

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

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

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

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

NO:WTF/5/SWR/LDX

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- 23073** based on CSTE/E.Co.Rly signalling and interlocking plan No. **SI-23073** shows complete yard layout, normal position of points, signals, gradients in this station limits, interlocking arrangements of the station, number of running lines, actual holding capacity in meters, name of adjacent block stations and inter distance between the respective centre line of station buildings etc.

2. **DESCRIPTION OF STATION:**

2.1 a) **GENERAL (LOCATION):**

- |                                  |  |
|----------------------------------|--|
| (a) Name of the station          | : LADDA  |
| (b) Class of station             | : 'B' Class  |
| (c) Section                      | : VIZIANAGARAM-RAIPUR                                |
| (d) Double line/ Single line     | : Double line  |
| (e) Electrified/Non Electrified: | Non Electrified.                                     |
| (f) Railway                      | : East Coast Railway.                                |
| (g) Route                        | : 'D' special.                                       |
| (h) Situated at                  | : 350.087 KM .                                       |
| (i) Reckoned from                | : Raipur   |
| (i) Number of cabins             | : Centrally operated Domino type full fledged Panel. |

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

- a) Ladda is situated between Rayagada in the North side at a distance of 8.0 Km and Jimidipeta in the south side at a distance of 6.9 KM.
- b) IBS/ IBH : NIL
- c) Automatic Signals : NIL
- d) Outline Sidings/D.K.Stations : NIL

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

Between Stations	The Point from which the "Block Section" Commences	The Point at which "Block Section" Ends
LDX-RGDA	a) The advance block section commence at Dn advanced starter signal No 12 of LDX on Dn line.	a) Ends at Dn BSLB on Down line of RGDA South end.
	b) The rear block section commence at Up advanced starter signal of RGDA on Up line.	b) Ends at L.C.Gate at Km 349.663 on Up line at RGDA end of LDX station.
LDX-JMPT	a) The advance block section commence at Up advanced starter signal of RGDA on Up line at JMPT end.	a) Ends at BSLB on UP line at North end of JMPT station.
	b) The rear block section commences at DN Advance starter signal of JMPT at LDX end	b) Ends at Dn BSLB on Down line of LDX at JMPT end.

**2.4 GRADIENTS IF ANY:**

From the centre line of the station building (CH:0.000)	To chainage	Stretch	Gradient
LDX-RGDA			
0.000	438M	438M	1 in 400 Raising on UP&DN lines
438M	908M	370M	1 in 150 Raising on UP line
908M	1395.5M	487.5M	Level on UP line
1395.5M	In to section	---	1 in 100 Raising
438M	2972M	2534M	1 in 150 Raising on DN line
2972M	In to section	---	Level
LDX-JMPT			
0.000	600M	600M	1 in 400 Falling on lines
600M	832.5M	232.5M	1 in 400 Falling on UP & DN lines
832.5M	1129.5M	297M	1 in 100 Falling on UP line
1129.5M	1790M	660.5M	1 in 130 Falling on UP line
1790M	2115.28M	325.28M	Level
2115.28M	In to section	---	1 in 400 Falling on UP line
832.5M	1914.5M	1082M	1 in 150 Falling on DN line
1914.5M	2100M	185.5M	Level on DN line
2100M	In to section	---	1 in 200 Falling on DN line

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**2.5 LAYOUT:**

1. LADDA Station is provided with four running lines as:
  - Line 1 (Common loop)
  - Line 2 (DN main)
  - Line 3 (UP main)
  - Line 4 (UP loop)
2. **SIDING:**
  - a. No sidings are provided at this station.
  - b. A rail level passenger platform is provided with a measurement of 315.73M M x 6.1 M on line No. 1.
  - c. A rail level passenger platform is provided with a measurement of 351.73M M x 6.1 M on line No. 4.

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

a.

Running Lines	CSL
Line 1 (Common Loop)	714 M
Line 2 (DN Main)	734 M
Line 3 (UP main)	762 M
Line 4 (UP loop)	732 M

**b. Direction of Movements:** Trains arriving at this station from RGDA and proceeding towards JMPT are up trains and trains leaving JMPT end and proceeding towards RGDA are down trains.

**2.5.2 ANY SPECIAL FEATURES IN THE LAYOUT:**

- i) In view of point no. 24B is provided with 1 in 8<sup>1/2</sup> SS turn out 10KMPH speed restriction boards are provided below DN home signal and UP common loop starter no. 9.

