

EAST COAST RAILWAY
WALTAIR DIVISION

No.WTF/5/SWR/GPI

Date of issue:

Date brought into force:

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STATION WORKING RULES OF GAJAPATINAGARAM STATION (B.G)

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

1.0 STATION WORKING RULES DIAGRAM:

- i) Station Working Rule Diagram No. : SI/WRD/11169 ALT 'D'
ii) Signal Interlocking Plan : SI/11169 ALT 'D'

2.0 a) GENERAL (LOCATION):

i)	Name of the Station	:	GAJAPATINAGARAM
ii)	Class of Station	:	'B' Class
iii)	Section	:	Raipur – Vizianagram
iv)	Double/Single line	:	Double Line
v)	Electrified/non electrified	:	Non-Electrified
vi)	Guage BG/MG/NG	:	BG
vii)	Railway	:	East Coast Railway
viii)	Route	:	'B' Route
ix)	Situated at KM	:	444.581
x)	From	:	Raipur
xi)	No. of Cabins	:	Centrally Operated Composite miniature domino type full panel

2.1 DESCRIPTION OF STATION:

2.1 GENERAL (LOCATION):

a) **STATION**

Gajapatinagaram (Code-GPI) is a 'B' Class Station on Raipur – Vizianagram Double line non electrified (BG) section of East Coast Railway on 'B' Route. It is

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situated at KM 444.581 from Raipur provided with Centrally Operated Panel Interlocking.

b) **PANEL BOARD:**

A composite miniature Domino type full panel installed in the SM's office to operate all points and signals in the entire Yard.

c) **STATION MASTER CONTROL:**

The Panel is also fitted with Station Master's lock up key to prevent unauthorised operation of this panel but with the arrangement to put back the signals to 'ON' position in case of emergency with altering the route even without un-locing the Panel. The key must be kept under personal custody of SM on duty vide SR No. 3.36.03(a)

2.2 BLOCK STATIONS ON EITHER SIDE AND THEIR DISTANCES & OUT LYING SIDINGS:

- a) KOMATIPALLI is the adjacent block station at Raipur end, with an inter distance of 9.846 KM from Gajapatinagaram Station.
- b) GARUDABILLI is the adjacent block station towards Vizianagaram end and situated at a distance of 10.235 KM from Gajapatinagaram Station.
- c) D.K.Stations : NIL.
- d) IBH, IBS : NIL

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

	Between Station	The Point from which the block section commences	The Point at which block section ends.
1)	GPI-GRBL	The rear block section commences/terminates at DN facing point No. 18A of East end of the Yard.	The advanced block section commences/terminates at UP advance starter signal No. 11 at East end of the yard.
2)	GPI-KMX	The advanced block section commences/terminates at DN advance starter signal No. 12 at West end of the yard.	The rear block section commences / terminates at BSLB at West end of the Yard.

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GRADIENTS IF ANY.**a) TOWARDS KMX ON UP & DOWN LINES:**

ON DN LINES	Chainage in Mtrs.		Stretch in Mtrs.	Gradient
	From	To		
i)	000.000	450.942	450.942	1 in 480 Raising
ii)	450.942	2226.000	1775.058	1 in 150 Raising
iii)	2226.000	Into section	--	1 in 218 Raising

b) To wards GRBL on UP & DN Lines

ON UP LINES	FROM	TO	Stretch in Mtrs.	Gradient
i)	000.00	503.000	503	1 in 480 Raising
ii)	503.000	814.000	311	Level
iii)	814.000	1000.000	186	1 in 744 Falling
iv)	1000.000	1500. 00	500	1 in 505 Raising
v)	1500. 00	Into section	--	Level

2.5

LAY OUT:

- a) The Station is provided with four running lines. One goods siding and one Tie tamping machine siding.

Srl No	Name of the line	Electrified Non Electrified
a)	Line no. 1= Common Loop (Up Loop)	Non Electrified
b)	Line no. 2= UP Main.	Non Electrified
c)	Line no. 3= Down Main.	Non Electrified
d)	Line no. 4= Down Loop	Non Electrified

- b) A low level passenger platform measuring 350 M x 6.1 M is provided for Line No.1
- c) A low level passenger platform measuring 350 M x 6.1 M is also provided for Line No.4
- d) **GOODS SIDING:**

A goods siding pf 232 Mts. is provided at GRBL end on line No. 1 with both sides entry.

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- e) A tie tamping machine siding is provided in extension of over run line to line No. 1 at KMX end (60 Mts).

2.5.1 RUNNING LINES, DIRECTION OF MOVEMENT AND HOLDING CAPACITY:

Srl No	Running Lines	Electrified Non Electrified
a)	Line NO. 1 (Common Loop)	Non Electrified
b)	Line NO. 2 (UP Main)	Non Electrified
c)	Line NO. 3 (DN Main)	Non Electrified
d)	Line NO. 4 (DN Loop)	Non Electrified

DIRECTION OF MOVEMENT:

Trains coming from Raipur end proceeding towards Vizianagaram are UP trains. Trains coming from Vizianagaram end proceeding towards Raipur are Down trains.

HOLDING CAPACITIES OF LINES:

Line NO. 1 (Common Loop)	CSL-747 Mtrs. (STR TO STR)
Line NO. 2 (UP Main)	CSL-750 Mtrs. (STR TO SB)
Line NO. 3 (DN Main)	CSL-750 Mtrs. (STR TO SB)
Line NO. 4 (DN Loop)	CSL-733 Mtrs. (STR TO SB)

2.5.2 NON-RUNNING LINES AND THEIR CAPACITY:

A goods siding of 232Mts. at GRBL end of the yard taking off from Line No. 1 and a tie tamping machine siding takes off from over run line of Line No.1 towards KMX end of the yard.

2.5.3 ANY SPECIAL FEATURE IN THE LAYOUT

Nil

2.5.4 NON-RUNNING LINES

One goods siding of 232 Mtrs. is taking off from common loop (i.e., Line No. 1) at VZM end of the yard is controlling by Button No. 26 of the common control panel.

One Tie Tamping machine siding is taking off from over run line of Line No. 1 at KMX end of the yard is controlling by Button No. 25.

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2.5 DESCRIPTION OF SIDING:

One goods siding of 232 Mtrs. is taking off from common loop (i.e., Line No. 1) at GRBL end of the yard with both sides entry and is isolated by derailing switches. The entrance point and corresponding derailing switch are coupled and operated by Arc Lever provided at Site.

One Tie Tamping machine siding is taking off from over run line of Line No. 1 at KMX end of the yard with one side entry and is isolated by derailing switches. The derailing switch is operated by hand lever and hand lever is controlled by Button No. 25 of Control Panel.

2.6 LEVEL CROSSINGS:

The detailed working of the L.C. Gates along with the particulars are mentioned in Appendix 'A'

3.0 SYSTEM AND MEANS OF WORKING:

a) The trains are worked under absolute block system in accordance with GR 7.01(1) (a) GR Chapter VIII Rules Nos. 8.01(1)(a) & (b), 8.01 (2) (b), 8.03 (1) (a) (b) & (c) (ii), 14.01 to 14.07, 14.08(a), 14.09 to 14.11, 14.13 & BWM Chapter-V on either direction, between GPI-KMX and GPI-GRBL.

b) **TYPE OF BLOCK INSTRUMENTS:**

SGE type lock and block instruments are provided in SM's office for section GPI-KMX & GPI-GRBL. The SM on shall operate the block instruments and maintain the TSR and other relevant records. Taking off the last stop signal is the authority for the Loco Pilot to proceed in to the block section vide GR. 14.08(a). The Block Instruments are non-cooperative type. Block instrument shall be locked by two locks out of which one lock key shall be kept in personal custody of SM on duty and the other shall be kept with ESM.

c) **TRAIN WORKING & MOVEMENTS OF TRAINS:**

Movement of trains is regulated by the section controller on duty whose orders must be carried out provided they do not contravene any G&SR, BWM & SWR or any other safe working principles. In the event of suspension of control working, the Dy. SS/Station Master on duty shall work independently in consultation with the Station Master of the adjacent block station and shall be responsible for reception and despatch of trains. He shall ensure that preference is given to important trains and at the same time no undue detention occurs to others trains.

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d) **DOUBLE LOCKING ARRANGEMENTS:**

Double locking (i.e., two independent locks) arrangement for the relay room is provided. Out of two such locks, one lock key shall be in the personal custody of the SM on duty and the other key shall be kept with S&T maintainer. Whenever key is required by maintainer the SM on duty shall handover the key to the maintainer under endorsement in relay room key register about the reason for requirement of key. On completion of the work the key shall be returned back to SM on duty. All the above transactions shall be recorded in the relay room key register vide OM 1.14(b).

4.0 SYSTEM OF SIGNALING AND INTERLOCKING:

- a) The Station is equipped with multi aspect colour light signals with Panel interlocking. The significance of the various aspect and indications of colour light signalling lies in accordance with GR 3.08(4)(b).
- b) All running line points in the yard are motor operated and are electrically detached by the relevant signals governing the movement of trains over them..
- c) Advanced Starters are interlocked with respective Lock and Block Instruments.
- d) The block instruments cannot be made normal unless the respective Home and Calling On signal is in normal position.
- e) In case of emergency, signals once taken off for a train can be put back to ON even though the panel is in locked condition, but route cannot be altered without complying the due process of emergency cancellation.
(Details of signalling and interlocking is given in Appendix 'B')

4.1 TRACK CIRCUITS: AND AXLE COUNTER:

Track circuits are provided between Home and Adv.Str on both UP & DN lines including berthing track circuits on all four running lines as follows.

UP Direction

1AT, 1T, 1T₁, 17/21AT, 21 AT, L₁T₁, L₁T₂, L₁T₃, UMT₁, UMT₂, UMT₃, 22BT, 22AT, 18BT, 11AT & 11T. In addition, 2 rail length track circuit no 3T is provided at LC gate KM no 4445.949 for replacement of up gate signal.

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DN Direction

2AT, 2T, 2T1, 18AT, 20T, L₄T₁, L₄T₂, L₄T₃, DMT₁, DMT₂, DMT₃, 19AT, 19BT, 17BT, 12AT & 12T. in addition, 2 rail length track circuit no. 4T is provided at LC gate KM no. 445.949 for replacement of DN gate signal.

4.2 CUSTODY OF RELAY ROOM KEY AND PROCEDURE FOR ITS HANDING OVER AND TAKING OVER BETWEEN SS/DY.SS AND S&T MAINTENANCE STAFF:

Double locking [i.e., two independent locks] arrangement for the relay room is provided. Out of two such locks, one lock's key shall be in the personal custody of SS/Dy.SS on duty and the other key shall be kept with S&T maintainer. When ever key required by the maintainer the SS/Dy.SS on duty shall hand over the key to the maintainer under clear endorsement in relay room key register about the reason for requirement of key, On completion of the work the key shall be returned back to SS/Dy.SS on duty. All the above transactions shall be recorder in the relay room key register vide OM 1.14[b].

4.3 POWER SUPPLY:

1. Local Power Supply.
2. Diesel Generator 10 KVA
(Details are given in Appendix 'B')

5.0 TELECOMMUNICATION:

- i) Section Control Phone.
- ii) Auto and DOT telephone
- iii) Station to Station telephone.
- iv) Telephone Communication is provided between Station and LC gates at KM 445.949[445/12], 446.766, 444.22 [443/14-13], 439/7 and 442.531 [442/8-9].
- v) VHF Set.
- vi) BSNL Telephone

5.1 FAILURE OF COMMUNICATIONS:

Details of working are given in Appendix 'B'. SR 6.02.03 Rules shall be followed.

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6.0 SYSTEM OF TRAIN WORKING:

Trains are worked under absolute Block system Rules vide GR 7.0(1)(a) GR CH VIII 14.01 TO 14.07, 14.09 TO 14.11, 14.13 & BWM CH V.

Movement of trains is regulated by the section controller on duty whose orders must be carried out provided they do not contravene any G&SR, BWM, OM & SWR or any other safe working principles. In the event of suspension of control working, the SS/SM on duty shall work independently in consultation with the SS/SM of the adjacent block station and shall be responsible for reception and dispatch of trains. He shall ensure that preference is given to important trains and at the same time no undue detention occurs to other trains vide OM. 2.14 & 2.24(a).

6.1 DUTIES OF TRAIN WORKING STAFF:

The duties of train working staff are mentioned in detail in Appendix-‘D’.

6.1.1 TRAIN WORKING STAFF & COMPLEMENT OF STAFF

Complement of Staff	Staff in each Shift
SS - 1	SS/Dy.SS/SM - 1
Dy.SS - 3	LMA/TPM ‘B’ - 1
SM - 1	Sr.TP/TGK/TP - 1
LMA - 5	Sr.S.Wala/SCLM - 1 (General Shift)
TPM ‘B’ - 3	
Traffic Point - 2	
Sr.TP/TGK - 2	
SCLM - 1	

NOTE: Staff deployed at this station shall follow the rosters issued by DPO/WAT from time to time.

6.1.2 RESPONSIBILITY FOR ASCERTAINING CLEARANCE OF THE LINES AND THE ZONES OF RESPONSIBILITY:

- i) The Station Master on duty is responsible to nominate clear line that is clear of all obstructions from the Home signal to the Starter signal inclusive of adequate distance beyond it for admission of trains vide 3.40(1)(a), 3.40(3)(b).
- ii) The clearance of the running line for the reception of the train is to be verified by the Station Master on duty by verifying illuminated indication provided on the panel board.

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CERTIFICATE OF COMPETANCY:

No person shall be allowed to operate the Block instruments, signals and points or any other interlocking apparatus at the station unless he has passed a special examination and holds a valid certificate of competency applicable to his duties at the station vide GR 14.04, SR 14.04.01 & SR 3.39.08.

6.1.3 ASSURENCE OF STAFF IN THE ASSURENCE REGISTER:

Every train passing staff including newly posted staff at the Station or leave reserve staff or regular staff who has resumed duties after more than 15 days absence and if there is any change is made in Station Working Rules shall sign in the Assurance Register as a token of their having gone through and understood clearly the rules in connection with their duties vide SR 5.01.02.

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

6.2 CONDITIONS FOR GRANTING LINE CLEAR:

The conditions laid in G&SR.8.01(1)(a)&(b), 8.01(2)(b), 8.03(1)(a),(b) & (c)(ii) GR. 14.10, BMW 5.08 & 5.09 shall be compiled with before the line is considered 'Clear' the Station Master on duty grants 'LINE CLEAR' for a train.

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

- i) The whole of the proceeding train has arrived complete.
- ii) The necessary signals have been put back to ON behind the said train.
- iii) For the UP trains the line is clear up to the first facing point i.e., point NO. 17B and for down trains the line is clear up to BSLB.
- iv) The SM on duty, before giving such permission shall ensure that all signal lights pertaining to the train are lit up properly and he shall also ensure that there are no train/vehicle movements leading towards the line in the opposite direction.
- v) **BLOCK OVER LAP:**
Adequate distance (Block Overlap) to be kept clear for granting line clear vide GR 8.03(2) and 8.03(1)(a),(b),(c)(ii).

(Specific points on the line upto which the line should be kept clear for granting line clear)

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

6.2.1 SPECIAL CONDITIONS TO BE OBSERVED WHILE RECEIVING OR DESPATCHING A TRAIN:

In case of failure of track circuits, the clearance of the nominated line has to be ensured physically before admitting a train.

The Station Master on duty shall ensure that the over run line/sand hump is clear of all obstructions before admitting a train even when the over-run line/sand hump falls in the trailing direction.

6.2.1.1 SETTING OF POINTS AGAINST BLOCKED LINE

When a running line is blocked by a stabled load, wagon, Vehicle or by a train is to cross or give precedence to another or immediately after the arrival of the train at the station etc, the points at either end should be immediately set against the blocked line except when shunting or any other movement is required to be done on that line. If all the lines of a station happen to be blocked when line clear has been granted to a train the points should be set for the line occupied by a stabled load or a goods train in that order so that, in case of mislap the chance of causalities are minimized. In case of all the lines are occupied by passenger train, points should be set for a loop line to negotiate with the speed of incoming train would be reduced which in turn, would minimize the consequences/causalities.

