

**EAST COAST RAILWAY**  
**WALTAIR DIVISION**

No.WTF/5/SWR/GRBL

Date of issue:

Date brought into force:

Ref.Lr.No.2000/Safety (A&amp;R)/19/36 of Rly. Board dt.27.10.05.

**STATION WORKING RULES OF GARUDABILLI 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/11168 ALT 'C'  
ii) Signal Interlocking Plan : SI/11168 ALT 'C'

**2.0 a) GENERAL (LOCATION):**

i)	Name of the Station	:	GARUDABILLI
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	:	454.816
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**

GARUDABILLI (Code: GRBL) is a five Line 'B' Class station on Raipur - Vizianagram double line non electrified (BG) section of East Coast

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Railway on 'B' Route. It is situated at KM 854.816 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) GOTLAM is the adjacent block station towards VZM end situated at a distance of KM 5.953 in the East Side.
- b) Gajapatnagaram is the adjacent block station towards Raipur end situated at a distance of Km 10.235 in the West Side.
- c) D.K.Stations : NIL.
- d) IBH, IBS : NIL

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

	<b>Between Station</b>	<b>The Point from which the block section commences</b>	<b>The Point at which block section ends.</b>
1)	GRBL-GPI	Rear block section terminates/commences at UP facing point No. 17B.	Advanced block section commences/terminates at DN advanced starter signal No. 12.
2)	GRBL-GTLM	Advanced block section commences/terminates at UP advanced starter signal No. 13.	Rear block section terminates/ commences at Down BSLB.

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

ON DN LINES	Chainage in Mtrs.		Stretch in Mtrs.	Gradient
	From	To		
	00.00	276.20	276.20	Level
	276.20	956.20	680.00	1 in 400 Falling
	956.20	994.20	38.00	Level
	994.20	3214.20	2220.00	1 in 150 Raising
	3214.20	Into Block Section		Level
ON UP LINES	FROM	TO		
	00.00	782.73	782.73	1 in 400 Falling
	782.73	850.00	67.27	1 in 155 Falling
	850.00	994.20	144.00	Level
	994.20	3214.20	2220.00	1 in 150 Raising
	3214.20	Into Block Section		Level

**a) TOWARDS GPI ON UP & DOWN LINES:**

ON DN LINES	Chainage in Mtrs.		Stretch in Mtrs.	Gradient
	From	To		
ON DN LINES	FROM	TO		
	00.00	120.00	120.00	Level
	120.00	600.00	480.00	1 in 400 Raising
	600.00	600.00	138.00	1 in 215 Raising
	600.00	800.00	200.00	1 in 170 DN line
	800.00	3050.20	2250.00	1 in 150 Raising
	3050.20	Into Block Section	2250.00	Level
ON UP LINES	FROM	TO		
	00.00	120.00	120.00	Level
	120.00	600.00	480.00	1 in 400 Raising
	600.00	738.00	138.00	1 in 215 Raising
	738.00	800.00	62.00	1 in 170 DN line
	800.00	3050.20	2250.00	1 in 150 Raising
	3050.20	Into Block Section	2250.00	Level

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**2.5 LAY OUT:**

- a) The Station is provided with four running lines and one non-running line.

Srl No	Name of the line	Electrified Non Electrified
a)	Line no. 1= Up Loop	Non Electrified
b)	Line no. 2= UP Main.	Non Electrified
c)	Line no. 3= Down Main.	Non Electrified
d)	Line no. 4= Common Loop.	Non Electrified
e)	Line no. 5= Goods Common Loop.	Non Electrified

- b) Rail level passenger platform measuring 350.520 M x 7.700 M is provided on Line No.1
- c) Rail level passenger platform measuring 350.000 M x 10.700 M is also provided between Down Main and Common Loop.
- d) **GOODS SIDING:**

The Goods siding (60.131 M long) is provided at VZM end of the yard taking off from line No. 1. It takes off from Up loop at VZM end of the yard. With both side entry and is isolated by provision of derailing switches.

**2.5.1 RUNNING LINES, DIRECTION OF MOVEMENT AND HOLDING CAPACITY:**

Srl No	Running Lines	CSL
a)	Line NO. 1 (UP Loop)	733 M (STR TO SB)
b)	Line NO. 2 (UP Main)	759 M (STR TO SB)
c)	Line NO. 3 (DN Main)	842.5 M (STR TO SB)
d)	Line NO. 4 (Common Loop)	727.5 M (STR TO STR)
e)	Line NO. 5 (Goods Common Loop)	682.5 M (STR TO STR)

**DIRECTION OF MOVEMENT:**

Trains proceeding towards RGDA are Down trains and towards VZM are UP trains.

**HOLDING CAPACITIES OF LINES:**

Line no. 1= Up Loop  
 Line no. 2= UP Main.  
 Line no. 3= Down Main.  
 Line no. 4= Common Loop.  
 Line no. 5= Goods Common Loop.

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**2.5.2 NON-RUNNING LINES AND THEIR CAPACITY:**

<b>SIDING</b>	<b>HOLDING CAPACITY</b>
Good Siding	CASL-60.131 M
Sleeper factory siding (Line No. 6)	CAL-230 M (DE TO DS)
Sleeper factory siding (Line No. 7)	CAL-230 M (DE TO FM)

**2.5.3 ANY SPECIAL FEATURE IN THE LAYOUT**

Nil

**2.6 LEVEL CROSSINGS:**

- a) One 'C' Class interlocked level crossing gate is located at KM.455.43 between DN home signal and BSLB at East Cabin end of the yard with normal position open to road traffic. However, the gate shall be closed and locked before granting line clear to down train and before taking off the UP starter signal for UP trains and before commencing and shunting towards East end which needs passing of starter.
- b) There is a 'C' Class interlocked level crossing gate is situated at KM.454.327 between DN starter and facing point No. 23B at the West end of the yard with normal position open to road traffic. However, the gate shall be closed and locked before fulfilling the condition for taking 'OFF' UP Home signal, down home signal and down starter signals before commencement of shunting at West end of the yard also the gate shall be closed and locked.
- c) There is a 'C' Class midsection non-interlocked level crossing gate is situated at KM.449/10-11 in GRBL and GPI section with normal position closed to road traffic.
- d) There is one 'A' Class Engineering Manned interlocked Level Crossing gate situated at 448/8-9(448.531) between GRBL-GPI section with normal position open to road traffic.

(The Details of the Working of Level Crossing gates are given in Appendix 'A' of SWR).

**3.0 SYSTEM AND MEANS OF WORKING:**

- a) Trains shall be worked in either direction under absolute Block System in accordance with GR 8.01(1) (a) (b), 8.01 (2) (b), 8.03 (1) (a) (b) (c) (ii), 14.01 to 14.11, and GR 14.13 and BWM Chapter-V in either direction.

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b) **TYPE OF BLOCK INSTRUMENTS:**

SGE type lock and block instruments are provided in the SM's Office for section GRBL-GPI AND GRBL-GTLM.