**2.6. LEVEL CROSSINGS:**

- i) One 'C' class Interlocked level crossing gate is situated at km no. 349.663(349/11-12), LC no. RV-254 between DN starter signals and DN advanced starter signal.
- ii) One 'C' class Interlocked level crossing gate is situated at km no. 350.895(350/13-14), LC no. RV-255 between UP starter signals and UP advanced starter signal.
- iii) One 'C' class mid section manned level crossing gate is situated at km no. 347/3-4, LC no. RV-252 between LDX-RGDA stations.

**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:**

Double line block instruments are provided for block Section LDX-RGDA and LDX-JMPT vide GR 14.01(a) and the OFF aspect of the last stop signal is the authority for the drivers of all trains to enter into the block section vide GR 14.08(b)(iv)

The Station Master on duty is responsible of the block instruments and the keys of the instruments must be under personal custody of the SM on duty vide GR 5.01(4), 14.12(1)(a)(1) and GR 5.08.

**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) **CO OPERATIVE/ NON CO- OPERATIVE:** Non co- operative.

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e) **PROVISION OF BLOCK TELEPHONE:**

Telephone attached to Block instrument connecting the adjacent block stations concerned.

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

a) Standard of Interlocking: Standard. III

b) Equipment of Signals: MACLS.

c) Method of operation: Points and signals are operated from central SM's panel board.

d) Provision of Axle Counter/Track Circuits on running lines: Axle Counters are provided between LDX- RGDA for proving LVV as DDXT (DN line) and URXT (UP line) & LDX-JMPT for proving LVV as DRXT (DN line) and UDXT (UP line). Track circuits are also provided in the yard as 1AT, 1T1, 1T2, 2AT, 2T<sub>1</sub>, 2T<sub>2</sub>, 13T, 13AT, 12T, 12AT, L1T<sub>1</sub>, L1T<sub>2</sub>, L1T<sub>3</sub>, L2T<sub>1</sub>, L2T<sub>2</sub>, L2T<sub>3</sub>, L3T<sub>1</sub>, L3T<sub>2</sub>, L3T<sub>3</sub>, L4T<sub>1</sub>, L4T<sub>2</sub>, L4T<sub>3</sub>, 21AT, 21BT, 22AT, 22BT, 23T, 24AT, 24BT, 25AT, 25BT, 26AT, and 26BT.

e) Calling on Signals/IBS: Calling on signals are provided below both UP and Dn Home signals. IBS signalling is not applicable to this station.

f) A Panel board installed in the SM's office for operation of points, signals and crank handle control etc with a locking arrangements in order to prevent unauthorised accessibility to panel operation. The lock affects the panel locking either in normal position or operating positions.

g) CH1 controls point 21 A/B, CH 2 controls point 22 A/B, CH3 controls point's 23A/B and 26 A/B & CH4 controls points 24 A/B and 25 A/B.

**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 on duty 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 these purposes vide OM 1.14.

**4.3 POWER SUPPLY:**

NORMAL: - Local supply (230v, 50HZ)

STANDBY: - standby power supply is from two nos. of D.G. Sets.

**5. TELECOMMUNICATIONS:**

a) Telephone attached to double line block instruments are connected to adjoining stations on either side.

b) Electric communication equipment (Magneto phone) is provided for block stations on either side.

c) The station is connected to VZM-Tie line 'B' cabin control circuit.

d) The station is connected to Goomties at either end of the yard.

e) The station is connected with BSNL telephone.

f) 25 watts VHF set.

**5.1 FAILURE OF COMMUNICATIONS:**

1. In the event of partial failure of communications between the adjacent block stations, SR 6.02.06 shall be observed, for working the train.

2. In the event of total failure of communications between the adjacent stations SR 6.02.04 shall be observed.

**6. SYSTEM OF TRAIN WORKING:****6.1 DUTIES OF TRAIN WORKING STAFF:**

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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 214. Where there is no control 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.

**6.1.1 STATION WORKING STAFF IN EACH SHIFT:**

Dy. Station Supdt / SM I/C	1
Station Master/ASM	2
TPM/TP	4
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:**

The verification of line clearance by SM on duty for reception of train into station yard: In the station yard a route on the running line comprises of entrance, berthing and despatch portion of the yard and this portion of the yard should be clear of all obstruction for the passage of any train. The clearance of the route including over lap must be ensured by the SM on duty by indication on panel for all trains before reception of a train unless its requiring to admit on blocked line.

