

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

**STATION WORKING RULES OF BAIGUDA STATION (B.G)**

Date of Issue: \_\_\_\_\_.

Date brought into Force: \_\_\_\_\_.

NO:WTF/5/SWR/BGUA

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

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

**1. STATION WORKING RULES DIAGRAM:**

The Station Working Rule diagram No. **SI/WRD/11190** Alt-‘A’ based on interlocking plan No. SI/11190 Alt-‘A’ shows the layout of the yard, siding, normal position of points, the signalling and interlocking arrangements and gradients within station limits. The station is equipped with Multiple Aspect Colour Light Signalling.

**2. DESCRIPTION OF STATION:**

**2.1 GENERAL (LOCATION):**

BAIGUDA (Code: BGUA) is a ‘B’ class station on the Koraput-Rayagada single line non electrified BG section of E.Co.Rly on ‘D’ special route. It is situated at KM 33.453 from Koraput and provided with centrally operated Domino type panel board.

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

a) Baiguda is situated between Damanjodi at south side at a distance of 14.553 KM and Kakiriguma at North side at a distance of 12.449 KM..

b) D.K.Stations : NIL.

c) IBH, IBS : NIL

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

For section BAIGUDA-DAMANJHODI the rear block section commences/terminates at UP Advanced Starter signal No. 11 and stretches upto Down Advanced starter of DMNJ. For section BAIGUDA-KAKIRIGUMA rear Block section commences/terminates at DN Advanced Starter Signal No. 12 and stretches upto UP Advanced starter of KKGm.

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**2.4 GRADIENTS:****a) FROM THE CENTRE OF STATION BUILDING TOWARDS DMNJ:**

CHAINAGE IN MTRS FROM CSB		STRECH	GRADE
FROM	TO		
0.000	182.494	182.494	1 in 400 Raising
182.494	457.90	275.406	1 in 2574 Raising
457.90	600.00	142.10	Level
600.00	1650.00	1050.00	1 in 100(C) Falling
1650.00	2300.00	650.00	1 in 123 Falling
2300.00	2510.00	210.00	Level
2510.00	2620.80	110.80	1 in 400 Falling
2620.80	3545.90	92.51	Level
3545.90	Into Section	--	1 in 100(C) Falling

**b) FROM THE CENTRE OF STATION BUILDING TOWARDS KKG M:**

CHAINAGE IN MTRS FROM CSB		STRECH	GRADE
FROM	TO		
000.00	623.026	623.026	1 in 400 Falling
623.026	890.00	266.974	1 in 106 Falling
890.00	1446.20	556.20	Level
1446.20	1813.80	367.60	1 in 100(c) Raising
1813.80	1915.50	101.70	Level
1915.50	2400.00	484.50	1 in 100(c) Falling
2400.00	3030.00	630.00	1 in 100(c) Raising
3030.00	Into Section	-	Level

**2.5 LAYOUT:**

Baiguda Station is provided with three running lines. Line 1 (1<sup>st</sup> loop) is having rail level passenger platform measuring 244 M x 6.4 M. Both loop lines are isolated from main line by means of over run lines and Sand Hump at both ends of loop.

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

This Station is provided with three running lines. Trains coming from Koraput and proceeding towards KAKIRIGUMMA are DOWN trains, whereas trains coming from KAKIRIGUMMA and proceeding towards DAMANJODI are UP trains.

Running Lines	CSL
Line No. 1	712 M
Line No. 2	687 M
Line No. 3	673 M

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**2.5.2 NON-RUNNING LINES AND THEIR CAPACITY IN CSR:****NIL****2.5.3 ANY SPECIAL FEATURES IN THE LAYOUT:****NIL****2.6. LEVEL CROSSINGS:****NIL****3. SYSTEM AND MEANS OF WORKING:**

- a) Trains are worked under absolute block system in accordance with GR 7.01(1) (a), 8.01(1) (a)&(c), 8.01(2) (b), 8.03(2)(a),(b),(c)&(ii), 14.01 to 14.07, 14.08(b), 14.09 to 14.11, 14.12, 14.13 and BWM Chapter-IV part I either direction..
- b) **BLOCK INSTRUMENTS:**  
Single line token less block instruments (Handle Type) are provided in the SM's Office for Section BAIGUDA-KAKIRIGUMA and BAIGUDA-DAMANJODI. The Station Master on duty shall operate the block instruments and maintain the Train Signal Register and other relevant records. Taking off of the last stop signal constitute the authority for the driver to proceed in to the block section vide GR 14.08(b)(iv). The Single Line Token Less Block Instruments are cooperative type. Double locking arrangements shall be adopted in which one key shall be in the personal custody of the SM on duty and the other key will be held by the ESM.
- c) **TRAIN WORKING AND MOVEMENTS OF TRAINS:**  
Movement of trains is regulated by the Section Controller on duty whose orders must be carried out provided they do not in any way contravene any G&SR, BWM, OM and SWR and any other safe working principles vide OM 2.14. In the event of suspension of control working, the station Master on duty shall work independently in conjunction with the Station Master of the adjacent block stations and shall be responsible of safe reception/dispatch of trains. He shall ensure that preference is given to important trains and at the same time without causing undue detention which occurs to other trains.
- d) **DOUBLE LOCKING ARRANGEMENTS:**  
Relay room is provided with two independent locks. One key of the lock is kept under personal custody of the SM on duty and the key of other lock with the Sectional Maintainer of S&T. Whenever required for usual maintenance or attending failure, the key in the custody of the SM shall be given to the maintainer and after completing the work the Maintainer shall lock the relay room and shall return the key to the Station Master. The details of the transaction should be properly, recorded in the relay room key register vide OM rule NO: 1.14.

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**4. SYSTEM OF SIGNALLING AND INTERLOCKING:****4.1**

- a) This station is of STD. IIR interlocking.
- b) The Station is provided with Multi Aspect Colour Light Signals with full-fledged Panel interlocking. The significance of the various combinations of the multi aspect colour light signalling are in accordance with GR 3.07[4] and 3.08[4] [b].
- c) All running line points in the yard are motor operated and are electrically detected by the relevant Home Signals, calling on Signals, shunt Signals and starters.
- d) Advanced starters are interlocked with respective Single line token less block instruments.
- e) The block instruments cannot be operated unless the respective Home Signal is in ON position.
- f) In case of emergency, Signal 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 cancellations.
- g) 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 for 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, to operate the Panel and provided with the 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 on duty. Details are explained in appendix 'B'.

