

EAST COAST RAILWAY
WALTAIR DIVISION

No.WTF/5/SWR/GTLM

Date of issue:

Date brought into force:

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

STATION WORKING RULES OF GOTLAM 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/11167 ALT 'D'
ii) Signal Interlocking Plan : SI/11167 ALT 'D'

2.0 a) GENERAL (LOCATION):

i)	Name of the Station	:	GOTLAM
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	:	460.769
x)	From	:	Raipur
xi)	No. of Cabins	:	Centrally Operated Composite miniature domino type full panel

2.1 DESCRIPTION OF STATION:

GOTLAM (Code-GTLM) is a 'B' Class Station on Raipur – Vizianagram Double line non electrified (BG) section of East Coast Railway on 'B' Route. It is situated at KM 460.769 from Raipur provided with Centrally Operated Panel Interlocking.

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

Garudabilli is the block station towards Raipur End situated at a distance of 5.953 KM. Vizianagram is the block station towards Viskahapatnam End situated at a distance of 5.814 KM. IBH, IBS & outlying stations / D.K. STATIONS: NIL.

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

	Between Station	The Point from which the block section commences	The Point at which block section ends.
1.	GTLM-GRBL Up Line	The rear block section commences from UP Adv starter signal NO. 13 at East end of GRBL.	Block Section terminates BSLB at West end of GTLM yard.
2.	GTLM-GRBL Dn. Line	The advance block section commences from Dn. Advance Starter signal no.12 at West end of GTLM yard.	Block section terminates at BSLB East end of GRBL yard.
3.	GTLM-VZM Up Line	The advance block section commences from Up Advance Starter signal No.11 at East end of GTLM yard.	Block section terminates at Point No. 101A of VZM West end.
4.	GTLM-VZM Dn. Line	The rear block section starts from DN Adv Starter signal No. 52 of West end of VZM yard.	The rear block section terminates at facing point no. 18A at East end of GTLM.

2.4 GRADIENTS IF ANY.

From the center of the Station Building towards BOBBILI

a)

	Chainage in Mtrs.		Stretch in Mtrs.	Gradient
	From	To		
Towards Raipur Up & Dn. Lines	0.00 M	737.9 M		1 in 400 Falling
	737.9 M	800.67 M		Level
	800.67 M	2720.35 M		1 in 450(c) Raising
	2720.35 M	Into Section		Level
Towards VZM Up & Dn. Lines.	0.00 M	306.04 M	306.04 M	1 in 400 Raising
	306.04 M	1050.00 M	743.96 M	1 in 3915 Raising
	1050.00 M	2100.00 M	1050.00 M	1 in 342.57 Falling
	2100.00 M	2300.00 M	200.00 M	Level
	2300.00 M	2750.00 M	450.00 M	1 in 150 Falling
	2750.00 M	Into Section	-	Level

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2.5 LAY OUT:

- i) 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= Common Loop.	Non Electrified
b)	Line no. 2= UP Main.	Non Electrified
c)	Line no. 3= Down Main.	Non Electrified
d)	Line no. 4= Down Loop.	Non Electrified

- ii) Line No.1 i.e., loop has a rail level passenger platform of 356.616 x 6.4 Mtrs,
 ii) Line No.3 and 4 have an island platform of low level with measurement of 350 x 10.7 Mtrs.

2.5.1 RUNNING LINES:

The Station is provided with four running lines viz. Common Loop (Line No.1). Up Main (Line No.2). Down Main (Line No.3) and Down Loop (Line No.4).

DIRECTION OF MOVEMENT:

The trains coming from Raipur end proceeding to Vizianagaram are UP trains. Trains coming from Vizianagaram end proceeding towards Raipur are DN trains.

HOLDING CAPACITIES OF LINES:

Line No.1 [Common Loop]	CSL-817 Meters
Line No.2 [UP Main]	CSL-834.2 Meters
Line No.3 [Down Main]	CSL-753 Meters
Line No.4 [Down Loop]	CSL-722 Meters

2.5.2 NON-RUNNING LINES AND THEIR CAPACITY:

One Hot Axle Siding takes off from Common loop line of 60 Mtrs.

2.5.3 ANY SPECIAL FEATURE IN THE LAYOUT

Nil

2.6 LEVEL CROSSINGS:

One 'C' Class interlocked level crossing gate is situated at KM.461./2-3 towards VZM end Open to Road Traffic.

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3.0 SYSTEM AND MEANS OF WORKING:

The trains are worked under Absolute Block System in accordance with GR chapter-VIII Rules 8.01(1) (a)&(b), 8.01 (2)(b), 8.03 (1), 14.01 to 14.07, 14.08(a), 14.09 to 14.11, 14.13 and BWM Chapter-V on either direction..

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.

4.1 PANEL INTERLOCKING

- a) 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'.

b) TRACK CIRCUITS: AND AXLE COUNTER:

Track Circuits are provided from Home to Advance Starter on both UP and DN lines including berthing track circuits on all four running lines as follows.

UP Direction:

1AT, 1T, 1T₁, 17AT, 21AT, 21BT, UMT₁, UMT₂, UMT₃, L₁T₁, L₁T₂, L₁T₃, 22AT, 22BT, 18BT, 11 AT & 11T.

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DN Direction:

2AT, 2T, 2T₁, 18AT, 20T₁,20T,DMT₁,DMT₂,DMT₃,L₄T₁,L₄T₂/L₄T₃,19AT,19BT,
17BT,12AT&12T.

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 and crank handle will be fixed at two end goomites as per requirement.