When a train is to be despatched from the station yard, the SM on duty must ensure that the route between the starter signals and the block section limits demarcated by the advanced starter is clear of any obstruction and which also includes points, zones, track circuits on the route before the train is despatched.

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

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

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

**6.2 CONDITIONS FOR GRANTING LINE CLEAR:**

- a. The conditions laid in GR. 8.03(2) (a) (b) (c) (ii) shall be complied with the SM on duty before line is considered clear and line clear is granted.
- b. Before granting line clear for a train the SM on duty shall personally ensure that the reception signals pertaining to a train are in the "ON" position and burning properly vide GR 3.49(4).
- c. Line shall not be considered clear and line clear shall not be granted to an up train unless.
  - i) Whole of the last preceding up train has arrived complete.
  - ii) Up home signal No. 1A/B/C and/or C1A/B/C is put back to ON and
  - iii) Line is clear up to LC gate at km no. 349.663.
- d. Line shall not be considered clear and line clear shall not be granted to a down train unless.

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- i) Whole of the last preceding down train has arrived complete.
- ii) Down Home signal No. 2A/B and /or C2 A/B is put back to ON and
- iii) Line is clear up to BSLB.

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

NIL

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

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

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

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

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

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 STARTER SIGNAL:**

Not Applicable

**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 as per the conditions prevailed in terms of SR 8.09.02 (b) (ii) (b).
- b) Hand shunting is prohibited.
- c) Fly shunting is prohibited as per the conditions prevailed in terms of SR 5.21.01 (C).
- d) The overrun line/sand hump must not be used as shunting neck or for stabling of vehicles or harbouring an engine with or without vehicles vide SR 3.40.01
- e) Shunting shall not be permitted towards JMPT end of the yard unless the section LDX-JMPT is blocked back and also the engine in leading towards the falling side of the gradient as per GR 5.20(b).
- f) SR 5.23.01 shall apply at this station.
- g) 'No train shall be drawn up to the last stop signal on up line of the yard with a view to hold on steep gradient in order to clear the reception line for granting line clear to the following train.

**SPECIAL INSTRUCTIONS:**

- i) After any non- signalling movement has taken place over a point/ points operated by an electric machine, whether in the facing or trailing direction the SM on duty shall operate the points to normal and reverse setting for the purpose of testing the points. After SM has ensured that indications regarding the normal and reverse setting are correctly available, further movements may be permitted over the point.
- ii) Station Master shall ensure that over run line / sand hump is clear of any obstruction before admission of any train on the concerned running line even the overrun line/ sand hump is in trailing direction.

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

- i) **Conditions:** Conditions for taking 'OFF' approach signals are governed by GR.3.40 (1) (a), 3.40(2) (a), 3.40(3) (b) and relevant SR's there to.
- ii) **Reception of trains:** Calling on signal may be taken off for the admission of train in the event of failure of Home signal in terms of SR 3.69.02 (a) or for admission of a

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train on obstructed line in terms of GR 5.09 and SRs there to.

- a) **Adequate Distance:** To take off the home signal for admission of a train the adequate distance as below shall be kept clear in terms of GR 3.40.(3)(b) and SRs thereto.

CLEARING OF ADEQUATE DISTANCE				
LINE NO.	UP TRANS		DOWN TRAINS	
	FROM	TO	FROM	TO
LINE NO. 1	UP common loop Starter No. 9	Up to the end of Sand hump or up to the Up Advanced starter No 13	DN Starter No. 8	Up to the end of over run line or up to the Dn Advanced starter No 12.
LINE NO. 2	--	---	DN Main Starter No. 10.	Up to the Dn Advanced starter No 12
LINE NO. 3	UP Main Starter No. 11.	Up to the Up Advanced starter No 13	---	----
LINE NO.4	UP loop starter No. 7	Up to the end of over run line or up to the Up Advanced starter No. 13.	---	----

Remarks: However, when a route is set leading to the main line the overlap beyond the starter in that particular direction shall extend up to the advanced starter of the station in that direction.

