L1T2 are on Loop line.

4.1.2 **POSITION AND OPERATION OF POINTS:**

The positions of all points are shown in Station Working Rule Diagram and also on operating panel. All points are power operated through Station Master's control panel apparatus. All cross over points on running line are independently worked by electric point machine and have built in locking and detection arrangement

4.1.3 **ROTARY KEY TRANSMITTER (RKT):**

RKT with crank handle key is provided in SM's office for the operation of points in case of failure of motors. The crank handles are mechanically riveted to the keys of RKTs. The SM on duty in case of point motor failure shall press the control push button No. 26 which will release Key-26 from RKT and it is carried to the points for operating the points to desired position by crank handling.

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|-------|-----------------------------------|------------|
| 4.1.4 | IBS:- | NIL |
| 4.1.5 | POINT AND TRAP INDICATOR:- | NIL |
| 4.1.6 | REPEATER (BANNER TYPE):- | NIL |
| 4.1.7 | CALLING ON SIGNALS:- | NIL |
| 4.1.8 | SHUNT SIGNALS: - | NIL |
| 4.1.9 | ANTI COLLISION DEVICE: - | NIL |

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 Relay room should be kept locked with two separate locks, the arrangement should be such that one key is kept with the on duty SM in his custody and the other key with the signal maintainer. Whenever required, the Station Master shall hand over the key to the maintainer with proper arrangement with proper acknowledgement in the Relay room key register. The maintainer on receipt of the key from the station master may use the same and the key in his custody to open the relay room by inserting the keys one after another separately into the earmarked locks.

After completion of work, the relay room is to be locked using both the keys separately and designated key should be handed over to the SM on duty. The details of the transaction should be properly recorded in the relevant register at the Station duly signed by SM on duty and the signal staff concerned. If the relay room key is handed over to the Signal staff regarding in safety gears, the train shall be piloted in and piloted out.

NOTE: Details of signalling and interlocking are given in Appendix 'B' of the SWR.

4.3 **POWER SUPPLY: -**

Normally for signaling and interlocking installation power supply is drawn from WESCO (230V, 50Hz) but when this source fails D-G set for standby is installed at the station to feed the S&T equipments.

Whenever power supply fails, the SM on duty has to operate the change over switch (provided in the SM's office) connecting the power supply from the healthy source to the installations. Secondary cell back up through integrated power supply system is provided for S&T equipments at the station.

5.0 **TELECOMMUNICATION FACILITIES: -**

- (i) Telephone attached with single line Token less Block Instrument for either side Block Section.
- (ii) Station to Station fixed telephone (hot line) is provided
- (iii) Station is provided with auto telephone connected with Railway Exchange
- (iv) BSNL telephone is provided
- (v) The station is connected to Raipur-Titlagarh control circuit by a control telephone.
- (vi) Station to station 25 Watt VHF communication is provided
- (vii) Telephone connection has been provided between station and interlocked LC Gate at KM 115/15 to 116/1.

- Note:**
- (i) For obtaining line clear, VHF should be used as a last alternative and not as a sole means of communication.
 - (ii) VHF and Walkie Talkie sets should not be used for unnecessary discussions with Drivers, Guards or any other staff.
 - (iii) The on duty SM shall use the above electrical communication instruments stated in Para-5.0 from item No. (i) to (iv) strictly in order of preference for obtaining/granting line clear vide SR 14.01.01. In case of failure of any of the above means of communication the SM on duty shall work vide SR 6.02.06.
(Details are mentioned in Appendix 'B' of the SWR)

(For details refer Appendix 'B')

6.0 SYSTEM OF TRAIN WORKING: -

The movement of trains is controlled by Section Controller on duty whose orders shall be complied with, provided it do not contravene any General Rules, Subsidiary Rules, Station Working Rules, Block Working Manual and other safe working instructions issued from time to time. In the event of suspension of control working, the Station Master on duty shall work independently in conjunction with the Station Master of adjoining block stations and shall be responsible to ensure that there is no undue delay to train operation in general.

6.1 DUTIES OF TRAIN WORKING STAFF: -

Details of duties of operating staff are mentioned in Appendix 'D' of the SWR.

6.1.1 TRAIN WORKING STAFF IN EACH SHIFT -

The following are the complement of train working and operating staff provided at this station to work in each shift.

SL. No.	Designation	Roster	No. of staff in each shift	Hrs. of Duty
1	SS (In-charge)-----	Continuous	01	---09 hrs.
	Dy. SS/SM/ASM----			---08 hrs.
2	Sr. TP/TPM-A/TPM-B	Continuous	1	08 hrs.
3	Sr.GK/GK	E.I	1	12hrs.

The above staff shall work as per the rosters issued by DPO/SBP from time to time and these rosters shall be displayed in the SM office.

6.1.2 RESPONSIBILITY OF ASCERTAINING CLEARANCE OF THE LINES & ZONES OF RESPONSIBILITY:-

The SM on duty is responsible to ascertain the clearance of the nominated line between outer most facing points of concerned line as per GR 14.10.

Note: The clearance of the running line for the reception of the train is to be verified by the SM on duty personally by verifying the luminous indication provided on reset box in the SM's office. It shows green when the loop track is clear and red when the loop track is occupied. Indication from panel is to be seen for Main line. In case of failure of reset box / panel board, the clearance of the running line shall be physically verified by the SM on duty.

6.1.3 ASSURANCE OF STAFF IN 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 and thoroughly understood the system in force and must sign such declaration.

No Railway servant shall be entrusted with any duty involving safety of the public unless the station in-charge 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 conversant with the Station Working Rules 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

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Signature/thumb impression must be obtained after explaining fully about the duties and responsibilities.

The Station Superintendent is responsible personally for maintaining the Assurance

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Register and for obtaining declaration of the staff working under him. The Assurance Register must be maintained in two parts, one for Group 'C' and the other for Group 'D' staff. A duplicate copy of the Assurance Register must be maintained and kept in personal custody of the Station Superintendent.

The declaration shall be renewed in the following cases: -

- (i) Whenever there is a 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 or more.

6.2 (A) **CONDITIONS FOR GRANTING LINE CLEAR:** - The conditions laid down in General Rules 8.01(1) (a) & (c), 8.01 (2) (a), 8.03 (2) (a) (b) (c) (i), BWM 2.07 (3) & (4) shall be complied with by the Station Master on duty before granting line clear. He shall ensure

- i) The whole of last preceding train has arrived complete.
- ii) All necessary signals are put back to 'ON' behind the said train.
- iii) Block section is clear of trains running in the direction towards the block station to which such line clear is being given.
- iv) The line is clear up to the advanced starter signal of station nearest to expected train. (Up advanced starter signal No. 9 for a DN train and DN advanced starter signal No. 16 for an UP train).

(B) **OUTLYING SIDING:** - NIL.

6.2.1 **ANY SPECIAL CONDITION TO BE OBSERVED WHILE RECEIVING OR DESPATCHING A TRAIN:** - NIL

6.2.1.1 **SETTING OF POINTS AGAINST BLOCK LINE:** -

All Points shall normally be set for the straight except when otherwise authorised by special instruction. When a running line is blocked by stable load, wagon, vehicle or by a train which is to cross or give precedence to another train or immediately after arrival of a train at the station, the points at either end should immediately be set against the blocked line except when shunting or for any other movement towards the blocked line is required to be done vide SR3.51.06 (a). If all the lines at the station happen to be blocked then SR. 3.51.06 (b) will be followed.

6.2.1.2 **RECEPTION OF TRAIN ON BLOCKED LINE:** - In case reception of a train on a obstructed line, the SM shall follow GR 5.09 & SR 5.09.01.

6.2.1.3 **RECEPTION OF TRAIN ON NON-SIGNALLED LINE:** - NA

6.2.1.4 **DESPATCH OF TRAINS ON NON-SIGNALLED LINE:** - NA.

6.2.1.5 **DESPATCH OF TRAINS FROM LINE PROVIDED WITH COMMON STARTER SIGNAL:-**
N/A

6.2.1.6 **SPECIAL RESTRICTIONS** -

- (i) Shunting in face of an approaching train is prohibited.
- (ii) Hand/Fly shunting is not permitted.
- (iii) Shunting shall not be permitted at R end of the yard unless the engine is leading towards the falling gradient.

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be stabled on main line without a live engine attached.

6.2.1.7 SPECIAL INSTRUCTIONS:

- i) Before allowing any non-signalled movement over motor operated points, both facing and trailing end shall be clamped and pad locked.
- ii) Since the UP and DN Outer/Warner signals are not visible from station, luminous light repeaters are provided below the respective Outer/Warner signals on the panel.
- iii) DN outer and Home signals have been placed on right side of track for better visibility, vide letter No COM/PLG/BBS/NPD/265, Dtd15.09.2010.

6.3 CONDITIONS FOR TAKING 'OFF' APPROACH SIGNALS: - (Rule No. GR 3.40 & SRs, SR 3.38.01, 3.38.03 to be followed). At this station approach signals cannot be taken 'OFF' unless: -

- i) The nominated line is clear of all obstructions for an adequate distance beyond Starter up to the end of Sand Hump/Adv. Starter as the case may be.
- ii) To take off the Home signal for admission of a train, the adequate distance (Signal over lap) as mentioned below shall be kept clear. CRS's dispensation to reckon adequate distance from the foot of starter signal No-18 obtained vide letter No-1317, Dtd 30.01.2012.

Sl. No.	Line No.	UP Train		DN Train	
		From	To	From	To
1.	Main Line (Line No.1)	UP Starter Signal No.8	UP Adv. Starter Signal No.9	DN Starter Signal No.19	DN Adv. Starter Signal No.16
2.	Loop Line (Line No.2)	UP Starter Signal No.6	UP Adv. Starter Signal No.9	DN Starter Signal No.18	End of Sand Hump /DN Adv. Starter Signal No.16

- iii) Reception of Trains - For receiving a train, the SS/SM on duty shall take the following actions serially – He shall :
 - a) Set the concerned points both facing and trailing to the desired position and observe as per strip indication that the points are set correctly.
 - b) Press the relevant route push button R1/R2 and turn the relevant Home signal thumb switch 3/4 or 21/23 to the direction of the movement of the Train.
 - c) Turn the relevant Outer signal thumb switch 2 or 24 to the direction of the movement of the train along with the respective route buttons.
 - d) Verify by the arm / back light of reception signals that they have been correctly lowered. Since the UP outer and Warner signals are not visible to the SS/SM on duty, arm and light repeaters are provided in the panel for these signals. The SS/SM should verify from the arm and light repeater that these signals have been correctly lowered.
 - e) As soon as the signals are taken off white strip light will appear over the route. As the train occupies the track, these strips will turn to red. After the passage of the train as the track is cleared, then red light will turn to white again. When the signal switch is put back to normal position, the lights will get extinguished.

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- f) Before operating the thumb switches to take off Home signals for the reception of UP trains, the SM on duty shall ensure that the level crossing gate is in closed condition and the indication is available in the panel board.

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

For replacing signals to ON, the SM on duty shall follow Rule No. SR 3.36.02.

6.4 SIMULTANEOUS RECEPTION, DESPATCH, CROSSING & PRECEDENCE OF TRAINS :

- i) The existing inter locking of the station only permits simultaneous reception of a DN train on Line No-2 & despatch of a DN Train from Main line (GR 3.47).
- ii) Setting of points during crossing of trains shall be done as per relevant provisions in SR 3.47.01 & 3.51.06.

6.5 COMPLETE ARRIVAL OF TRAIN: - (Rule No. GR 4.16 & SR 4.17.01, GR 4.17.02, GR 14.10)

- a) (i) **STAFF RESPONSIBLE TO VERIFY COMPLETE ARRIVAL:** - SM on duty.

(ii) **MODE OF VERIFICATION:**

When the train has arrived intact and completely within the station yard clearing the fouling marks and the ENTRANCE / EXIT tracks at each end of the crossovers at the reception end, the SM on duty must ensure complete arrival of a stopping train by sending the Train intact arrival Register to the Guard of stopping train, who will certify this fact, with his clear signature in the Register. As soon as the Guard of the Train certifies that the Train has arrived intact and the train is berthed in the station yard clearing the fouling mark at both ends, the SM on duty shall close the Block section in terms of SR 4.17.01. (e)(iii) and BWM 2.07 (6).