The crank handles accessible keys at the respective ends of the yard in the available gate lodges are released by the operation of control push button by the on duty SS/Dy.SS. Refer to Appendix 'B' regarding setting of points by crank handle.

CALLING ON SIGNALS:

Maintain 'Calling On' signals are provided below Up and Down 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 on for admission of train on to a blocked line.

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

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

4.3 POWER SUPPLY:

Power signaling and interlocking installations and the satellite ancillary field units are fed from the following sources of power supply.

- i) Normal supply from APSEB supply .
- ii) Stand by supply – 2 No of Diesel Generator Sets of capacity 10KVA.

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5.0 TELECOMMUNICATION:

- i) Section Control Phone.
- ii) Auto and DOT telephone
- iii) Station to Station telephone.
- iv) Magneto Telephone with both side Station, Telephone communication is provided for both crank handle location.
- v) VHF Set.
- vi) Telephone communication is provided between SM's office and LC Gate at KM no 461/2-3(rv344)

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 contravene any G&SR, BWM, OM, SWR or any other safe working principles. In the event of suspension of control working, the SS/Dy.SS on duty shall work independently in consultation with the SS/Dy.SS of the adjacent block station and shall be responsible for reception and dispatch of train. He shall ensure that preference is given to important trains and at the same time no undue detention occurs to other train.

6.1 DUTIES OF TRAIN WORKING STAFF:

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

6.1.1 TRAIN WORKING STAFF & COMPLEMENT OF STAFF

Complement of Staff	Staff in each Shift
SS - 1	SS - 1 (Day Shift)
Dy.SS - 2	Dy.SS/SM - 1 in each shift
SM - 3	Traffic Point Man - 1 in each shift
Traffic Points Man - 5	TGK - 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.

6.1.3 ASSURENCE OF STAFF IN THE ASSURENCE REGISTER:

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

The SS/SM in-charge of the station shall be personally responsible for maintenance or work independently unless he has given his assurance as per SR. 5.01.02.

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.
- iii) For Up trains the line is clear up to the BSLB and for down trains the line is clear up the first facing point i.e., Point No. 18A.
- iv) The SS/SM on duty, before giving such permission shall ensure that all signal lights pertaining to the train are lit up properly and he shall ensure that there are no train/vehicle movements leading towards the line in the opposite direction.

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- v) The SS/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 not train/vehicle movements leading towards the line in the opposite direction.
- vi) 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).

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

Nil

6.2.1.1 SETTING OF POINTS AGAINST BLOCKED LINE

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

6.2.1.2 RECEPTION OF TRAIN ON BLOCKED LINE:

Under unavoidable circumstances, whenever trains are to be admitted on an obstructed line, it is necessary that the trains are piloted 'IN' on a written authority given by the Station Master on duty and delivered by a competent Railway servant to the locopilot of the train or by taking 'OFF' of calling 'ON' signal and the rules laid down in GR 5.09 and SRs 5.09.01 and GR 3.69 shall be followed.

6.2.1.3 RECEPTION OF TRAIN ON NON-SIGNALLED LINE:

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

6.2.1.4 DESPATCH OF TRAIN FROM NON-SIGNALLED LINE:

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

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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:

The conditions for taking off approach signals shall be governed by GR 3.40(1)(a), 3.40(2)(a), 3.40(3)(b) and relevant SRs thereto.

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

SS/Dy.SS shall ensure that the signal is gone back to 'ON' after passage of a train as per GR 3.36 [2][b].

Up & Dn Home, Starters, Advance Starters signals will go back ON position after occupation of particular track circuits. SS/Dy.SS on duty shall send TRAIN OUT OF BLOCK SECTION report to the station in rear in terms of GR 14.01 and SR 4.17.01.

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

According to the existing interlocking at this Station the simultaneous reception and dispatch of trains are permitted as stipulated below.

Reception of an Up train on common Loop Line No. 1	And	Dispatch of another UP train Line No. 2 (UP main)
Reception of a Down train on Down Loop Line No. 4.	And	Dispatch of another DOWN train from Line No. 3 (DN Main) or Line No.1 (Common Loop).
Reception of a Down train on Common Loop line No. 1.	And	Dispatch of another Down train from Line No.4 (Dn. Loop) or Line No. 3 (Dn. Main).

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6.5 COMPLETE ARRIVAL OF TRAINS

The entire block section between GTLM-VZM & GTLM-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:

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.

a) DISPATCH OF TRAINS FROM A NON-SIGNALLED LINE:

Dispatch of trains from non-signalled is governed by GR.5.11 and SR 5.11.01.

b) ISSUE OF CAUTION ORDERS:

Whenever the consequence of the line being under repairs, or any other reasons, special precautions are necessary, a caution order detailing the Kilometrage and speed at which a train shall travel, the reasons for taking such precautions shall be handed over to the loco pilot train in term of GR 4.09 and SRs thereto.

c) TRAINS ENTERING BLOCK SECTION SIGNAL:

The SS/SM on duty shall send the train entering block section signal to the station in advance after train has passed last stop signal with its last vehicles indicator both physically & panel indications and inform the SS/SM at the station vide. BWM 2.07.5(a)

6.7 TRAINS RUNNING THROUGH

- i) In addition to procedure detailed in paras 'Reception and Dispatch' of trains, rules laid down in GR 4.17, 4.42, 3.36, 3.42 with relevant SRs shall be followed.
- ii) Reception and despatch signals shall be taken "OFF" for a through train as per the sequence given below vide SR 3.42.02(a)(iv), SR 3.42.03 and SR 3.42.04.