**iii) Procedure for taking off reception signals:**

- a) The SM on duty shall nominate a clear line which is free from all obstructions including signal over lap.
- b) The Panel provided at this station is Route setting type, the trailing and facing points can be set to the desired position by pressing Signal button and concerned Route button simultaneously. However the points can also be set to desired position by pressing concerned point button along with common Normal or Reverse button simultaneously.
- c) On pressing signal and concerned route buttons, a white strip of light will appear throughout the entire route and the signal will assume 'OFF' position (provided the entire initiated route is clear and free from all obstructions).
- a) As the train enters on the route the white strip lights will turn to red showing occupancy of the route. As the route gets clear the strip lights extinguish indicating clearance of the zone on the route.

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

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

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

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

a	Reception of an UP train on line No. 1 setting overlap to Sand Hump	AND	Despatch of another UP train from line No. 3 or 4.
B	Reception of an UP train on line No. 4 setting overlap to Overrun line.	AND	Despatch of another UP train from line No. 1 or 3.
C	Reception of a DN train on Line No.1 setting overlap to overrun line.	AND	Despatch of another DN train from Line No.2.

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**B. CROSSING OF TRAINS:**

In addition to the normal provision of reception and despatch of train the rules laid down in SR 3.47.01, 3.47.02 and SR 3.51.06 shall be followed.

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

As soon as the train arrives on the berthing line and stands clearing the fouling mark (as indicated on The panel) SM on duty shall ensure that the last vehicle indication as prescribed under clause (a) & (b) of sub rule (I) of GR 4.16 and SR 4.16.01(a) (i) and (ii) or SR 4.16.05 is available by verifying physically himself or by obtaining the signature of the guard/ a competent railway servant when no guard is provided to the train to this effect. He shall then restore the signal controls to normal position and send complete arrival report (Train out of section signal) to the station in rear vide BWM 2.07(6).

**FOR THROUGH TRAINS:**

The SM on duty at station shall observe that the last vehicle indicator of every train passing through his stations is provided with a tail board or tail lamp or such other device in accordance with the provisions of the GR 4.16 and SR thereto.

**6.6 DISPATCH OF TRAINS:**

a) Dispatch of trains is governed by the provisions of GR. 3.42 and SR 3.42.02 (a) (II) & SR 3.42.04).

**b) 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:**

In addition to procedure detailed in paras 'Reception and Dispatch' of trains, Rules laid down in GR 3.42 with relevant SR3.42.02 (a) (ii) shall be followed.

**6.8 WORKING IN CASE OF FAILURE:****DEFECTIVE TRACK CIRCUITS / AXLE COUNTERS:**

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

SM on duty shall ensure clearance of Track circuit / Axle counter portion by sending TPM / TP to check before allowing any movement of a train.

**b) DEFECTIVE POINTS**

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

**c) FAILURE OF SIGNALS AND INTERLOCKING**

In the event of failure of approach stop signals GR 3.69 and relevant SRs shall be followed. In the event of failure of departure stop signals GR 3.70 and SRs thereto shall be followed.

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

Motor trollies 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:**

In the event of running line is blocked by or stabled vehicle or for maintenance

Work SM on duty shall take following precautions as:--

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- i) SM shall arrange to set the points at either end against the blocked line vide SR 3.57.06 (c) and apply the reminder collars on the point buttons.
- ii) SM shall further take precautions as given in SR 5.23.01.
- iii) For carrying out maintenance works in which blocking line involves SR 15.08.01, SR 15.08.04 & SR 15.08.05 shall be followed.

## **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. Vide GR 8.09 & SR thereto.

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

- a) Hand shunting is prohibited at both ends of the yard vide GR 5.20.
- b) Fly shunting is prohibited at both ends of the yard vide SR 5.21.01 ( c).
- c) Shunting shall not be permitted at VZM end of the yard unless the engine is leading towards falling gradient.
- d) Shunting in the face of an approaching train is prohibited vide SR 8.09.02 (b) (I).

### **8.4 SHUNTING ON SINGLE LINE:**

**Not applicable**

### **8.5 SHUNTING ON DOUBLE LINE:**

#### **8.5.1 SHUNTING OUTSIDE THE HOME SIGNAL:**

- a) The procedure of block back / block forward given in BWM 5.15(1)(b) shall be followed.
- i) When line clear has been given, No shunting shall be permitted in the block section in rear.
- ii) Shunting or obstruction for any other purpose shall not be permitted in the block section in rear unless it is clear and is blocked back vides GR 8.06.
- iii) Shunting or obstruction for any other purpose shall not be permitted in the block section in advance unless it is clear and is blocked forward vide GR 8.06 (3).