6.2.1.2 RECEPTION OF TRAIN ON BLOCKED LINE:

The rules laid down in GR 5.09 and relevant SRs shall be followed.

6.2.1.3 RECEPTION OF TRAIN ON NON-SIGNALLED LINE:

Reception of trains on a non signaled line is governed by GR 5.10 and SR 5.10.01.

6.2.1.4 DESPATCH OF TRAIN FROM NON-SIGNALLED LINE:

Despatch of trains from non signaled line is governed by GR.5.11 and SR 5.11.1

6.2.1.5 DESPATCH OF TRAIN FROM LINE PROVIDED WITH COMMON STARTER SIGNAL:

To dispatch a train from common loop GR 5.12 and SR 5.12.1 shall be observed.

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6.2.1.6 ANY OTHER SPECIAL CONDITIONS SHOULD BE MENTIONED GIVING REFERENCE TO THE G&SR:

SPECIAL RESTRICTIONS. : Nil

SPECIAL INSTRUCTIONS: Nil

6.3 CONDITIONS FOR TAKING OFF APPROACH SIGNALS:

a) The conditions for taking 'OFF' approach signals are governed by GR.3.40(1)(a), 3.40(2)(a), 3.40(3)(b) and relevant SR's thereto.

b) **RECEPTION OF TRAINS:**

Reception of trains is governed by the relevant rules laid down in GR.3.36, 3.38, 3.40, 3.43, 3.48, and 4.17 with relevant SRs and SR 3.42.02(a)(iii) and SR 3.42.03. For taking off reception signals procedure detailed in SR 3.38.01 shall be followed.

The SS/SM on duty shall ensure from the gateman of L.C, Gate at KM 445.949 and KM 448/9 that the gate is closed and locked before granting line clear to GRBL for DN train and before taking off departure signals for UP trains. Similarly the SS/SM on duty shall ensure from the gateman of L.C, Gate at KM 444.222 and KM 439/7 that the gate is closed and locked before taking off UP home signals and before granting line clear for UP trains respectively and before taking off DN departure signals.

c) **ADEQUATE DISTANCE TO TAKE OFF HOME SIGNAL:**

To take off the home signal for admission of train, the adequate distance (overlap), as mentioned below shall be kept clear in terms of GR 3.40.01(a).

<u>LEARING OF ADEQUATE DISTANCE</u>				
LINE NO.	UP TRANS		DOWN TRAINS	
	FROM	TO	FROM	TO
LINE NO. 1 (Common Loop)	UP Starter Signal No. 5	End of over run line or up to Advanced starter No. 11	DN Starter Signal No. 8	End of over run line or DN to Advanced starter No. 12
LINE NO. 2 (UP Main)	UP Starter Signal No. 9.	UP Advanced starter No. 11	--	--
LINE NO. 3 (DN Main)	--	--	DN Starter Signal No. 10	DN Advanced starter Signal No. 12
LINE NO. 4 (DN Loop)	--	--	DN Starter Signal No. 6.	End of over run line or DN Advanced starter Signal No. 12

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- d) **STOPPING OF SHUNTING OPERATIONS:**
The station master on duty shall ensure that all shunting on non isolated line is suspended and shunting authority issued to such operations with drawn and kept in his possession vide SR 5.13.02. The station master on duty shall also ensure from the gateman that the LC gate is closes and locked, supported by private number and then shall take off the concerned signals.
- e) **PUTTING BACK SIGNALS:**
UP & DOWN Home, starters, advanced starters signals will go back ON position after occupation of particular track circuits. SM on duty shall send TRAIN OUT OF BLOCK SECTION report to the station master in rear items of GR 14.01 and sR 4.17.01(e)(iii).

6.3.1 RESPONSIBILITY OF SS/Dv.SS FOR RESTORATION OF SIGNALS TO ON:

Station Master should ensure that the signal is put back to 'ON' after passage of train as per GR 3.36(2)(b)

6.4 SIMULTANEOUS RECEPTION/DESPATCH, CROSSING & RECEDENCE OF TRAINS:

The interlocking at the Station permits the following simultaneous reception and dispatch of trains.

a) Reception of an UP train on Common Loop Line No. 1	<u>AND</u>	Dispatch of another UP train from Line No. 2 (UP Main).
b) Reception of an DOWN train on DN Loop Line No. 4	<u>AND</u>	Dispatch of another DOWN train from Line No. 3 (DN Main) or Line No. 1 (Common Loop)
c) Reception of an DN train on Line No. 1 (Common loop)	<u>AND</u>	Dispatch of another DN train from Line No. 4 (DN Loop) or Line No. 3 (DN Main)

6.5 COMPLETE ARRIVAL OF TRAINS

The entire block section between GPI-GRBL and GPI-KMX on both Up and Down Lines are monitored by axle counter system and the position of the block section whether 'Occupied' or 'Clear' is indicated on Panel/VDU at SM's office. As soon as train enters in to that block section the RED indication appears on Panel. After whole train clears the block section GREEN indication appears on the Panel. This confirms the complete arrival of train and the SM on duty shall give 'Train Out of Block Section' report on seeing the section clear indication GREEN on the Panel.

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If a train passes through the station without conforming the last vehicle indicator, the Station Master on duty shall advise the station in advance to stop the train for last vehicle verification and he need not to withhold closing of block section in rear. He shall obtain confirmation under exchange of private number about the complete arrival of the train with its last vehicle from the station in advance and subsequent trains may be dispatched.

In case of failure of Axle counter the SM on duty shall obtain Complete Arrival Certificate from the guard of the train in the Complete Arrival Register (T/1410) maintained at the station for stopping train. However at west end of the yard, such complete arrival may be ensured by the Gateman at LC gate KM 443/14-15 and confirm to SM on duty supported by PN vide SR 4.17.01 (e) (iv). For through passing train the SM on duty shall satisfy himself the complete arrival of the train by verification of the Last Vehicle Indicator vide SR 4.16.05 that the train arrived complete.

In case a train passes incomplete, action shall be taken as per SR.4.17.02, he “Train out of Block Section” report shall be withheld to the station in rear until Complete Arrival Certificate is received from the station in advance supported by a private number. Train passing on adjacent line shall be stopped and Guard and Driver shall be issued with caution Order to proceed cautiously and stop short of any obstruction as per SR. 4.17.03. On occasions when motor trolley follows a train the points shall not be operated until the following motor trolley is admitted on the same line. In the event of motor trolley is delayed in the section the SM on duty shall take action in terms of SR.15.25.03(b)(vi).

6.6 DESPATCH OF TRAINS:

Dispatch of trains is governed by the provisions of GR. 3.42 and SR thereto, SR 3.36.04(b), SR 3.42.01(a), SR3.42.04 and BWM 3.07(5)(a),(e),(f)&(g) and other relevant provisions of G & SR, BWM and SWR.

6.7 TRAINS RUNNING THROUGH

- a) In addition to the procedure detailed in paras ‘Reception and Dispatch of trains’ rules laid down in GR 3.42, 4.17, 4.42 with relevant SR’s shall be followed.
- b) Reception and despatch signals shall be taken ‘OFF’ for a through train as per the sequence given below vide SR 3.42.02(a)(iv).
- c) In every case in which trains are permitted to run through on a non-isolated line, all shunting shall be stopped and no vehicle-unattached to an engine or not properly secured in accordance with GR 5.23 may be kept standing on a connected line, which is not isolated from the through line vide 4.11(2)
- d) SS/SM on duty shall see the last vehicle as every train passing through at Station

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with a trail board or trail lamp or such other device vide GR 4.16 SR 4.17.01(a)

6.7.1 TRAIN ENTERING BLOCK SECTION SIGNAL:

As soon as the train with its last vehicle indicator has passed the last stop signal (Advanced Starter) the SS/SM on duty shall send the “train entering Block section signal to the SS/SM of the Station in advance vide BWM 2.07(5)(a)(ii), 2.07(5)(b).

6.7.2 ISSUE OF CAUTION ORDERS:

Whenever in consequence of line being under repairs or for any other reasons special precautions are necessary a Caution Order detailing the Kilometres and Speed at which train should run with reasons for taking such precautions shall be handed over to the Guard and Loco Pilot in terms of GR 4.09 and SR thereto.

6.8 WORKING IN CASE OF FAILURE:

a) **DEFECTIVE TRACK CIRCUITS**

SS/Dy. SS shall follow procedure laid down in GR 3.51.04, 3.68.04

b) **DEFECTIVE POINTS**

Procedure prescribed in GR 3.77 and relevant SRs shall be followed.

c) **DEFECTIVE AXLE COUNTERS**

Detailed procedure laid down in GR 3.51.04 and 3.68.04 shall be followed.

d) **FAILURE OF SIGNALS AND INTERLOCKING**

SS/Dy. SS on duty shall be responsible and personally supervise the setting, clamping and pad locking of all required facing and trailing points for admission or dispatch of trains and procedure laid in GR 3.68 to 3.71 and SRs there to shall be followed

e) **FAILURE OF BLOCK INSTRUMENT:**

In the event of suspension/failure of SGE type lock and block instruments for sections GPI-GRBL or GPI-KMX the SS/SM on duty shall endorse:

Block Instrument suspended at _____ for _____ (cause) in that particular portion or both the portions as the case may be in the train signal register and draw a red line below the entry. During the period of suspension/failure the Station Master of duty at center will perform the ‘Line Clear’ work with GRBL

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and KMX and make all the entries for the section so suspended/failed in a separate Train Signal Register kept in his office for the purpose vide block working manual Para 5.23. When the Block Instrument is restored the SS/SM on duty will make suitable endorsement to the effect that Block Instrument resumed at in concerned portion of the Train Signal Register showing the time and also drew a RED line below the entry and thereafter he will maintain the Train Signal Register as usual.

6.9 PROVISIONS FOR WORKING OF TROLRIES /MOTOR TROLRIES / MATERIAL LORRIES ETC.:

Motor trolleys shall be worked as per GR 15.25 and SR thereto and BWM 5.11(2), 5.12, 5.13 and 5.14(2)(b) and circulars and orders issued from time to time Material lorries shall be worked as per GR 15.27 and SRs thereto and BWM 5.11(2), 5.13.

7.0 BLOCKING OF THE LINES:

a) Whenever a running line is blocked, the SS/Station Master on duty shall enter a clear remark in 'RED' ink in Train Signal Register indicating date, time, and number of running line blocked. A record thereof shall also be made in the Station diary vide SR 3.36.03(b), SR 3.51.06(a), SR 5.23.01(a). The same shall be acknowledged by the reliever.

b) **USE OF REMINDER COLLARS:**

SS/SM on duty shall place reminder collar on Home Signal buttons in the event of a running line is blocked vide SR 3.36.03(b)

c) **LOADING AND UNLOADING OF VEHICLE ON RUNNING LINES:**

Except 'Smalls', loading / unloading of goods from the vehicles on running lines is prohibited unless specially permitted by DOM vide SR 5.19.01.

d) **SECURING OF VEHICLES:**

Securing of vehicles is governed by GR 5.23, SR 5.23.01 and OM 7.08 shall be followed.

Note: Special care shall be taken to secure special type vehicles fitted with roller bearings while standing in siding on running lines vide SR 5.23.01(b).

e) **DETACHING OF VEHICLES ON RUNNING LINE:**

Detaching of vehicles on running lines is prohibited. Whenever any vehicle is detached on running line under unavoidable circumstances such rolling stock shall be placed opposite to station building as far as possible and secured properly and per GR 5.23 and SR 5.19.01(d).

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8.0 SHUNTING**8.1 GENERAL PRECAUTIONS:**

The rules laid down in GR 3.46, 3.52 to 3.56, 5.13, to 5.23, 8.05(2)(3), 8.06, and 8.14, 8.15(c) with relevant SRs and OM 7.01, 7.07 and 7.08 shall be observed. All shunt movements shall be supervised by Guard/SM, point man on duty vide SR 5.13.03 as the case may be. For any non-signalled movement the SS/SM on duty shall ensure physical verification of the clearance of the crossover point.

8.2 SHUNTING IN FACE OF AN APPROACHING TRAIN:

Shunting in the face of an approaching train is governed by GR 8.09 & relevant SR's thereto

8.3 PROHIBITION OF SHUNTING ANY SPECIAL FEATURES IF ANY:

- a) Hand shunting is prohibited at this station.
- b) Fly shunting is prohibited at this station.
- c) Shunting is not permitted in the yard unless the engine is leading towards the falling gradient.

8.4 SHUNTING WITHIN STATION SECTION:

Shunting within station section is governed by GR 8.05(2).

8.5 SHUNTING OUTSIDE STATION SECTION (BLOCK BACK, BLOCK FORWARD):

- a) When line clear has been granted shunting outside the station section (i.e., in rear block section) is prohibited vide GR 8.06(2).
- b) When block section in advance is blocked, shunting is not permitted vide GR 8.06(3).

8.6 SHUNTING IN THE SIDING TAKING OFF FROM STATION YARD / ENGG-SIDING.

- a) While performing shunting in the Goods Siding/Engg siding the relevant provisions of GR 5.14 and SR thereto shall be meticulously followed and a written shunting authority on form T/806 shall be given to the train staff for all shunting in the station yard on siding.

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b) **NON-SIGNALLED MOVEMENTS:**

All signalled movements in the yard either of train or an engine with or without vehicles shall be from one stop signal to the next stop signal and no half way movement are permitted and if such movements are unavoidable it should be considered as non-signalled move and precautionary measures should be taken, such as clamping and pad locking of points on the route both interlocked and non-interlocked points including derailing switches whether directly or locally operated with or without locks according to SR 5.13.05., 5.14.03.

c) **CUSTODY OF KEYS PADLOCKS DURING SUCH MOVEMENTS:**

The keys of the padlocks of such points shall be in the personal custody of the operating official vested with this responsibility till such time movements are complete. The operating official vested with the responsibility of supervising the non-signalled movement of the engine /train/vehicle must return the key along with pad locks to the SS/SM on duty, after completion of the said movement or alternatively when such a move is cancelled which fact should be properly documented.

d) **ATHORITY FOR SHUNTING OPERATIONS:**

The SS/SM on duty shall issue written shunting authority on form T/806 to the Loco Pilot through guard of the train.

This memo shall be withdrawn whenever shunting is to be suspended for reception and dispatch of train if the line on which shunting is performed is not isolated. After shunting is completed, the order shall be collected from the Loco Pilot cancelled and pasted with the record foil as per SR 5.13.02

Note: Points both facing and trailing are to be clamped and padlocked for all non-signalled movements operations over them. Further it must be ensured that the Entrance and Exit track circuit are clear as also the intervening track of the cross over is clear of any obstruction and so ensured by the operating official (Who is responsible for shunting supervision) before the SS/SM on duty resumes normal working either for reception or despatch of trains in to the station yard or through the station yard.

8.7 WORKING OF OUTLAYING SIDINGS.

NIL

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9.0 ABNORMAL CONDITIONS:

- a) (Procedure to be followed for working trains during abnormal working).
- i) **PARTIAL INTERRUPTION/FAILURE OF BLOCK INSTRUMENTS:**
In the event of failure of electrical communication instruments trains shall be worked vide SR 6.02.06.
- ii) **AUTHORITY TO PROCEED IN OCCUPIED BLOCK SECTION:**
On block Ticket: (T/A 602). Rules and regulations in GR 6.02.05 shall be followed
- iii) **TRAINS DELAYED IN BLOCK SECTION:**
The rules laid down in GR. 6.04 and SR thereto shall be followed.
- iv) **FAILURE OF AXLE COUNTER:**
Details procedure laid down in GR 3.51.04 and 3.68.04 shall be followed.
- b) **PROCEDURE FOR EMERGENCY OPERATION OF POINTS BY CRANK HANDLE:**
Rules laid down in GR 3.39, 3.37 there to. Details are given in Appendix 'B' in item 6.2, 6.3
- c) **CERTIFICATION OF CLEARANCE OF TRACK BEFORE CALLING ON SIGNAL OPERATION IS INITIATED:**
Before taking off calling on signal clearance of the line on which the train is to be admitted to be ensured by SS/SM on duty.
- d) **REPORTING FAILURE OF POINTS, TRACK CIRCUITS/AXLE COUNTER AND INTERLOCKING:**
Detailed procedure vide GR 3.51.04 and 3.68.04 shall be followed.
- e) **DEFECTIVE OR DAMAGED POINTS**
When points become defective, the signals controlling these points shall be considered as defective and vice-versa and action to be taken as prescribed under GR3.77 relevant SR's thereto. The SM is the in-charge of S&T installations at this stations and shall insure efficient discharge of the duties devolving on the

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S&T maintenance staff. To this extent he shall satisfy himself that both ESM/MSM who visit the station have done proper oiling, clearing and adjustments as necessary of the signalling and interlocking apparatus and after ensuring this, the SM shall sign the diary indicating the conditions of the gear as stipulated in the maintainer's diary. The SM is also responsible for testing of Points and signals as stipulated in SR 5.01.03.

f) **PILOTING OF TRAINS INTO THE STATION YARD:**

- i) Piloting of trains into the station yard is governed by SRs 3.69.02 and 3.69.03.
- ii) Whenever home signal becomes defective, the calling 'ON' signal below it may be taken 'OFF' in items of SR 3.69.02
- iii) Whenever home signal and the calling 'ON' signal below it have become defective, the SM of duty shall advise the station in rear to issued written authority to this effect and the procedure laid down in SR 3.69.02(a) shall be followed.

g) **PILOTING OF TRAINS OUT OF THE STATION YARD:**

Piloting of trains out of the station is governed by GR 3.70 and SRs thereto.