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- iii) In every case in which trains are permitted to run through on non-isolated line, all shunting shall be stopped and no vehicle unattached to an engine or not properly secured in accordance with rule GR 5.23 may be kept standing on a connected line which is not isolated from through line.
- iv) The SS/Dy.SS shall see that the last vehicle of every train passing through his station is provided with a tail board or a tail lamp or such other device in accordance with the provision of the GR 4.16 and SR 4.17.01(a).

6.8 **WORKING IN CASE OF FAILURE:**

- a) Reception of Trains on obstructed.
- i) **Track circuits :** (Details given in Appendix 'B' of SWR)
- ii) **Points :** When points become defective, the signals controlling shall be considered defective and Vice-versa and action to be taken as mentioned below.
- iii) **Signals :** When signals become defective, the procedure laid down in GR 3.68 to 3.71, 3.80, 3.81 and SRs thereto shall be followed. A signal in the OFF position is the final indication that the points are correctly set for the route for which it applies and if it is found impossible to take OFF a signal, the setting of points on the route to which it applies shall be inspected by the Station Master on duty before the signal is declared as defective irrespective of what is indicated by the position of the route, point levers and lock levers vide SR 3.68.01(c). In case of disconnection of signalling and interlocking gears for repairs and maintenance, procedure laid down in GR 3.51, 3.69 and relevant SRs shall be followed. In the event or signal showing no lights, and if signal lights can not be kept burning. Station Master of duty shall before giving line clear initiate action-in-accordance with the procedure prescribed ;in GR 3.49(4) & GR 3.68 to 3.77 and relevant SRs. When interlocking becomes defective, the Station Master on duty shall be responsible and personally supervise the setting, clamping and padlocking of all required facing points for admission of passenger trains or a goods train, when a passenger train is standing in the adjacent line vide SR 3.69.03(b)(1) and for goods train admission.

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

Whenever a home signal has become defective, Station Master on duty shall advise the Station in rear to issue written authority on Form T/369(3)(b) and the procedure laid down in SR 3.69.02(a) and SR 3.64.05(c) shall be followed for piloting 'IN' of a train. Whenever a Home signal has become defective and the

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Stations in rear have not been advised to issue written authority on form 369(3)(b), the following procedure shall be followed for piloting 'IN' or train vide SR 3.69.03.

The Station Master duty shall allot one clear line for admission of an incoming train. He shall ensure closing of level crossing gate/Gates, in any against road traffic on the route for admission of a train.

The Station Master on duty shall then handover the written authority T-369(3)(b) to the token porter for piloting the train from the defective Home Signal. While going to the Home Signal the Token Porter will satisfy himself that the points have been correctly set, clamped and padlocked. After the train has been brought to a dead stop at the Home Signal, Token Porter shall handover the pilot memo to the Driver, board the engine and display proceed hand signal to pass the defective Home signal in defective position.

NOTE:

- i) The Station Master on duty shall personally supervise the correct setting, clamping and padlocking of the facing points and clearance on the nominated route for admission of a passenger train or a Goods train when a passenger train is standing on the adjacent line.
- ii) The keys of padlocks of the clamps put on the points on the route for piloting 'IN' or piloting 'OUT' shall be in the personal custody of the Station Master on duty or any authorized Operating Official till such time the train/engine/vehicle has utilized the route or alternatively such movement is cancelled.
- iv) **BLOCK INSTRUMENTS:** In the event of suspension/failure of SGE type lock and block instruments for sections GTLM-VZM or GTLM-GRBL the SS/SM on duty shall endorse:
Block Instrument is suspended in that particular portion or both the portions as the case may be in the train signal register and draw a red line below the entry. During the period of suspension/failure the Station Master of duty at Center will perform the 'Line Clear' work with VZM and GRBL and make all the entries for the section so suspended/failed in a separate Train Signal Register kept in his office for the purpose vide block working manual Para 5.23. When the Block Instrument is restored the SS/SM on duty will make suitable endorsement to the effect that Block Instrument resumed at in concerned portion of the Train Signal Register showing the time and also drew a RED line below the entry and thereafter he will maintain the Train Signal Register as usual.

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6.9 PROVISION FOR WORKING OF TROLLIES/MOTOR TROLLIES/MATERIAL LORRIES:

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

7.0 BLOCKING OF THE LINES:

Whenever a running line is blocked either by loose vehicles or by stabling train or by a train which is to cross or give precedence to another train, the points at either end should immediately be set against the blocked line except during shunting movement. 'Line Block' is to be activated on VDU by Dy. SS/SM on duty following procedures as laid down in para no. 6.2.2. A clear remark in 'RED' ink shall be made immediately in the train signal register and a record shall be made in the Station Master's diary also. Stable load register is also to be maintained. The stable load or loose vehicles are to be secured to prevent rolling down of vehicles. [Refer SR 3.36.3(b), GR 5.23 ,SR5.04.01(a) and SR 5.23.01(a)]

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, 3.56, SR 3.56.01, 5.13, 5.14, 5.16 to 5.23, 8.05(2)(3), 8.06 and 8.14, 8.15(c), with relevant SRs and OM 7.01, 7.07 and 7.08 shall be observed. All shunt moments shall be supervised by Guard/SS/SM/Points man on duty vide SR 5.13.03 as the case may be.

ii) **CUSTODY OF KEYS AND PAD LOCKS DURING SUCH MOVEMENT:**

The key of the pad locks of such points shall be in the personal custody of 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 is cancelled which fact should be properly documented.