- b) For through passing trains, both SM & TP on duty shall ascertain the complete arrival of the trains.
- c) In case of trains arriving with last vehicle number the last vehicle number shall be repeated vide BWM 2.07 (6).

6.5.1 L.V. VERIFICATION THROUGH AXLE COUNTER: - .NA

6.5.2 AXLE COUNTER- Not Applicable.

UP and DN Warner, Outer, Home, Starter & Adv. Starter signals are fitted with electrical motors and will be replaced to 'ON' automatically after passage of a train through track circuits provided in rear of the signals.

6.5.3 L.V. VERIFICATION WHEN AXLE COUNTERS FAILS – NA

6.5.4 L.V. VERIFICATION WHEN MOTOR TROLLEY FOLLOWING: -

On occasions when motor trolley follows a train, the points shall not be altered until the following motor trolley is admitted on the same line. In the event of motor trolley is delayed in the section the Station Master on duty shall take action in terms of Subsidiary Rule 15.25.03 (b)(vi).

6.5.5 RECEPTION OF TRAIN ON BLOCKED LINE: -

For admission of a train on a blocked line the SM on duty shall comply with the instruction laid down in GR 5.09 and SRs thereto.

6.6 DESPATCH OF TRAINS: -

Dispatch of trains are governed by General Rules 3.36, 3.38, 3.39, 3.42, 5.11 & 8.01, Subsidiary Rule 3.36.04(b), 3.42.04 and Block Working Manual 2.07(5)(a)(b) and other provisions of General Rules, Subsidiary Rules, Block Working Manual and Station Working Rules of the station.

To dispatch a train, the SM on duty, having obtained line clear for that train, shall set the route for the outgoing train correctly and satisfy himself by observing the visual indication on the panel board. He shall suspend all non-isolated shunting, ensure closure of engineering L.C gate No.RV-90 at KM 128/12-13 in case of sending a train to NPD-LKNA block section and then shall take off the concerned route starter and advanced starter signal by operating concerned push button. After observing the 'OFF' aspect of the route starter and advanced starter signals, the Driver shall start his train.

Once the route is set and the signals are taken off and subsequently required to be cancelled / route to be altered, the concerned signals shall be normalized first by turning back the concerned signal thumb switches. Thereafter, the SM on duty shall wait for two minutes before altering the route.

The Station Master on duty shall watch the safe passage of the train with its last vehicle indicator. When the train passes the Advanced starter signal completely, he shall send the train entering block section signal to the station in advance

If a train worked without Guard or Brake Van, the instruction laid down in Subsidiary Rules 4.23.02 and 4.25.02 shall be followed

ISSUE OF CAUTION ORDER: -

Whenever in consequence of the line being under repair or for any other reason special precautions are necessary, a caution order detailing the kilometers and speed at which a train shall travel and the reasons for taking such precautions, shall be handed over to the driver in terms of GR 4.09 and SR thereto.

6.6.1 PUTTING BACK SIGNALS TO 'ON' IN CASE OF EMERGENCY: -

If a signal once taken 'Off' for reception/despatch of a train has to be, in an emergency, put back to 'ON', the procedure laid down in General Rules 3.36.02 shall be followed. In case of reception of train, route shall not be altered until the train has come to a stand outside Outer signal. In case of departure signal before changing route, the Line clear authority is to be withdrawn from the Driver with a memo, taking his acknowledgement thereof.

6.7 TRAINS RUNNING THROUGH: -

The procedure detailed in Para 6.3, 6.6 above and General Rules 4.17, 4.42 and Subsidiary Rules 3.36.04(b)(i) 3.42.02(a)(i), shall be observed.

The SS/SM is responsible to observe/watch the condition of the vehicles on a train and shall wave green hand signal horizontally as per Subsidiary Rule 4.42.02 until anything wrong is noticed on train. For this purpose the SM on duty shall stand in such a position that a clear view of the passing train is seen by him and that his hand signals can clearly be seen by the Driver and Guard of the train. He shall depute his points man with hand signal to the other side of the passing train who shall exhibit hand danger signal to draw the attention of the guard/driver of the train in case of observing any unsafe condition/abnormalities in the train. He shall also report to the SM on duty for taking further suitable action in terms of SR 4.42.02(d).

The Station Master on duty is responsible to see that a train passes complete with its last vehicle indicator. If a train passes without last vehicle indicator or its authorized substitute, action shall be taken as per General Rules 4.17 and Subsidiary Rules 4.17.02.

6.8 WORKING IN CASE OF FAILURE: -

In case of failure of S&T equipments, on duty Station Master shall work in accordance to GR 3.68, 3.69 and 3.70 and SRs thereto.

6.8.1 PROCEDURE TO BE FOLLOWED INCASE OF FAILURE OF A SIGNAL & INTERLOCKING INSTALLATION: -

Whenever there is a failure of points, signals, track circuits or any other interlocking gear at the station that includes level crossing gate (s). if any etc. the SM on duty shall follow the procedure detailed in GR 3.68, 3.72, 3.74 and SR thereto. In case of defective approach signals, the trains will be piloted in vide SR 3.69.02, 3.69.03 & 3.69.05. In case of defective departure signals, trains will be piloted out vide GR 3.70 & SR 3.70.01. & 3.70.02.

6.8.2 TRACK CIRCUIT

In the event of failure of track circuit in the yard concerned signal shall be suspended and trains shall be piloting 'IN' or 'OUT'. Before piloting a train in to the yard the clearance of the track must be ensured by physical verification

6.8.2 AXLE COUNTER

Not Applicable

6.8.4 DEFECTIVE SIGNALS:

When signals become defective, the procedure laid down in GR & SR 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. 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 on duty before the signal is declared as defective irrespective of what is indicated by the position of the route, [Refer GR

3.68 to 3.46, 3.52 to 3.56, 3.71, 3.80 and SR 3.68.01 (c)].

If the semaphore motor operated signal getting stuck up in “off” position, it should be treated as defective and SM shall follow the procedure vide SR 3.68.02 and 3.68.04.

In case of disconnection of signal and interlocking for repair and maintenance, procedure laid down in GR and relevant SRs shall be followed.

In the event of signal showing no lights, Station Master on duty shall before giving line clear, initiate action in accordance with the procedure prescribed in GR and the relevant SRs. [Refer GR 3.51, 3.69, 3.49 (4), 3.68 to 3.77]

6.8.5 **BLOCK INSTRUMENT**

In the event of partial / total failure of token less Block instrument the concerned block instrument shall be suspended till its rectification, trains shall be worked as per GR 14.01, 14.08 & SRs there to and SR 6.02.06 & BMW Rule No. 4.04, 4.02 & 4.43.

Both UP and DN advanced starters are electrically interlocked with respective Tokenless block instruments so that the same cannot be taken off unless the concerned block instrument is in line clear position (TGT). When the block instrument is suspended in ‘Line Clear’ position, the concerned advanced starter must also be treated as suspended. When the block instrument is under suspension, the authority to proceed will be paper line clear ticket.

UP and DN Home signals are electrically interlocked with respective block instruments. Block instrument can be normalized from ‘TRAIN ON LINE’ to LINE CLOSED’ position, when the corresponding home signals are in the ON position. However, the Home signals can be taken off in case of failure of the block instruments.

6.8.6 **DEFFECTIVE INTERLOCKING**

In the event of interlocking becoming defective, the points will be treated as defective. The SM on duty on receipt of this information will immediately introduce non-interlocking system of working at the station. Trains will be Piloted In or Out as the case may be. The SM on duty shall be responsible for correct setting, clamping and padlocking of points for admission of train.

6.8.7 **DEFFECTIVE/DAMAGED POINTS**

When any point fails to operate normally by the route setting operation through panel it is inevitable to operate the points with crank handle. The SM on duty shall personally ensure clamping and padlocking of all facing and trailing points on the route. Crank handle keys are interlocked with signals and interlocking system. When points become defective, the signals controlling these points shall be considered defective and vice-versa and the procedure for use of crank handle for motor operated points shall be followed as per operating manual para-20.06.

The responsibility of correct setting of points, clamping and padlocking the points for reception and despatch of trains at the station, rests with SM on duty himself.

6.8.8 **RECEPTION OF A TRAIN ON BLOCKED LINE**

Whenever trains are to be admitted on an obstructed line the SM on duty shall authorize the on duty TPM with form T/509 indicating the reason for such admission the line number and the nature of obstruction on that line.

Before handing over the authority the SM on duty shall ensure the correct setting clamping and padlocking of both facing and trailing end of the concerned route vide SR 3.69.03.

A stop hand signal shall be exhibited by the SM on duty at a distance of not less 45mts. from

the point of obstruction to indicate to the Driver as to where the train shall be brought to a stand.

6.8.9 INSPECTION OF POINTS BEFORE DECLARING THEM DEFECTIVE:

However, before declaring a signal is defective, the setting of the point on the route to which it applies shall be inspected by the Station Superintendent/Station Master irrespective of the position of the switches point laid down in GR with relevant SRs shall be followed. [Refer GR 3.68, 3.70 & SR 3.77.01(b)]. Initiate action in accordance with the procedure prescribed in GR and relevant Subsidiary Rules there to. [Refer GR 3.49(4) and 3.68, 3.77].

6.8.10. ISSUE OF CAUTION ORDER: -

Whenever in consequence of the line being under repair or for any other reason special precautions are necessary, a caution order detailing the kilometers and speed at which a train shall travel and the reasons for taking such precautions shall be handed over to the driver in terms of GR 4.09 and SR thereto.

6.9 WORKING OF TROLLEYS /MOTOR TROLLEYS, MATERIAL LORRIES ETC: -

(a) Motor Trolleys are run in accordance with Subsidiary Rules 15.25.03 to 15.25.07.

(b) Material Trolleys will work in accordance with Subsidiary Rules 15.27.05 to 15.27.08

The following precaution must be taken:

- i) The section where axle counters are provided in lieu of track circuits, trolleys, motor trolleys, Lorries etc which are not insulated, shall not be allowed to run except on line clear.
- ii) Motor trolleys / tower wagons / material Lorries are not likely to actuate the axle counter correctly. When they are to run over the sections split by axle counters, the whole section to be treated as one and next train to be started after the first train has arrived complete.
- iii) In all other respects, the working of a light Motor trolley shall conform to the rules laid down for ordinary trolleys while running without block protection and to those laid down for motor trolleys while running under block protection or following another light motor trolley or a motor trolley.

7.0 BLOCKING OF LINES : -

Whenever a running line is blocked either by loose vehicles or by stabling train or by a train which is to cross or give precedence to another train, the points at either end should immediately be set against the blocked line except during shunting movement and reminder collars shall be placed on the concerned point push button and route button(s) for the blocked lines vide SR 3.36.03(b). A clear remark in 'RED' ink should be made immediately in the train signal register indicating time and number of running line and a record shall be made in the Station Master's diary vide SR 5.23.01 (a) (c) & (d). Stable load register is also to be maintained. The stable loads/ vehicles are to be secured as per General Rules 5.23 and Subsidiary Rules 5.23.01 to prevent rolling down of vehicles.

7.1 USE OF REMINDER COLLARS: -

Whenever a running line is blocked either by loose vehicles or by stabling train or by a train which is to cross or give precedence to another train even for a short while or during shunting operations, the reminder collars must be placed on concerned point push button, signal and route button(s) for the blocked lines on the operating panel by SS/SM on duty.

7.2 SECURING OF VEHICLES: -

As far as practicable loose vehicles shall not be allowed to stand on the running line. However, under unavoidable circumstances, if it is necessary to detach vehicles from a train or to stable

a train and leave them standing on running line, SS/SM on duty shall be responsible to secure vehicles/stable loads in accordance with GR 5.23 and SR 5.23.01 to prevent rolling down of vehicles and arrest obstruction of fouling.

NOTE: Special care shall be taken to secure special type vehicles fitted with roller bearings while standing in siding or on running lines A stabled load register to be maintained shift wise as per FORMAT given in Operating Manual.

7.3 ALTERING OF POINTS TO A CLEAR LINE WHEN RUNNING LINE IS BLOCKED:-

- a) When a running line is blocked by stable load e.g., wagons, vehicles or by a train which is to cross or give precedence to another train or immediately after arrival of a train at the station etc. the points at either end should immediately be set against the blocked line except when shunting or another movement is required to be performed in that direction on the same line.
- b) If all the lines at a station happens to be blocked when line clear has been granted to a train, the points should be set for the line occupied by a stable load or a goods train in that order so that in case of a mishap, the chances of casualties are minimized.
- c) 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 train would be reduced, which in turn would minimize the consequences of casualties. While doing so, points shall be set for a loop, occupied by a train if any, whose engine is facing the direction of approach of the incoming train rather than a loop line, occupied by a train whose passenger coach will receive the impact in case of a collision.