#### **8.5.2 SHUNTING OUTSIDE STATION SECTION:**

- a) Shunting shall not be permitted outside station section i.e. in the block section in rear unless it is clear and is blocked back.
- b) Shunting shall not be permitted in block section in advance unless it is clear and is blocked forward.

#### **8.5.3 SHUNTING WITHIN STATION SECTION:**

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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 no approaching train since shunting in face of an approaching train is prohibited at this station.

#### **8.5.4 DURING FAILURE OF BLOCK INSTRUMENT:**

During failure of SGE Double line Block instrument shunting in the block section in advance/in rear shall not be performed unless the section is clear of all trains and the Block section is Blocked back/Blocked forward as the case may be.

#### **8.5.5 SHUNTING IN REAR OF TRAVELLING AWAY TRAIN:**

Shunting in rear of travelling away train is Governed by GR 8.06.03.

A competent railway servant shall supervise the shunting operations and the train must have sufficient brake power.

#### **8.6 SHUNTING IN THE SIDING TAKING OFF FROM STATION YARD / GOODS SIDING. Not applicable**

### **9. ABNORMAL CONDITIONS:**

#### **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. The driver shall be issued with authority to enter in to the block section on form T/369(3b) noting the private number and identification number received from block section in advance while granting line clear for the said train.
- 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: When a train carrying passenger does not arrive within 10 minutes or a goods train within 20 minutes after allowing for its normal running time from the station in rear, the Station Master at the station in advance shall immediately advise the station in rear and the section controller on duty of this fact. The procedure laid down in GR 6.04 and SR there to shall be followed.  
On Double line / multiple line section the station master at either end of the block section shall immediately stop all trains proceeding into block section on the adjacent line/lines from either direction and warn the guard and driver of such delayed train by issue of suitable caution order and also to ascertain the where about of the delayed train vide GR 6.04 (I).
- iv) Failure/ passing of IBS signal in ON position: Not applicable.
- v) Failure of BPAC: Trains shall be Piloted out at both ends of the Block section treating Advanced starters are defective..
- vi) Failure of MTRC: Not applicable.

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

- i) Whenever motor points cannot be operated from panel the same has to e operated by using crank handle. Four crank handles CH1, CH2, CH3 & CH4 are provided and housed in RKT at goomtias at either end of the yard near to the point zone. The crank handle can be released by pressing the button on the panel. The detailed procedure is given at Appendix-'B' para 21.0.

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(P.Chinna)

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ii) **Procedure for emergency operation of point with track circuit failure :**

Whenever the point zone track circuit fails the clearance of the zone must be ensured by physical verification before initiating any movement over the zone by SM on duty.

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

Unless otherwise required to admit a train on obstructed line in terms of GR 5.09 and SRs thereto, clearance of track before calling – on signal is initiated is to be ensured by SM on duty through indication on panel board.

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

- i) Whenever a failure of track circuit 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 effect 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:**

- i) In the event of total failure of communication on double line trains shall be worked in accordance with provisions of SR 6.02.03.
- ii) In the event of single line working on double line section during total failure of communications the provisions laid down in SR 6.02.02 shall be followed.  
Note: a) The last stop signal shall be taken off and block instrument working shall be suspended during the period till the normal working is restored.
- b) A clear margin of 30 min. shall be observed between the train already left and the train about to leave.

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

In the event of single line working on a double line section when communication is available, the provision laid down in SR 6.02.01 shall be followed.

Last stop signal of the section shall not be taken 'OFF' but an authority to pass the last stop signal at 'ON' shall be issued on T/369(3b) noting the private number & the identification number received from the block station in advance on the paper line clear ticket and on form T/369 (3b) vide BWM 3.33.

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

During total interruption of communications when a light engine/train engine/motor trolley/tower wagon/trolley/cycle trolley/mopped trolley/diesel car/rail motor car/EMU rake is sent to open communications under authority to proceed without line clear, the relevant provisions of SR 6.02.04 and SR 6.02.05 shall be followed.

For trains proceeding on the authority to proceed without line clear the authority to pass the last stop signal at ON position is included in the prescribed form T/C 602.

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**10. VISIBILITY TEST OBJECT:**

The lights of Up starter signal No 9 and Dn starter No 8 of common loop line are earmarked to serve as visibility test objects during day and night vide GR 3.61(2)(b)(i).