Note: The responsibility for actual setting and locking of points as also its clearance of line in respect of all trains shall devolve personally on the SM on duty according to SR 3.69.03(c).

h) **NORMAL MAINTENANCE AND TESTING:**

Station Master is the incharge of S&T installations at the Station and he shall ensure efficient discharge of the duties devolved on the S&T maintenance staff, to this extent he shall satisfy himself that both the ESM and MSM who visit the station have done proper oiling, cleaning and adjustments as necessary of the signalling and interlocking gears and after ensuring this, the SM shall sign the diary indicating the condition of the gears as stipulated in the maintainer's diary.

i) **INSPECTION OF POINTS BEFORE DECLARING THEM DEFECTIVE:**

However, before declaring a signal as defective, the setting of point on the route to which it applies shall be inspected by the SM/SWM irrespective of the position of route levers, point levers and lock levers in term of SR 3.68.01(c). The rules laid down in GR 3.68, 3.69, 3.70 with relevant SRs and SR 3.77.01(b), shall be followed.

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j) **IN THE EVENT OF THE SIGNAL SHOWING NO LIGHT:**

At night, If signal lights cannot be kept burning, Station Master on duty shall before granting the clear initiate action in accordance with the procedure prescribed in GR 3.68 to 3.72 and SR thereto vide GR 3.49(4).

k) **DEFECTIVE INTERLOCKING:**

When interlocking becomes defective, the SM on duty shall be responsible and personally supervise the setting, clamping and padlocking of all required facing points for admission of trains, vide 3.69.03(c).

9.1 TOTAL FAILURE OF COMMUNICATIONS:

- a) In the event of single line working on a double section during total failure of communications, the provision laid down in SR 6.02.02 shall be followed.
- b) During total failure of communication on double line, trains shall be worked in accordance with the provision of SR 6.02.03.

9.2 TEMPORARY SINGLE LINE WORKING ON DOUBLE LINE SECTION:

In the event of signal line working on a double line section when communications are available the provisions laid down in SR 6.02.01 shall be followed.

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

- a) During total interruption of communications, when a light engine/train engine/motor trolley/ is sent to open communications under authority to proceed without line clear, the relevant provisions of SR 6.02.02, SR 6.02.03 and SR 6.02.04 shall be followed.

The last stop signals shall not be taken 'OFF' but an authority to proceed without line clear will be issued in the prescribed form in which authority to pass last stop signal at 'ON' is also included.

- b) **ISSUE OF BLOCK TICKET (T/A 602):**

Rules and regulations for working train on an obstructed line in case of obstruction or accident on the authority of block ticket (T/A 602) when communications are available shall be followed, in accordance with the provisions of SR 6.02.02.

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9.4 RUNNING TIME UNDER AUTHORITY TO PROCEED WITHOUT LINE CLEAR:

Section & KM	During day light And visibility is clear (25 KMPH)	During night when visibility is poor or obstructed (10 KMPH)
GPI-KMX (9.846 KM)	24 Minutes	59 Minutes
GPI-GRBL (10.235KM)	25 Minutes	61 Minutes

10. VISIBILITY TEST OBJECT:

The signal lights of UP starter signal No.5 and DN starter signal No. 10 of DN main line during day and night are earmarked to serve as Visibility Test object vide GR 3.61 (2) (b)(ii).

11.0 ESSENTIAL EQUIPMENT AT THE STATION:

The list of essential equipment is given in Appendix 'E' which shall be maintained in good working order vide OM 20.04[11].

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

In Foggy or tempestuous weather or in dust storm when V.T.O cannot be seen from the Station building, the SS/Dy.SS shall send trained men to act as for signalmen. The rules laid down in GR 3.61 and 3.64 with relevant SRs shall be followed.

- a) Visibility test object specified in item No.10 above in terms of GR.3.61[2][b][I].
- b) When due to foggy or tempestuous weather or dust storm, the station V T O can not be seen, the SS/Dy.SS on duty shall send the trained fog signal men with sufficient numbers of valid detonator, hand signals to act as fog signal men vide SR.3.61.01[d].
- c) SS/Dy.SS shall select some of the traffic staff and some engineering staff drawn from engineering branch and council the use of fog signals and take their assurance in the part I of fog signal register in the month of October every year vide SR.3.64.07[I].

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13. LIST OF APPENDICES :

APPENDIX 'A'	WORKING OF LEVEL CROSSING GATES.
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 EQUIPMENTS PROVIDED AT THE STATION.
APPENDIX 'F'	RULES FOR WORKING OF DK STATIONS, HALTS IBH IBS, AND OUTLYING SIDINGS.

14. CERTIFICATE :

Nothing in these rules shall be read as cancelling amending or modifying any General Rules and Subsidiary rules. Block working manual and operating manual. These rules cancel all previous station working rules of GAJAPATINAGARAM station.

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APPENDIX-'A'**APPENDIX 'A' TO STATION WORKING RULES OF GAJAPATINAGARAM
STATION LEVEL CROSSING GATES****1. GENERAL:****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

Following details shall be maintained at all manned level crossing gates:

1	No. of Level Crossing Gate	:	RV-332
2	Engineering or Traffic gate		Traffic Gate
3	Under control of station master or permanent way inspector.		SM
4	Location at Km.		KM 445/12
5	At station		GAJAPATINAGARAM
6	In between station		GPI & GRBL
7	BG/MG/NG	:	BG
8	Single line/double line/multiple line	:	Double line
9	Normal position	:	Open to Road Traffic
10	Interlocked/ Non-Interlocked	:	Interlocked
11	Means of Interlocking	:	Station with Stop Signals
12	Provision of gate single at Km.	:	i) Up Line :UP Gate Home 3 GF of GPI Yard. ii) DN Line : DN Gate Home 4 GF of GPI Yard.
13	Signaling arrangement	:	MACL
14	Means of communication Telephone.	:	Telephone
15	Width of the level crossing gate	:	7.9 M
16	Type of road	:	Other
17	Name of road	:	Mentala Panchayat Road
18	Metalled /Non-Metalled	:	Metalled
19	Approach road	:	BT
20	Width of the road	:	7.5 M
21	Angle of road crossing (in case of the SKEW gates)	:	90 ⁰
22	Road gradients (if any)	:	[a]North/East Side: 1 in 20 [b]South/West Side: 1 in 20
23	Road alignment (straight/Curve)	:	[a] North/East Side : Straight [b] South/East Side : Straight

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24	Provision of height gauges	: Nil
25	Type of barriers	: Coupled Lifting Barriers
26	Length of check rails	: 9.5 M
27	Road surface in between level crossing gates.	: Bitumen Top
28	Length of rumble strip/ speed breakers.	: 7.5 M
29	Road signs	: Provided
30	Speed breakers indication board	: Provided
31	TVU:	: 33675 – Feb-2012
32	Census next due on	: Feb-2015
33	Demarcation for placement of detonators.	: Provided
34	No. of gateman working	: 2
35	Nearest Railway Medical Assistance	: VZM
36	Nearest Private Medical Assistance available (if any)	: Gajapatinagaram
37	List of equipment available (Yes/No)	: Yes

1.2 EQUIPMENT:

Items	<u>Quantity / Numbers</u>
1. Hand Signal Lamp Tri Colour	5 Nos.
2. Hand Signal Flag Green	1 No with mounted stick
3. Hand Signal Flag Red	6 Nos.
4. Banner Flag Red	5 Nos.
5. Posts for exhibiting red banner flag	4 Nos.
6. Spare chains with padlocks	2 with stop marker
7. Detonators	10 in each case
8. Gate lamps	2 Nos.
9. Tommy Bar	1 No.
10. Mortar Pan	1 No.
11. Spade / Fowrah	1 No.
12. Rammer	1 No (In case of asphalted road this may not be provided)
13. Pick Axe	1 No (In case of asphalted road this may not be provided)
14. Tin case for flags	1 No.
15. Can for oil	1 No.
16. Water port / Bucket	1 No.
17. Canister for Muster Roll	1 No.

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Items	<u>Quantity / Numbers</u>
18. Set of spare spectacles of gateman wearing glasses	1 No.
19. Board demarcating protection of level crossing gate diagram in case of obstruction on gate	1 No.
20. Basket	1 No.
21. Whistle	1 No.
22. Wall Clock	1 No.
23. A small size chin for use in case of failure of gate boom/Leaf Lock	1 No.

1.3 RECORDS TO BE KEPT AT GATE LODGE:

In addition to the above equipment, following records shall also be kept at the gate lodge.

1. Gate Working Instructions in Hindi / English.
2. Gate Working Instructions in local vernacular language.
3. Gateman Rule Book in local vernacular language
4. List for tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gatemen, including date of passing vision test, initial / refresher course, safety camp etc.
8. Accident Register.
9. Record of last census of road traffic at level crossing gate.
10. Public Complaint Book.
11. Inspection Book.
12. Signal Failure and Inspection Register.

1.4 MODE OF OPERATION

Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

1.5 DUTIES OF GATEMAN:

1. ALERTNESS:

The gateman shall be alert and be prepared to take immediate action, should danger be apprehended. Keys of the gate shall be in his personal custody.

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APPENDIX-‘A’**2. POSITION DURING PASSAGE OF TRAINS:**

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

- i) Gateman will stand alternatively in front of the gate-lodge facing the approaching train.
- ii) In day time, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In night time, 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. ROUTING DUTIES OF GATEMAN:

- i) Gateman shall ensure that red flag is placed across the track whenever the gate is kept in open condition for passage of road vehicles.
- 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, 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, and vehicle / wagons / train / 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 prepared to repeat any signal which guard may give to Loco Pilot 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.

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- 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 train past the defective signal. In such case he should inform the Loco Pilot 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 clean.
- xv) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.
- xvi) 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.
- xviii) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN:

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

- i) He shall take prompt action to warn the Loco Pilot / 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 Loco Pilot / guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If Loco Pilot / guard fails to take notice, gateman shall immediately inform the Station Master, If connected on telephone, 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.

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- v) He shall endeavour to attract the attention of the Loco Pilot / 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, if connected on telephone, to take appropriate action, under exchange of private number.

5. ACTION IN AN EMERGENCY AT THE LEVEL CROSSING:

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

The gateman shall protect the line as under:-

a) **On single 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, fuses 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 from 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 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 para (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.

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- vi) Having returned to the gate, he must then take steps to remove the obstruction and warn the LP of the approaching train.
- vii) On those Meter Gauge sections where trains run at more than 75 KMPH, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
- viii) 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.
- ix) Thereafter, he shall light up and fix the fusee to warn the LP and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.

b) **On double line section:**

- i) If both lines are obstructed the 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 line on which a train is expected to arrive first.
- ii) Then he will similarly plant the other red banner flag by day and a red light by night on the other line 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 on the line on 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 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.

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- v) Thereafter, he shall proceed on the other line, showing red hand signal, similarly place detonators as described in para (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 Loco Pilot 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 to warn the Loco Pilot and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.

c) **Other action 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 nearest Station Master or Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or through means available.

1.6 ENGINEERING ITEMS:

Please see para 916, 918, 919 of IRPWM for visibility requirements at level crossings, provision of speed breakers on the approaching roads of level crossings and census of traffic at level crossings.

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**WORKING INSTRUCTIONS FOR TRAFFIC LEVEL CROSSING GATES
INTERLOCKED WITH STOP SIGNALS OF THE STATION, PROVIDED WITH
TELEPHONE, WITH NORMAL POSITION “OPEN TO ROAD TRAFFIC” at
KM 445/12
(General Instructions are common for all types of Manual Level Crossing Gates)**

1. **Mode of Operation:**

Detailed mode of operation for opening and closing the level crossing gate shall be provide in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

2. **Exchange of Private Numbers:**

- (i) Before taking off reception / departure signals Station Master 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.
- (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 must ensure that the train is ready for departure in all respects before he advises the gateman for closing the gate.
- (v) If the gate is operated from the cabin itself, Station Master shall ensure that the gate is closed against road traffic, before taking ‘OFF’ reception / departure signals.
- (vi) 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 or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

3. **Failure of Telephonic Communication:**

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 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 which will enable them to take ‘OFF’ reception / departure signals.
- (iii) When sufficient time is not available because of greater frequency of train service

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Station Master will issue written authority to the train Loco Pilot to pass the signal at 'ON' position.

- (iv) In addition Station Master shall also issue a caution order advising the Loco Pilot to whistle continuously and approach the gate cautiously.
- (v) The train Loco Pilot shall be instructed to pass the gate cautiously, on being hand signalled by the gateman. If hand signal is not seen, Loco Pilot 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 shall advise the Station Master at the despatching end, under exchange of private number, that the telephone at the gate has failed.
- (vii) The Station Master at the despatching end shall then issue a caution order to the driver before despatching a train in the block section from his end.
- (viii) He should also advise S&T staff responsible for maintenance of the telephone to 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 gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure the lifting barriers 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 Loco Pilot of the approaching train.
- (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
- (vi) He shall also advise the Station Master at the despatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before despatching a train the block section from his end.
- (vii) Station Master will advise maintenance staff responsible for maintenance of lifting barriers to repair the defect at the earliest.
- (viii) Normal working will resumed only after maintenance staff repair the barrier and issue reconnection / fit memo for the same.

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Note:

- (a) In case of failure of lifting barriers worked from the cabin, Station Master will send station porter to secure the gate against road traffic by safety chains and padlocks.
- (b) Authority to pass signals at 'ON' position as per rules shall also be issued to the Loco Pilot 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 EKT-2 the gateman must immediately inform the SM on duty on telephone under exchange of private number.
- (ii) If Emergency Key is available at the gate lodge / cabin, Gateman will take it out from the sealed box by breaking the seal and open the gate for road traffic.
- (iii) The record of the date and time of breaking the sealed cover of Emergency Key Box shall be recorded and signed with reasons.
- (iv) 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.
- (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
- (vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vii) Station master will advise S&T staff responsible for electrical key transmitter to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after S&T staff repairs the electrical key transmitter and reconnection/fit memo for the same.
- (ix) After rectification, the Emergency Key shall be replaced in the Emergency Key Box and resealed by the S&T maintainer.

6. **Failure of the Gate Key, with the gate in open condition:**

- (i) If the gate key cannot be extracted from EKT-1 the gateman must immediately inform the SM on duty on telephone under exchange of private number.
- (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception / dispatch of trains as prescribed for non-interlocked gates should be adopted.
- (iii) Gateman shall secure the gate against road traffic by means of chains and padlocks and pass the trains on hand signals.

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- (iv) Station Master on duty shall issue caution order to the Loco Pilot of a departing train.
- (v) He shall also advise the Station Master at the dispatching end under exchange of private number to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vi) station master will advice S&T staff responsible for electrical key transmitter to rectify the defect at the earliest.
- (vii) Normal working will be resumed only after S&T staff repairs the electrical key transmitter and reconnection/fit memo for the same.
- (viii) After rectification, the Emergency Key shall be replaced in the Emergency Key Box and released by the S&T maintainer.