7.4 LOADING AND UNLOADING OF VEHICLES ON RUNNING LINE:-

Loading and unloading from vehicles on running line is prohibited unless permitted by Sr. DOM / SBP vide SR 5.19.01. At stations where loading and unloading of goods is permitted whether full rake or part thereof, the station master shall ensure that no goods are left fouling any line before and after clearance of the rake from the line. The railway servant supervising loading and unloading shall also ensure that consignment does not foul any line vide SR 5.19.001: (a).

If the stations are on gradients, the rake should be properly secured as detailed in SR 5.23.01.

During the time of loading / unloading, the station master shall ensure isolation of the lines(s) as detailed in SR 3.51.06.

8.0 SHUNTING: -

8.1 GENERAL PRECAUTIONS :-

Shunting shall be performed in terms of General Rules 3.46, 3.52 to 3.56, 5.13, 5.14, 5.16, 5.17, 5.19, 5.20 to 5.23, 8.09, 8.10, 8.13, 8.14, 8.15 and Subsidiary Rules thereto. The Guard/Asst. Guard/SS/SM/TPM on duty is authorized to supervise shunting operation. For non-signalled movement, shunting order (T-806) is to be issued by the SM on duty, which shall be withdrawn after completion of shunting, or in need when train movement is involved to receive/despatch trains on the adjacent line. The same shall be cancelled and pasted to its record foil. The staff supervising shunting shall ensure correct setting of points, clamping and pad locking of points.

8.2 SHUNTING IN THE FACE OF APPROACHING TRAIN: -

Shunting in the face of approaching train is prohibited

8.3 PROHIBITION OF SHUNTING, SPECIAL FEATURES IF ANY: -

Hand Fly & Loose shunting is not permitted at both end of the yard.

8.4 **SHUNTING ON SINGLE LINE:-**

SHUNTING ZONE	BLOCK SECTION IS CLEAR	BLOCK SECTION IS OCCUPIED
Shunting within Station section	Permitted.	Permitted provided the provisions of GR 8.09 are complied with.
Between Last Stop Signal and opposite First Stop Signal	Permitted vide GR 8.11 (a).	Permitted as per GR 8.11 (b)
Beyond opposite First Stop Signal	The concerned section shall be blocked back vide GR 8.13	Not permitted.

DURING FAILURE OF BLOCK INSTRUMENT ON SINGLE LINE :-

The SM on duty shall ensure that there is no train in the block section and the last train has arrived complete clearing the fouling mark while conducting shunting at that end of the block section of which block instrument has been suspended and all necessary precautions have been taken as per rules laid down in GR.

8.5 **SHUNTING ON DOUBLE LINE:-N /A**

8.6 **SHUNTING IN THE SIDING TAKING OFF FROM STATION YARD/GOODS YARD : NA.**

9.0 **ABNORMAL CONDITIONS: -**

(A) THE RULES TO BE OBSERVED IN THE EVENT OF ABNORMAL CONDITION: -

[I] PARTIAL FAILURE OF COMMUNICATION: -

In the event of suspension of single line Block Instrument and during partial failure of other available means of communications, trains will be worked in terms of Subsidiary Rule 6.02.06 and Chapter-III Part-I of Block Working Manual.

[II] THE AUTHORITY TO PROCEED IN THE OCCUPIED BLOCK SECTION IN CASE OF OBSTRUCTION OF LINE OR ACCIDENT ETC: -

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 SR 6.02.05 Absolute Block System on the affected block section shall be suspended and concurrence of the SS/SM at other end shall be obtained and recorded in caution order register and train signal register.

On the block ticket (T/A 602), it shall be mentioned in detail the place of obstruction i.e. Engine Km., B/Van Km., whether the train is to return or to wait at the place of obstruction for the arrival and return of another following train(s) or to proceed to the next station.

A caution order shall be issued restricting the speed to 15 KMPH. in day light hours when the visibility is good and 10 KMPH at night or whenever clear view for 800 Mtrs. is not available. On arrival at the station the block ticket shall be collected with necessary endorsement from Driver/Guard and cancelled and pasted to its record foil if the block ticket is issued from the same station or shall be sent to the issuing station for cancellation and record.

In case of accident/engineering block, an assurance from SE(P.WAY) concerned shall be obtained that the line is safe for movement of trains before resumption of normal working. When the obstruction is removed and an assurance in writing is obtained from SE (P.WAY) concerned or Guard/Driver, the SS/SM on duty may resume normal working after exchanging

proper messages supported by Private Number.

[III] TRAINS DELAYED IN BLOCK SECTION: -

In case of trains delayed in the block section, the station master shall take action as per GR 6.04 and SRs thereto.

[IV] FAILURE/PASSING OF INTERMEDIATE BLOCK STOP SIGNAL AT ON:- NA

[V] FAILURE OF AXLE COUNTERS BLOCK / BPAC: -

Details of the operation are given in Appendix 'B' of SWR.

[VI] FAILURE OF MTRC: - N/A

(B) PROCEDURE FOR EMERGENCY OPERATION OF POINTS BY CRANK HANDLE: - Details of the operation are given in Appendix 'B' of SWR.

(C) CERTIFICATION OF CLEARANCE OF TRACK BEFORE CALLING-ON SIGNAL OPERATION IS INITIATED: - NA

(D) REPORTING FAILURE OF POINTS, TRACK CIRCUIT/AXLE COUNTER AND INTERLOCKING: -

In case of failure of any interlocking gear at the station, the failure report should be communicated by the SS/SM on duty to the signal Maintainer, the JE/SE/SSE (SIG) of the Section and others through a memo as per SR 3.68.04 and the SM shall document all such transactions.

9.1 TOTAL FAILURE OF COMMUNICATION: -

In the event of total interruption of all communications occurring between NPD-LKNA or NPD-KRAR stations, action to be taken as per Subsidiary Rule 6.02.04. i.e when line clear cannot be obtained by 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 whenever available
- d. Fixed telephone such as Railway auto telephone & BSNL phone
- e. Control telephone
- f. VHF sets

and actions shall be taken as per SR 6.02.04. The train which is to be despatched to the affected section will be stopped and the Driver and Guard of the train shall be informed about the fact. Before dispatching the light engine /main engine/motor trolley /Tower wagon/Trolley /Cycle trolley/Moped trolley/Diesel car/rail motor car/EMU rake, the SM on duty shall hand over a Authority for opening of communication during total failure interruption of communication on Single Line Section to the driver /motorman/Guard/SM who is being sent to open communication, which includes.

- (i) An authority to proceed without "Line Clear" in the prescribed form (T/B 602).
- (ii) A Caution Order restricting to speed of the train to 15Kmph by day when the view ahead is clear and 10 Kmph during night or when view ahead is obstructed in addition to other speed restrictions in force (T/B409).
- (iii) Paper Line Clear Ticket to pass the Last Stop Signal at 'ON' position.
- (iv) A "Line Clear" enquiry message (T/E602) asking "Line Clear" for the awaiting train (T/F602).

- (v) A conditional "Line Clear" message for the light engine to return with or without a train attached, supported by a Private Number.

On arrival of the engine at the next station, the Line Clear Enquiry message & Conditional Line Clear message shall be collected by the Station Master on duty who shall prepare a 'Conditional line clear ticket' for engine to return either light or with a train attached and 'Conditional Line clear reply Message' for the 'Line clear enquiry Message' giving line clear for the train waiting at other station shall be handed over to the Driver of light engine. On return trip the Driver will come on booked speed subject to speed & other restrictions in force.

If there be an even flow of trains in both directions, Enquiry and Conditional line clear message for each succeeding trains may be sent through the Guard of the preceding train.

If the Station Master at one end has more than one train to despatch in the same direction he may ask line clear not only for that train but also for the following trains which may be waiting or expected at his station. It must be stated in the Line clear enquiry message that these latter trains will be despatched after the first train at an interval of 30 minutes.

When despatching the second and subsequent trains, the particulars of the last preceding train along with its departure time will be endorsed on the Line Clear as also the particulars of trains which would follow and a caution order restricting the speed to 25 Kmph. over straight when view ahead is clear and 10 Kmph. when the view ahead is not clear, is to be issued. While adopting this procedure, the Guard and Driver should be instructed to keep a 'Sharp' lookout and be prepared to stop short of any obstruction. Trains must continue to work on this system until any one of the means of communication is restored by the competent authority.

As soon as any one of the means of communication has been restored, the conditional line clear working of trains shall be cancelled when there is no train in the affected block section and message shall be exchanged supported by PN keeping Section Controller informed.

9.2 **TEMPORARY SINGLE LINE WORKING ON A DOUBLE LINE SECTION: - N.A.**

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

The Station Master will take action as per SR 6.02.04 for despatch of trains under 'Authority to proceed without line clear'. Actions shall be taken to assist the crippled train as per SR 6.02.05.

10.0 **VISIBILITY TEST OBJECT: -**

The arms of DN Starter signal No.19 and UP Starter signal No. 8 of Main line during day and their lights during night are earmarked to serve as "visibility test object" vide GR. 3.61 (2) (b) (ii). The SM on duty shall check the VTO from the nominated place in front of station building.

11.0 **ESSENTIAL EQUIPMENTS AT THE STATION: -**

This is mentioned in the Appendix 'E' of the SWR. Essential equipment shall be kept ready on hand in good condition with necessary relief stock.

12.0 **FOG SIGNAL MEN NOMINATED TO BE CALLED IN CASE OF FOG: -**

In order to indicate to the Drivers of approaching trains the location of signal during thick, foggy and tempestuous weather or during dust storm, the SM on duty shall arrange for fog signalling in terms of General Rule 3.61 and Subsidiary Rules thereto. Assurance of the staff shall be taken in the Fog Signal Register in the month of October every year as token of their having knowledge of Fog Signalling Rules and their use.

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.

(a) **INSTRUCTIONS:**

This register contains the following parts.

Part. - I: Particulars of fog signalmen 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.

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.

CERTIFICATE:- NOTHING IN THIS RULES SHALL BE READ AS CANCELLING, AMENDING AND MODIFYING ANY OF THE GENERAL RULES, SUBSIDIARY RULES, BLOCK WORKING MANUAL AND OPERATING MANUAL. THESE RULES HENCEFORTH CANCEL ALL PREVIOUS STATION WORKING RULES OF NAWAPARA ROAD STATION.

APPENDICES

APPENDIX 'A'	--	WORKING OF L.C. GATE.
APPENDIX 'B'	--	SYSTEM OF SIGNALLING AND INTERLOCKING AND COMMUNICATION 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 EQUIPMENT OF STATION.
APPENDIX 'F'	--	RULES FOR WORKING OF DK STATIONS, HALTS, IBH, IBS AND OUTLYING SIDINGS.
APPENDIX 'G'	--	WORKING OF TRAINS IN ELECTRIFIED SECTIONS.