The Dy. SS/SM on duty shall operate the block instruments and maintain the Train Signal Register and other relevant records. Taking off the last stop signals 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. Double locking arrangements shall be adopted in which on key shall be in personal custody of SM on duty and the other key will be held by ESM on duty.

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.

d) **DOUBLE LOCKING ARRANGEMENTS:**

Relay room is provided with Double locking arrangement with two independent locks. One lock's key shall be kept in the personal custody of the Station Master on duty. Details are given in Appendix 'B'

**4.0 SYSTEM OF SIGNALING AND INTERLOCKING:**

- 4.1**
- 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 DLBIs.
  - 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.

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f) **STATION MASTER'S OPERATING PANEL:**

A small mimic Indication Panel is Installed in the Station Master Office, parallel to the track corresponding to the lay out of the yard In either direction. Push buttons are provided on the Panel of operation of Points, signals and other controls such as crank handle control and siding control etc. And the entire installation is operated by electric power. Station Master on duty is the only authorized person, too operate the Panel and provide with Station Master's lock up key to avoid unauthorized operation. The Panel can be locked either in operated position or normal position. The key of the Panel must be in the personal custody of Station Master of duty. Details are explained in Appendix 'B'.

g) **TRACK CIRCUITS: AND AXLE COUNTER:**

Both UP and DN Main lines and DN Loop are provided with Berthing Track circuits as,

- UP main line: UMT1, UMT2, UMT3
- DN main line: DMT1, DMT2, DMT3
- Common loop: L4T 1, L4T 2, L4T 3
- Goods Common loop and UP loop are provided with axle counters.
- Point zone track circuits are also provided as 18BT, 20AT, 19BT, 17AT, 17BT, 23 AT, 23BT, 19AT.
- IAT and 2AT are the track circuits of UP and DN calling on signals respectively.
- Multi Entry Axle counter are provided on Line No1, 21 AXT, 20/24 AXT, 18/22 AXT and on line No 5 & two entry axle counter for 22 BXT, 24 BXT.

Resetting arrangement is provided in the SM's panel whenever the axle counter zone shows occupation even after any movement over the point zone is complete or due to malfunctioning of the axle counter equipment. In such cases, the axle counter is to be re-set, the procedure of which detailed in Appendix-B is to be followed.

- a) All running line point are Motor operated by Electric Point Machines which have got in built locking an detection arrangement.
- b) All siding entrance points on the running line and the corresponding switches on the sidings are coupled and locally operated by the arc levers provided at the site. The entrance points are provided with hand plunger locks with key locking arrangement, the key being released form RKT instruments. The siding entrance points controlling key is interlocked with the signalling and interlocking system through RKT. The normal detection of the siding point is detected through Electric Point Detector.

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- c) For emergency operation of Electric Point Machines, Crank Handles are provided and are interlocked with the system.

h) **CRANK HANDLE:**

When any point has failed to operate from panel, it is inevitable to operate by means of crank handling. To achieve this, two end goomties are located at either end of the yard with a telephone facility.

i) **CALLING ON SIGNALS:**

Miniature 'Calling On' signals are provided below UP and DN Home signals in terms of GR 3.13(6)(b). 'Calling On' signal is taken OFF for reception of trains when the home signal above it cannot be taken 'OFF' due to failure or any other reason or for admission of train on to a blocked line. In the event of admission on blocked line GR 5.09 and SRs thereto shall be observed.

**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:**

The relay is provided with double locks. One key is kept with SS/SM on duty vide OM 1.14.

The key with SS/SM may be given to S&T staff whenever required for maintenance / repairs under a clear signature, after completion of work. S&T staff shall return the same to SS/SM on duty.

These transaction shall be documented in relay room key register maintained at the Station vide SR 3.51.05.

**4.3 POWER SUPPLY:**

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

Ist Stand By: SOLAR PANEL – 110V, 75 KW

IInd Stand By: Diesel Generator of 15 KVA

IIIRD Stand By: Diesel Generator of 15 KVA

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

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**5.0 TELECOMMUNICATION:**

- i) Section Control Phone.
- ii) Auto and DOT telephone
- iii) Station to Station telephone.
- iv) Magneto Telephone is provided between station and LC gates at KM 454.327, 455.43 and 449/10-11 and 448/8-9 between GRBL-GPI.
- v) VHF Set.
- vi) BSNL Telephone

**6.0 SYSTEM OF TRAIN WORKING:**

Movement of trains is regulated by the Section Controller on duty whose orders must be carried out provided they do not in any way contravene any G&SRM, EWM, OM, SWR or any other safe working principles, vide OM 2.14.

In the event of suspension of control working Station Master on duty shall work independently in conjunction with the Station Master's of the adjacent block stations and shall be responsible of safe reception/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 2.24.

**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**

<b>Complement of Staff</b>	<b>Staff in each Shift</b>
SS - 1	SS - 1 (Day Shift)
Dy.SS - 2	Dy.SS/SM - 1 in each shift
SM - 3	Traffic Point - 1 in each shift
Traffic Point - 5	TGG - 1 in each shift
TGK - 3	SCLM - 1
SCLM - 1	

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

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**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.

**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 complied 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.

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- 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)

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**

In the event of running line is blocked, the points are to be set against such running line vide SR 3.51.06(a).

##### **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 signalled line is governed by GR 5.10 and SR 5.10.01.

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**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.

**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.
- c) **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.
- d) **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).
- e) **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).

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**6.3.1 RESPONSIBILITY OF SS/Dy.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:**

Simultaneous reception and dispatch of trains. In addition to the normal double line facility of receiving UP and DOWN trains independently the following existing interlocking at this Station permits simultaneous reception and dispatch of trains.

Reception of UP train on UP Loop.	AND	Dispatch of another UP train from UP Main/Common loop/Goods Common loop.
Reception of UP train on Common Loop	AND	Dispatch of another UP train from UP Loop/UP Main.
Reception of an Up train on Goods Common Loop	AND	Dispatch of another UP train from UP Loop/UP Main/Common loop.
Reception of DN train on Common Loop	AND	Dispatch of another DN train from DN Main.
Reception of an DN train on Goods Common Loop	AND	Dispatch of another DN train from DN Main/Common Loop..

**6.5 COMPLETE ARRIVAL OF TRAINS**

The entire block section between GRBL-GTLM & GPI-GRBL on both UP and down lines are monitored by axle counter system. Complete arrival of the train can be ensured by the indication of Last Vehicle Check device provided on panel. The position of block section whether occupied or clear is indicated on the panel. If the panel still continues to show red or if there is any LVCD failure, SS on duty shall obtain Complete Arrival Certificate from the guard in the Complete Arrival Register (T/410) maintained at ht station for stopping train. In case of through passing trains, the SM on duty shall satisfy himself the complete arrival of the train by verification of Last Vehicle indicator vide SR 4.16.05 that the train has arrived complete.