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iii) **AUTHORITY FOR SHUNTING OPERATIONS:**

The SS/Dy.SS on duty shall issue written shunting authority on from T/806 to the Loco Pilot through guard of the train when the non signalled shunting is resorted to.

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

Note:

Points both facing and trailing are to be clamped and padlocked for all non-signaled movements. 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 supervision) before the SS/Dy.SS on Duty resumes normal working either for reception or dispatch of trains in to the station yard or through the station yard.

iv) **NON-SIGNALLED MOVEMENTS:**

All signaled movements in the yard either of train or of an engine with or without vehicles shall be from one stop signal to the next stop signal or stop board and no half way movements are permitted and if such movements are unavoidable it should be considered as non-signaled 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 derauling switches according to SR 5.3.05 and 5.14.03.

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 /Fly shunting is prohibited at both ends of the yard.
- b) Special care shall be taken to secure special type of vehicles fitted with roller bearing while standing in sidings or running lines as they are liable to roll easily vide GR 3.23.01(b).
- c) Shunting shall not be permitted at either end of the yard unless the engine is leading towards falling gradients.
- d) Shunting in the face of an approaching train is strictly prohibited.

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8.4 SHUNTING ON DOUBLE LINE:

- i) **Block Back:** Shunting shall not be permitted outside the station section (i.e., in the block section in rear), unless it is clear and is blocked back vide GR 8.06(2).
- ii) **Block Forward:** Shunting shall not be permitted in the block section in advance unless it is clear and is blocked forward vide GR 8.06(3).
- iii) **Shunting with Station Section:** If the necessary signals are kept at 'ON', shunting may be carried on within the station section but this shall be done only when there is not approaching train since shunting in face of an approaching train is prohibited at this station.

8.5 SHUNTING IN THE SIDING TAKING OFF FROM THE STATION YARD :

While performing shunting in the sidings it should be authorised 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 meticulously followed for shunting operation in the siding.

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
- iv) Failure of axle counter Block/BPAC:

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

Rules laid down in GR 3.39, 3.37 there to. Details are given in Appendix 'B' in item 6.2, 6.3.

c) **CERTIFICATION OF CLEARANCE OF TRACK BEFORE CALLING ON SIGNAL OPERATION IS INITIATED:**

Before taking off called on Signal during failure of track circuit/axle counter, the responsibility of the route clearance on which the train would pass to be verified by on duty SS/SM.

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

Detailed procedure vide GR 3.51.04 and 3.68.04 shall be followed.

9.1 TOTAL FAILURE OF COMMUNICATIONS:

In the event of single line working on a double line section during total failure of communication the provisions laid down in SR 6.02.02 shall be followed.

During the total failure of communications on double line trains shall be worked in accordance with the provision of SR 6.02.03.

a) Between GTLM-GRBL: (Distance 5.953 KM)	Time in Minutes
i) During day light hours when view ahead is clear at 25 KMPH	14
ii) During night thick for or dust storm of view ahead is not clear at 10 KMPH	35
b) Between GTLM-VZM: (Distance 5.814 KM)	
i) During day light hours when view ahead is clear at 25 KMPH	14
ii) During night thick for or dust storm of view ahead is not clear at 10 KMPH	35

TEMPORARY SINGLE LINE WORKING ON DOUBLE LINE SECTION:

Temporary single line working on a Double line section.

- i) In the event of single line working being introduced when communications are available the provisions laid down in SR 6.02.01 shall be followed.
- ii) During partial interruption of communication the procedure detailed in SR 6.02.06 shall be followed.

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9.3 DESPATCH OF TRAINS UNDER AUTHORITY TO PROCEED WITHOUT LINE CLEAR:

- i) During the total interruption of communications, while allowing the trains under authority to proceed without line clear the relevant provisions under SR 6.02.02 and SR 6.02.03 as the case may shall be followed.
- ii) The last stop signals shall not be taken “OFF” but an authority to pass the last stop signal at “ON” in prescribed form T/C 602 shall be issued.

10. VISIBILITY TEST OBJECT:

The signal lights of UP starter signal No.5 and DN Starter Signal No.8 of Common loop (Line NO.1) during Day and Night are the visibility test objects vide GR 3.21(2)(b)(iii).

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 of 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 not be seen, the SS/Dy.SS on duty shall send the trained fog signal men with sufficient numbers of valid detonator, hand signals to act as fog signal men vide SR.3.61.01[d].
- c) SS/Dy.SS shall select some of the traffic staff and some engineering staff drawn from engineering branch and council the use of fog signals and take their assurance in the part I of fog signal register in the month of October every year vide SR.3.64.07[I].

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13. LIST OF APPENDICES :

APPENDIX 'A'	WORKING OF LEVEL CROSSING GATES.
APPENDIX 'B'	SYSTEM OF SIGNALLING AND INTERLOCKING AND COMMUNICATION ARRANGEMENTS AT THE STATION.
APPENDIX 'C'	ANTI COLLISION DEVICE [RAKSHA KAVACH]
APPENDIX 'D'	DUTIES OF TRAIN PASSING STAFF AND STAFF IN EACH SHIFT.
APPENDIX 'E'	LIST OF ESSENTIAL EQUIPMENTS PROVIDED AT THE STATION.
APPENDIX 'F'	RULES FOR WORKING OF DK STATIONS, HALTS IBH IBS, AND OUTLYING SIDINGS.
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 GOTLAM station.