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 on duty, regarding the defects / obstruction at the gate, under exchange of private number.
- (iii) Station Master on duty shall be advised to put the reception / departure signals back to 'ON' position, if taken 'OFF' for a train.
- (iv) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform on phone.
- (v) 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.1.5(5).
- (vi) There 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 relay these details to the Station Master who shall not start the train 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 shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all 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 shall then issue a caution order to Loco Pilot of all train to proceed

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cautiously, and pass the reception / departure signal at 'ON' position on green hand signal of the gateman, of 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 there after exhibit green hand signal, if the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers to repair same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers and issue reconnection / fit memo for the same.

8. Obstruction on the Track near Level Crossing:

If there is a rail fracture or obstruction on the track due to failing of a tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master 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.

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APPENDIX-'A'**APPENDIX 'A' TO STATION WORKING RULES OF GAJAPATINAGARAM
STATION LEVEL CROSSING GATES****1. GENERAL:****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

Following details shall be maintained at all manned level crossing gates:

1	No. of Level Crossing Gate	:	RV-333
2	Engineering or Traffic gate		Engineering Gate
3	Under control of station master or permanent way inspector.		SSE(P)/GPI
4	Location at Km.		446/11-12
5	At station		Mid Section
6	In between station		GPI-GRBL
7	BG/MG/NG	:	BG
8	Single line/double line/multiple line	:	Double line
9	Normal position	:	Open to Road Traffic
10	Interlocked/ Non-Interlocked	:	Non - Interlocked
11	Means of Interlocking	:	
12	Provision of gate single at Km.	:	i) Up Line Nil ii) DN Line : Nil
13	Signaling arrangement	:	Nil
14	Means of communication Telephone.	:	Telephone with GPI Station
15	Width of the level crossing gate	:	7.5 M
16	Type of road	:	Other
17	Name of road	:	Dawalapeta Panchayat Road
18	Metalled /Non-Metalled	:	Metalled
19	Approach road	:	C.C.Block
20	Width of the road	:	5.50 M
21	Angle of road crossing (in case of the SKEW gates)	:	90 ⁰
22	Road gradients (if any)	:	[a]North/East Side: 1 in 30 [b]South/West Side: 1 in 30
23	Road alignment (straight/Curve)	:	[a] North/East Side : Straight [b] South/East Side : Straight

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24	Provision of height gauges	: --
25	Type of barriers	: Lifting Barriers
26	Length of check rails	: 9.5 M
27	Road surface in between level crossing gates.	: CC Block
28	Length of rumble strip/ speed breakers.	: 5.5 M
29	Road signs	: Provided
30	Speed breakers indication board	: Provided
31	TVU:	: 6047/ Jan-2013
32	Census next due on	: Jan-2016
33	Demarcation for placement of detonators.	: Provided
34	No. of gateman working	: Two
35	Nearest Railway Medical Assistance	: VZM
36	Nearest Private Medical Assistance available (if any)	: Gajapatinagaram
37	List of equipment available (Yes/No)	: Yes

1.2 EQUIPMENT:

Items	<u>Quantity / Numbers</u>
1. Hand Signal Lamp Tri Colour	5 Nos.
2. Hand Signal Flag Green	1 No with mounted stick
3. Hand Signal Flag Red	6 Nos.
4. Banner Flag Red	5 Nos.
5. Posts for exhibiting red banner flag	4 Nos.
6. Spare chains with padlocks	2 with stop marker
7. Detonators	10 in each case
8. Gate lamps	2 Nos.
9. Tommy Bar	1 No.
10. Mortar Pan	1 No.
11. Spade / Fowrah	1 No.
12. Rammer	1 No (In case of asphalted road this may not be provided)
13. Pick Axe	1 No (In case of asphalted road this may not be provided)
14. Tin case for flags	1 No.
15. Can for oil	1 No.
16. Water port / Bucket	1 No.
17. Canister for Muster Roll	1 No.

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Items	Quantity / Numbers
18. Set of spare spectacles of gateman wearing glasses	1 No.
19. Board demarcating protection of level crossing gate diagram in case of obstruction on gate	1 No.
20. Basket	1 No.
21. Whistle	1 No.
22. Wall Clock	1 No.
23. A small size chin for use in case of failure of gate boom/Leaf Lock	1 No.

1.3 RECORDS TO BE KEPT AT GATE LODGE:

In addition to the above equipment, following records shall also be kept at the gate lodge.

1. Gate Working Instructions in Hindi / English.
2. Gate Working Instructions in local vernacular language.
3. Gateman Rule Book in local vernacular language
4. List for tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gatemen, including date of passing vision test, initial / refresher course, safety camp etc.
8. Accident Register.
9. Record of last census of road traffic at level crossing gate.
10. Public Complaint Book.
11. Inspection Book.
12. Signal Failure and Inspection Register.

1.4 MODE OF OPERATION

Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

1.5 DUTIES OF GATEMAN:**1. ALERTNESS:**

The gateman shall be alert and be prepared to take immediate action, should danger be apprehended. Keys of the gate shall be in his personal custody.

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APPENDIX-‘A’**2. POSITION DURING PASSAGE OF TRAINS:**

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

- i) Gateman will stand alternatively in front of the gate-lodge facing the approaching train.
- ii) In day time, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In night time, 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. ROUTING DUTIES OF GATEMAN:

- i) Gateman shall ensure that red flag is placed across the track whenever the gate is kept in open condition for passage of road vehicles.
- 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, 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, and vehicle / wagons / train / 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 prepared to repeat any signal which guard may give to Loco Pilot on walkie-talkie or in any other way.

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- 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 train past the defective signal. In such case he should inform the Loco Pilot 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 clean.
- xv) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.
- xvi) 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.
- xviii) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN:

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

- i) He shall take prompt action to warn the Loco Pilot / guard of the passing train by showing red flag by day and red light by night.

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- ii) He shall simultaneously try to draw the attention of the Loco Pilot / guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If Loco Pilot / guard fails to take notice, gateman shall immediately inform the Station Master, If connected on telephone, 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 endeavour to attract the attention of the Loco Pilot / 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, if connected on telephone, to take appropriate action, under exchange of private number.

5. ACTION IN AN EMERGENCY AT THE LEVEL CROSSING:

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

The gateman shall protect the line as under:-

a) On single 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, fuses and red flag by day and red hand signal lamp by night.

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- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night towards the direction from 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 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 para (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 LP of the approaching train.
 - vii) On those Meter Gauge sections where trains run at more than 75 KMPH, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
 - viii) 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.
 - ix) Thereafter, he shall light up and fix the fusee to warn the LP and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- b) **On double line section:**
- i) If both lines are obstructed the Gateman shall plant a red banner flag by day and a red light by night 5 meters away from posts duly provided for the purpose. He shall first protect the line on which a train is expected to arrive first.
 - ii) Then he will similarly plant the other red banner flag by day and a red light by night on the other line 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.

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- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night on the line on 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 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 on the other line, showing red hand signal, similarly place detonators as described in para (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 Loco Pilot 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 to warn the Loco Pilot and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- c) **Other action 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 nearest Station Master or Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or through means available.

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1.6 ENGINEERING ITEMS:

Please see para 916, 918, 919 of IRPWM for visibility requirements at level crossings, provision of speed breakers on the approaching roads of level crossings and census of traffic at level crossings.

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ANNEXURE – IV**WORKING INSTRUCTIONS FOR ENGINEERING LEVEL CROSSING GATES,
NON-INTERLOCKED, PROVIDED WITH TELEPHONE, WITH NORMAL
POSITION ‘OPEN TO ROAD TRAFFIC’**

(General Instructions are common for all types of Manned Level Crossing Gates)

1. Mode of Operation:

Detailed mode of operation for opening and closing the level crossing gate shall be provide in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

2. Exchange of Private Number:**(a) When Gate is connected with the station at the dispatching end:**

- (i) Station Master at the dispatching end shall advise the gateman the number, description, direction and expected time of the passage of the train at the gate, under exchange of private number.
- (ii) Such advice shall be given before taking ‘OFF’ departure signals or giving an authority to proceed to the LP.
- (iii) The gateman on receipt of the advice shall close the gate well in time and confirm the same, under exchange of private number.
- (iv) Station Master will lower the departure signals after getting the private number of the gateman.
- (v) Gate once closed for road traffic must on no account be opened unless this is authorised by the Station Master, under exchange of private number.

(b) When Gate is connected with the station at the receiving end:

- (i) Station Master at the dispatching end shall advise the Station Master at the other end the number, description, direction and expected time of passage of the train at the gate, under exchange of private number.
- (ii) Such advice shall be given before obtaining line clear.
- (iii) Station Master at the receiving end shall in turn convey the same advice to the gateman, under exchange of private number.

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- (iv) Gateman shall close the gate and thereafter give his private number to the Station Master
- (v) Only then shall the Station Master at the receiving end grant line clear to the Station Master at the dispatching end.
- (vi) Gate once closed for road traffic must on no account be opened unless this is authorised by the Station Master, under exchange of private number.

3. Failure of Telephonic Communication:

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 at the dispatching end shall issue a caution order to the LP before dispatching a train in the block section from his end.
- (ii) The caution order should advise the LP to whistle continuously and approach the gate cautiously.
- (iii) The LP should be instructed to pass the gate cautiously, on being hand signaled by the gateman. If hand signal is not seen, LP should be prepared to stop short of the gate and depute his ALP to see the condition of the gate. If the gate is closed, the ALP must close the gate and then give the all right signal. In the absence of the ALP, the LP may take the assistance of the Assistant Guard / Guard and shall stop clear of the level crossing to pick up the ALP who will reopen the gate for passage of road traffic.
- (iv) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
- (v) The Station Master at the dispatching end shall then issue a caution order to the driver before dispatching a train in the block section from his end.
- (vi) Station Master shall also advise the gateman through gangman / patrolman or LP of the first train that the telephone has become defective.
- (vii) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection / fit memo for the same.

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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 of private number, and ensure that lifting barriers 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, he 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 shall issue caution order to the LP of a departing train.
- (vi) He shall also advise the Station Master at the dispatching end, under exchange private number, to similarly issue a caution order to the LP before dispatching a train in the block section from his end.
- (vii) He should also advise maintenance staff responsible for maintenance of the lifting barriers to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after maintenance staff rectify the lifting barriers and issue reconnection / fit memo for the same.

5. 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 on duty, regarding the defect / obstruction at the gate, under exchange of private number.
- (iii) Station Master on duty shall be advised to put the reception / departure signals back to 'ON' position, if taken 'OFF' for a train.
- (iv) If there is no response from the Station Master after three attempts, he shall first protect the gate and then inform on phone.
- (v) Gateman shall then rush with detonators, fusee, 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.1.5(5).
- (vi) Thereafter he shall protect the gate from the other direction also.

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- (vii) He shall note down the particulars of the road vehicle, name of the driver, owner and relay these details to the Station Master who shall not start the train unless he has been ensured by the gateman that the road vehicle or the lifting barriers are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
- (ix) After the track has been cleared of all obstructions the gateman shall inform the Station Master accordingly, under exchange of private number.
- (x) Station Master shall then issue a caution order to LP 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 there after exhibit green hand signal if the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers to repair the same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers and issue reconnection / fit memo for the same.

6. Obstruction on the Track near Level Crossing:

If there is a rail fracture or obstruction on the track due to falling of tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master will adopt the procedure given under item no.5 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.

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APPENDIX-'A'**APPENDIX 'A' TO STATION WORKING RULES OF GAJAPATINAGARAM
STATION LEVEL CROSSING GATES****1. GENERAL:****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

Following details shall be maintained at all manned level crossing gates:

1	No. of Level Crossing Gate	:	RV-331
2	Engineering or Traffic gate		Traffic Gate
3	Under control of station master or permanent way inspector.		SM
4	Location at Km.		443/14-15
5	At station		GAJAPATINAGARAM
6	In between station		GPI & KMX
7	BG/MG/NG	:	BG
8	Single line/double line/multiple line	:	Double line
9	Normal position	:	Open to Road Traffic
10	Interlocked/ Non-Interlocked	:	Interlocked
11	Means of Interlocking	:	Electrical Key Transmission Stop Signals
12	Provision of gate single at Km.	:	i) Up Line : Nil ii) DN Line : Nil
13	Signaling arrangement	:	MACL
14	Means of communication Telephone.	:	Telephone
15	Width of the level crossing gate	:	5.5 M
16	Type of road	:	Other
17	Name of road	:	Station Road of GPI
18	Metalled /Non-Metalled	:	Metalled
19	Approach road	:	WBM
20	Width of the road	:	5.5 M
21	Angle of road crossing (in case of the SKEW gates)	:	90 ⁰
22	Road gradients (if any)	:	[a]North/East Side: 1 in 30 [b]South/West Side: 1 in 30
23	Road alignment (straight/Curve)	:	[a] North/East Side : Straight [b] South/East Side : Straight

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24	Provision of height gauges	: Not Required
25	Type of barriers	: Electrical Operated Lifting Barrier.
26	Length of check rails	: 7.5 M
27	Road surface in between level crossing gates.	: Level
28	Length of rumble strip/ speed breakers.	: 5.5 M
29	Road signs	: Provided
30	Speed breakers indication board	: Provided
31	TVU:	: 576 on 18-04-2011
32	Census next due on	: 18-04-2014
33	Demarcation for placement of detonators.	: Provided
34	No. of gateman working	: 2
35	Nearest Railway Medical Assistance	: VZM
36	Nearest Private Medical Assistance available (if any)	: Gajapatinagaram
37	List of equipment available (Yes/No)	: Yes

1.2 EQUIPMENT:

<u>Items</u>	<u>Quantity / Numbers</u>
1. Hand Signal Lamp Tri Colour	5 Nos.
2. Hand Signal Flag Green	1 No with mounted stick
3. Hand Signal Flag Red	6 Nos.
4. Banner Flag Red	5 Nos.
5. Posts for exhibiting red banner flag	4 Nos.
6. Spare chains with padlocks	2 with stop marker
7. Detonators	10 in each case
8. Gate lamps	2 Nos.
9. Tommy Bar	1 No.
10. Mortar Pan	1 No.
11. Spade / Fowrah	1 No.
12. Rammer	1 No (In case of asphalted road this may not be provided)
13. Pick Axe	1 No (In case of asphalted road this may not be provided)
14. Tin case for flags	1 No.
15. Can for oil	1 No.
16. Water port / Bucket	1 No.
17. Canister for Muster Roll	1 No.

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Items	Quantity / Numbers
18. Set of spare spectacles of gateman wearing glasses	1 No.
19. Board demarcating protection of level crossing gate diagram in case of obstruction on gate	1 No.
20. Basket	1 No.
21. Whistle	1 No.
22. Wall Clock	1 No.
23. A small size chin for use in case of failure of gate boom/Leaf Lock	1 No.

1.3 RECORDS TO BE KEPT AT GATE LODGE:

In addition to the above equipment, following records shall also be kept at the gate lodge.

1. Gate Working Instructions in Hindi / English.
2. Gate Working Instructions in local vernacular language.
3. Gateman Rule Book in local vernacular language
4. List for tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gatemen, including date of passing vision test, initial / refresher course, safety camp etc.
8. Accident Register.
9. Record of last census of road traffic at level crossing gate.
10. Public Complaint Book.
11. Inspection Book.
12. Signal Failure and Inspection Register.

1.4 MODE OF OPERATION:

Gate shall normally be kept open to road traffic whenever it is required to close the gate, Station Master on duty shall inform the Gateman on duty about the direction and description of the train intended to receive/dispatch. Gateman on duty shall ensure clearance of road traffic, close and lock the gate. Thereafter transmit the key to the Station Master on duty as per following procedure.

- a) Red and Green buttons are provided on gate panel for closing and opening of L.C gate respectively.
- b) The push button 'Red' is pressed till the gate is closed and locked,
- c) Key 'H' is extracted from EKT-1 after gate is closed & locked.