**6.6 DESPATCH OF TRAINS:**

- a) 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.

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b) **TRAINS ENTERING BLOCK SECTION SIGNAL:**

The SM on duty after verifying that the train has passed past the advanced starter signals (Both physically & through Panel Indication) shall send the TRAIN ENTERING BLOCK SECTION Signals vide BWM 2.07.5(a)

c) **DISPATCH OF TRAINS FROM A NON-SIGNALLED LINE:**

Dispatch of trains from non-singnalled line is governed by GR.5.11 and SR thereto.

**6.7 TRAINS RUNNING THROUGH**

- a) In addition to the procedure detailed in paras 'Reception and Dispatch of trains' rules laid down in GR 3.40, 4.17, 4.42 with relevant SRs 3.42.02(a)(iii) and other relevant provisions of G&SR, BWM, OM shall be followed. (Refer GR 4.1, 4.11(2)).

Through trains shall normally be passed on Main line.

- b) The sequence of taking OFF reception and departure signals shall be observed as per SR 3.42.02(a)(iii).
- 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 5.83 may be kept standing on a connected line, witch is not isolated from the through line vide GR 4.11(2).
- d) SS/SM on duty shall see the last vehicle as every train passing through at Station with a trail board or trail lamp or such other device vide GR 4.16 SR 4.17.01(a)

**6.8 WORKING IN CASE OF FAILURE:**

**DEFECTIVE TRACK CIRCUITS**

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

**DEFECTIVE POINTS**

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

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**DEFECTIVE AXLE COUNTERS**

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

**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

**FAILURE OF BLOCK INSTRUMENT:**

Rules vide SR 6.02.06 shall be followed

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

- a) Motor trolleys shall be worked as per GR 15.25, 15.26(b) and SR thereto, and circulars and orders issued from time to time BWM 5.11(2), 5.12.
- b) Material lorries shall be worked as per GR 15.27 and SRs thereto and BWM 5.11(2), 5.13 and 5.14(2)(b).
- c) The extant instructions and circulars regarding working or Motor Trolleys and Material Trolleys shall be followed.

**NB: Trolleys which are to be run on track circuited area shall be insulated as per SR 15.20.02.**

**7.0 BLOCKING OF THE LINES:**

- a) A clear remark in 'RED' ink shall be made immediately in the 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), 3.51.06(a), 5.23.01(a) shall be followed..

**USE OF REMINDER COLLARS:**

SM on duty whenever a running line is blocked for any reason REMINDER COLLARS provided for the purpose shall be placed on the concerned Home Signal and point button.

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b) **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.

c) **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).

d) **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).

**8.0 SHUNTING**

The rules laid down in GR 3.46, 3. TO 3.56, 5.13, 5.14, 5.16 to 5.23, 8.06, 8.14 and 8.15 with relevant SRs and OM 7.01,7.07,7.08, 3m 5.15(1)(B) AND 5.1(2)(B) shall be followed.

**8.1 GENERAL PRECAUTIONS:**

- i) The rules laid down in GR 3.46, 3.52 to 3.56, 5.13, 5.14, 5.16, 5.17, 5.20, 5.21, 8.05, 8.06, 8.14 and 8.15 with relevant SRs and OM 7.01,7.07 shall be observed. All shunt movements shall be supervised by Guard/SM, point man on duty vide SR 5.14.05(a) & (c) and SR 5.13.03. as the case may be.

For any non-signalled movement, the person who is responsible to supervise shunting shall ensure physically the clearance of the crossovers and shall then inform the Station Master on duty over goomty phones supported by private number and SM Shall then alter the points as needed.

ii) **AUTHORITY FOR SHUNTING OPERATIONS:**

The SM on duty shall issue written shunting authority on from 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 despatch of the train if the line on which shunting is performed is not isolated or 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.

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**Note:** Points both facing and trailing are to be clamped and padlocked for all yard shunting 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 certified so by the operating official (who is responsible for shunting operation) before the station master on duty resumes normal working either for reception or despatch of trains in to the station yard or through the station yard.

iii) **SHUNTING NEAR LEVEL CROSSING:**

The Railway servant incharge of shunting operations near or across a level crossing, should be vigilant while performing shunting near unmanned level crossings.

**8.2 SHUNTING IN FACE OF AN APPROACHING TRAIN:**

Shunting in the face of an approaching train is strictly prohibited.

**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 ON SINGLE LINE:**

Not Applicable

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

- a) When line clear has been given, no shunting shall be permitted in the block section in rear vide 8.05(2), 8.06(1).
- b) Shunting or obstruction for any other purpose shall not be permitted in the block section in rear unless it is clear and it is blocked back vide GR 8.06(2) and BWM 5.15(1)(B).
- c) Shunting or obstruction for any other purpose in the block section in advance unless it is clear and it is block forward shall not be permitted is governed by GR 8.06(3) and BWM 5.15 (2)(B).

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

- a) While performing shunting in the siding it should be authorized by issuing T/806 clearly mentioning the limits up to which shunting is permitted as also the lines occupied in shunting. The relevant provisions of GR 5.14 and SR thereto shall be followed.

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 5.14.03.

c)      **CUSTODY OF KEYS:**

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 completed. 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 Station Master on duty, after completion of the said movement or alternatively when such a move

**9.0**      **ABNORMAL CONDITIONS:**

a)      **THE RULES TO BE OBSERVED IN THE EVENT OF ABNORMAL CONDITIONS:**

- i) During partial interruption/failure of Electrical communication instrument. The procedure details in SR 6.02.06 shall be followed.
- ii) The authority to proceed in the occupied block section in case of obstruction of line is accident etc. The procedure detailed in SR 6.02.05 should be performed

Rules and regulation for working trains on an obstructed line in case of obstruction or accident on the authority of block ticket, when communications are available shall be followed in accordance with the provisions of SR 6.02.05.

- iii) Trains delayed in Block Section - The procedure detailed in GR 6.04. and SR should be performed

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- iv) Failure of axle counter: The rules laid down in GR. 3.51.04 and 3.68.04 shall be followed.

b) **PROCEDURE FOR EMERGENCY OPERATION OF POINTS BY CRANK HANDLE:**

Crank handle is free but the machine key is connected with RKT key.

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.

c) **CERTIFICATION OF CLEARENCE 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.  
Detailed procedure is given in Appendix 'B'.

d) **REPORTING FAILURE OF POINTS, TRACK CIRCUIT/AXLE COUNTER AND INTERLOCKING:**

All failure reports should be communicated by SS/SM on duty through a memo to maintain and SSE/SE/JE along with others vide GR 3.51.04, 3.68.04. SS/SM shall register normal working only after receiving the memo after verifications from the maintainer. The entries in failure register to be done with message to section controller.

e) **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 shall be taken off in terms of SR 3.69.02.
- iii) Whenever home signal becomes defective the calling 'ON' signal below it have become defective the Station Master on duty shall advice the station in rear to issue a written authority on Form T/369(3b) and the procedure laid down in SR 3.69.02(a) shall be followed. However, before piloting of trains, both facing and trailing points on the concerned route shall be clamped and pad locked.