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APPENDIX-'A'**APPENDIX 'A' TO STATION WORKING RULES OF GOTLAM 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-344
2	Engineering or Traffic gate		Traffic Gate
3	Under control of station master or permanent way inspector.		SM GTLM
4	Location at Km.		KM. 461/2-3
5	At station		GTLM
6	In between station		GTLM – VZM
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 Connected with GTLM Station
15	Width of the level crossing gate	:	12 M
16	Type of road	:	Other
17	Name of road	:	Station Road of Gotlam
18	Metalled /Non-Metalled	:	Non- Metalled
19	Approach road	:	Non- Metalled
20	Width of the road	:	10 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:	: 2820 / 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:

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

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

1.3 RECORDS TO BE KEPT AT GATE LODGE:

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

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

1.4 MODE OF OPERATION:

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

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

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- d) Key 'F' thus extracted from EKT-1 is inserted in EKT-2 & transmitted electrically to SM in conjunction with switch 'GS' reversed to take off concerned signals.
- e) SM transmits control (30) to GK for opening of the gate.
- f) GK extracts key 'F' from EKT-2 & inserts in EKT-1, the push button 'Green' is pressed till the gate is opened.
- g) Switch GS is provided in gate lodge to put back concerned signals to danger in case of emergency.

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.

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- 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) In the event of gate signal becoming defective the gateman shall maintain the signal in the ‘ON’ position.
- x) 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.
- xi) Gateman shall wear badge and prescribed uniform while on duty at level crossing gate.
- xii) Gateman shall ensure that he is having competency certificate in his possession while on duty.
- xiii) Gateman shall work the gate as per Gate Working Instructions and remain well conversant with these instructions.
- xiv) Gateman shall ensure that equipment supplied at the gate is in good order and ready for immediate use.
- xv) Gateman shall see that the channel for the flange of the wheel is kept clean.
- xvi) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.

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- xviii) Gateman on electrified section shall watch that road vehicles / animals passing from gate are within the height loading gauge provided on either side of the level crossing gate.
- xix) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. ACTION IN CASE OF UNUSUAL OCCURRENCE 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.

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- 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.
- 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.

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

1. **Mode of Operation:**

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

- a) Red and Green buttons are provided on gate panel for closing and opening of L.C gate respectively.
- b) The push button 'Red' is pressed till the gate is closed and locked,
- c) Key 'F' is extracted from EKT-1 after gate is closed & locked.
- d) Key 'F' thus extracted from EKT-1 is inserted in EKT-2 & transmitted electrically to SM in conjunction with switch 'GS' reversed to take off concerned signals.
- e) SM transmits control (30) to GK for opening of the gate.
- f) GK extracts key 'F' from EKT-2 & inserts in EKT-1, the push button 'Green' is pressed till the gate is opened.
- g) Switch GS is provided in gate lodge to put back concerned signals to danger in case of emergency.

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.

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- (vi) When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the train or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

3. Failure of Telephonic Communication:

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

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

4. Failure of Lifting Barriers :

- (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.

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- (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.
- (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.

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- (vii) Station master will advise S&T staff responsible for electrical key transmitter to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after S&T staff repairs the electrical key transmitter and reconnection/fit memo for the same.
- (ix) After rectification, the Emergency Key shall be replaced in the Emergency Key Box and resealed by the S&T maintainer.

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

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

7. Obstruction at the Gate:

- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers or any other part of the gate foul the track, or if there is any other obstruction at the gate, the gateman shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gate, for this purpose.
- (ii) Immediately after this, the gateman shall advise the Station Master on duty, regarding the defects / obstruction at the gate, under exchange of private number.
- (iii) Station Master on duty shall be advised to put the reception / departure signals back to 'ON' position, if taken 'OFF' for a train.

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- (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, 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 – B TO STATION WORKING RULES OF GOTLAM STATION.**DETAILS OF SIGNALLING AN INTERLOCKING INSTALLATIONS, INSTRUCTIONS FOR WORKING THEM NORMALLY AND IN EMERGENCIES ETC., INCLUDING THE POWER SUPPLY ARRANGEMENTS.****1.0 BRIEF DESCRIPTION OF THE SIGNALLING AND INTERLOCKING:**

- 1.1** This is a 'B' Class Station with Standard-II/R interlocking (with isolation). These points and signals are power operated from a composite miniature 'DOMINO TYPE' full-fledged panel installed in the Station Master's office. This station is equipped with manually operated multi-aspect colour light signalling. SGE type Double Line Block Instrument provide in SM panel room for section GTLM-VZM and GTLM-GRBL.

1.2 DESCRIPTION OF PANEL:

The yard layout is depicted on the panel board in a miniature form and is fixed parallel to the track, so that when the Station Master on duty faces this panel, the yard drawing on the panel corresponds to the actual field lay out in the 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 to normal/reverse position, Point group push buttons (black with red dot) are provided. Point button and Point Group button normal/reverse shall be pressed simultaneously for operation of point to required position. To indicate the position of point, a white steady strip on normal point zone, and a similar strip on reverse point zone is provided on the panel for actual layout.

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

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APPENDIX – B TO STATION WORKING RULES OF GOTLAM STATION**1.7 OPERATION OF POINTS:**

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

1.8 All running line points are operated by Electric Point machine.

1.9 The course for non-setting of the point in the desired position has to be checked up by the Station Master on duty according to G&SR3.68.01(c) and if there is a defect other than obstruction the point has to be considered as defective and action shall be taken for clamping and pad locking these points in the desired position by the Station Master on duty himself for all trains according to SR 3.69.03(c).