**h) TRACK CIRCUITS AND AXLE COUNTERS:**

All the three running lines are provided with Berthing Track Circuits as

- 1). 1<sup>st</sup> loop line : L1T1, L1T2, L1T3
- 2). Main line : L2T1, L2T2, L2T3
- 3). 2<sup>nd</sup> loop : L3T1, L3T2, L3T3
- Point zone track circuits are also provided as 17/19AT, 17BT, 19BT, 18BT, 20BT, 18AT, 20AT.
- 1AT and 2AT are the track circuits of UP and down calling on signals respectively.
- 1T1 and 2T1 are the track circuits as first vehicle/Last vehicle tracks.
- 1T2 and 2T2 are the track circuits from trailing point to Advance starter.

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

Relay room is provided with two independent locks, key of one lock is under custody of SM on duty and the key of other lock is with the S&T maintainer. Whenever required by the maintainer the key should be handed over by the SM for the maintenance or to attend failure. After completion of the work the key shall be returned back to SM on duty after closing and locking the Relay room. The transactions shall be recorded in the relay room key register maintained at the station for this purpose.

**4.3 POWER SUPPLY:**

i) Normal power supply to the signalling installation is fed through integrated power supply system (IPS). IPS is normally fed through single phase state electricity supply.

ii) Standby power supply is through two D/Generators of the same capacity. One changeover switch is provided in the generator room for selection of output of any one of the generators. The available local / DG supply is fed to IPS through Auto changeover switch provided in IPS room.

**5. TELECOMMUNICATIONS:**

- a. Telephone attached to Single Line Token Less Block instrument connected to adjacent stations on either side.
- b. Electric communication equipment (Magneto phone) is provided for BGUA-DMNJ and BGUA-KKGM.
- c. The station is connected to KRPU-RGDA train control phone.
- d. The station is having VHF set.

**5.1 FAILURE OF COMMUNICATIONS:**

- a) SR 6.02.06 Rules shall be followed. Details of working are given in Appendix "B".
- b) In the event of failure of all communications SR 6.02.04 shall be followed.

**6. SYSTEM OF TRAIN WORKING:**

**6.1 DUTIES OF TRAIN WORKING STAFF:**

Movement of trains is regulated by the Section Controller on duty whose orders must be carried out provided they do not in any way contravene any G&SR, BWM, OM and SWR and any other safe working principles. In the event of suspension of control working the station Master on duty shall work independently in conjunction with the Station Master of the adjacent block stations and shall be responsible for safe reception/dispatch of trains. He shall ensure that preference is given to immediate trains without causing undue detention which occurs to other trains vide OM 2.14 & 2.24(a).

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**6.1.1 TRAIN WORKING STAFF:**

Dy. Station Supdt / SM	1
Station Masters / ASM	1
TPM/TP	2
SCLM	1

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

**6.1.2 RESPONSIBILITY FOR ASCERTAINING CLEARANCE OF THE LINE AND ZONES OF RESPONSIBILITY:**

Station Master is solely responsible to ascertain clearance of line from Home upto Adv. Starter on concerned lines by indication on panel.

Sufficient Private Number books and identification number sheets in sealed covers shall always be kept in stock by SM under lock and key by maintaining register for this purpose.

**6.1.3 ASSURANCE OF STAFF IN ASSURANCE REGISTER:**

Any staff before taking of independent charge of duties connected to train working or any staff who is away from his duty for the period of 15 days or more shall sign in the Assurance Register in token having understood the contents. However, in the event of any corrections or modification in the SWR is involve, the assurance of all the staff who ever is entrusted the work of train passing duty shall be obtained a fresh in the assurance register by the in-charge of the station before they are allowed to work vide SR 5.01.02.

**6.2 CONDITIONS FOR GRANTING LINE CLEAR:**

- a) The line shall not be considered clear and line clear shall not be granted to an UP train unless.
- b) The whole of the last preceding UP train has arrived complete inside the outer most facing point at North end.
- c) Home signal 1A/B/C is put back to on.
- d) The line is clear upto DN adv starter No. 12.
- e) The line shall not be considered clear and line clear shall not be granted to a DN train unless.
- f) The whole of the last preceding DN train has arrived complete inside the outer most facing point at South end.
- g) Home signal 2A/B/C is put back to on.

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- h) The line is clear upto UP adv starter NO. 11.
- i) If the light of the reception signal is found not lit up, line clear shall not be granted for a train till such time it is ensured that the concerned Driver is notified of the fact in writing by the Station Master of the station to which such line clear is to be granted.
- j) The Station Master on duty is responsible to nominate clear a 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 GR 3.40(1)(b) and 3.40(3)(b).
- k) The clearance of the running line for the reception of the train is to be verified by the Station Master on duty by verifying panel indication on the panel board.

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

- a) In case of failure of track circuits, the clearance of the nominated line has to be ensured physically before admitting a train.
- b) For receiving UP and DN trains on 1<sup>st</sup> loop and on 2<sup>nd</sup> loop, the clearance of Over run line should be ensured even though the Over run line falls in the trailing direction.

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

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

**6.2.1.2 RECEPTION OF TRAIN ON BLOCKED LINE:**

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

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

Not Applicable

**6.2.1.4 DESPATCH OF TRAIN FROM NON-SIGNALLED LINE:**

Not Applicable

**6.2.1.5 DESPATCH OF TRAIN FROM LINE PROVIDED WITH COMMON STATER SIGNAL:**

Not Applicable

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

- a) Shunting in the face of an approaching train is prohibited.
- b) Hand shunting is prohibited at this station.
- c) Fly shunting is prohibited.
- d) Shunting shall not be permitted at this station unless the engine in leading towards the falling gradient.

**SPECIAL INSTRUCTIONS:**

- a) For receiving UP/DN train on Line No. 1&3, the clearance of over run line should be ensured even though the over run line falls in trailing direction.
- b) The over run line should not be used for stabling of vehicles or harbouring an engine with or without vehicles attached.
- c) After any non-signalled move has taken place over Motor operated point/points, whether in the facing or in trailing direction the Station Master on duty shall operate point/points to normal and the reverse settings for the purpose of testing the points. After the SM has ensured that indications regarding the normal and reverse setting are correctly available then only further movements may be permitted over the points in the yard.
- d) In case of failure of track circuits, the clearance of the concerned line should be ensured physically before a train is piloted IN over that line.
- e) SR 5.23.01 shall apply at this station for securing of vehicles.