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

Piloting of trains out of the station is governed by GR 3.70. SR 3.70.01 and 3.70.02 shall be followed for Piloting of trains out of the station yard.

g) **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.

h) **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 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.

i) **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).

j) **DEFECTIVE SIGNALS:**

When signals become defective the procedure laid down in GR 3.68 to 3.71 and SRs thereto shall be followed. A signal in the 'OFF' position is the final indication that the points are correctly set of the route for which it applies and if it is found impossible to take 'OFF' a signal the setting of points on the route to which it applies shall be inspected by the SM before the signal is declared as defective irrespective of what is indicated by the position of the route levers, point levers and lock levers vide SR 3.68.01(c). In case of disconnection of signalling and interlocking gears for repairs and maintenance, procedure laid down in GR 3.51 and 3.68 with relevant SRs shall be followed.

In the event of signal showing no lights, and if signal lights cannot be kept burning, Station Master on duty shall before granting the 'Line Clear' initiate action in accordance with the procedure prescribed in GR 3.68 to 3.72 and SR thereto vide GR 3.49(4).

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k) **DEFECTIVE INTERLOCKING:**

When interlocking becomes defective, the Station Master on duty shall personally supervise the setting, clamping and padlocking of all required facing points, for admission of passenger train or a goods train, when a passenger train is standing on the adjacent line vide SR 3.69.03(b)(i) and for goods train admission, this responsibility devolves on the SWM vide SR 3.69.03(b)(ii).

i) **DEFECTIVE OR DAMAGED POINTS:**

When points become defective, the signal controlling these points shall be considered as defective and vice-versa and action to be taken as mentioned in paras 9.0(a)&(c) above.

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. SM is also responsible for testing of points and signals as stipulated in SR 5.01.03.

**9.1 TOTAL FAILURE OF COMMUNICATIONS:**

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

**9.2 TEMPORARY SINGLE LINE WORKING ON DOUBLE LINE SECTION:**

In the event of signal line working being introduced on double line 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:**

- 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.

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For trains proceed on the 'Authority to proceed without line clear' The last stop signal shall not be taken 'OFF' but an authority to pass the last stop signal at 'ON' in the prescribed Form T/C 602 shall be issued.

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 6.02.05.

c) **PARTIAL INTERRUPTION OF COMMUNICATIONS:**

During partial interruption of communication, the procedure detailed in SR 6.02.06 shall be followed

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)
GTLM-GRBL (5.953 KM)	15 Minutes	36 Minutes
GRBL-GPI (10.235 KM)	25 Minutes	64 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].

**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. In case of

- 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

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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].

**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 ESENTIAL EQUIPMENTS PROVIDED AT THE STATION.
APPENDIX 'F'	RULES FOR WORKING OF DK STTIONS, HALTS IBH IBS, AND OUTLYING SIDINGS.
APPENDIX 'G'	RULES FOR WORKING OF TRAINS IN ELECTRIFIED SECTION

**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 GARUDABILLI station.

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**APPENDIX-'A'****APPENDIX 'A' TO STATION WORKING RULES OF GARUDABILLI  
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-340
2	Engineering or Traffic gate		Traffic Gate
3	Under control of station master or permanent way inspector.		SM GRBL
4	Location at Km.		KM. 455.43
5	At station		GRBL
6	In between station		GRBL & GTLM
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 Lever frame and electrical Key Transmission.
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	:	8.4 M
16	Type of road	:	Other
17	Name of road	:	Station Road of GRBL
18	Metalled /Non-Metalled	:	Non- Metalled
19	Approach road	:	Non- Metalled
20	Width of the road	:	3.5 M
21	Angle of road crossing (in case of the SKEW gates)	:	
22	Road gradients (if any)	:	[a]North/East Side: [b]South/West Side:
23	Road alignment (straight/Curve)	:	[a] North/East Side : Curve [b] South/East Side :

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24	Provision of height gauges	: Not Required
25	Type of barriers	: Coupled Lifting Barriers
26	Length of check rails	: 12 M
27	Road surface in between level crossing gates.	: Plain
28	Length of rumble strip/ speed breakers.	: 10 M
29	Road signs	: Provided
30	Speed breakers indication board	: Provided
31	TVU:	: 7656/2011
32	Census next due on	: 2014
33	Demarcation for placement of detonators.	: Provided
34	No. of gateman working	: 3
35	Nearest Railway Medical Assistance	: VZM
36	Nearest Private Medical Assistance available (if any)	: VZM
37	List of equipment available (Yes/No)	: Yes

**1.2 EQUIPMENT:**

<b>Items</b>	<b><u>Quantity / Numbers</u></b>
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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<b>Items</b>	<b>Quantity / Numbers</b>
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 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.

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- 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 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.

b) **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 455.43  
(General Instructions are common for all types of Manual Level Crossing Gates)

1. **Mode of Operation:**

Detailed more of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the gate must first open the gate on the side nearest the approaching road traffic.

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.

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- (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 :**

- (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 / leaf gates to repair the defect at the earliest.

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- (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 he 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 advice 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.

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- (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 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.

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- (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 GARUDABILLI  
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-339
2	Engineering or Traffic gate		Traffic Gate
3	Under control of station master or permanent way inspector.		SM GRBL
4	Location at Km.		KM. 454.327
5	At station		GRBL
6	In between station		GRBL & GTLM
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 Lever frame and electrical Key Transmission.
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	:	7.4 M
16	Type of road	:	Other
17	Name of road	:	Station Road of GRBL
18	Metalled /Non-Metalled	:	Metalled
19	Approach road	:	Metalled
20	Width of the road	:	3 M
21	Angle of road crossing (in case of the SKEW gates)	:	
22	Road gradients (if any)	:	[a]North/East Side: [b]South/West Side:
23	Road alignment (straight/Curve)	:	[a] North/East Side : Curve [b] South/East Side :

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24	Provision of height gauges	:	Not Required
25	Type of barriers	:	Coupled Lifting Barriers
26	Length of check rails	:	12 M
27	Road surface in between level crossing gates.	:	Plain
28	Length of rumble strip/ speed breakers.	:	10 M
29	Road signs	:	Provided
30	Speed breakers indication board	:	Provided
31	TVU:	:	4356/2011
32	Census next due on	:	2014
33	Demarcation for placement of detonators.	:	Provided
34	No. of gateman working	:	3
35	Nearest Railway Medical Assistance	:	VZM
36	Nearest Private Medical Assistance available (if any)	:	VZM
37	List of equipment available (Yes/No)	:	Yes

**1.2 EQUIPMENT:**

<b>Items</b>	<b><u>Quantity / Numbers</u></b>
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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<b>Items</b>	<b>Quantity / Numbers</b>
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 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.