2.1 DESCRIPTION OF POINTS:

Sl. No.	Point Button No.	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 and Dn loop line at Raipur end.
3	21	Black	Cross over point between Up main and common loop line at Raipur end.
4	18	Black	Cross over point between Up & Dn main line at VZM end.
5	20	Black	Cross over point between Dn loop lines at VZM end.
6	22	Black	Cross over point between Up Main Line and Common loop line at VZM end.
7	Point Group Button (Normal)	Black with Red dot.	Common button for normal operation of points
8	Point Group Button (Reverse)	Black with Red dot.	Common button for reverse operation of points

3.1 SIGNAL BUTTONS:

Sl. No.	Point Button No.	Colour	Description
1	C1	Red with White dot	Up Calling 'ON' signal for line no 1&2.
2	S1	Red	Up Home signal for line no 1&2.

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Sl. No.	Point Button No.	Colour	Description
3	C2	Red with White dot	Dn Calling 'ON' signal for line no 1,3 and 4.
4	S2	Red	Dn Home signal for line no 1,3 and 4..
5	S5	Red	Up starter for line no. 1
6	S6	Red	Dn starter signal for line no. 4.
7	S8	Red	Dn loop starter signal for line no. 1
8	S9	Red	UP main starter signal for line no. 2
9	S10	Red	Dn main starter signal for line no. 3
10	S11	Red	Up advance starter
11	S12	Red	Dn advance starter
12	SH3	Yellow	Shunt signal for lie no. 1,2,3 and 4
13	SH4	Yellow	Shunt signal for lie no. 1 and 2.

3.1 SIGNAL INDICATION:

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

4.0 ROUTE BUTTONS:

Route buttons are provided separately on each running line on the panel for indication of route (viz.L2, L3, L4, L4, L1, L1). Common route buttons are also provided for taking off starters 12 AT UN, 11 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.	L2 UN	White	Common route button for Up Home signal and Calling-On signal for Line No.2 setting overlap on UP main and route button for shunt signal (UP and DN) for Line NO.2.
2.	L3 UN	White	Common route button for DN Home signal and Calling-On signal for Line No.3 setting overlap on DN main and route button for shunt signal (UP) for Line NO.3.
3.	L4 UN	White	Common route button for Dn Home signal and Calling-On signal for Line No.4 setting overlap on DN main line.
4.	L4 UN1	White with black dot.	Common route button for Dn Home signal and Calling-On signal for Line No.4 setting overlap on sand hump and route button for UP shunt for Line NO.4

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5.	L1 UN	White	Common route button for UP Home signal and Calling-On signal for Line No.1 setting overlap on Up main line.
6.	L1 UN1	White with black dot	Common route button for Up Home signal and Calling-On signal for Line No.1 setting overlap on sand hump and route button for shunt signal (UP and DN) for Line NO.1
7.	11 UN	White	Route button for Up advance Starter.
8.	12 UN	White	Route button for Dn advance Starter.
9.	11 AT UN	White	Route button for Up Starter 5 and 9.
10.	12 AT UN	White	Common route button for Dn starters 6,8, and 10.
11.	Group (Trans)	White with black dot	Common trans button for crank handles and siding control, L/C Gate control.
12.	Group Released	White with black dot	Common release button for crank handles and siding control, L/C Gate control.
13.	CH-1	Blue	Points No. 19A/B and 20 A/B
14.	CH-2	Blue	Points No. 21A/B and 22 A/B
15.	CH-3	Blue	Points No. 17A/B
16.	CH-4	Blue	Points No. 18A/B
17.	30 LXN	Chocolate	LC Gate No. 30 control.
18.	Emergency gate release 30 ELXN	Chocolate with Red dot	Emergency release of LC gate No- 30
19.	Signal lamp failure ack.	Red with White dot	To be pressed to stop the buzzer in case of any signal lamp/point failure.
20.	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.
21.	Emergency of Point Operation button	Black with Red dot	For operation of points in the event of failure of Track circuit/Axle counter.
22.	24	Black	H/A siding control on common loop line.
23.	Emergency Route Release but.	White with red dot.	For Emergency Route Release.

5.0 POWER FAILURE INDICATION/BUZZER AND POWER ACKNOWLEDGEMENT:

Normal power supply to installation is drawn form THREE-PHASE state electricity supply.

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

IIInd Stand By: Diesel Generator of 10 KVA

IIIrd Stand By: Diesel Generator of 10 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 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.

SS/SM INDICATION IPS PANEL:

Instruction	Condition	Action taken by on duty SS/SM
Start Generator	50% DOD (Depth of Discharge)	Audio/Visual alarm. Alarm can be acknowledged with audio cut off.
Emergency Start Generator	60% DOD	-Do-
System Shutdown	70% DOD	Signal feed cut off and all DC-DC converters to work. Audio alarm to continue till Generator is started.
Call S&T Staff.	Equipment fault	Failure of any module will give the alarm in 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 RED-SIGNAL LAMP MUNTING BUTTON RED WITH WHITE DOT:

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

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APPENDIX – B TO STATION WORKING RULES OF GOTLAM STATION**5.2 BUTTON HELD BUZZER WHIT WITH RED DOT:**

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

6.0 TRACK CIRCUIT

At this station all the berthing lines loop line and main lines and point zones are provided with track circuits 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 rack circuits are provided near Up and Down home signal for control of calling on signal indication panel in installed in station to indicate the occupation/clearance of track circuits.

- 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 HANDLE:

Crank handle is inter locked with the signalling and inter locking 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. The release can be affected by pressing the push button for its release after lapse 120 second and when this key is taken out the signals leading over the particular point in either direction cannot be taken off.

- 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 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.