**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 in each shift.
APPENDIX 'E'	List of Essential equipment provided at the station.
APPENDIX 'F'	Working of DK s, halts, IBH, IBS and outlying sidings.
APPENDIX 'G'	Rules for working of trains in electrified sections.
APPENDIX 'H'	Rules for Working of Private Sidings

**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 LADDA STATION ISSUED PREVIOUSLY AND SHALL BE BROUGHT INTO USE FROM.

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**EAST COAST RAILWAY**  
**WALTAIR DIVISION**  
**APPENDIX 'A'**  
**WORKING OF LEVEL CROSSING GATES LADDA STATION**

**GATE WORKING RULES:**

Working rule for 'C' Class manned interlocked level crossing gate situated at KM 347/3-4 between Ladda and Rayagada.

**1. GENERAL****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

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

- |   |   |
|---|---|
| 1. Number of Level Crossing Gate:                           | <b><u>RV 252</u></b>                    |
| 2. Engineering or Traffic Gate:                             | <b><u>Engg. Gate.</u></b>               |
| 3. Under control of Station Master/Senior Section Engineer: | <b><u>SSE/P/RGDA</u></b>                |
| 4. Location at KM:  | <b><u>347/3-4</u></b>                   |
| 5. At Station:  | <b><u>LADDA</u></b>                     |
| 6. In between stations                                      | <b><u>RGDA &amp; LDX</u></b>            |
| 7. BG/MG/NG:  | <b><u>BG</u></b>                        |
| 8. Single line/Double line/Multiple line:                   | <b><u>Double Line</u></b>               |
| 9. Normal Position:   | <b><u>Open To Road Traffic.</u></b>     |
| 10. Interlocked/non-interlocked:                            | <b><u>Non-Interlocked</u></b>           |
| 11. Means of Interlocking                                   | —                                       |
| 12. Provisions of Gate signal at Kms.                       |   |
| i) Up Line  | —                                       |
| ii) Dn Line   | —                                       |
| 13. Signalling arrangements                                 |   |
| 14. Means of Communication – Telephone/Bell etc:            | <b><u>Telephone</u></b>                 |
| 15. Width of level crossing gate                            | <b><u>5.0 Mtrs</u></b>                  |
| 16. Type of Road (NH/SH/Others)                             | <b><u>Others</u></b>                    |
| 17. Name of Road  |   |
| 18. Metalled/non-metalled                                   | <b><u>Metalled.</u></b>                 |
| 19. Approach road   | <b><u>Metalled</u></b>                  |
| 20. Width of the road                                       | <b><u>4.85 Mtrs.</u></b>                |
| 21. Angle of road crossing (In case of skew gates)          | _____                                   |
| 22. Road gradient (if any)                                  |   |
| i) North/East side  | <b><u>Level.</u></b>                    |
| ii) South/West side   | <b><u>Level.</u></b>                    |
| 23. Road alignment (straight/curve)                         |   |
| i) North/East side  | <b><u>Straight</u></b>                  |
| ii) South/West side   | <b><u>Straight</u></b>                  |
| 24. Provision of height gauges                              | <b><u>Not required.</u></b>             |
| 25. Type of Barriers  | <b><u>Coupled Lifting Barriers.</u></b> |
| 26. Length of Check Rails                                   | <b><u>8.5 Mtrs</u></b>                  |
| 27. Road Surface in between L – Xing gates                  | <b><u>Provided with C C Blocks</u></b>  |
| 28. Length of Rumble strip/speed breakers                   | <b><u>5.2 Mtrs</u></b>                  |
| 29. Road signs  | <b><u>Available.</u></b>                |

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30. Speed breaker indication board	<u>Available</u>
31. TVU	<u>11987 on Jul 2006</u>
32. Census next due on	<u>24-Jul-2009</u>
33. Demarcation for placement of Detonators	<u>Available</u>
34. No. of Gatemen working	<u>2</u>
35. Nearest Medical Assistance	<u>DMO/RGDA</u>
36. Nearest Private Medical Assistance available (if any)	<u>Rayagada</u>
37. List of equipment available Yes/No	<u>Yes</u>