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- 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.
- 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.

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- 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 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.

b) **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 454.327 (General Instructions are common for all types of Manual Level Crossing Gates)

1. **Mode of Operation:**

Detailed more of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the gate must first open the gate on the side nearest the approaching road traffic.

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.

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- (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 :**

- (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 / leaf gates to repair the defect at the earliest.

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- (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.
- (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.

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.

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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 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.

**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 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

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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 GARUDABILLI  
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-335
2	Engineering or Traffic gate		Engineering Gate
3	Under control of station master or permanent way inspector.		SSE
4	Location at Km.		KM. 449/10-11
5	At station		GRBL
6	In between station		GRBL & GTLM
7	BG/MG/NG	:	BG
8	Single line/double line/multiple line	:	Double line
9	Normal position	:	Closed 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	:	MACL
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	:	GRBL approach road
18	Metalled /Non-Metalled	:	Non-Metalled
19	Approach road	:	Non-Metalled
20	Width of the road	:	3 M
21	Angle of road crossing (in case of the SKEW gates)	:	
22	Road gradients (if any)	:	[a]North/East Side: [b]South/West Side:
23	Road alignment (straight/Curve)	:	[a] North/East Side : Curve [b] South/East Side :

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24	Provision of height gauges	:	Not Required
25	Type of barriers	:	Coupled Lifting Barriers
26	Length of check rails	:	12 M
27	Road surface in between level crossing gates.	:	Plain
28	Length of rumble strip/ speed breakers.	:	10 M
29	Road signs	:	Provided
30	Speed breakers indication board	:	Provided
31	TVU:	:	7849/2011
32	Census next due on	:	2014
33	Demarcation for placement of detonators.	:	Provided
34	No. of gateman working	:	3
35	Nearest Railway Medical Assistance	:	VZM
36	Nearest Private Medical Assistance available (if any)	:	VZM
37	List of equipment available (Yes/No)	:	Yes

**1.2 EQUIPMENT:**

<b>Items</b>	<b><u>Quantity / Numbers</u></b>
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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<b>Items</b>	<b>Quantity / Numbers</b>
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 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.

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- 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.
- 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.

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- 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 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.

b) **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 ENGINEERING LEVEL CROSSING GATES, NON-INTERLOCKED, PROVIDED WITH TELEPHONE, WITH NORMAL POSITION “CLOSED 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 provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.

**2. Exchange of Private Number:**

- (i) Gateman must seek permission from Station Master / Switchman / Cabinman for opening the gate.
- (ii) Suitable entries shall be made by the Station Master / Switchman / Cabinman in the Train Signal Register / Cabin Operation Register , Private Number Book and Log Book in red ink.
- (iii) After passage of road traffic, the gateman shall close the gate and confirm this to Station Master / Swtichman / Cabinman, under exchange of private number.
- (iv) Before any train is allowed to enter the block section again, the Station Master / Switchman / Cabinman must ensure that private number from the gateman has been received in token of his having closed the gate.
- (v) Gate once closed for road traffic must on no account be opened unless this is authorized by the Station Master / Switchman / Cabinman, 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 driver of the departing train.
- (ii) The caution order shall advise the driver to whistle continuously and approach the gate cautiously.
- (iii) The driver shall be instructed to pass the gate cautiously, on being hand signaled by the gateman. If hand signal is not seen, driver should be prepared to stop short of the gate and depute his Assistant Driver to see the condition of the gate. IF the gate is closed, the Assistant Driver will give the all right signal and if the gate is not closed the Assistant Driver must close the gate and then give all right signal.

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In the absence of the Assistant Driver, the Driver may take the assistance of Assistant Guard / Guard.

- (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 driver 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 same 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 or Leaf Gates:**

- (i) When the gate cannot be closed due to failure of lifting barriers / leaf gates, the gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure that lifting barriers or leaf gates do not foul the track.
- (ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- (iii) 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 driver 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 driver 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 / leaf gates to rectify the same at the earliest.
- (viii) Normal working will be resumed only after maintenance staff rectify the lifting barriers / leaf gates 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

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barriers / leaf gates 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 / Switchman / Cabinman on duty, regarding defects / obstruction at the gate, under exchange of private number.
- (iii) Station Master / Switchman / Cabinman 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 / Switchman / Cabinman after two or three attempts, he shall first protect the gate and then inform on phone.
- (v) He 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 / leaf gates are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
- (ix) After the track has been cleared of all obstructions the gateman shall inform the Station Master accordingly, under exchange of private number.
- (x) Station Master shall then issue a caution order to drivers of all trains to proceed cautiously, and pass the gate 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 cabins and padlocks and there after exhibit green hand signal of the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers / leaf gates to repair the same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers / leaf gates and issue reconnection / fit memo for the same.

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**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 he 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 GARUDABILLI  
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-334
2	Engineering or Traffic gate		Engineering Gate ('A'-CLASS)
3	Under control of station master or permanent way inspector.		SSE(P)/GPI
4	Location at Km.		KM. 448/8-9
5	At station		GRBL
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	:	Panel Interlocked
12	Provision of gate single at Km.	:	i) Up Line :448/4-5 ii) DN Line : 448/14-15
13	Signaling arrangement	:	MACL
14	Means of communication Telephone.	:	Telephone connected with GRBL station
15	Width of the level crossing gate	:	6.5 M
16	Type of road	:	Other
17	Name of road	:	
18	Metalled /Non-Metalled	:	Non-Metalled
19	Approach road	:	Non-Metalled
20	Width of the road	:	6.5 M
21	Angle of road crossing (in case of the SKEW gates)	:	
22	Road gradients (if any)	:	[a]North/East Side: Level [b]South/West Side: Level
23	Road alignment (straight/Curve)	:	[a] North/East Side : In straight [b] South/East Side :

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24	Provision of height gauges	: Not Required
25	Type of barriers	: Lifting Barriers
26	Length of check rails	: 8.5 M
27	Road surface in between level crossing gates.	: Level CC Block
28	Length of rumble strip/ speed breakers.	: 5.5 M
29	Road signs	: Provided
30	Speed breakers indication board	: Provided
31	TVU:	: 94893/2011
32	Census next due on	: 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:**

<b>Items</b>	<b><u>Quantity / Numbers</u></b>
1. Hand Signal Lamp Tri Colour	3 Nos.
2. Hand Signal Flag Green	1 No with mounted stick
3. Hand Signal Flag Red	3 Nos.
4. Banner Flag Red	3 Nos.
5. Posts for exhibiting red banner flag	2 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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<b>Items</b>	<b><u>Quantity / Numbers</u></b>
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. When ever it is required to close the gate SM on duty shall inform the gate man on duty about the direction and description of the train intended to receive/dispatch supported by private number. Gate Man on duty shall ensure clearance of road traffic close and lock the gate. There after he will perform the following procedure to take off the Gate home signals as the case may be.