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- d) Key 'H' thus extracted from EKT-1 is inserted in EKT-2 & transmitted electrically to SM in conjunction with switch 'GS' reversed to take off concerned signals.
- e) For opening the gate, SM transmits control-29 to extract key-H from Ekt-2 & inserts in EKT-1, the push button Green is pressed till the gate is opened.
- f) Switch GS is provided in gate lodge to put back concerned signals in case of emergency.
- g) Only in case of input power failure, GK should operate the gate with the help of hand generator unit which is attached to gate panel for closing/opening of LC gate. There will be no indications on gate panel for closing/opening of the LC gate and hence signals cannot be taken-off.
- h) In case of input power supply is available bu cable/hand generator failed, arrangement for direct mechanical hand cracking is also available individually at the two pedestals. In this case also, no indications on panel are available and hence signals cannot be taken-off.

1.5 CRANK HANDLE OPERATION OF ELECTRICAL LIFTING BARRIER:

Facility has been provided for closing/opening of LC gate in case of failure of pwer supply and hand generator of electrically operated lifting barrier with the provision of RKT-3 and crank handle with chain arrangement by the side of RKT-3 in sealed box painted in Red. The operation is as follows.

- i) In case of power supply failure and inoperative of Hand Generator, Gateman shall extract key from RKT-3 having crank handle with chain arrangement. One key and 'T' type handle is also provided in sealed box.
- ii) For opening the gate GK shall extract the key from RKT-3 with crank handle chain arrangement. Gateman shall also take key & 'T' type handle and proceeds to lock post at one end.
- iii) Key is to be inserted and turned on lock post. Then Gateman shall insert 'T' type handle for unlocking the Boom lock when the barrier is in locked condition.
- iv) Gateman shall now proceeds to pedestal, key inserted and turned clockwise and use crank handle for opening/closing of Barriers of the gate as per requirement.
- v) For closing the gate, GK shall proceed to individual pedestal after extracting the key from RKT-3 and with T-type handle, close the gate with crank handle and proceeds to lock post to lock the gate with T-type handle.

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- vi) Same operation shall also be done for other end of the gate.
- vii) Extraction of key from RKT-3 is interlocked with signals.

1.6 DUTIES OF GATEMAN:**1. ALERTNESS:**

The gateman shall be alert and be prepared to take immediate action, should danger be apprehended. Keys of the gate shall be in his personal custody.

2. POSITION DURING PASSAGE OF TRAINS:

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

- i) Gateman will stand alternatively in front of the gate-lodge facing the approaching train.
- ii) In day time, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In night time, 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. ROUTING DUTIES OF GATEMAN:

- i) Gateman shall ensure that red flag is placed across the track whenever the gate is kept in open condition for passage of road vehicles.
- 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, 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.

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- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, and vehicle / wagons / train / 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 prepared to repeat any signal which guard may give to Loco Pilot 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 train past the defective signal. In such case he should inform the Loco Pilot 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 clean.
- xv) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.
- xvi) 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.
- xviii) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

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APPENDIX-'A'**4. ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN:**

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

- i) He shall take prompt action to warn the Loco Pilot / 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 Loco Pilot / guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If Loco Pilot / guard fails to take notice, gateman shall immediately inform the Station Master, If connected on telephone, 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 endeavour to attract the attention of the Loco Pilot / 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, if connected on telephone, to take appropriate action, under exchange of private number.

5. ACTION IN AN EMERGENCY AT THE LEVEL CROSSING:

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

The gateman shall protect the line as under:-

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- 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, fuses 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 from 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 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 para (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 LP of the approaching train.
- vii) On those Meter Gauge sections where trains run at more than 75 KMPH, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
- viii) 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.
- ix) Thereafter, he shall light up and fix the fusee to warn the LP and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.

b) On double line section:

- i) If both lines are obstructed the 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 line on which a train is expected to arrive first.

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- ii) Then he will similarly plant the other red banner flag by day and a red light by night on the other line 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 on the line on 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 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 on the other line, showing red hand signal, similarly place detonators as described in para (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 Loco Pilot 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 to warn the Loco Pilot and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- c) **Other action 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.

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- 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 Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or through means available.

1.7 ENGINEERING ITEMS:

Please see para 916, 918, 919 of IRPWM for visibility requirements at level crossings, provision of speed breakers on the approaching roads of level crossings and census of traffic at level crossings.

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**WORKING INSTRUCTIONS FOR TRAFFIC LEVEL CROSSING GATES
INTERLOCKED WITH STOP SIGNALS OF THE STATION, PROVIDED WITH
TELEPHONE, WITH NORMAL POSITION “OPEN TO ROAD TRAFFIC” at
KM 443/14-15**

(General Instructions are common for all types of Manual Level Crossing Gates)

1. Mode of Operation:

Gate shall normally be kept open to road traffic whenever it is required to close the gate, Station Master on duty shall inform the Gateman on duty about the direction and description of the train intended to receive/dispatch. Gateman on duty shall ensure clearance of road traffic, close and lock the gate. Thereafter transmit the key to the Station Master on duty as per following procedure.

- a) Red and Green buttons are provided on gate panel for closing and opening of L.C gate respectively.
- b) The push button 'Red' is pressed till the gate is closed and locked,
- c) Key 'H' is extracted from EKT-1 after gate is closed & locked.
- d) Key 'H' thus extracted from EKT-1 is inserted in EKT-2 & transmitted electrically to SM in conjunction with switch 'GS' reversed to take off concerned signals.
- e) For opening the gate, SM transmits control-29 to extract key-H from Ekt-2 & inserts in EKT-1, the push button Green is pressed till the gate is opened.
- f) Switch GS is provided in gate lodge to put back concerned signals in case of emergency.
- g) Only in case of input power failure, GK should operate the gate with the help of hand generator unit which is attached to gate panel for closing/opening of LC gate. There will be no indications on gate panel for closing/opening of the LC gate and hence signals cannot be taken-off.
- h) In case of input power supply is available bu cable/hand generator failed, arrangement for direct mechanical hand cracking is also available individually at the two pedestals. In this case also, no indications on panel are available and hence signals cannot be taken-off.

2. Exchange of Private Numbers:

- (i) Before taking off reception / departure signals Station Master 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.
- (iii) The reception / departure signals will then be taken 'OFF'.

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- (iv) In order to ensure that road traffic is not held up for a long time, the Station Master must ensure that the train is ready for departure in all respects before he advises the gateman for closing the gate.
- (v) If the gate is operated from the cabin itself, Station Master shall ensure that the gate is closed against road traffic, before taking 'OFF' reception / departure signals.
- (vi) 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 or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

3. **Failure of Telephonic Communication:**

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 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 which will enable them to take 'OFF' reception / departure signals.
- (iii) When sufficient time is not available because of greater frequency of train service Station Master will issue written authority to the train Loco Pilot to pass the signal at 'ON' position.
- (iv) In addition Station Master shall also issue a caution order advising the Loco Pilot to whistle continuously and approach the gate cautiously.
- (v) The train Loco Pilot shall be instructed to pass the gate cautiously, on being hand signalled by the gateman. If hand signal is not seen, Loco Pilot 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 shall advise the Station Master at the despatching end, under exchange of private number, that the telephone at the gate has failed.
- (vii) The Station Master at the despatching end shall then issue a caution order to the driver before despatching a train in the block section from his end.
- (viii) He should also advise S&T staff responsible for maintenance of the telephone to 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 :**

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- (i) When the gate cannot be closed due to failure of lifting barriers gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure the lifting barriers 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 Loco Pilot of the approaching train.
- (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
- (vi) He shall also advise the Station Master at the despatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before despatching a train the block section from his end.
- (vii) Station Master will advise maintenance staff responsible for maintenance of lifting barriers to repair the defect at the earliest.
- (viii) Normal working will resumed only after maintenance staff repair the barrier and issue reconnection / fit memo for the same.

Note:

- (a) In case of failure of lifting barriers worked from the cabin, Station Master will send station porter to secure the gate against road traffic by safety chains and padlocks.
- (b) Authority to pass signals at 'ON' position as per rules shall also be issued to the Loco Pilot 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 EKT-2 the gateman must immediately inform the SM on duty on telephone under exchange of private number.
- (ii) If Emergency Key is available at the gate lodge / cabin, Gateman will take it out from the sealed box by breaking the seal and open the gate for road traffic.
- (iii) 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.
- (iv) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.

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- (v) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vi) Station master will advise S&T staff responsible for electrical key transmitter to rectify the defect at the earliest.

6. Failure of the Gate Key, with the gate in open condition:

- (i) If the gate key cannot be extracted from EKT-1 the gateman must immediately inform the SM on duty on telephone under exchange of private number.
- (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception / dispatch of trains as prescribed for non-interlocked gates should be adopted.
- (iii) 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 shall issue caution order to the Loco Pilot of a departing train.
- (v) He shall also advise the Station Master at the dispatching end under exchange of private number to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vi) station master will advise S&T staff responsible for electrical key transmitter to rectify the defect at the earliest.
- (vii) Normal working will be resumed only after S&T staff repairs the electrical key transmitter and reconnection/fit memo for the same.
- (viii) After rectification, the Emergency Key shall be replaced in the Emergency Key Box and released by the S&T maintainer.

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 on duty, regarding the defects / obstruction at the gate, under exchange of private number.
- (iii) Station Master on duty shall be advised to put the reception / departure signals back to 'ON' position, if taken 'OFF' for a train.
- (iv) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform on phone.

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- (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.1.5(5).
- (vi) There 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 relay these details to the Station Master who shall not start the train 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 shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all 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 shall then issue a caution order to Loco Pilot of all train to proceed cautiously, and pass the reception / departure 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 there after exhibit green hand signal, if the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers to repair same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers and issue reconnection / fit memo for the same.

8. Obstruction on the Track near Level Crossing:

If there is a rail fracture or obstruction on the track due to failing of a tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master 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.

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APPENDIX-'A'**APPENDIX 'A' TO STATION WORKING RULES OF GAJAPATINAGARAM
STATION LEVEL CROSSING GATES****1. GENERAL:****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

Following details shall be maintained at all manned level crossing gates:

1	No. of Level Crossing Gate	:	RV-326
2	Engineering or Traffic gate		Engg Gate
3	Under control of station master or permanent way inspector.		SSE(P-Way)
4	Location at Km.		439/7-8
5	At station		GAJAPATINAGARAM
6	In between station		GPI & KMX
7	BG/MG/NG	:	BG
8	Single line/double line/multiple line	:	Double line
9	Normal position	:	Open to Road Traffic
10	Interlocked/ Non-Interlocked	:	Non - Interlocked
11	Means of Interlocking	:	
12	Provision of gate single at Km.	:	i) Up Line Nil ii) DN Line : Nil
13	Signaling arrangement	:	
14	Means of communication Telephone.	:	Telephone
15	Width of the level crossing gate	:	7.5 M
16	Type of road	:	Other
17	Name of road	:	Kaligam Road
18	Metalled /Non-Metalled	:	C.C.Block
19	Approach road	:	Metalled
20	Width of the road	:	5.5 M
21	Angle of road crossing (in case of the SKEW gates)	:	90 ⁰
22	Road gradients (if any)	:	[a]North/East Side: 1 in 30 [b]South/West Side: 1 in 30
23	Road alignment (straight/Curve)	:	[a] North/East Side : Straight [b] South/East Side : Straight

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24	Provision of height gauges	: Nil
25	Type of barriers	: Coupled Lifting Barriers
26	Length of check rails	: 9.5 M
27	Road surface in between level crossing gates.	: Plain
28	Length of rumble strip/ speed breakers.	: 5.5 M
29	Road signs	: Provided
30	Speed breakers indication board	: Provided
31	TVU:	: 18744 on 13-06-2011
32	Census next due on	: Jun-2014
33	Demarcation for placement of detonators.	: Provided
34	No. of gateman working	: 2
35	Nearest Railway Medical Assistance	: VZM
36	Nearest Private Medical Assistance available (if any)	: Gajapatinagaram
37	List of equipment available (Yes/No)	: Yes

1.2 EQUIPMENT:

Items	<u>Quantity / Numbers</u>
1. Hand Signal Lamp Tri Colour	5 Nos.
2. Hand Signal Flag Green	1 No with mounted stick
3. Hand Signal Flag Red	6 Nos.
4. Banner Flag Red	5 Nos.
5. Posts for exhibiting red banner flag	4 Nos.
6. Spare chains with padlocks	2 with stop marker
7. Detonators	10 in each case
8. Gate lamps	2 Nos.
9. Tommy Bar	1 No.
10. Mortar Pan	1 No.
11. Spade / Fowrah	1 No.
12. Rammer	1 No (In case of asphalted road this may not be provided)
13. Pick Axe	1 No (In case of asphalted road this may not be provided)
14. Tin case for flags	1 No.
15. Can for oil	1 No.
16. Water port / Bucket	1 No.
17. Canister for Muster Roll	1 No.

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Items	Quantity / Numbers
18. Set of spare spectacles of gateman wearing glasses	1 No.
19. Board demarcating protection of level crossing gate diagram in case of obstruction on gate	1 No.
20. Basket	1 No.
21. Whistle	1 No.
22. Wall Clock	1 No.
23. A small size chin for use in case of failure of gate boom/Leaf Lock	1 No.

1.3 RECORDS TO BE KEPT AT GATE LODGE:

In addition to the above equipment, following records shall also be kept at the gate lodge.

1. Gate Working Instructions in Hindi / English.
2. Gate Working Instructions in local vernacular language.
3. Gateman Rule Book in local vernacular language
4. List for tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gatemen, including date of passing vision test, initial / refresher course, safety camp etc.
8. Accident Register.
9. Record of last census of road traffic at level crossing gate.
10. Public Complaint Book.
11. Inspection Book.
12. Signal Failure and Inspection Register.

1.4 MODE OF OPERATION

Detailed mode of operation for opening and closing the level crossing gate shall be provide in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

1.5 DUTIES OF GATEMAN:**1. ALERTNESS:**

The gateman shall be alert and be prepared to take immediate action, should danger be apprehended. Keys of the gate shall be in his personal custody.

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APPENDIX-‘A’**2. POSITION DURING PASSAGE OF TRAINS:**

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

- i) Gateman will stand alternatively in front of the gate-lodge facing the approaching train.
- ii) In day time, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In night time, 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. ROUTING DUTIES OF GATEMAN:

- i) Gateman shall ensure that red flag is placed across the track whenever the gate is kept in open condition for passage of road vehicles.
- 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, 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, and vehicle / wagons / train / 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 prepared to repeat any signal which guard may give to Loco Pilot 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.

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- 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 clean.
- xiv) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.
- xv) 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.
- xvi) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN:

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

- i) He shall take prompt action to warn the Loco Pilot / 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 Loco Pilot / guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If Loco Pilot / guard fails to take notice, gateman shall immediately inform the Station Master, If connected on telephone, 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.

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- v) He shall endeavour to attract the attention of the Loco Pilot / 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, if connected on telephone, to take appropriate action, under exchange of private number.

5. ACTION IN AN EMERGENCY AT THE LEVEL CROSSING:

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

The gateman shall protect the line as under:-

a) On single 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, fuses 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 from 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 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.

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- v) Thereafter, he shall proceed towards the other direction, showing red hand signal, similarly place detonators as described in para (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 LP of the approaching train.
 - vii) On those Meter Gauge sections where trains run at more than 75 KMPH, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
 - viii) 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.
 - ix) Thereafter, he shall light up and fix the fusee to warn the LP and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- b) **On double line section:**
- i) If both lines are obstructed the 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 line on which a train is expected to arrive first.
 - ii) Then he will similarly plant the other red banner flag by day and a red light by night on the other line 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 on the line on 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 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.

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- v) Thereafter, he shall proceed on the other line, showing red hand signal, similarly place detonators as described in para (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 Loco Pilot 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 to warn the Loco Pilot and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.

c) **Other action 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 nearest Station Master or Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or through means available.

1.6 ENGINEERING ITEMS:

Please see para 916, 918, 919 of IRPWM for visibility requirements at level crossings, provision of speed breakers on the approaching roads of level crossings and census of traffic at level crossings.