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APPENDIX – B TO STATION WORKING RULES OF GOTLAM STATION**6.4 HOT AXLE SIDING:**

The hot axle siding takes off from the line No.1 at East end of the yard and is isolated by derailing switch at both ends. The entrance and exit points and corresponding derailing switches of the siding are coupled and operated by an Arc lever provided at site, at either end of siding. Hand plunger lock is fitted at the entrance points are unlocked by the 2 keys released form 2 RKTs of the same ward. 2 RKTs are provided in SMs office one each for East end and West end of the siding point. The keys/keys are released form 2 RKTs by pressing hot axle siding point from RKT all up and down reception signals and dispatch signals of common loop Line No. 1 will be held locked in their normal position till such time the key IN indication appears on the panel board.

The Hot axle siding is provided with track circuit over both end point zones. Hot axle vehicle with engine should be placed perfectly in the clear space (CSL) available in the hot axle siding i.e., clearing the axle vehicle.

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 Station Master on duty must press the concerned signal button in conjunction with emergency route button. He must release the emergency route button keeping the signal button in pressed condition. He must then press the concerned route button i.e., the route that he desires to be cancelled. A flashing yellow indication will appear below the signal indicating that the 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.

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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.

8.2 CANCELLATION OF UNINTENDED LOCKING OF POINTS:

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

8.3 CANCELLATION OF LOCKING OF ROUTE AND POINTS AFTER THE SIGNAL HAS BEEN PUT TO ‘ON’

OR

THE SIGNAL HAS GONE BACK TO ON EITHER AFTER THE MOVEMENT OF THE TRAINS CANCELLED

OR

THE TRAIN HAS COME TO A STOP OUT SIDE THE STOP SIGNAL

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

- 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.

8.4 EMERGENCY OPERATIONS:

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

- a) 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 Dn loop line with sand hump on line No.4 at Raipur end.

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- c) No.21 cross over points between UP main line, UP common loop line with sand hump on line No.1 at Raipur end.
- d) No.18 Emergency Cross Over point between Up line and Dn line lat VZM end.
- e) No.20 cross over points between Dn main line and Dn loop line with DS on line No.4 at VZM end.
- f) No.22 cross over points between UP main and UP common loop line with sand hump on line No.1 at VZM end.

10.0 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 fails. The Station Master on duty after physical verification insert the SM's emergency point key and turn into get the key 'N' position keeping the Emergency point key in that position the Station Master on duty must press the individual point button along with emergency point operation button (Black with Red dot). He shall then release the emergency point operation button only and press the point group Normal or reverse button as per requirement keeping the individual point button is pressed condition. Points will be set to Normal or Reverse position as per operation button. This operation will be register in and emergency point operation counter placed about the emergency point operation button and shall be recorded in the counter registers.

11.0 INTERLOCKING OF SIGNALS:

- 11.1 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.
- 11.2 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.
- 11.3 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.

12.0 LOCKING OF RELAY ROOM:

- 12.1 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 the Station Master on duty. Unless both the locks are unlocked, relay room cannot be-opened.

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

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

13.1 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 working these installations at the Station.

13.2 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.

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

14.1 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.

14.2 **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).

14.3 **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

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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 give to the Station Master in writing 'Advance intimation' about this planned work in terms of G&SR 15.08.01.

16.0 EMERGENCIES:

Note with standing any thing contained in the afore-said Para Nos. 14.1., 14.2 and 14.3 when a Gear is found to be defective and unsafe for passage of trains, the Signal & Telecom staff must at once suspend the working of that gear and the associated 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 ad 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 There-phase power supply. The normal power supply is form 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.

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APPENDIX – B TO STATION WORKING RULES OF GOTLAM STATION**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 the 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 11167 ALT 'D' and also in the mimic indication panel provided in the Station Master Office.

- 20.1** 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 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** When any point fails to operate normally by the route setting operation or through the concerned point button through panel, it is inevitable to operate the points with crank handle. Station Master on duty shall personally ensure clamping and padlocking all facing and trailing points inroute. Crank handles are interlocked with signals and interlocking system. The CH push button (Blue) and group button (White with Black dot) is provided at the top of the panel board. This button has two indications viz., WHITE and RED. The White indication suggests that the crank handle key is in its interlocked position of the panel. This is called "Crank Handle Key 'IN' indication.
- 21.2** The Red indication suggests that the crank handle key is locked and not free for extraction from RKT. This is called 'Crank handle key locked' indication.
For extracting CH key from RKT SM has to press relevant crank handle push button and group TRANS button simultaneously. The white light besides the CH button starts flashing. After extraction of CH key from RKT at location box flashing white light disappears. On extraction of CH key from RKT, the points in that particular group cannot be operated from the panel. After

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completion of point operation, the CH key will be retransmitted to the station electrically by inserting the CH key in RKT in location box and turned. The white flashing indication appears on the Panel board. The flashing will be stopped and steady indication appears on pressing concerned CH button and group release button (White with Black dot).