- a) Key ‘G’ is obtained from winch after closing the L.C.gate releases the Gate lever No.1.
- b) Lever No.1 GF reversed effects the level crossing boom locking and releases key G.
- c) Key G1 extracted after boom locking is to be inserted in RKT and turned.

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- d) Key ‘IN’ contact of RKT along with reversal of switches 1S, 2S, will clear Signal No 1S, 2S respectively.
- e) In case of emergency signals can be put back to normal by normalizing the signal switches.

**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.

**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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**APPENDIX-‘A’****a) 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.
- 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.

**b) 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.

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- 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 – I

## WORKING INSTRUCTIONS FOR ENGINEERING LEVEL CROSSING GATES INTERLOCKED WITH GATE SIGNALS, 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**

Gate shall normally be kept open to road traffic. When ever it is required to close the gate SM on duty shall inform the gate man on duty about the direction and description of the train intended to receive/dispatch supported by private number. Gate Man on duty shall ensure clearance of road traffic close and lock the gate. There after he will perform the following procedure to take off the Gate home signals as the case may be.

- a) Key 'G' is obtained from winch after closing the L.C.gate releases the Gate lever No.1.
- b) Lever No.1 GF reversed effects the level crossing boom locking and releases key G.
- c) Key G1 extracted after boom locking is to be inserted in RKT and turned.
- d) Key 'IN' contact of RKT along with reversal of switches 1S, 2S, will clear Signal No 1S, 2S respectively.
- e) In case of emergency signals can be put back to normal by normalizing the signal switches.

**2. Exchange of Private Numbers:**

- i) Immediately after departure of the train, Station Master shall advise the gateman through telephone connected at his end, the number, description, direction and expected time of passage of the train at the gate, under exchange of private number.
- ii) If the telephone is connected to the station at the receiving end, this advice shall be given by the Station Master to the gateman, under exchange of private number, as soon as he receives train entering section advice from the dispatching station.

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- iii) If the actual running time of the train from either end of the section is less than 10 minutes, Station Master / Switchman / Cabinman will convey this advice to the gateman before obtaining / granting line clear.
- iv) It should be the duty of the gateman to ensure that the gate is closed in time, so that there is no detention to the train or excessive detention to road traffic.

**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) If the telephone falls at the gate connected with the station at the despatching end, Station Master shall issue a caution order to the driver of the departing train.
- ii) Station Master shall advise the driver to whistle continuously and proceed cautiously while approaching the gate.
- iii) In case the gate signal is 'ON' he should stop short of the gate signal and follow the procedure laid down under GR 3.73.
- 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 will also advise the gateman through Gangman / Patrolman / Driver of the first train that the telephone has become defective.
- vii) Station Master should also advise S&T staff responsible for maintenance of the telephone to rectify the same 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 shall immediately inform the Station Master on duty under exchange of private number, and ensure that lifting of barriers or leaf gates do not foul the track.
- ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.

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- iii) Gateman shall secure that 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 to the locopilot of the approaching train.
- v) Station Master on duty shall issue caution order to the locopilot 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 driver before despatching a train in the block section.
- vii) Station Master shall advise maintenance staff responsible for maintaining the lifting barrier / leaf gates to rectify the same at the earliest.
- viii) Normal working will be resumed only after maintenance staff repair the lifting barrier / leaf gates and issue reconnection / fit memo for the same.

**5. Failure of Gate Key with the gate in closed position, when Gate Key cannot be extracted for opening the gate:**

- i) If the gate key cannot be extracted from the winch, gate signal lever or key transmitter then gateman must immediately inform the Station Master on duty on telephone, under exchange of private number.
- ii) If Emergency Key is available at the gate lodge / cabin, Gateman / Switchman / Cabinman / Leverman 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 caution order to the locopilot 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 driver before despatching a train in the block section from his end.
- vii) Station Master shall advise S&T staff responsible for maintaining the key transmitter to repair the same at the earliest.
- viii) Normal working will be resumed only after S&T staff repair the key transmitter and issue reconnection / fit memo for the same.

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- 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 the winch, gate signal lever or key transmitter then gateman must immediately inform the Station Master / Switchman / Cabinman on duty on telephone, under exchange of private number.
- ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception / despatch of trains as prescribed for non-interlocked gates, should be adopted.
- iii) The gateman shall secure the gate against road traffic by means of chains and padlocks and pass trains on hand signals.
- iv) Station Master on duty shall issue a caution order to the driver of a departing train.
- v) He shall also advise the Station Master at the despatching end, under exchange of private number, to similarly issue a caution order to the driver before dispatching a train in the block section from his end.
- vi) Station Master shall advise S&T staff responsible for maintaining the key transmitter to repair the same at the earliest.
- vii) Normal working will be resumed only after S&T staff repair the key transmitter and issue reconnection / fit memo for the same.
- viii) After rectification, the Emergency key shall be replaced in the Emergency Key Box and resealed by the S&T maintainer.

**7. Defective Gate Signals:**

- i) The gateman shall treat the gate as defective and must not lower them under following circumstances:
  - a) If gate signals can be taken 'OFF' without closing the gate, or
  - b) The key can be extracted from the operation winch when the gate is in open condition, or
  - c) The key can be extracted from the leaf gates when the gate is in open condition

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- ii) If the Gate or the Gate Signal or Warner / Distant Signal becomes defective in 'OFF' position, the gateman will make all efforts to put it at 'ON' position even by cutting signal wires, if necessary.
- iii) The gateman will immediately advise the Station Master on duty, under exchange of private number, regarding defective gate signals.
- iv) Thereafter, the gate must be treated as non-interlocked and procedure for reception / dispatch as prescribed for non-interlocked gates should be adopted.
- v) He shall show green hand signal flag by day and green light by night to the passing train after closing the gate.
- vi) Station Master on duty will issue a caution order to the driver of a departing train.
- vii) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the driver before despatching a train in the block section from his end.
- viii) Station Master shall advise S&T staff responsible for maintaining the gate signal to repair the same at the earliest.
- ix) Normal working will be resumed only after S&T staff rectify the defective gate signal and issue reconnection / fit memo for the same,

**8. Obstruction at the Gate:**

- i) If the gate is broken by road vehicle which is fouling the track, or if lifting barriers / leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the gateman shall immediately put back gate signals to 'ON' position.
- ii) He shall fix red banner flag by day and red lamp by night on posts provided at both ends of the gate for this purpose.
- iii) Immediately after this, the gateman shall advise the Station Master / Switchman / Cabinman on duty regarding the defects / obstructions at the gate, under exchange of private number.
- iv) If there is no response from the Station Master / Switchman / Cabinman after two or 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 assured by the gateman that the road vehicle or the lifting barriers / leaf gates are not fouling the track.
- viii) The Station Master shall also inform the Station Master at the despatching end, under exchange of private number, asking him not to despatch 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 drivers of all trains to proceed cautiously, and pass the gate signal at 'ON' position on green hand signal of the gateman, if the gate is broken, but is clear of any obstruction.
- xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks, and there after exhibit green hand signal, if the gate is not obstructed.
- xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers / leaf gates to repair the same at the earliest.
- xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers / leaf gates and issue reconnection / fit memo for the same.