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ANNEXURE – IV**WORKING INSTRUCTIONS FOR ENGINEERING LEVEL CROSSING GATES,
NON-INTERLOCKED, PROVIDED WITH TELEPHONE, WITH NORMAL
POSITION ‘OPEN TO ROAD TRAFFIC’**

(General Instructions are common for all types of Manned Level Crossing Gates)

1. Mode of Operation:

Detailed mode of operation for opening and closing the level crossing gate shall be provide in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

2. Exchange of Private Number:**(a) When Gate is connected with the station at the dispatching end:**

- (i) Station Master at the dispatching end shall advise the gateman the number, description, direction and expected time of the passage of the train at the gate, under exchange of private number.
- (ii) Such advice shall be given before taking ‘OFF’ departure signals or giving an authority to proceed to the LP.
- (iii) The gateman on receipt of the advice shall close the gate well in time and confirm the same, under exchange of private number.
- (iv) Station Master will lower the departure signals after getting the private number of the gateman.
- (v) Gate once closed for road traffic must on no account be opened unless this is authorised by the Station Master, under exchange of private number.

(b) When Gate is connected with the station at the receiving end:

- (i) Station Master at the dispatching end shall advise the Station Master at the other end the number, description, direction and expected time of passage of the train at the gate, under exchange of private number.
- (ii) Such advice shall be given before obtaining line clear.
- (iii) Station Master at the receiving end shall in turn convey the same advice to the gateman, under exchange of private number.
- (iv) Gateman shall close the gate and thereafter give his private number to the Station Master.

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- (v) Only then shall the Station Master at the receiving end grant line clear to the Station Master at the dispatching end.
- (vi) Gate once closed for road traffic must on no account be opened unless this is authorised by the Station Master, under exchange of private number.

3. Failure of Telephonic Communication:

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 at the dispatching end shall issue a caution order to the LP before dispatching a train in the block section from his end.
- (ii) The caution order should advise the LP to whistle continuously and approach the gate cautiously.
- (iii) The LP should be instructed to pass the gate cautiously, on being hand signaled by the gateman. If hand signal is not seen, LP should be prepared to stop short of the gate and depute his ALP to see the condition of the gate. If the gate is closed, the ALP must close the gate and then give the all right signal. In the absence of the ALP, the LP may take the assistance of the Assistant Guard / Guard and shall stop clear of the level crossing to pick up the ALP who will reopen the gate for passage of road traffic.
- (iv) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
- (v) The Station Master at the dispatching end shall then issue a caution order to the LP before dispatching a train in the block section from his end.
- (vi) Station Master shall also advise the gateman through gangman / patrolman or LP of the first train that the telephone has become defective.
- (vii) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection / fit memo for the same.

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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 of private number, and ensure that lifting barriers 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, he 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 shall issue caution order to the LP of a departing train.
- (vi) He shall also advise the Station Master at the dispatching end, under exchange private number, to similarly issue a caution order to the LP before dispatching a train in the block section from his end.
- (vii) He should also advise maintenance staff responsible for maintenance of the lifting barriers to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after maintenance staff rectify the lifting barriers and issue reconnection / fit memo for the same.

5. 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 on duty, regarding the defect / obstruction at the gate, under exchange of private number.
- (iii) Station Master on duty shall be advised to put the reception / departure signals back to 'ON' position, if taken 'OFF' for a train.
- (iv) If there is no response from the Station Master after three attempts, he shall first protect the gate and then inform on phone.

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- (v) Gateman shall then rush with detonators, fusee, 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.1.5(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 relay these details to the Station Master who shall not start the train unless he has been ensured by the gateman that the road vehicle or the lifting barriers are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
- (ix) After the track has been cleared of all obstructions the gateman shall inform the Station Master accordingly, under exchange of private number.
- (x) Station Master shall then issue a caution order to LP 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 there after exhibit green hand signal if the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers to repair the same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers and issue reconnection / fit memo for the same.

6. Obstruction on the Track near Level Crossing:

If there is a rail fracture or obstruction on the track due to falling of tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master will adopt the procedure given under item no.5 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.

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APPENDIX-'A'**APPENDIX 'A' TO STATION WORKING RULES OF GAJAPATINAGARAM
STATION LEVEL CROSSING GATES****1. GENERAL:****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

Following details shall be maintained at all manned level crossing gates:

1	No. of Level Crossing Gate	:	RV-329
2	Engineering or Traffic gate		Engineering Gate
3	Under control of station master or permanent way inspector.		SSE(P)/GPI
4	Location at Km.		442/8
5	At station		Mid Section
6	In between station		KMX-GPI
7	BG/MG/NG	:	BG
8	Single line/double line/multiple line	:	Double line
9	Normal position	:	Open to Road Traffic
10	Interlocked/ Non-Interlocked	:	Non - Interlocked
11	Means of Interlocking	:	
12	Provision of gate single at Km.	:	i) Up Line Nil ii) DN Line : Nil
13	Signaling arrangement	:	Nil
14	Means of communication Telephone.	:	Telephone with GPI Station
15	Width of the level crossing gate	:	7.5 M
16	Type of road	:	Other
17	Name of road	:	Baggam Panchayat Road
18	Metalled /Non-Metalled	:	Metalled
19	Approach road	:	BT
20	Width of the road	:	5 .50 M
21	Angle of road crossing (in case of the SKEW gates)	:	90 ⁰
22	Road gradients (if any)	:	[a]North/East Side: 1 in 30 [b]South/West Side: 1 in 30
23	Road alignment (straight/Curve)	:	[a] North/East Side : Straight [b] South/East Side : Straight

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24	Provision of height gauges	: Nil
25	Type of barriers	: Lifting Barriers
26	Length of check rails	: 9.5 M
27	Road surface in between level crossing gates.	: CC Block
28	Length of rumble strip/ speed breakers.	: 5.5 M
29	Road signs	: Provided
30	Speed breakers indication board	: Provided
31	TVU:	: 21016/ Dec-2012
32	Census next due on	: Dec-2015
33	Demarcation for placement of detonators.	: Provided
34	No. of gateman working	: Two
35	Nearest Railway Medical Assistance	: VZM
36	Nearest Private Medical Assistance available (if any)	: Gajapatinagaram
37	List of equipment available (Yes/No)	: Yes

1.2 EQUIPMENT:

Items	<u>Quantity / Numbers</u>
1. Hand Signal Lamp Tri Colour	5 Nos.
2. Hand Signal Flag Green	1 No with mounted stick
3. Hand Signal Flag Red	6 Nos.
4. Banner Flag Red	5 Nos.
5. Posts for exhibiting red banner flag	4 Nos.
6. Spare chains with padlocks	2 with stop marker
7. Detonators	10 in each case
8. Gate lamps	2 Nos.
9. Tommy Bar	1 No.
10. Mortar Pan	1 No.
11. Spade / Fowrah	1 No.
12. Rammer	1 No (In case of asphalted road this may not be provided)
13. Pick Axe	1 No (In case of asphalted road this may not be provided)
14. Tin case for flags	1 No.
15. Can for oil	1 No.
16. Water port / Bucket	1 No.
17. Canister for Muster Roll	1 No.

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Items	Quantity / Numbers
18. Set of spare spectacles of gateman wearing glasses	1 No.
19. Board demarcating protection of level crossing gate diagram in case of obstruction on gate	1 No.
20. Basket	1 No.
21. Whistle	1 No.
22. Wall Clock	1 No.
23. A small size chin for use in case of failure of gate boom/Leaf Lock	1 No.

1.3 RECORDS TO BE KEPT AT GATE LODGE:

In addition to the above equipment, following records shall also be kept at the gate lodge.

1. Gate Working Instructions in Hindi / English.
2. Gate Working Instructions in local vernacular language.
3. Gateman Rule Book in local vernacular language
4. List for tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gatemen, including date of passing vision test, initial / refresher course, safety camp etc.
8. Accident Register.
9. Record of last census of road traffic at level crossing gate.
10. Public Complaint Book.
11. Inspection Book.
12. Signal Failure and Inspection Register.

1.4 MODE OF OPERATION

Detailed mode of operation for opening and closing the level crossing gate shall be provide in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

1.5 DUTIES OF GATEMAN:**1. ALERTNESS:**

The gateman shall be alert and be prepared to take immediate action, should danger be apprehended. Keys of the gate shall be in his personal custody.

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2. POSITION DURING PASSAGE OF TRAINS:

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

- i) Gateman will stand alternatively in front of the gate-lodge facing the approaching train.
- ii) In day time, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In night time, 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. ROUTING DUTIES OF GATEMAN:

- i) Gateman shall ensure that red flag is placed across the track whenever the gate is kept in open condition for passage of road vehicles.
- 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, 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, and vehicle / wagons / train / 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 prepared to repeat any signal which guard may give to Loco Pilot on walkie-talkie or in any other way.

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- 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 train past the defective signal. In such case he should inform the Loco Pilot 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 clean.
- xv) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.
- xvi) 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.
- xviii) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN:

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

- i) He shall take prompt action to warn the Loco Pilot / guard of the passing train by showing red flag by day and red light by night.

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- ii) He shall simultaneously try to draw the attention of the Loco Pilot / guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If Loco Pilot / guard fails to take notice, gateman shall immediately inform the Station Master, If connected on telephone, 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 endeavour to attract the attention of the Loco Pilot / 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, if connected on telephone, to take appropriate action, under exchange of private number.

5. ACTION IN AN EMERGENCY AT THE LEVEL CROSSING:

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

The gateman shall protect the line as under:-

a) **On single 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, fuses and red flag by day and red hand signal lamp by night.

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- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night towards the direction from 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 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 para (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 LP of the approaching train.
 - vii) On those Meter Gauge sections where trains run at more than 75 KMPH, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
 - viii) 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.
 - ix) Thereafter, he shall light up and fix the fusee to warn the LP and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- b) **On double line section:**
- i) If both lines are obstructed the 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 line on which a train is expected to arrive first.
 - ii) Then he will similarly plant the other red banner flag by day and a red light by night on the other line 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.

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- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night on the line on 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 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 on the other line, showing red hand signal, similarly place detonators as described in para (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 Loco Pilot 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 to warn the Loco Pilot and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- c) **Other action 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 nearest Station Master or Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or through means available.

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1.6 ENGINEERING ITEMS:

Please see para 916, 918, 919 of IRPWM for visibility requirements at level crossings, provision of speed breakers on the approaching roads of level crossings and census of traffic at level crossings.

ANNEXURE – IV

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**WORKING INSTRUCTIONS FOR ENGINEERING LEVEL CROSSING GATES,
NON-INTERLOCKED, PROVIDED WITH TELEPHONE, WITH NORMAL
POSITION 'OPEN TO ROAD TRAFFIC'**

(General Instructions are common for all types of Manned Level Crossing Gates)

1. Mode of Operation:

Detailed mode of operation for opening and closing the level crossing gate shall be provide in the respective Station Working Rules and Working Instructions incorporating local operational requirements. Whenever gate is to be closed the procedure discussed in Para 2a of annexure-iv(i) to (v) shall be followed.

2. Exchange of Private Number:

(a) When Gate is connected with the station at the dispatching end:

- (i) Station Master at the dispatching end shall advise the gateman the number, description, direction and expected time of the passage of the train at the gate, under exchange of private number.
- (ii) Such advice shall be given before taking 'OFF' departure signals or giving an authority to proceed to the LP.
- (iii) The gateman on receipt of the advice shall close the gate well in time and confirm the same, under exchange of private number.
- (iv) Station Master will lower the departure signals after getting the private number of the gateman.
- (v) Gate once closed for road traffic must on no account be opened unless this is authorised by the Station Master, under exchange of private number.

(b) When Gate is connected with the station at the receiving end:

- (i) Station Master at the dispatching end shall advise the Station Master at the other end the number, description, direction and expected time of passage of the train at the gate, under exchange of private number.
- (ii) Such advice shall be given before obtaining line clear.
- (iii) Station Master at the receiving end shall in turn convey the same advice to the gateman, under exchange of private number.
- (iv) Gateman shall close the gate and thereafter give his private number to the Station Master.
- (v) Only then shall the Station Master at the receiving end grant line clear to the Station Master at the dispatching end.

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- (vi) Gate once closed for road traffic must on no account be opened unless this is authorised by the Station Master, under exchange of private number.

3. Failure of Telephonic Communication:

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 at the dispatching end shall issue a caution order to the LP before dispatching a train in the block section from his end.
- (ii) The caution order should advise the driver to whistle continuously and approach the gate cautiously.
- (iii) The LP should be instructed to pass the gate cautiously, on being hand signaled by the gateman. If hand signal is not seen, LP should be prepared to stop short of the gate and depute his ALP to see the condition of the gate. If the gate is closed, the ALP must close the gate and then give the all right signal. In the absence of the ALP, the LP may take the assistance of the Assistant Guard / Guard and shall stop clear of the level crossing to pick up the Assistant LP who will reopen the gate for passage of road traffic.
- (iv) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
- (v) The Station Master at the dispatching end shall then issue a caution order to the driver before dispatching a train in the block section from his end.
- (vi) Station Master shall also advise the gateman through gangman / patrolman or LP of the first train that the telephone has become defective.
- (vii) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
- (viii) 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 of private number, and ensure that lifting barriers 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.

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- (iv) After securing the gate against road traffic, he 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 shall issue caution order to the LP of a departing train.
- (vi) He shall also advise the Station Master at the dispatching end, under exchange private number, to similarly issue a caution order to the LP before dispatching a train in the block section from his end.
- (vii) He should also advise maintenance staff responsible for maintenance of the lifting barriers to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after maintenance staff rectify the lifting barriers and issue reconnection / fit memo for the same.

5. **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 on duty, regarding the defect / obstruction at the gate, under exchange of private number.
- (iii) Station Master on duty shall be advised to put the reception / departure signals back to 'ON' position, if taken 'OFF' for a train.
- (iv) If there is no response from the Station Master after three attempts, he shall first protect the gate and then inform on phone.
- (v) Gateman shall then rush with detonators, fusee, 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.1.5(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 relay these details to the Station Master who shall not start the train unless he has been ensured by the gateman that the road vehicle or the lifting barriers are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
- (ix) After the track has been cleared of all obstructions the gateman shall inform the Station Master accordingly, under exchange of private number.

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- (x) Station Master shall then issue a caution order to LP 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 there after exhibit green hand signal if the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers to repair the same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers and issue reconnection / fit memo for the same.

6. Obstruction on the Track near Level Crossing:

If there is a rail fracture or obstruction on the track due to falling of tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master will adopt the procedure given under item no.5 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.

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Appendix – ‘B’
EAST COAST RAILWAY
WALTAIR DIVISION

SYSTEM OF SIGNALLING AND INTERLOCKING AND TELECOMMUNICATIONS
GAJAPATINAGARAM STATION

Details of Signalling and Interlocking installations, telecommunication instructions for working them normally and in emergencies etc., including the power supply arrangements.

1.1 BRIEF DESCRIPTION OF THE SIGNALLING AND INTERLOCKING INSTLLATION:

This is a ‘B’ Class Station with Standard-IIR interlocking (with isolation). The points and signals are power operated from a composite “DOMINO TYPE” full-fledged panel installed in the SM’s office. This station is equipped with panel operated MACLS. The SGE type Double line Lock and Block instruments are provided in the SMs panel room for section GPI-GRBL and GPI-KMX adjacent to the panel.

1.2 DESCRIPTION OF PANNEL:

The yard lay out is depicted in the panel board and is fixed parallel to the track so that when the SM on duty faces this panel, the Yard drawing on the panel corresponds to the actual field lay out in either direction.

1.3 POINT BUTTONS:

Each point is provided with push buttons (Black in colour) for individual operation of points. For operation of point of normal/reverse position, point group push buttons (black with red dot) are provided. Point button and point group button normal/reverse shall be pressed at the same time for operation of point to required position. To indicate the position of point, a white steady strip in Normal direction to indicate normal position of point, and a white steady strip in Reverse direction to indicate Reverse position of point.

1.4 When a point is set and locked correctly in reverse position, a white steady strip indication on normal point zone appears suggesting that the point is in normal position and locked in its position.

1.5 When a point is set and locked correctly in reverse position, a white steady strip indication on normal point zone appears suggesting that the point is in reverse position and locked in its position.

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- 1.6** When a point is operated from reverse to normal position, a white strip indication on normal point zone will start flashing till the concerned point is set and locked in normal position. When a point is operated from normal to reverse position, a white strip indication on reverse point zone will start flashing till the concerned point is set and locked in normal position.