APPENDIX - 'A'**DETAILS OF LEVEL CROSSING GATES TOGETHER WITH INSTRUCTIONS TO OPERATING STAFF INCLUDING LEVEL CROSSING GATEMAN ABOUT THEIR NORMAL WORKING, THEIR MAINTENANCE AND THEIR WORKING IN CASE OF FAILURE / EMERGENCIES WITH SPECIAL PROVISIONS IF ANY.****1. WORKING INSTRUCTIONS OF B-1 CLASS INTERLOCKED TRAFFIC L.C. GATE (No.RV-79) SITUATED AT KM 115/15-116/1 BETWEEN UP HOME AND UP OUTER SIGNAL AT KRAR END OF THE YARD.****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

1.	Number of Level Crossing Gate: -	RV-79
2.	Engineering or Traffic Gate: -	Traffic.
3.	Under control of Station Master/PWI:	SM/NPD.
4.	Location KM	115/15-116/1
5.	At. Station: -	NPD.
6.	In between stations: -	NPD-KRAR
7.	BG/MG/NG: -	BG.
8.	Single line/Double line/Multiple line: -	Single Line.
9.	Normal Position: -	Open to road traffic.
10.	Interlocked/Non Interlocked: -	Interlocked.
11.	Means of interlocking: -	HKT
12.	Provision of Gate signal at Kms.	i) Up line NIL ii) Dn line NIL
13.	Signaling arrangement: -	Nil.
14.	Means of Communication:	Magneto Telephone Communication from Gate Goomty with SM/NPD.
15.	Width of level crossing Gate: -	7.5 m.
16.	Type of road. (NH/SH/Others): -	SH
17.	Name of Road: -	NPD-Bargarh Road
18.	Metaled/NonMetaled:	Metaled
19.	Approach Road: -	Metaled
20.	Width of the road: -	5.5 m.
21.	Angle of road crossing (In case of the skew Gates)	Right angle.
22.	Road gradient (If any)	i) North/East side- ii) South/West side-
23.	Road alignment (Straight/Curve): -	i) North/East side- Straight ii) South/West side-Straight.
24.	Provision of height gauges: -	Not provided.
25.	Type of Barriers: -	Winch operated coupled Lifting barriers.
26.	Length of checkrails: -	11.0 Meter.
27.	Road surface in between Level Xings Gates	Metaled.
28.	Length of speed breakers: -	5.5 M.
29.	Road signs: -	Available
30.	Speed breaker indication board: -	Provided.
31.	TVU: -	24552 on 03/2013.
32.	Census next due on: -	03/2016
33.	Demarcation for placement of Detonators: -	Provided.
34.	Name of the Gateman working: -	02
35.	Nearest Railway Medical Assistance: -	KBJ.
36.	Nearest Private Medical Assistance available (if any)	NPD Town.

37. List of equipment available Yes//No: - Yes.

1.2. **THIS GATE IS PROVIDED WITH EQUIPMENTS AS PER SR 16.02.01 AND RECORDS AS PER SR 16.02.03 AS FOLLOWS:**

<u>EQUIPMENT:</u>		
ITEMS		QUANTITY/NUMBERS
1.	Hand signal Lamp/ Tri Colour Torch	3(5 on Quadruple/Line or twin single line)
2.	Hand signal Flag Green	1 mounted on sticks
3.	Hand Signal Flag Red.	3 (6 on Quadruple/line or Twin single line and 7 in case Hexable section mounted on sticks)
4.	Banner Flag Red	3 (5 on Quadruple/Line or twin single line)
5.	Posts for exhibiting red banner flag	2 (4 on Q/Twin single line and 5 on Hexable section)
6.	Spares chains with padlocks	2 with stop mark
7.	Detonators	10 in tin case
8.	Gate Lamps	2
9.	Tommy Bar	1
10.	Motor Pan	1
11.	Spade/Fowrah	1
12.	Rammer	1 (in case of asphalted road this may not be provided)
13.	Pick Axe	1 (in case of asphalted road this may not be provided)
14.	Tin case for flags	1
15.	Can for oil	1
16.	Water pot/Bucket	1
17.	Canister for Muster Roll	1
18.	Set of spare spectacles of Gateman Wearing glasses.	1
19.	Board demarcating protection of level crossing Gate diagram in case of obstruction on Gate .	1
20.	Basket	1
21.	Whistle	1
22.	Wall clock	1
23.	Small size chains with padlocks to be used in case failure of Gate boom lock.	2

1.3. **THE GATEMAN SHALL BE PROVIDED WITH FOLLOWING REGISTERS: -**

- i) Gate working instructions in Hindi / English.
- ii) Gate working instructions in local vernacular language.
- iii) General Rules Book in Local vernacular language.
- iv) List for tools and books.
- v) Duty Roster.
- vi) Certificate for working as gateman.
- vii) Bio–Data particulars of Gateman, including date of passing vision test, initial/refresher course, safety camp etc.
- viii) Accident Register.
- ix) Records of last census of road traffic at level crossing gate.
- x) Public complaint Book.
- xi) Inspection Book.

1.4. **DUTIES OF GATEMAN:**

1. **ALERTNESS:**

The Gateman on duty shall be alert. He should be prepared to take immediate action, when danger is apprehended. Keys of the gate shall be in his personal custody.

2. **POSITION OF GATE KEEPER DURING PASSAGE OF TRAINS:**

During passage of trains, gateman will stand in the manner indicated below:

- i) Gateman will stand attentively in front of the gate – lodge facing the approaching train.
- ii) In daytime, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In nighttime, gateman shall hold lighted hand signal lamp with white light facing the track.
- iv) He shall keep the whistle slung around his neck from a cord.

3. **ROUTINE DUTIES OF GATEMAN:**

- i) Gateman shall ensure that red banner flag by day and red light by night is placed across the track whenever the gate is kept in open condition, in case of emergencies and obstruction on the track.
- ii) Gateman shall ensure that all gate lamps and hand signal lamps are lighted and kept burning continuously from sunset to sunrise.
- iii) Gateman shall perform his duties strictly according to the duty roster and shall not leave the gate unless his reliever arrives and takes over charge from him. However, if it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
- iv) Except where otherwise prescribed under special instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.
- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, any vehicle/wagons /trains/battery/box on fire, shifted load, falling material like brake blocks, brake beams, safety bracket, vacuum cylinder or any other situation endangering safe running of trains.
- vi) Gateman shall also be prepared to repeat any signal which guard may give to driver on walkie – talkie or in any other way.
- vii) If lifting barriers get damaged or becomes out of order, the gateman shall use the spare chain with disc and padlocks for securing the gate against road traffic.
- viii) Gateman shall report to the Station Master any defect in his gate or apparatus pertaining to it, as soon as possible.
- ix) Gateman shall wear badge and prescribed uniform while on duty at level crossing gate.
- x) Gateman shall ensure that he is having competency certificate in his possession while on duty.
- xi) Gateman shall work the gate as per gate working instructions and remain well conversant with these instructions.
- xii) Gateman shall ensure that equipment supplied at the gate is in good order and ready for immediate use.
- xiii) Gateman shall see that the channel for the flange of the wheel is kept clear.
- xiv) Gateman must keep the road surface well-watered and rammed in case of unmetalled roads.
- xv) Gateman must be vigilant to see that inconvenience to road users due to closure of gate should be to the minimum possible extent.

xvi) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. **ACTION IN CASE OF UNUSUAL OCCURRENCE OF TRAIN.**

In case gateman observes anything unusual with a passing train, he shall take following action:

- i) He shall take prompt action to warn the driver/guard of the passing train by showing red flag by day and red light by night.
- ii) He shall simultaneously try to draw the attention of the driver/guard by whistling continuously, shouting, gesticulating, and throwing ballast on the brake van or by any other means.
- iii) If driver/guard fails to take notice, gateman shall immediately inform the station Master, to take appropriate action, under exchange of private number.
- iv) In case of train parting, gateman shall not show stop hand signal but shall show prescribed signal for train parting.
- v) He shall endeavor to attract the attention of the Driver/Guard by whistling continuously, shouting, gesticulating, and by raising both hands vertically above, quickly parting them and bringing them together in repeated Up and Down motion as high and as low as possible.
- vi) In case the train does not stop, gateman shall immediately inform the Station Master to take appropriate action, under exchange of private number.

5. **ACTION IN EMERGENCY AT THE LEVEL CROSSING:**

- i) In case of an obstruction at the level crossing gate, Gateman shall maintain the gate signals, if at, in the 'ON' position.
- ii) Thereafter, if he is unable to remove the obstruction, gateman shall immediately advise the Station Master on duty, regarding the defects/obstructions at the gate, under exchange of private number.
- iii) If there is no response from the Station Master after or three attempts, he shall first protect the gate and then inform on phone.

The Gateman shall protect the line as under:-

A) **ON SINGLE LINE SECETION:-**

- i) Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the direction from which a train is expected to arrive first.
- ii) Then he will similarly plant the other red banner flag by day and red light by night towards the other direction 5 meters away from the site of obstruction.
- iii) Gateman shall then proceed to protect the gate along with detonators and red flag by day and red hand signal lamp by night.
- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night towards the direction, which a train is expected to arrive first, to a point 600 meters and place one detonator on the line. Thereafter he shall proceed to a distance 1200 meters from the level crossing gate and place 3 detonators on the track in 10 meters apart. Having thus protected the line he shall return to the level crossing gate picking up the intermediate detonator on his way back.
- v) Thereafter, he shall proceed towards the other direction, showing red hand signal, similarly place detonators as described in (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.

- vi) Correction Slip No. 01 the gate, he must then take steps to remove the obstruction and
Date of Issue: 13.08.2012 re approaching train.
- vii) In case the gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
- viii) Thereafter, he shall stop the approaching train by waving his red flag by day, red hand signal lamp by night repeatedly.

(B) OTHER ACTIONS TO BE TAKEN BY GATEMAN:

- i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
- ii) If the gate is broken by a road vehicle, which is fouling the track, or if lifting barriers or any other part of the gate foul the track, or if there is any other obstruction at the gate, the gateman shall take immediate action.
- iii) He shall note down the particulars of the road vehicle, vehicle number, name of the driver, owner and relay these details to the Station Master and Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or other means available.

1.5 SPECIAL INSTRUCTIONS:-

1. MODE OF OPERATION:

This is a Manned, interlocked traffic L.C.Gate situated at KRAR end of the yard in between UP Home signal and UP Outer signal at Km 115/15-116/1. This gate is interlocked with Station stop signals. Telephone communication is provided between the L C. gate lodge with SM's office at NPD Station. The level crossing gate is of lifting barrier type operated by means of winch provided at the gate lodge.

The normal position of the gate is open to road traffic. A two-lever ground frame is provided at the gate lodge. The key of the LC remains in the winch when the gate is opened condition. When it is necessary to close the gate, for lowering signals or for shunting operations the SM on duty shall inform the gate man to close and lock the gate. The gate man on duty shall then close the barriers of the LC gate by operating winch. Then key 'P' is to be extracted from the winch, which will be inserted in the lever of GF-2. When GF-2 is reversed it locks the Level crossing booms and releases GF-1 and Key 'Q'. Key 'Q' is extracted in conjunction with GF-1 reversed and inserted in the RKT and turned. L.C Gate closed indication will appear in the Panel. Thereafter, UP reception and DN despatch signals automatically get released.

After passage of the Train or completion of shunting, the SM on duty shall inform the gateman and press LC gate controlling button No. 10 and keep it pressed till such time the gate man extracts the control key 'Q' from the RKT instrument. After getting the Key 'Q' the gate man will open the L.C gate by normalising the levers. Lever GF-1 is provided in the gate lodge to put back the concerned signal to on in case of emergency.

In the event of failure of any UP reception signal or DN despatch signals or during Non Interlocking working the Traffic Gateman shall be informed and the Train shall be passed in terms of SR 3.69.02, 3.69.03 and 3.70.01 after ensuring correct closing and locking of L.C

R.Das.
DSTE/SBP

P.Nagar
Sr. DEN (West)/SBP

D.Nayak
DOM(G)/SBP

Gate. During this period the L.C Gate shall be opened only when necessary and safe to do so.

2. **INTIMATION TO GATEMAN:**

- i) Before taking off reception/departure signals, Station Master/NPD shall inform the gateman, the number, description, and direction of the train.
- ii) The gateman shall close the gate and transfer the key to the Station Master/ NPD
- iii) The reception/departure signals will then be taken 'OFF'
- iv) In order to ensure that road traffic is not held up for a long time, the Station Master/NPD must ensure that the train is ready for departure in all respects before he advises the gateman for closing the gate.
- v) 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 train 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

3. **FAILURE OF TELEPHONIC COMMUNICATIONS:** When Telephonic Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:

- i) Station Master on duty / NPD shall send written advice to the gateman through the porter with full details of number, description and direction of the train.
- ii) Gateman on receipt of such advice shall close the gate and transmit the key to the Station Master/ NPD, which will enable him to take 'OFF' Reception/Departure signals.
- iii) When sufficient time is not available because of greater frequency of train service, station Master/ NPD will issue written authority to the train driver to pass the signal at 'ON' position.
- iv) In addition Station Master/ NPD shall also issue a caution order advising the driver to whistle continuously and approach the gate cautiously.
- v) The train driver shall be instructed to pass the gate cautiously, on before signaled by the gateman. If hand signal is not seen, driver should be prepared to stop short of the gate and ensure that gate is closed following GR.3.73 (2)(b).
- vi) In case of an approaching train, the Station Master/ NPD shall advise the Station Master /KRAR, under exchange of private number that the telephone at the gate has failed.
- vii) The station Master/KRAR shall then issue a caution order to the driver before dispatching a train into the block section from his end.
- viii) He should also advise S&T staff responsible for maintenance of the telephone rectify the defect at the earliest.
- ix) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection /fit memo for the same

4. **FAILURE OF LIFTING BARRIERS:**

- i) When the gate cannot be closed due to failure of lifting barriers, the gateman will immediately inform, the Station Master on duty, under exchange private number, and ensure the lifting barriers of 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) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.