**9. Obstruction on the Track near Level Crossing Gate:**

If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master will adopt the procedure given under item No.8 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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**EAST COAST RAILWAY**  
**WALTAIR DIVISION**

**APPENDIX 'B'**  
**SYSTEM OF SIGNALLING AND INTERLOCKING AND**  
**TELECOMMUNICATIONS**  
**GARUDABILLI 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). This pointing 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 GTLM-GRBL and GPI-GRBL 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 normal 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 flashing 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 the points 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 & Common loop line at Raipur end.
3	21		Black	Cross over point between UP main & UP loop line at Raipur end.
4	18		Black	Cross over point between UP & DN main line at GTLM end.
5	20		Black	Cross over point between DN main & Common loop line at GTLM end.
6	22		Black	Cross over point between UP main & UP loop line at GTLM end.
7	Point group button (normal)		Black with Red dot	Common button for normal position of points.

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Sl. No.	Point No.	Button	Colour	Description
8	Point group button (reverse)		Black with Red dot	Common button for reverse position of points.
9	23		Black	Cross over point between Common loop and Goods Common loop line at Raipur end.
10	24		Black	Cross over point between Common loop and Goods Common loop line at GTLM end.

### 3.0 SIGNAL BUTTONS:

#### 3.1

Sl. No.	Point No.	Button	Colour	Description
1	C1		Red with White dot	UP calling 'ON' signal for Line No. 1,2,4 & 5.
2	S1		Red	UP Home signal for Line No. 1,2,4&5
3	C2		Red with White dot	DN calling 'ON' signal for Line No. 3,4 & 5.
4	S2		Red	DN Home signal for Line No. 3,4 & 5.
5	S5		Red	UP Loop Starter for Line No. 1.
6	S6		Red	DN Goods Common Loop starter signal for Line No. 5.
7	S7		Red	UP Common loop Starter Line No.4.
8	S8		Red	DN Common loop Starter Line No.4.
9	S9		Red	UP Goods Common Loop starter signal for Line No. 5
10	S10		Red	DN Main starter for Line No. 3.
11	S11		Red	UP Main starter for Line No. 2
12	S12		Red	DN Advanced starter.
13	S13		Red	UP Advanced starter
14	SH3		Yellow	Shunt signal for Line No. 3, 4 & 5.
15	SH4		Yellow	Shunt signal for Line No. 1,2,3, 4 & 5.

### 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)

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#### 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, L5UN, L5UN1). 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 advance 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	Route button for Up Home signal for Line No.1 setting overlap on UP main Line.
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 and route button for shunt signal No. 4 for Line No.1.
3.	L2 UN	White	Common route button for UP Home signal and Up Calling-On signal for Line No.2 setting overlap on UP main line and route button for shunt signal No. 4 for Line No.2.
4.	L3 UN	White.	Common route button for DN Home signal and Down 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 UP & DN Home signal and UP & DN Calling-On signal for Line No.4 setting overlap on UP & DN main line respectively.
6.	L4 UN1	White with black dot	Common route button for UP & DN Home signal and UP & DN Calling-On signal for Line No.4 setting overlap on sand/hump over run line and common route button for UP & DN shunt signal No.3 & 4 respectively for line No. 4.
7.	L5 UN	White	Common route button for UP & DN Home signal and UP & DN Calling-On signal for Line No.5 setting overlap on UP & DN main line respectively.
8.	L5 UN1	White with Black Dot	Common route button for UP & DN Home signal and UP & DN Calling-On signal setting overlap to over run line and also common route button for UP & DN shunt signals 3 & 4 respectively for line No. 5.
9.	12 UN	White	Route button for DN advance Starter.
10.	13 UN	White	Route button for UP advance Starter.
11.	11 AT UN	White	Route button for DN Starter 6,8, and 10.

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12.	13 AT UN	White	Common route button for UP starters 5,7, 9
13.	Group (Tans)	White with black dot	Common Trans button for crank handles and siding control.
14.	Group (Release)	White with black dot	Common release button for crank handles and siding control.
15.	CH-1	Blue	Points No. 19 and 23.
16.	CH-2	Blue	Points No. 21 and 22.
17.	CH-3	Blue	Points No. 17.
18.	CH-4	Blue	Points No. 18.
19	CH-5	Blue	Points No. 20, 24.
20.	29 LXN	Chocolate	LC Gate No. 29 control.
21.	30 LXN	Chocolate	LC Gate No. 30 control.
22.	Emergency gate release ELXN	Chocolate with Red Dot.	Emergency release of LC Gate No. 29
23.	Emergency gate release ELXN	Chocolate with Red Dot.	Emergency release of LC Gate No. 30.
24.	Signal lamp failure Ack.	Red with white dot.	For acknowledge the signal lamp failure/point failure.
25.	Button Held ACK.	White with Red dot	To be pressed to stop the buzzer in case of any button held.
26	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.
27	Emergency of Point operation button.	Black with Red dot.	For operation of points in the event of failure of Track circuit/Axle counter.

For release of key from RKT for siding point No.27.

For 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.

Ist Stand By: SOLAR PANEL – 110V, 75 KW

IInd Stand By: Diesel Generator of 15 KVA

IIIrd Stand By: Diesel Generator of 15 KVA

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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:**

<b>Instruction</b>	<b>condition</b>	<b>action taken by on duty SS/SM</b>
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 ASM's panel. Alarm can be acknowledged for audio cut-off.

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 MUTING BUTTOM 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 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

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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/AXLE COUNTER:**

At this station all the berthing lines loop line and main lines and point zones are provided with track circuits/Axle counter to indicate the occupation/clearance of berth/point zone portion. Point zone Track circuits will automatically replace starters. Last Vehicle Track (LVT) and first Vehicle Rack (FVT) are provided near Home and advance starter signals for their automatic replacement release of block instruments. In addition 90 Mtrs. Rail length track circuits are provided near Up and Down home signal for control of calling on signal indication panel is installed in station to indicate the occupation/clearance of track circuits/Axle counter.

**6.1** When a train is to be dispatched from the station yard on signals the Station Master on duty must ensure that the route between the starter signal and the block section limits demarcated by the Advance Starter is clear of any obstruction (which includes point zones track circuits) before he takes off departure signals.

**6.2 CRANK HANDLE FOR EMERGENCY OPERATION OF POINTS CRANK:**

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 though 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.

**6.3** On account of the doubtful operation of any track circuit by light vehicle/vehicle including self propelled vehicles such as motor trolley or a diesel shunting engine or a tower wagon, in indication of the occupancy of the track it is necessary that the station Master on duty satisfied himself that the said vehicle/Vehicles has/have cleared the point zone track circuits by observing the track indication of the tracks on either side of the cross over by positively checking of the ENTRANCE and EXIT track circuit are showing occupancy and clearance in accordance with the train movement.