**6.3 CONDITIONS FOR TAKING 'OFF' APPROACH SIGNALS:**

- (a) **Conditions:** Conditions for taking 'OFF' approach signals are governed by GR.3.40(1)(b), 3.40(2)(b), 3.40(3)(b) and relevant SR's there to.
- b) **Reception of trains:** Reception of trains is governed by the relevant rules laid down in GR.3.36, 3.38, 3.40, 3.49, 3.43, & 4.17 and SR thereto and other relevant provisions of G&SR, BWM, OM and SWR shall be followed.
- c) **Adequate Distance:** To take off the home signal for admission of a train the adequate distance as mentioned below shall be kept clear in terms of GR 3.40.(3)(b) and SR thereto.

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CLEARING OF ADEQUATE DISTANCE				
LINE NO.	UP TRANS		DOWN TRAINS	
	FROM	TO	FROM	TO
LINE NO. 1 (1 <sup>st</sup> Loop)	UP Starter No. 7.	End of Over run line or UP Advanced starter Signal No. 11	DN Starter Signal No. 8.	End of Over run line or DN Advanced starter Signal No. 12
LINE NO. 2 (Main Line)	UP Starter Signal No. 9.	UP Advanced starter Signal No. 11	DN Starter Signal No. 10.	DN Advanced starter Signal No. 12
LINE NO. 3 (2 <sup>nd</sup> Loop)	UP Starter No. 5.	End of Over run line or UP Advanced starter Signal No. 11	DN Starter Signal No. 6.	End of Over run line or DN Advanced starter Signal No. 12

- d) **Stopping of Shunting Operations:** The Station Master on duty shall ensure that all shunting on non isolated line is suspended and shunting authority issued to such operation is withdrawn and kept in his possession vide GR 5.13 and SR 5.13.02 before receiving a train on non-isolated line.
- e) **Putting Back Signals:** UP and DN home signals, Starters, Advanced Starters as the case may be, will go back to ON position after the occupation of the track circuits ahead of the respective signal. The same applied in case of calling on signals also. SM on duty shall send TRAIN OUT OF BLOCK SECTION report to the station in rear in terms of GR 14.10 and SR 4.17.01.

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

- i.) Station Master should ensure that the signal is put back to 'ON' after passage of train as per GR 3.36(2)(b).
- ii.) If the departure signal once taken "off" for a train has to be put back to 'ON' on single line section before changing the route or allowing any other movements the "Authority to Proceed" if any, handed over to the Loco Pilot must be withdrawn as per SR 3.36.02(b)(i). before changing the point or advised of the change in writing and his acknowledge obtained. There after the Loco Pilot and staff deputed shall immediately exhibit stop hand signal to the Station Master as per SR3.36.02(b)(ii).

**6.4 SIMULTANEOUS RECEPTION/DESPATCH, CROSSING AND PRECEDENCE OF TRAINS:**

- A. According to the existing inter locking at this station the simultaneous reception and dispatch of trains are permitted as stipulated below.

a) Reception of an UP train on line No. 1 (1 <sup>st</sup> loop) setting line to over run line	AND	a) Dispatch of another UP train from Line No. 2 or 3. Or b) Reception of DN train on line No. 3 setting line to over run line.
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b) Reception of an UP train on line No. 3 (2nd loop) setting line to over run line	AND	a) Dispatch of another UP train from Line No. 1 or 2. Or b) Reception of DN train on line No. 1 setting line to over run line.
c) Reception of a DN train on line No. 1 (1 <sup>st</sup> loop) setting line to over run line	AND	a) Dispatch of another DN train from Line No. 2 or 3. Or b) Reception of UP train on line No. 3 setting line to over run line.
d) Reception of a DN train on line No. 3 (2nd loop) setting line to over run line		a) Dispatch of another DN train from Line No. 1 or 2. Or b) Reception of DN train on line No. 1 setting line to over run line.

**B. CROSSING OF TRAINS:**

In addition to the normal provision of reception and dispatch of trains, rules laid down in SR 3.47.01 and SR 3.51.06 shall be followed.

At this station, the interlocking does not permit setting of Outer most trailing points against the incoming stopping train during crossing of trains except in case of simultaneous reception.

**C. ADMISSION OF TRAINS ON OBSTRUCTED LINES:**

Whenever trains are to be admitted on obstructed line, calling on signals may be taken off vide GR 5.09(2)(a), taking all precautions vide G & SR 5.09. In the event of failure of Calling On signal train shall be admitted on a written authority on form T/509 vide GR 5.09(2)(c)

**6.5 COMPLETE ARRIVAL OF TRAINS:****FOR STOPPING TRAINS:**

To verify intact arrival of a stopping train the SM on duty shall send "Train arrival Register" through TPM on form no.T-1410. The guard of the train after satisfying himself that the train has arrival complete and standing clearing fouling board shall put his signature as an assurance in the "Train Intact Arrival Register" on formal No.T-1410. The TPM after getting Guard's signature shall confirm the intact arrival of the train and clearance of the fouling mark to the SM on duty on portable telephone supported by a Private Number, or by carrying the intact arrival register to the Station whichever is earlier. On getting the assurance over phone or on getting the intact register from TPM regarding intact arrival of the train the SM on duty any close the Block section and may take line clear or grant line clear as the case may be and allow a train vide SR 4.14.01(e)(iii) and (iv).

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**FOR THROUGH TRAINS:**

- a. For run through trains the responsibility of verifying the complete arrival shall devolve on the Station Master on duty by verifying the LV board or trail lamp vide SR 4.17.01(a).

**6.6 DISPATCH OF TRAINS:**

- a) Dispatch of trains is governed by the provisions of GR. 3.42 and SRs 3.36 .04(b), 3.42.04; 3.42.01(a) and BWM 2.07(5)(a)(e)(f) & (g) and other relevant provisions of G & SR, BWM and SWR.

**b) OBTAINING LINE CLEAR SETTING AND LOCKING ROUTE AND TAKING OFF DEPARTURE SIGNALS:**

The SM on duty after obtaining line clear for the INTENDED train, shall first suspend all non-isolated shunting and shall withdraw the shunting authority issued earlier and shall keep in his possession SM shall ensure setting and locking of the line and shall than take off the departure signals.

**c) TRAIN ENTERING BLOCK SECTION:**

The SM on duty after verifying that the train has passed past the advanced starter signals shall send the Train Entering Block Section Signals vide BWM 2.07.5(a).