- 21.3** In case of “CH” is in locked condition for whatever reason, the crank handle can be extracted by emergency crank handle operation by pressing “TRANS” button along with concerned “CH” button the white & red indication starts flashing after 2 minutes lapse of time “Red” indication gets vanished and crank handle key can be extracted at site.
- 21.4** When the point machine key is removed from RKT for operation of the defective Motor Operated Points, the responsibility for its safe custody re-sets with the Dy.SS/SM on duty till it is replaced back in RKT and sealed by Signal Maintainer.
- 21.5** In case of failure of Motor Operated Points should be promptly reported to the concerned Signal Inspector/ESM for immediate rectification.
- 21.6** Whenever an emergency Crank Handle is required to be used by a Signal Official for maintenance of work attending to failure, the Signal Official will give a disconnection memo the Station Master on duty and after making necessary entries in the emergency Crank Handle register, the Station Master on duty will obtain acknowledgement of the Signal Official in the emergency Crank Handle register and then handover to him the emergency Crank Handle for the Points concerned. All the Points will be treated as defective till the emergency Crank Handle is returned back to Station Master on duty.
- 21.7** Before parting with the Emergency crank handle either for attending failure or for maintenance work by signal Maintenance officials, the Station Mater on duty will ensure that the reception and departure signals are put back to on position. The Points of all the lines should be treated as Non-Interlocked and the Station Master on duty is responsible for introduction of non- Interlocked working and the trains will 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 3.70 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.
- 21.7.1** The Emergency Crank Handle Register is to be maintained in the following proforma by the Station Master on duty wherein the particulars of usage of the Emergency Crank Handle must be recorded:
- 1) Date:
 - 2) Point Number, which failed or required to be tested.
 - 3) Time 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::

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- 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) Signature of the Station Master on duty to ensure correct setting, clamping and padlocking of the points.
- 11) Time of emergency Crank handle received back by SM on duty.
- 12) Signature and Designation of the Signal Official who rectified the fault.

IMPORTANT NOTE:

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

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

All the UP and DOWN HOME Signals/Calling on signals are Electrically Interlocked with the respective Double Line lock and Block instrument. Unless the concerned Home/Calling signals are in normal position, the instrument cannot be put in line-closed position.

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.

22.2 INTERLOCKING WITH HOME SIGNALS:

All the UP and DOWN HOME Signals/Calling on signals are Electrically Interlocked with the respective Double Line lock and Block instrument. Unless the concerned Home/Calling signals are in normal position, the instrument cannot be put in line-closed position.

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When the block Instrument is suspended with its needle in TRAIN ON LINE 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 3.71 and relevant SR's vide GR 3.49(4).

Panel Interlocking with last vehicle physical verification is commissioned as per SI/WRD11167 ALT-A, I.

24.0 LAST VEHICLE CHECKING DEVICE:

Axle counters are provided on UP and DN lines between GTLM-VZM and GRBL-GTLM Double line section for block proving of Last Vehicle Checking device.

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

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.

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.

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'.

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.

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Reset arrangements are provided in the operation cum indication panel in the SM's office for sections GTLM-VZM and GRBL-GTLM. The key for the Reset Box should normally be kept with SM and for every such operation of the resetting the Axle Counter, the SM on duty shall record giving details of the date of use, train number, time, number registered on the counter and reasons for resetting and initial each such entry.

24.1 RESETTING OF LVCD AXLE COUNTER (DIGITAL):

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 the reset of 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 No 4.17, 4.17.01) or by exchanging signal with the guard of through train, so that he can ensure that the train has arrived completely before resorting to the reset of LVV axle counter. SS/SM of receiving end shall inform the failure of axle counter to on duty SS/SM of despatching end for UP/Dn section.

SS/SM at receiving end then send 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 over field telephone or crank handle location telephone.

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 .

SS/SM at both ends shall record the higher number so changed 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 panel 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, LVV axle counter zone does not show clear indication S&T staff to be informed for getting rectified the failure of Axle counter..

It is mandatory that for every reset operation of LVV Axle counter first train after reset process shall have to be piloted out.

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APPENDIX – B TO STATION WORKING RULES OF GOTLAM STATION**25.0 TELECOMMUNICATIONS:**

- 25.1** Telephone attached to SGE Type lock and block instrument connected to the adjacent stations on either side.
- 25.2** Magneto phone is provided between Station and LC Gate at KM 461/2-3.
- 25.3** Electric communication equipment (Magneto phone) is provided for sections GTLM-VZM and GTLM-GRBL.
- 25.4** The Station is connected to VZM-SPRD train control phone.
- 25.5** Telephone communication is provided between station to both UP & DN side for crank handle RKT
- 25.6** 25W VHF set is provided at the station.

26.0 FAILURE OF COMMUNICATIONS-FAILURE OF BLOCK INSTRUMENTS:

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

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

- 26.2** In the event of failure/suspension of SGE type double line lock and Block instruments, line clear must be obtained on Block phones exchanging identification number and supported by a private number as per the provisions of SR 6.02.05(1)(a)
- 26.3** In the event of failure/suspension of SGE type double line lock and Block instruments and Block telephone, line clear must be obtained on Station to Station magneto phone by exchanging identification number and supported by a private number vide SR 6.02.06(i)(c)
- 26.4** In the event of failure of SGE double line lock and block instruments, Magneto phone and Block telephone and line clear must be obtained over Train Control Telephone vide SR 6.02.06(1)(c).
- 26.5** In the event of total failure of communications train shall be worked in terms of SR 6.02.03.

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- 26.6** In the event of failure of communication between SM'S office and LC Gate SM shall advise the Gateman about the description of the train, direction of the train etc. through a memo advising to clear the road traffic and transmit the gate key. Such memo shall be sent in duplicate to the Gateman. Gateman shall retain one copy and send back the other copy to SM with signature thereon.

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

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

Sl.No	Description	Station
1	Detonators	20
2	Hand Signal lamps	3(1 Spare)
3	Hand Signal Flags	3(1 Spare)
4	Clamps with Padlocks	8
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	2

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APPENDIX "F" TO STATION WORKING RULES OF GOTLAM STATION

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

Nil

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