**1.2. EQUIPMENT**

<u>ITEMS</u>	<u>QUANTITY/NUMBERS</u>
(1) Hand Signal Lamp Tri Colour	3 (5 on Quadruple/Line or twin single line)
(2) Hand Signal Flag Green	1 Mounted on sticks
(3) Hand Signal Flag Red	3 (6 on Quadruple/Line or twin single line and 7 in case Hexaple Section mounted on sticks)
(4) Banner Flag Red	3 (5 on Quadruple/Line or twin single line)
(5) Posts for exhibiting red banner flag	2 (4 on Quadruple/Line or twin single line)
(6) Spare chains with padlocks	2 with stop mark.
(7) Detonators	10 in tin case
(8) Fusee	1 (3 on multiple line, double line, parallel lines suburban sections, automatic signalling and ghat sections)
(9) Gate lamps	2
(10) Tommy Bar	1
(11) Mortar Bar	1
(12) Spade/Fowrah	1
(13) Rammer	1 (In case of asphalted road this may not be provided)
(14) Pick Axe	1 (In case of asphalted road this may not be provided)
(15) Tin case for flags	1
(16) Can of oil	1
(17) Water pot/Bucket	1
(18) Canister for Muster Roll	1
(19) Set of spare spectacles for gateman wearing glasses	1
(20) Board demarcating protection of level crossing gate diagram in case of obstruction on gate.	1
(21) Basket	1

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(22) Whistle	1
(23) Wall Clock	1

### 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 of tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gateman, 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. S&T Register in case of Interlocked Engineering Gate.

### 1.4 **DUTIES OF GATE MAN:**

#### 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, gate man will stand in the manner indicated below:

- i) Gateman will stand attentively 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 with white light facing the track.
- iv) He shall keep the whistle slung around in his neck from a cord.

#### 3 **ROUTINE DUTIES OF GATE MAN:**

- i) Gateman shall ensure that red banner 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 roaster and shall not leave the gate unless reliever arrives and takes charge of it. However, if it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
- iv) Except where otherwise prescribed under special instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.
- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, and vehicle/wagon/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 be prepared to repeat any signal which guard may give to driver on Walkie-talkie or in other way.

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- vii) If lifting barrier/leaf gates 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 even by disconnecting the signal or the wire if necessary.
- x) At the gate whose signal have become defective, the Gateman shall close and lock the lifting barriers/leaf gates on sighting a train and hand signal or pilot the train past the defective signal. In such case he should inform the driver 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 his 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 clear.
- xvi) Gateman shall keep the road surface well watered and rammed in case of unhealed roads.
- xvii) Gateman must be vigilant to see that inconvenience to road users due to closure of gates should be to the minimum possible extent.
- 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 trespassing by persons or cattle to the maximum extent.

**4) ACTION IN CASE OF UNSUAL OCCURRENCE ON TRAINS:**

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 driver/guard of the passing train by showing red flag by day and red light by night.
- ii) He shall simultaneously try to draw the attention of the driver/guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If driver/guard fails to take notice, Gateman shall immediately inform the Station Master, 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 driver/guard by whistling continuously, shouting, gesticulating, and by raising both hands vertically above, quickly parting them and bringing them together in repeated UP and Down motion as high and low as possible.
- vi) In case the train does not stop, 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 on telephone, to take appropriate action, under exchange

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- of private number.
- iii) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform of the 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 duty 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 red light by night 5 meters away from the site of obstruction.
- iv) Gateman shall then proceed to protect the gate along with detonators, fusees and red flag by day and red hand signal lamp by night.
- v) 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 600meters, on BG and 400 meters on MG/NG and place one detonator on the line. Thereafter he shall proceed to a distance 1200 meters on BG and 800 meters on MG/NG 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.
- vi) 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.
- vii) Having returned to the gate, he must then take steps to remove the obstruction, and warn the driver of the approaching train..
- viii) On those meter gauge sections where trains run at more than 75 kmph. Detonators shall be placed at distance to be specified under Special Instructions by the Administration.
- ix) 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 as he can go.
- x) Thereafter, he shall light up and fix the fusees to warn the driver and stop the approaching train by waving red flag by day red hand signal lamp by night repeatedly.

**b) Other action to be taken by Gateman:**

- i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
- ii) If the gate is broken by a road vehicle, which is fouling the track, or if lifting barriers/leaf gates or 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/Cabin Master or Sr. Section Engineer regarding the particulars and obstructions at the level crossing gate, through messenger or other means available.