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

Note:

Authority to pass signals in 'ON' position as per rules shall also be issued to the drivers of both departing and arriving trains.

5. FAILURE OF THE 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 gate leaves or the key transmitter, then gateman must immediately inform the Station Master / NPD on duty on telephone, under exchange of private number.
- ii) Thereafter, the gate must be treated as non – interlocked and procedure for reception/ despatch of trains as prescribed for non – interlocked gates should be adopted.
- iii) Station Master on duty / NPD shall issue a caution order to the driver of a departing train.
- iv) He shall also advise the station Master/KRAR at the despatching end, under exchange of private number, to similarly issue a caution order to the driver before despatching a train into the block section from his end.
- v) Station Master / NPD will advise S&T staff responsible for maintenance of winch/key transmitter to rectify the defect at the earliest.
- vi) Normal working will resumed only after S&T staff repairs the winch/key transmitter and issue reconnection/fit memo for the same

6. FAILURE OF THE 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 gateman must immediately inform the Station Master on duty/ NPD on telephone, under exchange of private number.
- ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/despatch of trains as prescribed for non interlocked gates should be adopted.
- iii) Gateman shall secure the gate against road traffic by means of chains and padlocks and pass the trains on hand signals.
- iv) Station Master on duty/ NPD shall issue caution order to the driver of a departing train.
- v) He shall also advise the station Master /KRAR at the despatching end, under exchange of private number, to similarly issue a caution order to the driver before despatching a train into the block section from his end.
- vi) Station Master/ NPD will advise S&T staff responsible for maintenance of winch//key transmitter to rectify the defect at the earliest.
- vii) Normal working will resumed only after S&T staff repairs the winch/key transmitter and

issue reconnection/fit memo for the same.

7. **OBSTRUCTION AT THE GATE:**

- i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers or any other part of the gate foul the track, or if there is any other obstruction at the gate, the gateman 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 gateman shall advise the Station Master/ NPD on duty, regarding the defects/obstruction at the gate, under exchange of private number.
- iii) Stationmaster/ NPD 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 / NPD after two or three attempts, he shall first protect the gate and then inform on phone.
- v) Gateman shall then rush with detonators and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of gateman under item No.1.4. (5).
- 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 driver, owner and reply these details to the station Master who shall not start the trains unless he has been assured by the gateman that the road vehicle or the lifting barriers are not fouling the track.
- viii) The Station Master/ NPD shall also inform the station Master /KRAR at the despatching end, under exchange of private number, asking him not to despatch any train into the block section from his end, until the track has been clear of all obstructions.
- ix) After the track has been cleared of all obstructions the gateman shall inform the Station Master accordingly, under exchange of private number.
- x) Station Master/ NPD shall then issue a caution order to drivers of all trains to proceed cautiously, and pass the gate signal at 'ON' position on green hand signal of the gateman, if the gate is broken, but is clear of any obstruction.
- xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and they're after exhibit green hand signal, if the gate is not obstructed.
- xii) Station Master/ NPD shall advise maintenance staff responsible for maintaining the lifting barriers to repair the same at the earliest.
- xii) Normal working will be resumed only after maintenance staffs rectify the defective lifting barriers and issue reconnection/fit memo for the same.

8. **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 gateman, the gateman and SM/ NPD will adopt the procedure given under item No.7 above. If the obstruction fouls the level Crossing Gate, gateman must keep the gates closed against road traffic till the track is cleared of the obstructions.

2.0 GATE WORKING INSTRUCTIONS OF "C"CLASS, ENGG. INTERLOCKED LEVEL CROSSING GATE AT KM 105/13-14 (No.RV-73) BETWEEN KRAR-NPD STATIONS.

(These instructions should be read together with provisions in General and Subsidiary Rules.)

2.1 GENERAL INSTRUCTIONS: -

2.1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:

1.	Number of Level Crossing Gate: -	RV-73.
2.	Engineering or Traffic Gate: -	Engineering.
3.	Under control of Station Master/PWI:-	PWI.
4.	Location KM	105.903 (105/13-14)
5.	At. Station	Khariar road
6.	In between stations:	KRAR-NPD.
7.	BG/MG/NG	BG.
8.	Single line/Double line/Multiple line	Single Line
9.	Normal Position	Open to the road traffic
10.	Interlocked/Non Interlocked	Interlocked
11.	Means of interlocking	EKT
12.	Provision of Gate signal at Kms	i) Up line NIL ii) Dn line NIL
13.	Signalling arrangement	NIL.
14.	Means of Communication – Telephone/Bell etc	Magneto Telephone Communication from Gate Goomty with SM office/ KRAR.
15.	Width of level crossing Gate	7.5 Meters
16.	Type of road. (NH/SH/Others)	Others (Village.)
17.	Name of Road:	Khariar road -Chalmunda Road
18.	Metaled/Non Metaled	Metaled
19.	Approach Road:	Metaled
20.	Width of the road:	5.5 m
21.	Angle of road crossing (In case of the skew Gates)	Nil.
22.	Road gradient (If any)	i) North/East side:- Level ii) South/West side:- 1 in 150.
23.	Road alignment (Straight/Curve): -	i) North/East side. Straight ii) South/West side. Straight
24.	Provision of height gauges	Not Provided
25.	Type of Barriers	Electrically Operated Lifting barriers
26.	Length of check rails	9.50 Meter
27.	Road surface in between Level X-ings Gates	CCB.
28.	Length of speed breakers: -	5.5 Meters
29.	Road signs:	Provided
30.	Speed breaker indication board	Provided
31.	TVU:	9180 on 03/2013
32.	Census next due on	03/2016
33.	Demarcation for placement of Detonators	Provided.
34.	No. of Gateman working	02.
35.	Nearest Railway Medical Assistance	Khariar Road
36.	Nearest Private Medical Assistance available (if any)	Khariar Road
37.	List of equipment available Yes//No	Yes.

2.2 **EQUIPMENTS TO BE AVAILABLE AT THE GATE:**

SL. NO.	ITEMS	QUANTITY
1.	Hand signal lamp/Tri Colour Torch	: 03 (5 on Quadruple/Line or twin single line)
2.	Hand Signal Flag Green	: 01(Mounted on stick)
3.	Hand Signal Flag Red	: 03 (6 on Quadruple/line or Twin single line and 7 in case Hexable section mounted on sticks)
4.	Banner Flag Red	: 03 (5 on Quadruple/Line or twin single line)
5.	Posts for exhibiting red banner flag	: 02 (4 on Q/Twin single line and 5 on Hexable section.
6.	Spare chains with padlocks	: 02 (with stop mark)
7.	Detonators	: 10 In tin case.
8.	Gate lamps	: 02
9.	Tommy bar	: 01
10.	Motor pan	: 01
11.	Spade/Fowrah	: 01
12.	Rammer	: 01(in case of asphalted road this may not be provided)
13.	Pick axe	: 01 (in case of asphalted road this may not be provided)
14.	Tin case for flag	: 01
15.	Cane for oil	: 01
16.	Water pot/Bucket	: 01
17.	Canister for Muster Roll	: 01
18.	Set of spare spectacles of gateman wearing glasses	: 01
19.	Board demarcating protection of level crossing Gate diagram in case of obstruction on gate	: 01
20.	Basket	: 01
21.	Whistle	: 01
22.	Wall clock	: 01
23.	Small size chains with padlocks to be used in case of failure of gate boom lock	: 02

2.3 **THE GATEMAN SHALL BE PROVIDED WITH FOLLOWING REGISTERS: -**

- i) Gate working instructions in Hindi / English.
- ii) Gate working instructions in local vernacular language.
- iii) General Rules Book in Local vernacular language.
- iv) List for tools and books.
- v) Duty Roster.
- vi) Certificate for working as gateman.
- vii) Bio-Data particulars of Gateman, including date of passing vision test, initial/refresher course, safety camp etc.
- viii) Accident Register.
- ix) Records of last census of road traffic at level crossing gate.
- x) Public complaint Book.
- xi) Inspection Book.

2.4 **DUTIES OF GATE MAN:**

1. **ALERTNESS:**

The Gateman on duty shall be alert. He should be prepared to take immediate action, when danger is apprehended. Keys of the Gate shall be in his personal custody.

2. **POSITION OF GATE KEEPER DURING PASSAGE OF TRAINS:**

During passage of trains, Gateman will stand in the manner indicated below:

- i) Gateman will stand attentively in front of the Gate – lodge facing the approaching train.
- ii) In daytime, Gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In nighttime, Gateman shall hold lighted hand signal lamp with white light facing the track.
- iv) He shall keep the whistle slung around his neck from a cord.

3. **ROUTINE DUTIES OF GATEMAN:**

- i) Gateman shall ensure that red banner flag by day and red light by night is placed across the track whenever the Gate is kept in open condition during emergencies or obstruction on track.
- ii) Gateman shall ensure that gate lamps and lamps of all gate signals are lighted and kept burning continuously from sunset to sunrise.
- iii) Gateman shall perform his duties strictly according to the duty roster and shall not leave the gate unless reliever arrives and takes charge of it. However, if it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
- iv) Except where otherwise prescribed under special instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.
- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, any vehicle/wagons /trains/battery/box on fire, shifted load, falling material like brake blocks, brake beams, safety bracket, vacuum cylinder or any other situation endangering safe running of trains.
- vi) Gateman shall also be prepared to repeat any signal which guard may give to driver on walkie – talkie or in any other way.
- vii) If lifting barriers get damaged or becomes out of order, the gateman shall use the spare chain with disc and padlocks for securing the gate against road traffic.
- viii) Gateman shall report to the nearest station Master, Gangmate or Permanent Way Inspector any defect in his gate or apparatus pertaining to it, as soon as possible.
- ix) At the gate whose signal have become defective, the gateman shall close and lock the lifting barriers on sighting a train and hand signal or pilot the past the defective signal. In such case he should inform the driver to report the defect at the next station.
- x) Gateman shall wear badge and prescribed uniform while on duty at level crossing gate.
- xi) Gateman shall ensure that he is having competency certificate in his possession while on duty.
- xii) Gateman shall work the gate as per gate working instructions and remain well conversant with these instructions.

- xiii) Gateman shall ensure that equipment supplied at the gate is in good order and ready for immediate use.
- xiv) Gateman shall see that the channel for the flange of the wheel is kept clear.
- xv) Gateman must keep the road surface well-watered and rammed in case of unmetalled roads.
- xvi) Gateman must be vigilant to see that inconvenience to road users due to closure of gates should be to the minimum possible extent.
- xvii) Gateman on electrified section shall watch that road vehicles/animals passing from gate are within the height-loading gauge provided on either side of the level crossing gate.
- xix) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4 ACTION IN CASE OF UNUSUAL OCCURRENCE OF TRAIN.

In case Gateman observes anything unusual with a passing train, he shall take following action:

- i) He shall take prompt action to warn the driver/guard of the passing train by showing red flag by day and red light by night.
- ii) He shall simultaneously try to draw the attention of the driver/guard by whistling continuously, shouting, gesticulating, and throwing ballast on the brake van or by any other means.
- iii) If driver/guard fails to take notice, Gateman shall immediately inform the SM on duty to take appropriate action, under exchange of private number.
- iv) In case of train parting, Gateman shall not show stop hand signal but shall show prescribed signal for train parting.
- v) He shall endeavor to attract the attention of the Driver/Guard by whistling continuously, shouting, gesticulating, and by raising both hands vertically above, quickly parting them and bringing them together in repeated Up and Down motion as high and as low as possible.
- vi) In case the train does not stop, Gateman shall immediately inform the SM to take appropriate action, under exchange of private number.

5 ACTION IN EMERGENCY AT THE LEVEL CROSSING:

- i) In case of an obstruction at the level crossing gate, gateman shall maintain the gate signals, if at, in the 'ON' position.
- ii) Therefore, if he is unable to remove the obstruction, gateman shall immediately advise the Station Master on duty, regarding the defects/obstructions at the gate, under exchange of private number.
- iii) If there is no response from the Station Master after or three attempts he shall first protect the gate and then inform on phone.