**d) ISSUE OF CAUTION ORDERS:**

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

**6.7 TRAINS RUNNING THROUGH:**

- a) 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.
- b) Reception and Dispatch signals shall be taken "OFF" as per the sequence given vide SR 3.42.02(a)(iv), SR 3.42.03 and SR 3.42.04.
- c) In every case in which trains are permitted to run through on a non-isolated line all shunting shall be stopped and no vehicle-unattached to an engine or not properly secured in accordance with GR5.83 may be kept standing on a connected line witch is not isolated from the through line vide GR 4.11(2).
- d) SS/SM on duty shall see the last vehicle of every train passing through at Station with a board or lamp or such other device vide GR 4.16 SR 4.17.01(a).

**6.8 WORKING IN CASE OF FAILURE:  
DEFECTIVE TRACK CIRCUITS**

SS/Dy. SS shall follow procedure laid down in SR 3.68.01(e).

**DEFECTIVE POINTS**

Procedure prescribed in SR 3.68.01(e) and relevant SRs shall be followed.

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**DEFECTIVE AXLE COUNTERS**

Detailed procedure laid down in GR 3.68.01 (e) shall be followed.

**FAILURE OF SIGNALS AND INTERLOCKING**

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

**6.9 PROVISIONS FOR WORKING OF MOTOR TROLRIES / MATERIAL TROLRIES:**

Motor trolleys shall be worked as per GR 15.25 and SR thereto, BWM 5.11(1)(2), 5.12, 5.13,5.14(2)(a) and circulars and orders issued from time to time. Material lorries shall be worked as per GR 15.27 and SRs thereto and in accordance with the provisions of Block Working Manual.

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

**7. BLOCKING OF LINE:**

a) A clear remark in RED ink shall be made immediately in the train signal register indicating time and number of running line on which vehicles are stabled. A record thereof shall be made in the station diary also vide SR 5.23.01(a). The same shall be acknowledged by the reliever.

**b) USE OF REMINDER COLLARS:**

SM on duty whenever a running line is blocked for any reason, shall place REMINDER COLLARS on the concerned Home signal and point button.

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

Loading / unloading of goods from the vehicles on running lines except smalls is normally prohibited unless permitted by DOM vide SR 5.19.01.

**d) SECURING OF VEHICLES:**

The rules laid down in GR 5.23, SRS 5.23.01,3.01.06 and 933 shall be followed.

**NOTE:** Special care must be taken to secure special type wagons provided with roller bearing as they are liable to roll down easily vide OM 7.03.

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

Detaching of vehicles on running lines is normally prohibited. "However any vehicle is detached on running lines under unavoidable circumstances such rolling stock shall be placed opposite to the Station Master's Office as far as possible and shall be properly secured vide GR 5.23 and SR 5.23.01(d).

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**8. SHUNTING:****8.1 GENERAL PRECAUTIONS :**

The rules laid down in GR 3.46, 3.52 to 3.56, 5.13, 5.14, 5.16 to 5.23, 8.05, 8.06, 8.14 and 8.15 with relevant SRs and OM 7.01,7.07,7.08, 5.15(1)(B) and 5.1(2)(B) shall be followed.

For any non-signalled movement, the Dy S.S/S.M. on duty shall ensure clearance of crossover through the indication on the panel and the person who supervises such shunting shall also confirm it to SM on duty over goomty phone supported by private number.

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

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

**8.3 PROHIBITION OF SHUNTING - SPECIAL FEATURES:**

- a) Hand shunting is prohibited at both ends of the yard.
- b) Fly shunting is prohibited at both ends of the yard.
- c) Shunting in the face of an approaching train is strictly prohibited.
- d) 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 SR 3.23.01(b).

**8.4 SHUNTING ON SINGLE LINE:**

- i) Within Station section: Governed by GR 8.10.
- ii) Within last stop signal and opposite first stop signal: Governed by GR 8.12.
- iii) Beyond opposite first stop signal: unless the line is blocked back, the line outside the first stop signal shall not be obstructed vide GR 8.13.
- iv) During failure of block instrument: Block track messages shall be exchanged between station master at either end of such section which is intended to be obstructed supported by private number. Both the station masters shall fix line block labels on block instruments and shall continue shunting.

**8.5 SHUNTING ON DOUBL LINE:**

Not Applicable

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

- a. While performing shunting in the goods shed siding proper written shunting authority on form No. T/806 shall be given to the train staff. The relevant provisions of GR 5.14 and SRs thereto shall be meticulously followed.
- b. All signal movements in the yard either of train or an engine with or without vehicles shall be, from one stop signal to the next stop signal and no half way movements are permitted and when such movements are unavoidable, it

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should be taken as non signalled move and precautionary measures should be taken such as clamping and padlocking of points on the route both interlocked and non-interlocked points including derailing switches whether directly or locally operated with or without locks according to GR 5.05 and 5.14.03.

9. **ABNORMAL CONDITIONS:**

(Procedure to be followed for working trains during abnormal working).

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

- i) During partial interruption/failure of electrical communication instruments SR 6.02.06 shall be followed.
- ii) The authority to proceed in the occupied block section in case of obstruction of line or accident etc is T/A-602 and SR 6.02.05 shall be followed.
- iii) Trains delayed in the block section: GR 6.04 and relevant SRs shall be followed.
- iv) Failure/ passing of IBS signed in ON position: Not applicable.
- v) Failure of Axle Counter Block/BPAC : Not applicable.
- vi) Failure of MTRC: Not applicable.

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

- i) Procedure for operation of points by means of crank handle: In the event of failure of operation of points through panel, it is inevitable to operate manually by means of crank handle as per the procedure mentioned in Appendix – B.
- ii) Procedure for operation of point in the event of failure of point zone track circuit: The procedure of operation as mentioned in Appendix – B is to be followed.

c) **CERTIFICATIONS OF CLEARANCE OF TRACK BEFORE CALLING ON SIGNAL OPERATION IS INITIATED.**

In the event of failure of track circuits of berthing portion of the line and before calling on signals is initiated, it is essential that the station master on duty is to verify the entire berthing portion for clearance of line.

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d) **REPORTING FAILURE OF POINTS, TRACK CIRCUITS/AXLE COUNTERS AND INTERLOCKING.**

- i) Whenever a failure of track circuits/Axle counter is occurred, SM on duty is to advise the signal maintainer immediately through a memo under clear acknowledgment and after rectification, the memo to this affect to be obtained from signal maintainer.
- ii) Such failures are to be recorded in the signal failure register, SM's diary, TSR and urgent order book.