1.7 OPERATION OF POINTS:

Points are operated to normal or reverse by pressing individual point button in conjunction with the point group button there by ;the white strip indication on normal point zone or reverse point zone as the case may be till the points are set to normal or reverse position and locked. Then the white steady strip indication on normal point zone and white steady strip indication on reverse point zone will appear as the case may be during the automatic route setting of the train operation, the same indication will glow.

- 1.8** All running line points are operated by Elect Point machine.

2.0

The course for non-setting of the point in the desired position has to be checked up by the SM on duty according to G&SR 3.68.01(c) and if there is defect other than obstruction at point, has to be considered as defective and action shall be taken for clamping and pad locking these points in the desired position by the SM on duty himself for all trains according to SR 3.69.03(c).

2.1 DESCRIPTION OF POINTS

Sl. No.	Point No.	Button	Colour	Description
1	17		Black	Cross over point between UP & DN main line at Raipur end.
2	19		Black	Cross over point between DN main & DN loop line at Raipur end.
3	21		Black	Cross over point between UP main & UP common loop line at Raipur end.
4	18		Black	Cross over point between UP & DN main line at GRBL end.
5	20		Black	Cross over point between DN main & DN loop line at GRBL end.
6	22		Black	Cross over point between UP main & UP common loop line at GRBL end.
7	Point group button (normal)		Black with Red dot	Common button for normal position of points.
8	Point group button (reverse)		Black with Red dot	Common button for reverse position of points.

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Appendix – ‘B’**3.1 SIGNAL BUTTONS:**

Sl. No.	Point Button No.	Colour	Description
1	C1	Black with White dot	UP calling on signal for line No. 1 & 2.
2	S1	Red	UP Home signal for line No. 1 & 2.
3	C2	Black with White dot	DN calling on signal for line No. 1, 3 & 4.
4	S2	Red	DN Home signal for line No. 1, 3 & 4.
5	S5	Red	UP loop starter for Line No. 1
6	S6	Red	DN starter signal for Line No. 4
7	S8	Red	DN Common loop starter for Line No. 1.
8	S9	Red	UP Main starter for Line No. 2
9	S10	Red	DN Main starter for Line No. 3
10	S11	Red	UP Adv. Starter
11	S12	Red	DN Adv. Starter
12	SH3	Yellow	Shunt signal for line No. 1,2,3 & 4
13	SH4	Yellow	Shunt signal for line No. 1 & 2

3.2 SIGNAL INDICATION:

The aspect of signal as obtained at any time is shown on the panel on the Signal indication (along side of the track)

4.0 ROUTE BUTTONS:

Route buttons are provided separately on each running line on the panel for indication of route (viz.L1UN, L1UN1, L2UN, L3UN, L4UN, L4UN1). Common route buttons are also provided for taking off starters 11 AT UN, 12 AT UN. An individual route buttons is provided for taking off advanced starter 11 UN, 12 UN. For clearing the signal, it is necessary to operate the signal button and the concerned route buttons concurrently.

4.1 DESCRIPTIONS OF ROUTE BUTTONS:

1.	L1 UN	White	Common route button for Up Home signal and UP Calling-On signal for Line No.1 setting overlap on UP main Line.
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2.	L1 UN1	White with black dot.	Common route button for Up Home signal and UP Calling-On signal for Line No.1 setting overlap to over run line of DN main and route button for shunt signal No. 4 for Line No.1.
3.	L2 UN	White	Common route button for UP Home signal and Calling-On signal for Line No.2 setting overlap on UP main line and route button for shunt signal No. 3 for Line No.2.
4.	L3 UN1	White.	Common route button for DN Home signal and Calling-On signal for Line No.3 setting overlap on DN main line and common route button for UP & DN shunt signal No. 3 & 4 respectively for Line NO.3
5.	L4 UN	White	Common route button for DN Home signal and DN Calling-On signal for Line No.4 setting overlap on DN main line respectively.
6.	L4 UN1	White with black dot	Common route button for DN Home signal and Calling-On signal for Line No.4 setting overlap on ORL and common route button for DN shunt signal No.3 & 4 respectively for line No. 4.
7.	12 UN	White	Route button for DN advanced Starter.
8.	11 UN	White	Route button for UP advanced Starter.
9.	11 AT UN	White	Route button for UP Starter 5 and 9.
10.	12 AT UN	White	Common route button for DN starters 6, 8 and 10.
11.	Group (Trans)	White with black dot	Common Trans button for crank handles and siding control.
12.	Group Released	White with black dot	Common release button for crank handles and siding control.
13.	CH-1	Blue	Points No. 19 and 20.
14.	CH-2	Blue	Points No. 21 and 22.
15.	CH-3	Blue	Points No. 17.
16.	CH-4	Blue	Points No. 18.
17.	29 LXN	Chocolate	LC Gate No. 29 control.
18.	30 LXN	Chocolate	LC Gate No. 30 control.
19.	Emergency gate release 29 LXN	Chocolate with Red dot	Emergency release of LC Gate No. 29
20.	Emergency gate release 30 LXN	Chocolate with Red dot	Emergency release of LC Gate No. 30.

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21.	Signal lamp failure Ack.	Red with white dot	For acknowledge the signal lamp failure/point failure.
22.	Button held Ack.	White with Red dot.	To be passed to stop the buzzer in case of any button held.
23.	Signal Cancellation.	Red.	For cancellation of signal this is a common button to be pressed in conjunction with the intended signal button for which cancellation is required.
24.	Emergency of Point operation button.	Black with Red dot.	For operation of points in the event of failure of Track circuit/Axle counter.
25 & 26.	Siding & Controls Button.	Black.	Fro release of key from RKT for siding point No.25. Fro release of key from RKT for siding point No.26.

5.0 POWER FAILURE INDICATION/BUZZER AND POWER ACKNOWLEDGEMENT:

Normal power supply to installation is drawn form SINGLE-PHASE state electricity supply to the station building.

IInd Stand By: Diesel Generator of 10 KVA

IIIRD Stand By: Diesel Generator of 10 KVA

As soon as local power fails, the solar power supply automatically will switch over through IPS changeover. A remote monitoring SM console is provided at SM's office. It gives alarm to the SM for fault condition. The IPS system is connected with battery for safe working during transition of power.

SS/SM INDICATION IPS PANEL:

Instruction	Condition	Action taken by on duty SS/SM
Start Generator	50% DOD (Depth of Discharge)	Audio/Visual alarm. Alarm can be acknowledged with audio cut off.
Emergency Start Generator	60% DOD	-Do-
System Shutdown	70% DOD	Signal feed cut off and all DC-DC converters to work. Audio alarm to continue till Generator is started.
Call S&T Staff.	Equipment fault	Failure of any module will give the alarm in SM's panel. Alarm can be acknowledged for audio cut-off.

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In the event of failure of power supply from state electricity supply, a small red indication lamp above the Power Ack. Button will appear along with audible buzzer. The Station Master on duty shall start diesel generator to get the supply to the signalling installation and change the changeover switch to DG supply.

When the normal power supply is restored, an audible buzzer again ring and the red light on the panel extinguish. The Station Master on duty shall operate the changeover switch to switch back to local state supply and stop the working the diesel generator. In both the above cases, to stop the audible buzzer, the Station Master on duty shall press the Power Ack. Push button.

5.1 SIGNAL LAMP FAILURE INDICATION RED-SIGNAL LAMP MUNTING BUTTON RED WITH WHITE DOT:

Whenever main filament of a signal lamp is fused, a miniature flashing Red light indication appears along with an audible buzzer indicates Signal lamp failure. Then Station Master on duty shall press the Signal failure/point failure Ack. Button thereby the buzzer stops but the Red indication lamp becomes steady which continues till either the signal lamp is replaced or signal assumes other aspect. Whenever auxiliary filament also fuses, the Red indication lamp flashes and sounds buzzer, Station Master on duty shall resort the similar operation of Signal failure/point failure Ack. Button as explaining above. Whenever main filament is fuses, Station Master on duty shall immediately send message to SE/ESM for rectification.

5.2 BUTTON HELD BUZZER WHITE WITH RED DOT:

Whenever any button remains held up in pressed condition, ‘Button Held’ whiter indications starts flashing along with an audible buzzer. The Station Master on duty then acknowledge it by pressing ‘Button Held’ push button (white with Red dot) the buzzer stop but the white indication continues to flash till the same is rectified.

6.0 TRACK CIRCUIT:

Track circuits are provided between Home and Adv.Str on both UP & DN lines including berthing track circuits on all four running lines as follows.

UP Direction

1AT, 1T, 1T1, 17/21AT, 21 AT, L1T1, L1,T2, L1,T3, UMT1, UMT2, UMT3, 22BT, 22AT, 18BT, 11AT & 11T. In addition, 2 rail length track circuit no 3T is provided at LC gate KM no 4445.949 for replacement of up gate signal.

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Appendix – ‘B’**DN Direction**

2AT, 2T, 2T1, 18AT, 20T, L4T1, L4T2, L4T3, DMT1, DMT2, DMT3, 19AT, 19BT, 17BT, 12AT & 12T. in addition, 2 rail length track circuit no . 4T is provided at LC gate KM no. 445.949 for replacement of DN gate signal.

6.1 CRANK HANDLE FOR EMERGENCY OPERATION OF POINTS:

Crank handle is inter locked with the signalling and interlocking system at this station and the crank handle which is normally locked up in the RKT instrument at the East and West goomties can be taken out when the signals, given for the connected route, are in the normal position and the route is not locked for any reason.

Even then the route is locked the crank handle can be extracted from the RKT through emergency operation by pressing crank handle button along with Group Trans button. After the lapse of 120 secs. The concern crank handle keys get released for emergency alteration of the locked route.

6.2 GOODS SIDING:

The goods siding takes off from the line No.1 at East end of the yard and is isolated by derailing switch of the siding and are coupled with which will be operated by an Arc lever provided at site, at either end of siding. Hand plunger lock is fitted at the entrance points which can be unlocked by the 2 keys released form 2 RKTs of the same ward. 2 RKTs are provided in SMs office one each for East end and West end of the siding point. The key/keys are released form 2 RKTs by pressing goods siding point button number 26 in conjunction with the group Trans button. When the key is extracted from the RKT and the despatch signals of UP loop Line No. 1 will be held locked in their normal position till such time the key IN indication appears on the panel board.

The Goods siding is provided with axle counter over both end point zones only, any movement in goods siding zone from line No. 1 will start counting in the axle counter provided in line No. 1. Goods vehicle with engine should be placed perfectly in the clear space (CSL) available in the goods siding i.e., clearing the axle counter zone form either end of the goods siding then only the Axle counter zone where such movement has taken place will show clear GREEN indication. After detaching of hot axle vehicle, the engine departs from the goods siding to Line No. 1. The axle counter zone over which the movement takes place will show RED (indication of occupation) and the GREEN indication after clearance of occupied in the SM Panel.

7.0 STATION MASTER'S KEY:

The panel is also fitted with Station Master's lock up key to prevent unauthorized operation of this panel but with the arrangement to put back the signal to the ON position in the case of emergency without altering the route when the panel is locked position.

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Appendix – ‘B’**8.0 EMERGENCY OPERATION:**

The following are the instructions for Emergency operations.

8.1 CANCELLATION BUTTON OR VEEDER COUNTER:

For the purpose of the emergency operations, an emergency Route cancellation is provided and also there is a corresponding veeder counter for counting emergency operations involving the concurrent operation of the emergency route cancellation button. The Station Master on duty must press the concerned signal button in conjunction with emergency route button. He must release the emergency route button keeping the signal button in pressed condition. He must then press the concerned route button i.e., the route that he desires to be cancelled. A flashing yellow indication will appear below the signal indicating that the time has started operation and after lapse of 120 second. The desired route will be released provided the track circuits are in pickup condition and point indicators are in last operated conditions are favourable for the route release.

- 8.1.1** The number on the veeder counter register, which represents the number of operation, performed for such emergency cancellation, which the Station Master on duty should specify the cause for such usage giving the particulars of cause and the time of operation as related to a particular train etc. in the train signal register. The details of operating instructions are as follows.

8.2 CANCELLATION OF UNINTENDED LOCKING OF POINTS:

When ever there is an intended locking on any points (indicated by Red indication lamp near the concerned point) such a locking has to be released (after the concerned signal are in the normal position) by concurrently pressing the Emergency Group cancellation button (provided on the panel) and the concerned signal button provided and the track circuits are clear and are in the working condition. This operation is counted on the veeder counter.

8.3 CANCELLATION OF LOCKING OF ROUTE AND POINTS AFTER THE SIGNAL HAS BEEN PUT TO ‘ON’
OR
THE SIGNAL HAS GONE BACK TO ON EITHER AFTER THE MOVEMENT OF THE TRAINS CANCELLED
OR
THE TRAIN HAS COME TO A STOP OUT SIDE THE STOP SIGNAL

In case the route is set and the signal is taken off and if it is required that the signal has to be put back to ON and cancel the route.

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- a) First the signal has to be put back to the ON position.
- b) Emergency route cancellation operation must be initiated as detailed in Para 8.1.

8.4 EMERGENCY OPERATIONS:

Cancellation of the locking of points not released after the passage of the train for any reason. If the locking of the route does not get released for one or the other reason after passage of the train, it is necessary to take recourse to the following emergency operation.

- a) First it must be ensured that the signal and signal buttons are in the normal position
- b) Operation in details in Para 8.1 to be followed.

9.0 EMERGENCY OPERATION OF POINTS IN CASE OF POINT ZONE TRACK CIRCUIT FAILURE:

The station Master on duty can operate points from panel in case of point zone track circuit fails. The Station Master on duty after physical verification insert the SM's emergency point key and turn into get the key 'N' position keeping the Emergency point key in that position the Station Master on duty must press the individual point button along with emergency point operation button (Black with Red dot). He shall then release the emergency point operation button only and press the point group Normal or reverse button as per requirement keeping the individual point button in pressed condition. Points will be set to Normal or Reverse position as per operation button. During the initiation RED indication will appear above the emergency point operation counter placed about the emergency point operation button will increase in number by one.

10.0 INTERLOCKING OF SIGNALS:

- 10.1** All running line points are fitted with point machine and are electrically detected by the relevant Home signals. Calling on signals, shunt signals and starter.
- 10.2** Advanced starters are interlocked with respective double line block instrument in LINE CLEAR position.
- 10.3** Home signals are interlocked with respective Double line lock and block instrument. The Block instruments cannot be made to normal unless the respective Home signals and calling on signals are in Normal position.
- 10.4** Signals once taken OFF can be put back to Danger in Case of emergency by pressing the concerned signal button in conjunction with signal cancellation button even when the panel is locked up with Station Master.

11.0 LOCKING OF RELAY ROOM:

- 11.1** Relay room at this station is provided with double locks (Two independent locks) as

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necessary vide OM 1.14 one key shall be kept with the Signal Maintainer of the section and the other with Station Master on duty. Unless both the locks are unlocked, relay room cannot be-opened.

- 11.2** The Station Master shall ensure that the relay room key is given to S&T maintenance staff under clear signature as and when required for their normal maintenance and special works and that the key should be returned by the S&T staff immediately after completion of their work and the documentation should be made in the Relay Room key register maintained at the Station according to SR 3.51.05 and OM 1.14. Reasons for taking key from SM shall be recorded in the relay room key register. It shall also re-mention whether interlocking would be interfered or not.

12.0 **MAINTANANCE OF S&T INSTALLATION AND ADHERENCE TO MAINTENANCE SCHEDULES:**

- 12.1** The regular maintenance of the S&T installation and adherence to the schedules of Maintenance is also to the mandatory schedules of testing of Points, Track Circuits, Signals, Ground Frames, Level Crossing Gates, the associated interlocking apparatus i.e., Cables and finally the interlocking functional tests is a must for the safe and satisfactory working these installations at the Station.

- 12.2** The tests, checks and re-placement etc., including overhauling shall confirm to the Schedules of the maintenance as indicated in the Signal Engineering Manual is also in the current and extent instructions/Circulars on the subject.