The gateman shall protect the line as under: -

a) ON SLNGLE LINE SECTION:

- i) Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the direction from which a train is expected to arrive first.
- ii) Then he will similarly plant the other red banner flag by day and red light by night towards the other direction 5 meters away from the site of obstruction.

- iii) Gateman shall then proceed to protect the gate along with detonators and red flag by day and red hand signal lamp by night.
- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night towards the direction, which a train is expected to arrive first, to a point 600 meters and place one detonator on the line. Thereafter he shall proceed to a distance 1200 meters from the level crossing gate and place 3 detonators on the track in 10 meters apart. Having thus protected the line he shall return to the level crossing gate picking up the intermediate detonator on his way back.
- v) Thereafter, he shall proceed towards the other direction, showing red hand signal, similarly place detonators as described in (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.
- vi) Having returned to the gate, he must then take steps to remove the obstruction and warn the driver of the approaching train.
- vii) In case the gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
- viii) Thereafter, he shall stop the approaching train by waving his red flag by day, red hand signal lamp by night repeatedly.

b) OTHER ACTIONS TO BE TAKEN BY GATEMAN:

- i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
- ii) If the gate is broken by a road vehicle, which is fouling the track or if lifting barriers or any other part of the gate fouls the track, or if there is any other obstruction at the gate, the gateman shall take immediate action.
- iii) He shall note down the particulars of the road vehicle, vehicle number, name of the driver, owner and relay these details to the nearest Station Master or PWI regarding the particulars and obstructions at the level crossing gate, through messenger or other means available.

2.5 SPECIAL INSTRUCTIONS-

1. MODE OF OPERATION:

This is an interlocked L.C.Gate situated at the NPD end of the yard in between UP Advanced Starter and DN Outer signals of KRAR station. Telephone connection is provided between the L C. gate Lodge and SM's office of KRAR Station. The level crossing gate is of lifting barrier type and motor operated by means of HAND GENERATOR/MOTOR from panel provided at the gate lodge. The normal position of the gate is open to road traffic. The key "N" of the LC normally remains locked in the EKT when the gate is in open condition.

When it is necessary to close the gate, for taking of signals, SM on duty KRAR shall inform the gate man to close and lock the gate. The gate man on duty shall then close the barriers of the LC gate by pressing the RED push button provided on the panel. Gate man will keep the red push button pressed till gate is closed against road traffic. Then key 'N' is to be extracted from the EKT-1 and gate closed and locked indication (Red) appears on the panel. The key 'N' thus extracted is inserted in EKT-2 and transmitted electrically to SM's panel in conjunction with switch GS-30 (gate slot) reversed releases concerned UP or DN signals. Switch 'GS-30' is provided in gate lodge to put back the concerned UP or DN signals to "ON" in case of emergency.

After passage of the Train, the SM on duty shall inform the gateman and press LC gate controlling button No.30 and Trans button and keep it pressed till such time the gate man

extracts the control key 'N' from the EKT-2 . After getting the Key 'N' the gate man will insert the key in EKT-1 and turn keeping the switch GS-30 in normal position. Then the gate man will get a gate free indication on the panel and subsequently the gate can be opened by pressing the GREEN push button till gate is fully opened and (Green) indication appears.

In case of emergency Key-M is to be extracted from EKT-3 (Electromechanically Free) provided in the gate lodge in a sealed red BOX for manual operation of lifting barriers by crank handling. Extraction of Key-M will put back all relevant signals to "ON".

The LC gate shall be so worked as to cause least possible inconvenience to the vehicular traffic consistence with safety as per subsidiary rule 16.03.01 (a). During Non Interlocking working the Traffic Gateman shall be informed and the Train shall be passed in terms of SR 3.69.02, 3.69.03 & 3.70.01 after ensuring correct closing and locking of L.C Gate.

2. **INTIMATION TO GATEMAN:**

- i) Before taking off reception/ departure signal Station Master/KRAR shall inform the gateman, the number, description, and direction of the train.
- ii) The gateman shall close the gate and transfer the key to the Station Master/ KRAR
- iii) The reception/departure signals will then be taken 'OFF'
- iv) In order to ensure that road traffic is not held up for a long time, the Station Master/ KRAR must ensure that the train is ready for departure in all respects before he advises the gateman for closing the gate.
- v) 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 train 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.

3. **FAILURE OF TELEPHONIC COMMUNICATIONS**

When Telephonic Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:

- i) Station Master on duty / KRAR shall send written advice to the gateman through the porter with full details of number, description and direction of the train.
- ii) Gateman on receipt of such advice shall close the gate and transmit the key to the SM/KRAR, which will enable him to take 'OFF' Reception/Departure signals.
- iii) When sufficient time is not available because of greater frequency of train service, SM/ KRAR will issue written authority to the train driver to pass the signal at 'ON' position.
- iv) In addition Station Master/ KRAR shall also issue a caution order advising the driver to whistle continuously and approach the gate cautiously.
- v) The train driver shall be instructed to pass the gate cautiously, on before signaled by the gateman. If hand signal is not seen, driver should be prepared to stop short of the gate and ensure that gate is closed following GR.3.73 (2)(b).
- vi) In case of an approaching train, the Station Master/ KRAR shall advise the SM/NPD, under exchange of private number that the telephone at the gate has failed.
- vii) The station Master/NPD shall then issue a caution order to the driver before dispatching a train into the block section from his end.
- viii) He should also advise S&T staff responsible for maintenance of the telephone rectify the defect at the earliest.
- ix) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection /fit memo for the same.

4. **FAILURE OF LIFTING BARRIERS OF GATE:**

- i) When the gate cannot be closed due to failure of lifting barriers, the gateman will immediately inform, the Station Master on duty, under exchange private number, and ensure the lifting barriers of gate 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) Gateman shall secure the gate against road traffic by means of safety chains & padlocks.
 - iv) After securing the gate against road traffic, gateman shall show green hand signal flag by day and green light by night to the driver of the approaching train.
 - v) SM on duty/ KRAR shall issue a caution order to the driver of a departing train.
 - vi) He shall also advise the station Master /NPD, under exchange of private number, to similarly issue a caution order to the driver before despatching a train into the block section from his end.
 - vii) Station Master/ KRAR will advise maintenance staff responsible for maintenance of lifting barriers to repair the defect at the earliest.
 - viii) Normal working will resume only after maintenance staff repair the barrier and issue reconnection/fit memo for the same.
- Note:** Authority to pass signals in 'ON' position as per rules shall also be issued to the drivers of both departing and arriving trains.

5. **FAILURE OF THE 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 key transmitter, then gateman must immediately inform the Station Master / KRAR on duty on telephone, under exchange of private number.
- ii) Then Key-M is to be extracted from EKT-3 (Electromechanically Free) provided in the gate lodge in a sealed red BOX for manual operation of lifting barriers by crank handling. Extraction of Key-M will put back all relevant signals to "ON".
- iii) Thereafter, the gate must be treated as non – interlocked and procedure for reception/ despatch of trains as prescribed for non – interlocked gate should be adopted.
- iv) SM on duty / KRAR shall issue a caution order to the driver of a departing train.
- v) He shall also advise the station Master/NPD at the despatching end, under exchange of private number, to similarly issue a caution order to the driver before despatching a train into the block section from his end.
- vi) Station Master / KRAR will advise S&T staff responsible for maintenance of L.C gate to rectify the defect at the earliest.
- vii) Normal working will resumed only after S&T staff repairs the key transmitter.

6. **FAILURE OF THE GATE KEY WITH THE GATE IN OPEN CONDITION:**

- i) If the gate key cannot be extracted from the key transmitter then gateman must immediately inform the Station Master on duty/ KRAR on telephone, under exchange of private number.
- ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/despatch of trains as prescribed for non-interlocked gates should be adopted.
- iii) Gateman shall secure the gate against road traffic by means of chains and padlocks and pass the trains on hand signals.
- iv) SM on duty/ KRAR shall issue caution order to the driver of a departing train.

- v) He shall also advise the station Master/NPD at the despatching end, under exchange of private number, to similarly issue a caution order to the driver before despatching a train into the block section from his end.
- vi) Station Master/ KRAR will advise S&T staff responsible for maintenance of key transmitter to rectify the defect at the earliest.
- vii) Normal working will resumed only after S&T staff repairs the winch/key transmitter and issue reconnection/fit memo for the same..

7. OBSTRUCTION AT THE GATE:

- i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers or any other part of the gate foul the track, or if there is any other obstruction at the gate, the gateman 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 gateman shall advise the Station Master/ KRAR on duty, regarding the defects/obstruction at the gate, under exchange of private number.
- iii) Stationmaster/ KRAR 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 / KRAR after two or three attempts, he shall first protect the gate and then inform on phone.
- v) Gateman shall then rush with detonators and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of gateman under item No.2.4. (5).
- 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 driver, owner and reply these details to the station Master who shall not start the trains unless he has been assured by the gateman that the road vehicle or the lifting barriers are not fouling the track.
- viii) The Station Master/ KRAR shall also inform the station Master /NPD at the despatching end, under exchange of private number, asking him not to despatch any train into the block section from his end, until the track has been clear of all obstruction.
- ix) After the track has been cleared of all obstructions the gateman shall inform the Station Master/ KRAR accordingly, under exchange of private number.
- x) Station Master/ KRAR shall then issue a caution order to drivers of all trains to proceed cautiously, and pass the gate signal at 'ON' position on green hand signal of the gateman, if the gate is broken, but is clear of any obstruction.
- xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and they're after exhibit green hand signal, if the gate is not obstructed.
- xii) Station Master/ KRAR shall advise maintenance staff responsible for maintaining the lifting barriers to repair the same at the earliest.
- xiii) Normal working will be resumed only after maintenance staffs rectify the defective lifting barriers and issue reconnection/fit memo for the same.

8. 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 gateman, the gateman and SM/ KRAR will adopt the procedure given under item No.7. above. If the obstruction fouls the level Crossing Gate, gateman must keep the gates closed against road traffic till the track is cleared of the obstruction.

APPENDIX - 'B'

DETAILS OF SIGNALLING AND INTERLOCKING INSTALLATIONS, INSTRUCTIONS FOR WORKING THEM NORMALLY AND IN EMERGENCIES ETC. INCLUDING THE POWER SUPPLY ARRANGEMENT.

1.1 **SYSTEM OF SIGNALLING AND INTERLOCKING CONTROL PANEL:** -

A panel board has been installed in the SM's Office. The panel depicts the station yard layout. It is provided with point buttons, point indications, signal switches etc., as detailed below:

1.2 **POINT PUSH BUTTONS:** -

Two types of push buttons are provided (i) Common (ii) Individual, for operation of any point. The concerned individual point and the concerned common push buttons are to be pressed simultaneously.

Push buttons provided are –

- i) Common push buttons: 2 Nos. One for NORMAL and the other for REVERSE operation of points.
- ii) Individual point push buttons: 3 Nos. No. 14 for operating facing point No. 14A & 14B at TIG end. No.11 for operating facing pt. No.11A & 11B at Raipur end.

- 1.3 Signal switches & the operations of the signals are controlled by two position thumb switches. In order to take off any signal the concerned thumb switch shall be turned in the direction of the movement of the trains and simultaneously the relevant route push button should be pressed.

No. of signal switches and description	
Number	Signal
1	UP Warner
2	UP Outer
3	UP Main Home
4	UP Loop Home
6	UP Loop Starter
8	UP Main Starter
9	UP Advanced Starter
16	Down Adv. Starter
18	Down Loop Starter
19	DN Main Starter
21	DN Loop Home

23	DN Main home
24	DN Outer
25	DN Warner

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1.4 **ROUTE PUSH BUTTONS:** -

There are four-route push buttons on the panel which are to be operated as below for reception and despatch of trains: -

1. R-1 for receiving trains on main line.
2. R-2 for receiving trains on loop line.
3. D-1 at Raipur end of the panel, for despatch of trains towards KRAR.
4. D-2 at TIG end of the panel, for despatch of trains towards LKNA.