9.1 **TOTAL FAILURE OF COMMUNICATIONS:**

In the event of total failure of communications trains shall work as per SR 6.02.04.

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

Not Applicable

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

To assist the crippled train locomotion may be sent on the authority of T/A – 602 as per provision in SR 6.02.05.

10. **VISIBILITY TEST OBJECT:**

The signal lights of UP starter signal No.7 and DN starter signal No. 8 of Line No. 1 during day and night are the visibility Test objects vide GR.3.61(2)(b)(iii).

11. **ESSENTIAL EQUIPMENT AT THE STATION**

The detailed list of essential equipment to be maintained at the station in good working order vide O.M.20.01(11) is given in Appendix-E of the SWR.

12. **FOG SIGNAL MEN TO BE CALLED IN CASE OF FOG:**

In Foggy or tempestuous weather train shall be worked as per the rules laid down in GR 3.61 and 3.64 with relevant SRs.

13. **APPENDICES:**

APPENDIX 'A'	Working of level Crossing gates.
APPENDIX 'B'	System of signalling and interlocking and Telecommunications
APPENDIX 'C'	Anti Collision Device (Raksha Kavach).
APPENDIX 'D'	Duties of Train Passing Staff and Staff in each shift.
APPENDIX 'E'	List of Essential equipment provided at the Station.
APPENDIX 'F'	Working of DK stations, halts, IBH, IBS and outlying sidings.
APPENDIX 'G'	Rules for working of trains in electrified section.
APPENDIX 'H'	Rules for working of private sidings.

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**CERTIFICATE**

NOTHING IN THESE RULES SHALL BE READ AS CANCELLING, AMENDING OR MODIFYING ANY GENERAL AND SUBSIDIARY RULES, BLOCK WORKING MANUAL AND ;OPERATING MANUAL. THESE RULES CANCEL ALL PREVIOUS STATION WORKING RULES.

**APPLICATION**

THIS ISSUE OF WORKING RULES CANCELS ALL STATION WORKING RULES OF BAIGUDA STATION ISSUED PREVIOUSLY AND SHALL BE BROUGHT INTO USE FROM.

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**APPENDIX 'A'**  
**WORKING OF LEVEL CROSSING GATES**  
**BAIGUDA STATION**

**NIL**

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

**APPENDIX 'B'**  
**SYSTEM OF SIGNALLING AND INTERLOCKING AND**  
**TELECOMMUNICATIONS**

**BAIGUDA STATION**

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

**1. BRIEF DESCRIPTION OF THE SIGNALLING AND INTERLOCKING INSTALATION:**

This is a 'B' Class Station with Standard-IIR interlocking (with isolation). The 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 multi aspect colour light signalling. The Single Line Token Less Block Instrument type SLBI is provided in the SM panel room for section BAIGUDA-KAKIRIGUMA and BAIGUDA-DAMANJODI.

**1.1. DISCRIPTION 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 either direction.

**1.2. POINT BUTTONS:**

Each point is provided with Push button (Black in colour) for individual operation of Points. For operation o f 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 white steady strip on reverse point zone is provided on the panel for actual layout.

**1.3.** 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.

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

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

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**APPENDIX 'B'**

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

**1.7. OPERATION OF POINTS:**

Points are operated to normal or reverse by pressing individual point button in conjunction with the point group button. There by the white strip indication on normal point zone or reverse point zone as the case may be start flashing till the points are set to normal or reverse position and locked. Then the white steady strip indication on normal point zone or 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.

2. In the event of the point could not be set in the desired position, the said points are to be checked by the Station Master on duty according to G&SR 3.68.01(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 line No. 1 & main line at KKGGM end.
2	19	Black	Cross over point between line No. 3 & main line at KKGGM end.
3	18	Black	Cross over point between line No. 1 & main line at DAMANJODI end.
4	20	Black	Cross over point between line No. 3 & main line at DAMANJODI end.
5	Point Group button (Normal)	Black with Red dot	Common button for normal operation of points
6	Point Group button (Reverse)	Black with Red dot	Common button for reverse operation of points

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**APPENDIX 'B'****3. SIGNAL BUTTONS:**

SL. NO.	BUTTON NO.	COLOUR	DESCRIPTION
1	C1	Red with white dot	UP calling 'ON' signal for Line no. 1,2 & 3
2	S1	Red	UP Home signal for Line no. 1,2 & 3
3	C2	Red with white dot	DN calling 'ON' signal for Line no. 1, 2 & 3
4	S2	Red	DN Home signal for Line no. 1,2 & 3
5	S5	Red	UP starter for line no. 3
6	S6	Red	DN starter signal for line no. 3
7	S7	Red	UP starter for line no. 1
8	S8	Red	DN starter for line no. 1
9	S9	Red	UP main starter for line no. 2
10	S10	Red	DN main starter for line no. 2
11	S11	Red	UP Advanced starter
12	S12	Red	DN Advanced starter
13	SH3	Yellow	Shunt signal for line no 1,2 & 3
14	SH4	Yellow	Shunt signal for line no 1,2 & 3

**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. ROUTE BUTTONS:**

Route buttons are provided separately on each running line on the panel for indication of route (Viz. L1-UN, L1-UN1, L2-UN, L3-UN, L3-UN1). Common route buttons are also provided for taking off starter 1TI UN, 2T1 UN. For clearing the signal, it is necessary to operate the signal button and the concerned route button concurrently.

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**4.1 DESCRIPTIONS OF ROUTE BUTTONS:**

SL. NO.	BUTTON NO.	COLOUR	DESCRIPTION
1	L-1 UN	White	Common route button for UP and DN Home signal and Calling-On signal for line no. 1 setting overlap on main line.
2	L-1 UN 1	White	Common route button for UP and DN Home signal and Calling-On signal for line no. 1 setting overlap on over run line and for shunt movement.
3	L-2 UN	White	Common route button for UP and DN Home signal and Calling-On signal for line no. 2 setting overlap on over run line and for shunt movement.
4	L-3 UN	White	Common route button for UP and DN Home signal and Calling-On signal for line no. 3 setting overlap on main line.
5	L-3 UN 1	White	Common route button for UP and DN Home signal and Calling-On signal for line no. 3 setting overlap on over run line and for shunt movement.
6	1T2 UN	White	Common route button for DN starters 6, 8 and 10.
7	2T2 UN	White	Common route button for UP starters 5, 7 and 9.
8	11 UN	White	Route button for UP advanced starter.
9	12 UN	White	Route button for DN advanced starter.
10	Group (Trans)	White with black dot	Common Trans button for crank handle.
11	Group Released	White with black dot	Common released button for crank handle.