**6.4 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 from 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

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keys/keys are released from 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 and SH4E route 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 T.C over both end point zones only. Goods vehicle with engine should be placed perfectly in the clear space (CSL) available in the goods siding i.e., clearing the T.C zone from either end of the goods siding then only the T.C zone where such movement has taken place will show clear. After detaching of hot axle vehicle, the engine departs from the goods siding to Line No. 1.

#### **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 positioning the case of emergency without altering the route when the panel is locked position.

#### **8.0 EMERGENCY OPERATION:**

The following are the instructions for Emergency operations.

#### **8.1 CANCELLATION BUTTON OR VEEDER COUNTER:**

For the purpose of the emergencies 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 SM on duty must firstly press the emergency route release button. After being pressed together for a while he should release the button. Then the cancellation process starts. A flashing yellow indication will appear below the signal indicating that the times 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 operation instructions are as follows.

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**8.2 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.

- a) Firstly 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.

**8.3 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) Firstly it must be ensured that the signal and signal buttons are in the normal position
- b) Operation as details in Para 8.1 to be followed.

**9.0 NUMBERING OF POINTS:**

- a) No. 17 Emergency Cross Over between UP main line and DN main line at Raipur end.
- b) No. 19 Cross Over points between DN main line and Common loop line with over run line on line No. 4 at Raipur end.
- c) No. 23 Cross Over points between Common loop line and Goods Common loop line with over run line on line No. 4 and line No. 5 at Raipur end.
- d) No. 21 Cross Over between UP main line and UP loop line at Raipur end.
- e) No. 18 Emergency Cross Over between UP line and DN line at GTLM end.
- f) No. 20 Cross Over points between DN main line and Common loop line with sand hump on line No. 4 at GTLM end.
- g) No. 22 Cross Over points between UP main and UP loop line with over run line on line No. 1 at GTLM end.
- h) No. 24 Cross Over between Goods Common loop line and Common loop with sand hump on line No. 4 at GTLM end.

**9.1 EMERGENCY OPERATIONS 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 failure. 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 first emergency point operation button has to be kept pressed and then the individual point button is to be pressed. He shall then

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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 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 OM1.14. 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 as 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

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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 as 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:**

- 13.1** Whenever there is 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 detailing the rectification and it is only after the Station Master on duty has personally checked this defective gear and it satisfied that 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 CARRING 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 an un-safe for passage or trains, the Signal & Telecom staff must at once suspend the working of that gear and the associated

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installations and issue as 'Suspense 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 signals 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 Three-phase power supply. The normal power supply is from the Station Electricity local supply.

**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 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 11168 ALT 'C' and also in the mimic indication panel provided in the Station Master Office.

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**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.

**21.0 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.

**21.2** In case of failure of Signal or a point i.e. in case the Point cannot be operated from the Panel, the emergency Crank Handle, which is interlocked with the system, has to be extracted and the following procedure has to be observed.

**22.3** One common emergency Crank Handle is provided for each point group operated Points. Point Machine Key is mechanically riveted to the key of RKT. This key can be released from the RKT by pressing the Common RKT Push Button after cutting the seal between RKT and the key or RKT. The Station Master on duty in case of Point Motor failure will take out the point machine key and 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** The 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 the Station Master on duty and after making necessary entries in the emergency

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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-Interlaced and the Station Master on duty is responsible for introduction of non-interlaced working and the trains will piloted IN and OUT duly clamping and Padlocking the points, both in facing and trailing directions over which the train is to pass, as 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.
- 21.8** 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 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 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 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:**

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**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 can not 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 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 TELECOMMUNICATIONS:**

- i) Telephone attached to SGE Type lock and block instrument connected to the adjacent stations on either side.
- ii) Magneto phone is provided between Station and LC Gate at KM 454.327, 455.43 and 449/10-11 and 448/8-9 between GRBL-GPI.
- iii) Magneto phone are provided for sections GTLM-GRBL and GRBL-GPI.
- iv) The Station is connected to VZM- 'B' cabin of tie line train control phone..
- v) Railway auto Telephone.
- vi) BSNL (DOT) Telephone.

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**25.0 NORMALISATION OF THE BLOCK AXLE COUNTER AND OF BLOCK WORKING BY RESETTING FEATURE**

**25.1** Axle counters are provided on UP and DN lines between GRBL-GPI and GRBL-GTLM Single line section for Block proving.

**25.2** The occupation and clearance of the axle counter section are indicated on panel by 'Red' and 'Green' lights.

**25.3** If any Block proving Axle counter section fails, the Last stop signal at the rear station can not be taken 'OFF' and Block instrument at advance station can not be turned to "Line Closed" position after arrival of a train and in such case, resetting of last vehicle checking device is to be resorted to in either section.

**25.4** Even after completion of reset operation, LVCD Axle counter will show clear only if next train is passed. The next train is to be piloted.

**25.5** No train should be allowed on signal to leave a station in any particular direction unless:-

Track clear indication is available for the relevant axle counter track circuited portion and Last stop signal is not taken 'OFF'.

**25.6** A resetting arrangement for the resumption of the track circuit by means of axle counter under failure condition at either end station of the Block section is provided, which should only be resorted to after the train that was lastly sent, arrives fully at the receiving station and is certified in this respect by the SM at the receiving station through exchange of Private Number.

**25.7** Reset arrangements are provided in the operation cum indication panel in the SM's office for sections GRBL-GPI and GRBL-GPI. The resetting key and permission granting button on the resetting panel should normally be kept sealed by the maintainer and SM will inform the maintainer for resealing the same for every such operation of the resetting button and shall be recorded giving details of the date of use, train number, time, number registered on the counter and reasons for resetting and initial each such entry.

**26.0 RESETTING OF LVV DIGITAL AXLE COUNTER:**

- i) 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. 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

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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.

- ii) 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.
- iii) 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.
- iv) SS/SM at both ends shall record the counter number so changer due to reset of axle counter in the reset register and also in the Train signal register mentioning the purpose of reset. After the reset operation is completed preparatory reset indication will appear on reset box at both ends which suggests that the reset operation is successfully completed and the first train has to be piloted out. On arrival of the piloted train the axle counter track cct zone of the section shows clear and normal working shall be resumed. Even after arrival of piloted train, If LVV axle counter zone does not show clear indication, S&T staff to be informed for getting rectified the failure of axle counter.
- v) It is mandatory that every reset operation of LVV axle counter first train after reset process shall have to be piloted out.

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**APPENDIX 'C' TO STATION WORKING RULES OF GARUDABILLI 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 GARUDABILLI 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 GARUDABILLI STATION****ESSENTIAL EQUIPMENT**

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

<b>Sl.No</b>	<b>Description</b>	<b>Station</b>
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 GARUDABILLI STATION**

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

Nil

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