1.5 **INDICATIONS:** Indications are provided by strip / dot lights.

i) **POINT INDICATIONS:-**

The setting of the point is indicated on the panel by the lighting up of strip light. Individual lights are provided for normal and reverse setting of the points. When the points are locked and cannot be operated, a red light appears over the point push button on the panel.

ii) **SIGNAL INDICATORS:** -

No indication is provided on the panel to show the aspect of the signal excepting for Outers and Warners. After operation of signal switches, the SM on duty should physically verify the lowering of the concerned signal by the off aspect of signal arm during day and back light during night and also the arm and light repeater for the UP Outer and Warner.

iii) **TRACK INDICATIONS:** -

No indication is provided in normal condition of the panel. When the points are set and the concerned route button is operated white strip lights appear on the panel illuminating the route set. As the train occupies the route, red strip lights appear on the occupied route and turn to white once again as the track is cleared. The route lights extinguish only when the signal switch is normalised.

1.6 **SM'S KEY:** -

It is provided on the control panel for locking up the panel in the last operated position. This is to prevent unauthorized operation of the panel. The key should be in the personal custody of the SS/SM on duty. Provision however, exists for putting back a signal to danger, in case of emergency, even if the panel is locked.

2.0 **CRANK HANDLE:** -

All facing points are fitted with electric point machines. When the point operation from panel fails, point numbers 11A, 11B & 14A, 14B should be crank handled with the crank handles provided in SM's office. The working procedure is detailed in para-6.

2.1 **BALLAST & TRACK MACHINE SIDING:-**

The Ballast & track machine siding takes off from loop line at KRAR end and is isolated by D.S point. The entrance point and corresponding DS point are coupled are operated by arc lever at site. Hand plunger lock fitted at the entrance point is unlocked by key A2 released from the RKT at the station when switch No. 15 is pressed on the panel. The siding points in facing and trailing direction shall be set, clamped and padlocked before any movement in the siding. All the reception and despatch signals of loop line cannot be taken off when Ballast & track machine siding key has been released.

3.0 **INTERLOCKING WITH BLOCK INSTRUMENTS AND SIGNALS:** -

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UP and DN reception and despatch signals are fitted with electric motors and will be replaced to 'ON' automatically after the passage of a train through track circuits ahead of the signals.

- 4.0 The Home and advanced Starter signals are interlocked with the respective block instruments as indicated below:
- a) UP and DN signals are electrically interlocked with respective block instruments so that before the TRAIN ON LINE to LINE CLOSED position of the block instrument is operated, the corresponding Correction Slip No. 01
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 - b) Both UP and DN advanced Starters are electrically interlocked with respective block instruments so that the same cannot be taken off unless the concerned block instrument is in line clear position (TGT).
 - c) When the block instrument is suspended in line clear position, the concerned advanced Starter must also be treated as suspended and the train is to be piloted out to pass the advanced Starter at danger on form T/369 (3b)
 - d) When the block instrument is under suspension, the authority to proceed will be PAPER LINE CLEAR TICKET.
 - e) Signal once taken off may be put back to danger in case of emergency by turning the concerned signal switch to the center position but the route shall not be altered till the driver is informed in writing and his acknowledgement is obtained.

5.0 **PANEL BOARD INDICATION:** -

- a) Unless the indication on the panel board shows that Main/Loop is clear even with other conditions satisfied, the operation of the thumb switch for the UP and Down Home signals by the SM on duty will not permit the UP and DN Home signals to be taken off.
- b) UP and DN Warner, Outer, Home, Starter & Adv. Starter signals are fitted with electrical motors and will be replaced to 'ON' automatically after passage of a train through track circuits provided in rear of the signals.

5.1 **AXLE COUNTER:**

Not Applicable

5.3 **FAILURE OF AXLE COUNTER:** -

Not Applicable.

6.0 PROCEDURE TO BE FOLLOWED IN CASE OF FAILURE OF POINTS AND USE OF EMERGENCY CRANK HANDLE.

- a) Whenever a point becomes defective any movements over the point on the running lines should be made after clamping and padlocking both the facing and trailing points by SM on duty personally for all trains at this station.

In case of failure of a point and if the point cannot be operated from the panel, the emergency crank handle key which is interlocked with the system is to be extracted and the following procedure has to be observed.

- c) Emergency crank handle keys have been provided in SM's office for motor operated points 11A, 11B (UP side) and 14A, 14B (DN side) respectively. These are mechanically riveted to the keys of RKTs provided in the SMs office. The SM on duty in case of point motor failure, shall press the control push button 26 which will release crank handle key from RKT provided

in SM's room. Crank handle key along with the Crank handle in the personal custody of SM on duty shall be carried to points and get the points set to desired position by inserting crank handle on the motor. All the signals will be locked in the normal position as soon as the crank handle key is released from the RKT provided in the SM's office. The crank handle key is riveted to a key housed in the RKT equipment interlocked with the system such that when the crank handle is out of the RKT, points & signals cannot be operated from panel board. Similarly, when any signal is taken off, the crank handle cannot be extracted from the RKT. The SM on duty shall return the crank handle received by him in the appropriate RKT and operate the point switch to Normal or Reverse to get visual indication available on the panel that the points are set to the desired position. The SM on duty after ensuring personally, the correct setting of defective points and also after verifying the correct visual indications are available on the panel can take off the concerned signals for movement of the train over the said points. If even after complying with the instructions contained in the above paras by the SM on duty, the correct setting of the defective points to the desired position is not indicated in the visual indication on panel, the train shall be piloted in or out in terms of SRs 3.69.01, 3.69.02, 3.69.03, 3.70.01 and 3.70.02.

- c) When the crank handle key is removed from RKT for operation of the defective motor operated points, the responsibility for its safe custody rests with the SM on duty till it is replaced back in RKT.
- d) The cases of failure of motor operated points should be promptly reported to the concerned ESM/Signal Inspector for immediate rectification.
- e) Whenever an emergency crank handle key is required to be used by a signal official for maintenance work or attending to failure, the signal official will give a disconnection memo to the SM on duty and after making necessary entries in the emergency crank handle register, the SM on duty will obtain the acknowledgement of the signal official in the Emergency crank handle register and then hand over to him the emergency crank handle for the points concerned. The concerned points will be treated as defective till the emergency crank handle

is returned back to SM/SS on duty.

Before parting with the emergency crank handle either for attending failures or for maintenance work by Signal maintenance officials, the SM on duty will ensure that the reception and departure signals put back to 'ON' position. The points for the affected lines should be treated as non-interlocked and the SM /SS on duty is responsible for introduction of non- interlocked working and the trains will be piloted 'IN' & 'OUT' after duly clamping and padlocking the points over which the train is to pass, as per GR 3.69 and 3.70 with relevant SRs. The SM on duty will be personally responsible for setting and locking of points for reception or despatch of all trains.

The emergency crank handle register is to be maintained in the following proforma by the SM/SS on duty wherein the particulars of the use of the emergency crank handle must be recorded.

EMERGENCY CRANK HANDLE REGISTER

1. Date.
2. Point No. which failed or required to be tested.
3. Time of failure.
4. Disconnection memo No. received from S&T staff.
5. Signature of SM/Signal Official to whom the emergency crank handle is handed over.
6. Time emergency crank handle is sent out.
7. Individual point Nos. and line No. nominated for admission.
8. Train No. to be admitted or despatched.
9. Signature of the SM to ensure correct setting, clamping and padlocking of the points.
10. Date and time of fault rectified.
11. Time emergency crank handle received back by SS/SM on duty.
12. Signature and designation of the Signal Official who rectified the fault.

7.0 **LIGHTING OF SIGNAL LIGHT AND THEIR MAINTENANCE:** -

- 7.1 The SM on duty must ensure that all the signal lights and level crossing Gate(s) lighted and extinguished according to the timings given in the GR 3.49 and SRs thereto.
- 7.2 If any signal bulb gets fused, the SM on duty should immediately intimate the Signal Maintainer for the rectification and record the fact in the failure register.
- 7.3 The SM on duty at 00.00 hrs (second night) must also ensure that all signal lights are burning properly. This fact must be recorded in the diary under a separate entry and confirm to the Section Controller on duty as per the instructions contained in Divisional safety Circular No. 82/82 Dt.3.5.82.

7.0 **CORRECTING TIME IN STATION CLOCK:-**

The SM shall set the time in his clock according to the time signal given by the Section Controller on duty at 16.00 hrs every day according to SR 4.01.01 and 4.01.02.

- 9.0 **POWER SUPPLY:** Normal power supply given to the station is local power supply (230 volts – 50 Hz) and the standby power supply is given to the station by the diesel generator.

9.1 **MAINTENANCE OF POWER SUPPLY, POWER FAILURES & REPORTING OF SUCH FAILURES:-**

The signalling and interlocking installations works on normal local power supply whenever power supply fails, the SM on duty has to operate the change over switch (provided in the SM's office) connecting the power supply from the healthy source to the signalling installations.

- 9.2 Whenever the diesel generator is working, it should be ensured that the diesel generator is not used for more than eight hours at a stretch and as far as possible when there are no trains, the generator should not be run. This will not only conserve fuel but also to avoid straining of

the generator continuously.

9.3 Unless the generator has attained the full speed and steady voltage not less than 210V indicating on the voltmeter fixed on the generator, the SM on duty should not operate the change-over switch to feed the installations. The signal Inspector should be advised to keep a watch on the adequacy of fuel supply to the station.

9.4 The SM must, however, maintain the record of the power failures in the power failure register and promptly report the failures to the Section Controller and to the concerned Electrical and S&T maintenance staff.

10.0 **LOCKING OF RELAY ROOM:** -

The Relay room should be kept locked with two separate locks, the arrangement should be such that one key is kept with the SM on duty and the other with the signal maintainer. Whenever required, the key in the custody of Station Master shall be given to the signal staff with proper acknowledgement in the Relay room key register. After completion of work, the signal staff shall return the key to SS/SM on duty. The details of the transaction should be properly recorded in the Relay room key register at the Station duly signed by SS/SM on duty and the signal staff concerned according to Operating Manual 1.14 & SR 3.51.05. If the Relay room key is handed over to the Signal staff regarding the interference in safety gears, the train shall be piloted in and piloted out.

11.0 **MAINTENANCE OF S&T INSTALLATION & ADHERENCE TO MAINTENANCE SCHEDULES:-**

Regular maintenance of the S&T installations, adherence to schedules of maintenance, testing of points, track circuits, ground frames, level crossing gates, associated interlocking apparatus, cables and the interlocking functional tests is must for safe and satisfactory working of these installations at this station.

The tests, checks and replacements etc., including overhauling shall conform to the schedules of Maintenance as indicated in the Signal Engineering Manual as also as per the current and extant instructions/circulars on the subject. During checking/ testing or during day to day as well as regular maintenance of S&T gears, SS/SM on duty shall co-operate with S&T staff for safe and satisfactory maintenance.

12.0 **PROCEDURE TO BE FOLLOWED IN CASE OF FAILURE OF A SIGNAL INTERLOCKING INSTALLATION:** -

In case of failure of any interlocking gear at the station, the failure report should be communicated by the SS/SM on duty to the sectional Maintainer, the JE/SE/SSE (SIG) of the Section and others through a memo as per SRs 3.51.04 and 3.68.04 and the SM shall document all such transactions.

13.0 **INSPECTION OF POINTS BEFORE DECLARING THEM DEFECTIVE:-**

However, before declaring a signal or any other S&T gear as defective SS/SM on duty shall verify them and setting of points on the route and overlap for a signal to which it applies shall be inspected by the SS/SM on duty irrespective of the position of buttons and indications on the panel and will work vide GR 3.68.

14.0 **RECTIFICATION AND CHECK BEFORE RESUMING NORMAL WORKING:** -

After receipt of failure information, the Signal Maintainer shall attend to the failure after giving a Disconnection Memo. After rectification of the fault, the Signal Maintainer shall give a Reconnection Memo detailing the rectification. Thereafter, the SS/SM on duty shall personally check the defective apparatus. After satisfying himself that the gear is in proper working order, he shall resume the normal working of the said defective apparatus in terms of SR 3.68.04 (c),

(d) , (e) & (f).

15.0 PROCEDURE FOR CARRYING OUT PLANNED MAINTENANCE WORK: -

Whenever any normal maintenance or special works for major renewals etc., are involved, the signal & Telecom should pre- plan these works. Field staff and the JE/SE/SSE (SIG) should give Advance Intimation' to the SS/SM in writing about this work in terms of SR 15.08.01.