**5.0 POWER FAILURE INDICATION/BUZZER AND POWER ACKNOWLEDGEMENT:**

Power supply to the signalling installation is through integrated power supply system. The IPS is normally fed through single-phase state electricity supply. The stand by power supplies is through 2 Nos. of diesel generators of same capacity. One change over switch is provided in the generator room for selection of out put of any one of the generators. The available local/DG supply is fed to the IPS through auto-change over switch provided in IPS.

In the event of failure of the local power supply the SM on duty shall start one of the Diesel Generators and keep the changes over switch of the generators towards the operated generator. The power supply of D.G. set is fed to the auto changeover switch provided in IPS. Through auto changeover switch the DG set power supply will be extended to the IPS.

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**APPENDIX 'B'**

Normal state electricity supply is fed to IPS through auto changeover and as soon as state electricity supply is failed and the Generator is started, the generator power supply is switched over to IPS. When the state electricity supply is restored the generator shall be stopped by the SM on duty. The IPS system is connected with battery for safe working during transition of power. Remote monitoring ASM console for IPS is provided at SM's office, which will give the following instructions.

	<b>Instruction</b>	<b>Condition</b>	<b>LED Indication</b>	<b>Remarks</b>
A	Run Get Set	50% DOD	Red	Auto/ Visual alarm. Alarm shall be acknowledged by SM on duty
B	Emergency start Generator	60% DOD	Red	-do-
C	System shut down	70% DOD	Red	Signal feed cut off and all DC-Dc converters to work. Audio alarm will continue till Generator is started.
D	Call S&T Staff	Equipment fault	Red	Failure of any module will give the alarm is ASM's panel. Alarm shall be acknowledged by SM on Duty for audio cut off.

In the event of failure of Remote monitoring ASM console due to any reason when local power is failed the SM on duty shall start D.G. Set immediately. In case "call S&T staff" or "System shut down" is appears on the remote monitoring panel of IPS and / or malfunctioning of the Remote monitoring panel SM on duty shall inform the same to concerned S&T staff immediately.

**5.1 SIGNAL LAMP FAILURE INDICATION (RED SIGNAL LAMP MUTTING 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. The Station Master on duty shall press the signal lamp/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 flashed and sounds buzzer. Station Master on duty shall resort the similar operation of signal lamp/point failure Ack button as explaining above. Whenever main filament is fused, Station Master on duty shall immediately send message to JE/ESM for rectification.

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**APPENDIX 'B'****5.2. BUTTON HELD INDICATION WHITE/BUTTON BUZZER WHITE WITH RED DOT:**

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

**6. TRACK CIRCUITS:**

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 Track (FVT) are provided near Home and advance starter signals for their automatic replacement release of block instruments. In addition 90 mts rail length track circuits are provided in read of UP and DN home signal for control of calling on signal indication panel is 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 Advance Starter is clear of any obstruction (which includes point zones track circuits) before he takes off departure signals.

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

Crank handle key of point machine is inter locked with the signalling and inter locking system at this station and the crank handle key of point machine which is normally locked up in the RKT instrument at the East and West location can be taken out when the signals for the connected route, are in the normal position and the route is not locked for any reason. Even when the route is locked the crank handle key of point machine can be extracted from the RKT through emergency operation by pressing crank handle key of point machine button along with Group Trans button. The release can be affected by pressing the push button for its release 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 or a tower wagon, in indication of the occupancy of the track it is necessary that the station master on duty satisfied himself that the said vehicle/ vehicles has/have cleared the point zone track circuits by observing the track indication of the tracks on either side of the cross over by positively checking of the ENTRANCE and EXIT track circuit are showing occupancy and clearance in accordance with the train movement.

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**APPENDIX 'B'****7. STATION MASTER'S KEY:**

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

**8. EMERGENCY OPERATIONS:**

The following are the instructions for Emergency operations.

**8.1 CANCELLATION BUTTON OR VEEDER COUNTER:**

For the purpose of the emergencies operations there is an emergency Route cancellation and also there is a veeder counter for counting emergency operations involving the concurrent operation of the emergency route cancellation button. The station master on duty must press the emergency route button along with concerned signal button for which emergency route releases is required. A yellow indication will appear below the signal indicating that the timer has started operation and after lapse of 120 seconds. The desired route will be released provided all other conditions are favourable for the route release.

**8.2** The numbers on the veeder counter register the number of operations performed for such emergency cancellation and 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 detailed operation instructions are as follows:

**8.3 CANCELLATION OF UNINTENDED LOCKING OF POINTS:**

Whenever there is an unintended locking of 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 at the counter of the panel) and the concerned signal button provided the track circuits are clear and are in working condition. This operation is counted on the veeder counter/counter as already pointer out.

**8.4 CANCELLATION OF LOCKING OF ROUTE AND POINTS AFTER THE SINGAL HAS BEEN PUT BACK TO 'ON':**

**OR**

**THE SINGAL HAS GONE BACK TO ON EITHER AFTER THE MOVEMENT OF THE TRAIN IS 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 warranted 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.

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**APPENDIX 'B'****9. 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 any reason on the other after passage of the train, it is necessary to take recourse to the following emergency operations.

- a). Firstly, it must be ensured that the signal and signal buttons are in normal position
- b). Operation as detailed in para 8.1 to be followed..

**10. EMERGENCY OPERATIONS OF POINT (IN CASE OF POINT ZONE TRACK CIRCUIT FAILURE):**

The Station Master on duty can operate points from panel in case of point zone track circuits 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 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. During the initiation on RED indication will appear above the emergency operation button. This operation will be registered in and emergency point operation counter placed above the emergency point operation button.

**11. INTERLOCKING OF SIGNALS:**

- 11.1 All running line points are fitted with point machine and are electrically detected by the relevant Home signals and starters.
- 11.2 Advanced starters are interlocked with respective Single line token less block instrument in TRAIN GOING TO position.
- 11.3 Home signals are interlocked with respective Single line token less block instrument. The Block instruments cannot be made to normal unless the respective Home signals are in Normal position.
- 11.4 Signals once taken OFF can be put back to ON 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's key.