13.0 **PROCEDURE TO BE FOLLOWED IN CASE OF FAILURE OF SIGNAL INTERLOCKING INSTALLATION:**

Whenever there is a failure of Points, Track Circuits, Signals, Axle-counter or any other interlocking gear at the Station, the failure report should be communicated by the Station Master on duty through a Memo to the sectional Maintainer and the Signal inspector of the section along with others as per G&SR 3.51.04 and 3.68.04 and document all such transactions.

14.0 **INSPECTION OF POINTS BEFORE DECLARING THEM DEFECTIVE:**

However, before declaring a signal defective the setting of the point on the route to which it applies shall be inspected by the Station Master on duty irrespective of the position of the switches on the Panel in terms of SR 3.68.04(c).

14.1 **RECTIFICATION AND CHECK BEFORE RESUMING NORMAL WORKING:**

It is only after receipt of this information the Sectional Maintainer (Electrical or Mechanical) shall attend to the failure after giving a disconnection Memo. After rectification of the fault, the sectional maintainer shall give a re-connection memo

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detailing the rectification and it is only after the Station Master on duty has personally checked this defective gear and it satisfied that it is in good and proper working order. He shall resume the normal working of the said defective gear in terms of SR 3.68.04(c) and (d).

15.0 PROCEDURE FOR CARRYING OUT PLANNED MAINTENANCE WORKS:

However any normal maintenance or special works for heavy renewals etc., are involved, these works should be pre planned by the Signal and Telecom field staff and the inspector of the section should give to the Station Master in writing ‘Advance intimation’ about this planned work in terms of G&SR 15.08.01.

16.0 EMERGENCIES:

Note with standing any thing contained in the afore-said Para Nos. 14.1., 14.2 and 14.3 when a Gear is found to be defective and un-safe for passage or trains, the Signal & Telecom staff must at once suspend the working of that gear and the associated installations and issue a ‘Suspension Memo’ explaining the seriousness of the defect or Damage to the interlocking installation to the Station Master and take disconnection memo and re-connection Memo can follow and the Station Master must promptly act on such messages and take adequate precautions treating the S&T installation as defective and pass trains over the effected interlocking gears according to extent instructions are contained in GR 3.77 and SR thereon.

17.0 SIGNAL LIGHTS:

The Station Master on duty at every shift must also ensure from Panel Board that all the signal lights are burning properly and brightly. 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.2.5.82 and GR 3.49(3).

18.0 CORRECTING TIME IN THE STATION CLOCKS:

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

19.0 NORMAL POWER SUPPLY:

The Station works on There-phase power supply. The normal power supply is form the State Electricity local supply.

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Appendix – ‘B’**19.1 STAND BY POWER SUPPLY:**

Diesel generator supply is available at the station as stand by, with changeover switch arrangement.

19.2 NORMAL POWER SUPPLY-MAINTENANCE OF POWER SUPPLY, POWER FAILURE AND REPORTING SUCH FAILURES:

Normal power supply to the signalling and interlocking installations at this station is drawn from the State Electricity Supply source. The Station Master must however, maintain the record of the power failure of the local supply and he must promptly report the failure immediately to the Section Controller and to the concerned Electrical and S&T maintenance staff.

20.0 WORKING OF POINTS – POSITION OF POINTS

The normal position of all points showing the Station Working Rule diagram No. SI/WRD 11169 and also in the mimic indication panel provided in the Station Master Office.

20.1 WORKING OF POINTS – POSITION OF POINTS

All cross over points and independent points on the running lines are worked by Electric point Machines. The point machines have in-built locking and detection arrangements. These points are remotely controlled from the panel situated in Station Master's office.

20.2 The operation and indication on the points and their route locking over them is already explained in earlier paras of Appendix-B.

20.3 The siding entrance points (on the running lines) and the corresponding derailing switches on the siding are coupled and are locally operated by hand levers provided at site. The entrance points are provided with hand plunger locks with key locking arrangements, the key being released from the RKT instruments. The siding entrance points controlling key is inter locked with the interlocking and signalling system through the RKT as explained in earlier paras of Appendix-B.

21.1 PROCEDURE TO BE FOLLOWED IN CASE OF FAILURE OF SIGNAL POINTS AND USE OF EMERGENCY CRANK HANDLE:

21.1 Whenever a signal or a point become defective, any movements over the Points on the running line should be made after clamping and padlocking both the facing and trailing points by Station Master on duty personally for all trains at Station.

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- 21.2** In case of failure of Signal or a point i.e. in case the Point cannot be operated from the Panel, the Point Machine Key, which is interlocked with the system, has to be extracted and the following procedure has to be observed.
- 21.3** One common emergency Crank Handle is provided for all the Motor operated Points. This is mechanically Revetted to the key of RKT. This key of Point Machine can be released from the RKT by pressing the Common RKT Push Button after cutting the seal between RKT and the Point Machine. The Station Master on duty in case of Point Motor failure will take out the Point Machine, set the Point manually by inserting Crank Handle on the Motor.
- 21.4** When the Point Machine key is removed from RKT for operation of the defective Motor Operated Points, the responsibility for its safe custody re-sets with the Dy.SS/SM on duty till it is replaced back in RKT and sealed by Signal Maintainer.
- 21.5** In case of failure of Motor Operated Points should be promptly reported to the concerned Signal Inspector/ESM for immediate rectification.
- 21.6** Whenever an emergency Crank Handle is required to be used by a Signal Official for maintenance of work attending to failure, the Signal Official will give a disconnection memo to the Station Master on duty and after making necessary entries in the emergency Crank Handle register, the Station Master on duty will obtain acknowledgement of the Signal Official in the emergency Crank Handle register and then handover to him the emergency Crank Handle for the Points concerned. All the Points will be treated as Non-Interlocked till the emergency Crank Handle is returned back to Station Master on duty.
- 21.7** Before parting with the Emergency crank handle either for attending failure or for maintenance work by signal Maintenance officials, the Station Mater on duty will ensure that the reception and departure signals are put back to on position. The Points of all the lines should be treated as Non-Interlocked and the Station Master on duty is responsible for introduction of non- Interlocked working and the trains will be piloted IN and OUT duly clamping and Padlocking the points, both in facing and trailing directions over which the train is to pass, asp per GR 3.69 and 13.70 with relevant SRs, the Station Master on duty will be personally responsible for setting and locking of points for reception and dispatch of all trains.

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21.7.1 The Emergency Crank Handle Register is to be maintained in the following proforma by the Station Master on duty wherein the particulars of usage of the Emergency Crank Handle must be recorded:

- 1) Date:
- 2) Point Number, which failed or required to be tested.
- 3) Time of failure
- 4) Disconnection memo number received from S&T staff.
- 5) Signature of SM/Signal Official to whom the Emergency Crank Handle is handed over:
- 6) Time of Emergency Crank handle is sent out:
- 7) Individual Point numbers, and line number nominated for admission of dispatch for which points are set, clamped and padlocked:
- 8) Train number to be admitted or dispatched.
- 9) Signature of the Station Master on duty to ensure correct setting, clamping and padlocking of the points.
- 10) Date and Time of fault rectified.
- 11) Time of emergency Crank handle received back by SM on duty.
- 12) Signature and Designation of the Signal Official who rectified the fault.

IMPORTANT NOTE:

When performing shunting operations in the sidings it must be clearly noted that the siding points are interlocked with the system in the NORMAL position of the Points and in REVERSED position they are not interlocked. The official responsible for shunting operation must clamp the points at the both facing and trailing before permitting any movement.

22.0 INTERLOCKING OF SIGNALS WITH BLOCK INSTRUMENTS:**22.1 INTERLOCKING WITH HOME SIGNALS:**

All the UP and DOWN HOME Signals are Electrically Interlocked with the respective Double Line lock and Block instrument (DLBI) so that before the handle of DLBI instrument can be turned from train coming from position to line closed position, all the switches controlling the home signals of UP or DN direction as the case may be must be in their normal position.

22.2 The UP and DOWN Advanced Starter Signals are Electrically Interlocked with respective DLBI so that these signals cannot be taken OFF until the Handle of the concerned Block Instrument is in Line clear Position.

22.3 SUSPENSION OF LAST STOP SIGNALS:

When the Double line block Instrument is suspended with its handle in any position for whatever reason the concerned Last Stop Signals controlled by the DLBI must be treated

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as suspended and trains shall be Piloted Out.

23.0 BURNING OF SIGNAL LIGHTS:

The Station Master on duty shall not grant LINE CLEAR unless he has ensured that the Lamps of fixed signals that apply to the train are burning brightly. If the Signal Lights can not keep burning the Station Master on duty shall before giving LINE CLEAR initiate action in accordance with the procedure prescribed in GR3.68 to 3.72 and relevant SR's vide GR 3.49(4).

24.0 LAST VEHICLE CHECKING DEVICE:

Digital Axle Counter has been provided in Block Section between GPI-GRBL and GTLM-KMX to work as last vehicle device. This axle counter will control the DLBI of the respective section. The occupation and clearance of the axle counter section will be indicated in the panel by Red and Green light. UP Adv. Starter signal cannot be taken off if axle counter of UP block section between GPI-GRBL fails or on the other hand on arrival of a UP train to GRBL station, if the axle counter continue to show occupied of section GPI-GRBL the DLBI can not be turn to line closed position and the resetting of LVCD axle counter shall be resorted.

DN Adv. Starter signal cannot be taken off if axle counter of block section between GPI-KMX fails or on the other hand on arrival of a DN. train to KMX station, if the axle counter continue to show occupied in section GPI-KMX the DLBI cannot be turn to line closed position and the resetting of LVCD axle counter shall be resorted.

24.1 RESETTING OF LVV DIGITAL AXLE COUNTER :

- a) Whenever after complete arrival of train, the LVV axle counter continue to show 'RED' on the panel board, the on duty SS/SM at both ends of the section shall resort to reset the axle counter.
- b) For this purpose SS/SM at receiving end shall first verify that Block section is clear of trains. If the failure has occurred after arrival of train, SS/SM shall obtain signature from the guard of stopping train on the train intact register (vide GR &SR 4.17, 4.17.01) or by exchanging signal with the guard of through train, so that he can ensure that the train has arrived completely before resorting the LVV axle counter. SS/SM of receiving end shall inform the failure of axle counter to on duty SS/SM of dispatching end for UP/DN section.
- c) SS/SM at receiving end then sends an operating person to verify that the last vehicle is clear of Block section. After verifying the clearance of last vehicle of concerned block section, the operating person exchanges private number and press the button in the LVV box.

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- d) On exchanging private number the SS/SM at both ends will insert the reset key for corresponding section and shall press the nominated reset button. By this operation LVV axle counter will reset and associated counter will change to next higher number at both ends.
- e) It is mandatory that every reset operation of LVV axle counter first train after reset process shall have to be piloted out.

25.0 FAILURE OF COMMUNICATIONS-FAILURE OF BLOCK INSTRUMENTS:

- 25.1** In the event of suspension/failure of SGE lock and block instruments for sections GPI-GRBL or GPI-KMX the SS/SM on duty shall endorse.

Block instrument suspended at _____ for _____ (cause) in the train signal register and draw a RED line below the entry. When the Block instrument is resumed, the SM on duty will make suitable endorsement showing the time when the normal working is restored and thereafter will maintain the train Signal Register as usual.

- 25.2** In the event of failure/suspension of SGE type double line lock and Block instruments, line clear must be obtained on Block phones exchanging identification number and supported by a private number as per the provisions of SR 6.02.05(1)(a)
- 25.3** In the event of failure/suspension of SGE type double line lock and Block instruments and Block telephone, line clear must be obtained from Station to Station on magneto phone by exchanging identification number and supported by a private number vide SR 6.02.06(i)(c)
- 25.4** In the event of failure of SGE double line lock and block instruments, Magneto phone and Block telephone and line clear must be obtained over Train Control Telephone vide SR 6.02.06(1)(c).
- 25.5** In the event of total failure of communications train shall be worked in terms of SR 6.02.03.
- 25.6** In the event of failure of communication between SM'S office and LC Gate SM shall advise the Gateman about the description of the train, direction of the train etc. through a memo advising to clear the road traffic and transmit the gate key. Such memo shall be sent in duplicate to the Gateman. Gateman shall retain one copy and send back the other copy to SM with signature thereon.

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APPENDIX 'C' TO STATION WORKING RULES OF GAJAPATINAGARAM STATION

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ANTI COLLISION DEVICE [RAKSHA KAVACH]

Not applicable to this Station.

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APPENDIX-'D' TO STATION WORKING RULES OF GAJAPATINAGARAM STATION

The following staff are concerned with the movement of the trains whose duties are given below:

1.0 STATION SUPERINTENDENT:

He is restored for 8 hrs of train passing duties. He is responsible for the general and satisfactory working of the station and for the efficient discharge of duties by staff working under him. He shall keep all Rulebooks, Registers, Files and documents neat and up to date. He shall ensure that all equipment, apparatus, and instruments including signaling and interlocking gears and fittings are kept clean and oiled by S&T officials. His special attention is drawn to Chapter-II of G&SR and GR 5.01 to 5.08 with relevant SRs and O.M. Chapter XXII. He shall follow the instructions laid down in SR.3.68.01 © and (d) and SR 14.07.01 and B.W.M.2.09 (e). He shall promptly attend to accidents and report them. He shall supervise the work of safe working staff and conduct night inspections and report lapses of staff working under him.

2.0 DY.STATION SUPERINTENDENT / STATION MASTER:

He is responsible for trains passing during his shift. He shall promptly bring to the notice of DY.Station Superintendent all irregularities and accidents in course of his shift duties. During the absence of Dy.SS, the duties of the Station Manager will devolve on him. He shall follow SR 3.68.01© and (d) SR 14.07.1 and OM Chapter XXII. His special attention is drawn to Chapter-2 of G&SR 1976 and GR 5.01 to 5.08 with relevant SRs. As an assistant to Dy.SS, he shall carry out the instructions given to him by the Dy.Station Superintendent.

3.0 TRAFFIC POINTS MAN :

He shall work under the orders Dy.SS /S.S. on duty. He shall couple and uncouple vehicles under the supervision of Dy.SS /S.S./Guard. He shall operate ground lever/levers clamp and padlock the necessary points for shunting operations. He shall watch and guard the packages and other Railway property lying in the Station premises. He shall be through of displaying hand signals. He shall report any irregularities coming to his notice. He shall do loading and unloading of parcels, smalls and Guard's boxes. He shall do piloting IN and OUT. He shall deliver any official message to the proper person/office. He shall carry out any other duties entrusted to him by the SS/Dy.SS on duty. He will re-light the BLSB lamp during night.

4.0 TRAFFIC GATE MAN:

He is responsible to operate L.C. Gate at his end. He shall attend to the call of the SS/Dy.SS on duty and do the work entrusted by the SS/Dy.SS on duty connected to gate operation. He shall promptly report any abnormality to SS/Dy.SS on duty. He shall also verify the complete arrival of train if visible from the gate and confirm it to the SS/Dy.SS on duty

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supported by private number vide SR.4.17.01[c][iv].He shall also protect the gate when required as given in gate working rules. He shall do all necessary functions related to gate working as stated in gate working rules.

5.0 SAFAIWALA

He shall attend to the sanitation of the Railway premises including SS/Dy.SS's Office, platforms, Staff Quarters, Latrines and cleaning of drainage's etc. He shall carry out any other work entrusted to him by the Station Master on duty.

NB: - All staff should be in uniform while on duty and follow their rosters issued by DPO/WAT from time to time.

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APPENDIX 'E' TO STATION WORKING RULES OF GAJAPATINAGARAM STATION**ESSENTIAL EQUIPMENT**

A list of essential equipment's is given below which shall be maintained in good Working order.

Sl.No	Description	Station
1	Detonators	12
2	Hand Signal lamps	3(1 Spare)
3	Hand Signal Flags	3(1 Spare)
4	Clamps with Padlocks	14
5	Safety chains with Pad locks	6
6	Fire & Sand buckets	5
7	Minimax Fire Extinguishers DCPT	1
8	Reminder collars	6
9	First Aid Box	1
10	Stretcher	1
11	Blanket	1
12	Iron Skids	6

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APPENDIX "F" TO STATION WORKING RULES OF GAJAPATINAGARAM STATION

RULES FOR WORKING OF DK STATIONS. HALTS IBH AND OUTLYING SIDINGS.

Nil

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