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16.0 EMERGENCIES:-

Notwithstanding anything contained in the aforesaid paras when equipment is found to be defective and unsafe for passage of trains, the Signal & telecom. Staff must at once suspend the working of the equipment and associated installations and issue 'Suspension Memo' explaining the seriousness of defect or damage to the interlocking installation to the SS/SM on duty and take the Station Master's acknowledgement. After this, the usual practice of exchange of disconnection memo and reconnection memo can follow. The SM on duty must act promptly on such messages and take adequate precaution treating the S&T installation as defective and pass trains over the affected interlocking equipment according to extant instructions as contained in GR 3.77 & SRs thereto.

17.0 TELECOMMUNICATIONS: -

- (i) Telephone attached with single line Token less Block Instrument for either side Block Section.
- (ii) Station to Station fixed telephone (hot line) is provided
- (iii) Station is provided with auto telephone connected with Railway Exchange
- (iv) BSNL telephone is provided
- (v) The station is connected to Raipur-Titlagarh control circuit by a control telephone.
- (vi) Station to station 25 Watt VHF communication is provided
- (vii) Telephone connection is provided between station & interlocked LC Gate at KM 115/15-116/1.

- Note:**
- (i) For obtaining line clear, VHF should be used as a last alternative and not as a sole means of communication.
 - (ii) VHF and Walkie Talkie sets should not be used for unnecessary discussions with Drivers, Guards or any other staff.
 - (iii) The on duty SM shall use the above electrical communication instruments stated in Para-17.0 from item No. (i) to (iv) strictly in order of preference for obtaining/granting line clear vide SR 14.01.01. In case of failure of any of the above means of communication the SM on duty shall work vide SR 6.02.06.

18.0 FAILURE OF COMMUNICATION / FAILURE OF BLOCK INSTRUMENTS:

- 1) In the event of failure/suspension of Block instrument or Track circuit or Axle Counters- 'Line Clear' shall be obtained on telephone attached to the block instrument or station to station telephone by exchanging Identification number and supported by private number as per SR 6.02.06 (a) and Chapter-III Part-I of Block Working Manual.
- 2) In the event of failure/suspension of Block instrument or Track circuit or Axle counters and telephone attached to the Block instrument, or the Station to station fixed telephone - "Line Clear" shall be obtained on Railway auto phone or BSNL phone, by exchanging Identification number supported by private number vide SR 6.02.06 (1) (b) and Chapter-III Part-I of Block Working Manual.
- 3) In the event of failure/suspension of Block instrument or Track circuit or Axle counter or telephone attached to the Block instruments or station to station fixed telephone or Railway auto phone or BSNL phone –

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- “Line Clear” shall be obtained on the control phone exchanging identification number & supported by ‘Private Number’ vide SR 6.02.06(1) (c) & Chapter-III Part-I of Block Working Manual.
- 4) In the event of failure / suspension of Block instrument or Track circuit or Axle counter or telephone attached to the Block instruments or station to station fixed telephone or Railway auto phone or BSNL phone or control telephone –
- “Line clear” shall be obtained on the VHF sets exchanging ID number supported by PN provided that the instructions contained in SR14.01.02 are followed vide SR 6.02.06 (1)(d) Chapter-III Part-I of Block Working Manual.
- 5) In the event of total failure of all communications trains shall be worked vide SR 6.02.04.

APPENDIX - ‘C’

ANTI COLLISION DEVICE (RAKSHA KAVACH)

NIL

APPENDIX - ‘D’

1.0 **STATION SUPERINTENDENT (IN-CHARGE):**

He is the over all In-charge of the station; He is responsible for the efficient discharge of duties devolving upon all the Staff employed at the station whether permanent or temporary according to Station Working Rules, Manuals & safe working Instructions. He shall get himself well conversant with the detailed working of Station and panel, points and signals etc.,

He is responsible for maintaining the Assurance Register up-to-date. He shall conduct surprise night inspection and safety meetings/fire drills etc. as per instructions issued from time to time. He shall see that all the staff under his control working safely according to the rules in force.

He shall see that all signals, points, level crossing gates and the whole machinery at the station are in proper working order. He shall report all the defects to the concerned officials.

He shall satisfy himself that the staff employed under him are well conversant with Station Working Rules and perform their duties correctly. He is responsible for maintaining SWR, other Rule books and Assurance Register up to date.

He shall see that all safety records are maintained properly and all rules prescribed in G & SR, Block Working Manual, Operating Manual and other relevant directions issued from time to time by competent authorities are followed rigidly by all concerned and any irregularities if noticed are reported promptly to the authorities concerned.

He shall see that all accidents are promptly reported, attended to and GA-3 along with accident message is submitted to the concerned officers in time. He shall see that the staff is civil and helpful to all users of railway.

He shall frequently visit the platform, Panel Room, etc. in order to maintain an effective supervision over the said staff and their working. He shall see that station premises are kept neat and clean.

He is responsible for booking all staffs working under him for PME and Refresher Course /

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Safety camp in their due time. His Special attention is drawn out to chapter II of General and Subsidiary Rules and GR 5.01 to 5.08 with relevant Subsidiary Rules, Chapter – XXII of Operating Manual.

He shall see that all equipment, apparatus and instruments including signal and interlocking gears are in proper working order and all failures are promptly reported to officials concerned for repairs/rectifications.

He shall pay special attention towards passenger amenities & coaching trains punctuality and yard feasibility. He shall endeavor for minimizing detention to freight trains by judicious planning of trains staff. He shall pay attention to smooth functioning of goods train to eliminate detentions. He shall attend to all compliance by traveling/trading public.

He shall see that the law and order in the station area is taken care of with the help of G.R.P. and R.P.F and civil authorities as per need.

He shall ensure compliances of all Operating, Safety and Commercial records maintained at the station. He is responsible for overall supervision of the station.

His special attention is drawn to chapter No.II of G & SR (Amendment) 2000 and GR 5.01 to 5.08 with relevant SRs. He shall follow the instruction laid down in SR 3.68.01© & (d) and SR 14.07.01 and BWM 2.09 (e). He shall conduct surprise night inspection, safety meetings and fire drills. He shall maintain good public relation as well as look after passenger's amenities and be helpful to travelling public.

- 1.1.0 **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 and thoroughly understood the system in force and must sign such declaration.
- 1.1.1 No Railway servant shall be entrusted with any duty involving safety of the public unless the station in-charge 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 SS is responsible to see that all the staff are conversant with the Station Working Rules 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 Group 'D' staff, their signature/thumb impression must be obtained after explaining fully about their duties and responsibilities.
- 1.1.2 The station superintendent is responsible personally for maintaining the Assurance Register and for obtaining declaration of the staff working under him. The Assurance Register must be maintained in two parts, one for Group 'C' and the other for Group 'D' staff. A duplicate copy of the Assurance Register must be maintained and kept in personal custody of the Station Superintendent.
- 1.1.3 The declaration shall be renewed in the following cases:-
- (i) Whenever there is a 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 or more.
- 2.0 **USE OF PRIVATE NUMBER BOOKS IDENTIFICATION NUMBER SHEET :-** Sufficient Private Number books and I.D number sheets in sealed covers shall be kept always in the stock by Station Superintendent under lock and key. He shall maintain a register for this

purpose.

- 3.0 **ACCIDENTS:** Accidents shall be reported and immediate action shall be taken by the Station Superintendent in charge in accordance with the instruction laid down in the Accident Manual. Whenever the Station Superintendent received 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. He shall frame the accident message/reports and follow up all safety principles without delay.
- 4.0 **TESTING OF POINTS AND SIGNALS:**
The Station Superintendent shall test the working of the reception signals daily during the day when there is no train due to arrive/leave the station. He shall also test the working of points, crossings etc. and record the result in the Station Master's diary.
- 5.0 **Dy.SS/STATION MASTER/ASSISTANT STATION MASTER:**
He shall work in 8 hrs. shift for train passing and booking of traffic, coaching returns and other statements shall be prepared and submitted by him in time under the direction of the Station Manager. He shall assist the Station Manager for the up keep of the station in all aspects.
- 5.1 Station Master on duty who makes an entry in the train signal register must continue on duty till all the entries pertaining to the trains are completed vide Subsidiary Rule 14.07.01.
- 5.2 He is responsible for working beyond this period when called upon to do so in the exigencies of services. He will follow SR 3.68.01(c) & (d), SR 14.07.01. Their special attention is drawn to Chapter II of GR & SR 2000 and GR 5.01 to 5.08 with relevant SRs. As an Assistant to the SS, he shall follow the instructions given to him by the Station Superintendent.
- 6.0 **HANDING OVER AND TAKING OVER CHARGE:**
The Station Superintendent in charge/ Dy.SS/Station Master/Assistant Station Master on duty shall record in the diary the condition of all the running lines, the caution orders in force at the time of handing over charge. These entries must be counter-signed by Station Master/Assistant Station Master coming on duty while taking over charge. This will not, however, relieve any one of the SS/SM of his responsibility to ensure by physical check that the nominated line is clear of all obstructions before admission of any train on it.
- 7.0 **TRAFFIC POINTSMAN:**
He shall work under the instructions of SM on duty and follow the GR 02.05 to 2.11 and other relevant rules laid down in GR and SR. He shall remain responsible for:
- (i) Delivery of authority to proceed and caution order etc. to the driver of train.
 - (ii) Correct setting and locking and crank handling of points for reception/dispatch and shunting operation under the supervision of Station Master/Guard.
 - (iii) To couple and uncouple vehicles under the supervision of Station Master/Guard when shunting operation is in progress.
 - (iv) Piloting and hand signalling of trains when necessary.
 - (v) Knowledge of hand signals, detonators and their use.
 - (vi) Protection of line in emergency and fog signalling.
 - (vii) Exchange of signals with the Driver and Guard of passing trains as directed by the SM.
 - (viii) Cleaning, Oiling and lighting of lamps.
 - (ix) Loading/unloading of parcels, luggage, Guard boxes and packages to and from the train and watching the packages and other materials by properly stacking in the station premises.
 - (x) Dusting of station office, filling up the fire buckets with sand/water and getting train interact arrival register (T/1410) signed by the Guard as and when required.

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DSTE/SBP

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Sr. DEN (West)/SBP

D.Nayak
DOM(G)/SBP

- (xi) Serving messages and any other duties entrusted to them by the SS/SM from time to time.
- (xii) Uses of emergency crank handle for setting of points.
- (xiii) To supervise shunting as per SR 5.13.03.
- (xiv) They must be thoroughly conversant with the GR 3.38, 3.46, 3.77(I), 5.09, 3.52 to 3.60, 3.62, 5.13, 5.15, 5.16, 5.21, 5.23 & SRs there to and their special attention is drawn to chapter No.II of G & SR (Amendment) 2000 also.
- (xv) He will work observe and report the complete/incomplete arrival/departure of trains as per the order of the SM on duty.

8.0 **DUTIES OF TRAFFIC GATEMAN:**

Mentioned in Gate working instructions of concerned L.C.gates in Appendix-A. In addition to that he shall follow the GR 2.05 to 2.11 and other relevant rules laid down in GR & SR.

9.0. **GENERAL**

- i. A set of Red and Green flags and Tricolor hand signal lamps will be part of the essential equipments of staff while on duty. They shall not leave the station except when required by the SM on duty or with his permission. They shall comply with SR 4.42.02 (b) & (c).
- ii. Staff working at the Station must be able to distinguish between Up and Down Line Clear Tickets and also to recognize other Operational forms and documents delivered to Guard and Drivers. They must also know how and when to ring the Station Bell and to call out the Station's name on arrival of Passenger carrying train.

N.B: - All staff while on duty should be in proper uniform.

APPENDIX - 'E'

ESSENTIAL EQUIPMENTS OF THE STATION

Below is the list of essential safety equipment, which shall be readily available in good working order with necessary relief stock.

1.	Detonators	10 in tin case
2.	Hand signal lamps/Tri colour torch	04 Nos. (2spare)
3.	Hand signal flags	04 sets. (2 spare)
4.	Safety chains with pad locks	06 Nos.
5.	Wedges/Sprags	06Nos.
6.	Fire buckets (with sand and water)	05 Nos.
7.	Clamps with padlocks	06 Nos.
8.	Reminder collars	02 Nos.
9.	"Motor Trolley on Line" boards	02 No.
10.	First aid Box	01 No.
11.	Stretcher	01 No
12.	Blanket	01 No.
13.	Fire extinguisher	02 Nos.

APPENDIX - 'F'

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

NIL.

APPENDIX - 'G'

RULES FOR WORKING OF TRAINS IN ELECTRIFIED SECTIONS

NIL.