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**APPENDIX 'B'****12. 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, key of one lock shall be kept with the Signal Maintainer of the section and the key of the other lock with Station Master on duty. The relay room cannot be opened unless both keys are used.
- 12.2 The Station Master shall ensure that the Relay Room key is given to 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 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.

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

- 13.1 The regular maintenance of S&T installations and adherence to the schedules of maintenance is also the mandatory schedules of testing of points, track circuits, signal lever machines, 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 of those installations at BAIGUDA Station.
- 13.2 The tests, checks and replacements etc. including overhauling shall confirm to the schedule of maintenance as indicated in the signal engineering manual as also in the current and extent instruction / circulars on the subject.

**14. PROCEDURE TO BE FOLLOWED IN CASE OF FAILURE OF A SIGNAL AND INTERLOCKING INSTALLATIONS:**

Whenever there is a failure of points, track circuits, signals, Axle counters or any other interlocking gears 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 Engineer of the Section along with others as per G& SR 3.51.04 and 3.68.04 and document all such transactions.

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

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

**14.2 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 reconnection memo detailing rectification and it is only after the Station Master of duty has personally checked this defective gear and is satisfied that it is in good and proper working order, he shall resume the normal working of the said defective gear in terms of SR 3.64.04 (c) and (d).

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**APPENDIX 'B'****15. PROCEDURE FOR CARRYING OUR PLANNED MAINTANANCE WORK:**

However any normal maintenance or special works for heavy renewals etc., are involved. These works should be pre-planned by the signal & Telecommunication field staff and the Inspector of the section should give to the Station Master in writing "Advance Intimation" about this planned work in terms of GR 15.08.01.

**16. EMERGENCIES:**

Notwithstanding anything contained in above said Para Nos. 14 and 14.1 and 14.2, when a gear is found to be defective and unsafe for passage of trains, the Signal and Telecom. Staff shall at once suspend the working of such gear and the associated installation and issue a "Suspension Memo" explaining the seriousness of the defect or damage to the interlocking installation to the Station Master and obtain SM's acknowledgement. After this, the usual practice of issuing disconnection memo and reconnection memo can follow and the Station Master must promptly act on such messages and take adequate precautions treating the S&T installations as defective and pass trains over the affected interlocking gears according to extant instructions as contain in GR 3.77 AND SR thereto.

**17. LIGHTING OF SIGNAL LAMPS AND THEIR MAINTENANCE:**

The Station Master on duty at every shift must also ensure from the Panel Board that all the signals lights are burning properly and brightly. This fact must also be recorded in the diary under a separate entry and confirm to the section controller on duty as per instruction contained in Divisional Safety Circular No. 82/82, Dated 2.5.82 and GR 3.49(3) and SR thereto.

**18. CORRECTING TIME IN STATION CLOCK:**

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

**19. NORMAL POWER SUPPLY AND STAND BY POWER SUPPLY:**

The Station works on 230 Volts power supply from State Electricity Board. The standby power supply is from the D.G set.

**19.1 NORMAL POWER SUPPLY-MAINTANACNE 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 sources [at 230V-50Hz]. The Station Master must however, maintain the record of the power failure of the local supply and he must promptly report the failure to the Section controller and the concerned Electrical and S&T maintenance staff.

**20. WORKING OF POINTS – POSITION OF POINTS:**

The normal position of all points shown in the Station Working Rule Diagram No. SI/WRD 11190 Alt-'A' and also in the mimic indication panel provided in the Station Masters office.

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**APPENDIX 'B'**

- 20.1 All crossover 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 the Station Master's office.
- 20.2 The operation and indication of the points and their route locking over them is already explained in earlier paras of Appendix-B.
21. **PROCEDURE TO BE FOLLOWED IN CASE OF FAILURE OF SIGNAL POINTS AND USE OF EMERGENCY CRANK HANDLE:**
- 21.1 Whenever a Signal or a Point become defective, any movements over the Points on the running lines should be made after clamping and padlocking both the facing and trailing Points by Station Master on duty personally for all trains at Station.
- 21.2 In case of failure of Signal or a Point and in case the Point can not be operated from the Panel, the emergency Crank Handle which is interlocked with the system has to be extracted and the following procedure has to be observed.
- 21.3 The crank handle key can be extracted from concerned point crank handle RKT provided at location by pressing common trains button along with conceded crank handle button. After setting the point by crank handle the key will be inserted again into the concerned crank handle RKT and will be turned. Key indication will appear on panel and the SM has to press the common receive buttons along with concerned crank handle button for further normal operations.
- 21.4 The case of failure of Motor Operated Points should be promptly reported to the concerned Signal Inspector/ESM for immediate rectification.
- 21.4.1 Whenever an emergency Crank handle is required to be used by a Signal Official for maintenance of work attending to failure, the Signal Official will give a disconnection memo to the Station Master on duty and after making necessary entries in the emergency Crank Handle register, the Station Master on duty ;will obtain acknowledgement of the Signal Official in the emergency Crank Handle Register and then handover to him the emergency Crank Handle for the Points concerned. All the concerned Points will be treated as defective till the Emergency Crank Handle is returned back to the Station Master on duty.
- 21.4.2 Emergency release of crank handle after the lapse of 120 sec., in case of emergency release of crank handle during any of the route remains locked.

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**APPENDIX 'B'**

**21.5** Both parting with the emergency crank handle either for attending failure or for Maintenance work by Signal Maintenance Officials, the Station Master 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 SR's. The Station Master on duty will be personally responsible for setting and locking of Points, for reception and dispatch of all trains.

**21.5.1** The Emergency Crank Handle Register is to be maintained in the following Performa by the Station Master on duty wherein the particulars of usage of the Emergency Crank Handle must be recorded.

1. Date
2. Point Number, which failed or required to be tested.
3. Time of failure:
4. Disconnection memo number received from S&T staff:
5. Signature of SM/Signal official to whom the Emergency Crank Handle is handed over.
6. Time Emergency Crank Handle is sent out.
7. Individual Point numbers, and Line number nominated for admission or dispatch for which Points are set, Clamped and Padlocked.
8. Train number to be admitted or dispatched
9. Signature of the SM on duty to ensure correct setting, Clamping and Padlocking of the points,
10. Date & Time fault rectified.
11. Time of Emergency Crank Handle is received back by SM on duty.
12. Signature and Designation of the Signal Official who rectified the fault.
13. Remarks.

**22. INTERLOCKING OF SIGNALS WITH BLOCK INSTRUMENTS:**

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**APPENDIX 'B'****22.1 INTERLOCKING WITH HOME SIGNALS:**

All the UP and DOWN Home signals are Electrically interlocked with the respective Single Line Token Less Block Instrument so that before the handle of the instrument can be turned from TRAIN COMING FROM position to LINE CLOSED position, all the switches controlling the Home Signals of UP or DOWN direction as the case may be must be in their NORMAL position.

**22.2** The UP and DOWN Advanced Starter Signals are Electrically interlocked with the respective Single Line Token Less Block Instrument so that these signals can not be taken OFF until the Handle of the concerned Block Instrument is in TRAIN GOING TO position.

**22.3 SUSPENSION OF LAST STOP SIGNALS:**

When the Token Block Instrument is suspended with its handle in TRAIN GOING TO position for whatever reason the concerned Last Stop Signals controlled by the Single Line token Block Instrument must be treated as suspended and trains shall be Piloted Out.

**23. BURNING OF SIGNAL LIGHTS:**

The Station Master of 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 cannot be kept burning the Station Master on duty shall before giving LINE CLEAR initiate action in accordance with the procedure prescribed in GR 3.68 to 3.71 and relevant SR's vide GR 3.49(4).

**24. TELECOMMUNICATIONS:**

- 1). Telephone attached to Single Line Token Less Block instrument connected to adjacent stations on either side.
- 2). Electric communication equipment (Magneto phone) is provided for sections BAIGUDA-KAKIRIGUMA & BAIGUDA-DAMANJODI.
- 3). The station is connected to KRPU-RGDA train control phone.
- 4). Telephone connected to CH Locations at either end.
- 5). VHF 25 watt set.

**25. FAILURE OF COMMUNICATIONS – FAILURE OF BLOCK INSTRUMENTS:**

- 1). In the event of suspension / failure of Single Line Token Less Block instrument line clear transaction shall be made on block telephone attached to Single Line Token Less Block instrument exchanging identification number and supported by a Private number vide SR 6.02.06(1)(a).

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- 2). In the event of. suspension / failure of Single Line Token Less Block instrument and Block telephone attached to Single Line Token Less Block instrument line clear transaction shall be made on station to station Magneto phone exchanging identification number and supported by a Private number vide SR 6.02.06(1)(a).
- 3). In the event of. suspension / failure of Single Line Token Less Block instrument, telephone attached to Single Line Token Less Block instrument and station to station magneto phone, line clear transaction shall be made on control telephone exchanging identification number and supported by a Private number vide SR 6.02.06(1)(a).(C).
- 4). In the event of. failure of all communications trains shall be worked in terms of SR 6.02.04.

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**EAST COAST RAILWAY**  
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**APPENDIX 'C'**

**BAIGUDA STATION**

**ANTI COLLISION DEVICE (RAKSHA KAVACH)**

NOT APPLICABLE TO THIS STATION.

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**APPENDIX 'D'**  
**DUTIES OF OPERATING STAFF IN EACH SHIFT.**  
**BAIGUDA STATION**

The following staffs are concerned with the movement of trains whose duties are given below.

1. **STATION SUPERINTEDENT.**  
He is rostered for 12 hours 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 rule books, registers, files and documents, apparatus neat and tidy and instruments including signalling 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 OM Chapter-XXII. 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. He is also responsible to submit all periodical and monthly returns/statements and the correspondence in time and as per schedule.
2. **Dy. SS/STATION MASTER.**  
He is responsible for train passing duties during his shift.. He shall promptly bring to the notice of Dy.SS, all irregularities and accidents in course of his shift duties. During the absence of Dy.SS, the duties of the Dy.SS will lie on him. He shall follow SR 3.68.01(c)(d), SR 14.07.01. His Special attention is drawn to Chapter-II of G&SR and GR 5.01 to 5.08 WITH RELEVANT SRs and OM chapter-XII. As on assistant to Dy.SS. He is also responsible to submit all periodical and monthly returns as per Schedule and for the correspondence with Office in time.
3. **TRAFFIC POINTS MAN/TOKEN PORTERS:**  
He shall work under the orders of Dy.SS/SM on duty. He shall couple and un-couple vehicles under the supervision of Dy.SS/SM/Guard. He shall operate ground lever/levers and clamp and padlock the necessary points for shunting operations and during piloting of trains. He shall watch and guard the packages and other Rly. / property lying in the Station premises. He shall be thorough with the correct usage of displaying hand signals. He shall report to SM on duty any irregularities coming to his notice. He shall do loading and unloading or parcels, smalls and guard boxes. He shall carry out any other duties entrusted to him.

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**APPENDIX 'D'****4. SAFAIWALA-CUM-LAMPMAN:**

He shall attend to the sanitation of Railway premises including SM's Office, platforms, staff quarters, latrines and cleaning of drainages etc. He shall carry out any work instructed to him by Dy.SS/SM on duty. His service may be utilised in casualities of Token Porter if he is qualified in all aspects.

**NOTE: All staff should be in uniform while on duty and follow the rosters issued by Sr. DPO/WAT from time to time.**

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**APPENDIX 'E'**  
**BAIGUDA STATION**

**ESSENTIAL EQUIPMENT**

List of essential equipment is given below vide OM 20.04(ii) which shall be maintained in good working order.

<b>Sl. No.</b>	<b>Equipment</b>	<b>Station</b>
1.	Detonators	12
2	Tri Colour Lamps	3 (1 Spare)
3	Hand Signal flags	3 (1 Spare) Sets
4	Clamps with Padlocks	8
5	Safety chains with Padlocks	6
6	Fire and Sand Buckets	5
7	Minimax fire extinguishers DCPT	1
8	Reminder collars	6
9	Power block Reminder collars	2
10	First Aid-Box	1
11	Stretcher	1
12	Blanket	1

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**APPENDIX 'F'**  
**BAIGUDA STATION**

**WORKING OF D.K. STATIONS, HALTS, IBH, IBS AND OUTLAYING**  
**SIDINGS:**

**NIL**

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**APPENDIX 'G'**  
**BAIGUDA STATION**

**RULES FOR WORKING OF TRAINS IN ELECTRIFIED SECTIONS :**

**NIL**

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**APPENDIX 'H'**  
**BAIGUDA STATION**

**RULES FOR WORKING OF PRIVATE SIDINGS :**

**NIL**

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