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**APPENDIX 'A'**  
**ANNEXURE – IV**

**WORKING INSTRUCTIONS FOR ENGINEERING LEVEL CROSSING GATES NON-INTERLOCKED, PROVIDED WITH TELEPHONE WITH NORMAL POSITION "OPEN TO ROAD TRAFFIC" - IT IS A "C" CLASS GATE AT KM 347/3-4**

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

**1. MODE OF OPERATION:**

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

**2. EXCHANGE OR PRIVATE NUMBER:**

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

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

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

- i) Station Master at the dispatching end shall advise the Station Master at the other end the number, description, direction and expected time of the passage of the train at the gate, under exchange of private number.
- ii) Such advice shall be given before obtaining line clear.
- iii) Station Master at the receiving end shall in turn convey the same advice to the gateman, under exchange of private number.
- iv) The Gateman shall close the gate and thereafter give his private number to the Station Master. Only then the Station Master at the receiving end grant line clear to the Station Master at the dispatching end,
- v) Gate once closed for road traffic must on no account be opened unless it is authorized by the Station Master, under exchange of private number.

**3. FAILURE OF TELEPHONIC COMMUNICATION:**

- When Telephone Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:
- i) Station Master at dispatching end shall issue a caution order to the driver before dispatching a train in the block section from his end.

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

**4. FAILURE OF LIFTING BARRIERS OR LEAF GATES:**

- i) When the gate cannot be closed due to failure of lifting barriers / leaf gates, the gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure the lifting barriers or leaf gates do not foul the track.
- ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
- iv) After securing the gate against road traffic, he shall show green hand signal flag by day and green light by night to the Driver of the approaching train.
- v) Station Master on duty shall issue a caution order to the driver of a departing train.
- vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the driver before dispatching a train in the block section from this end.
- vii) He should advice maintenance staff responsible for maintenance of lifting barriers/leaf gates to repair the defect at the earliest.
- viii) Normal working will be resumed only after the maintenance staff repairs the barrier/leaf gates and issue reconnection / fit memo for the same.

**5. OBSTRUCTION AT THE GATE:**

- i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gates, 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, fusee and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of Gateman under Item No. 1.5(5).
- vi) Thereafter he shall protect the gate from the other direction also.
- vii) He shall note down the particulars of the road vehicle, vehicle number, name of the driver, owner and relay these details to the Station master who shall not start the train unless he has been assured by the Gateman that the road vehicle or the lifting barriers/leaf gates are not fouling the track.
- viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in to 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 Drivers of all trains 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 obstructions.
- xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and thereafter exhibit green hand signal, if the gate is not obstructed.
- xii) Station Master shall advice maintenance staff responsible for maintaining the lifting barriers to repair the same at the earliest.
- xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers and issue reconnection/fit memo for the same

**6. OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING:**

If there is a rail fracture or obstruction on the track due to falling of 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.5 above. If the obstruction fouls the Level Crossing Gate, he must keep the gates closed against road traffic till the track is cleared of the obstruction.

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**EAST COAST RAILWAY****WALTAIR DIVISION****APPENDIX 'A'****WORKING OF LEVEL CROSSING GATES LADDA STATION****GATE WORKING RULES:**

Working rule for 'C' Class interlocked level crossing gate situated at KM 349.663 between Ladda and Rayagada.

**1. GENERAL****1.2 DESCRIPTION OF THE LEVEL CROSSING GATE:**

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

- |     |  |                                     |
|-----|--|-------------------------------------|
| 1.  | Number of Level Crossing Gate:                           | <b><u>RV 254</u></b>                |
| 2.  | Engineering or Traffic Gate:                             | <b><u>Traffic Gate.</u></b>         |
| 3.  | Under control of Station Master/Senior Section Engineer: | <b><u>SS/LDX</u></b>                |
| 4.  | Location at KM:  | <b><u>349.663</u></b>               |
| 5.  | At Station:  | <b><u>LADDA</u></b>                 |
| 6.  | In between stations                                      | <b><u>RGDA &amp; LDX</u></b>        |
| 7.  | BG/MG/NG:  | <b><u>BG</u></b>                    |
| 8.  | Single line/Double line/Multiple line:                   | <b><u>Double Line</u></b>           |
| 9.  | Normal Position:   | <b><u>Open for Road Traffic</u></b> |
| 10. | Interlocked/non-interlocked:                             | <b><u>Interlocked</u></b>           |
| 11. | Means of Interlocking                                    | <b><u>MACLS</u></b>                 |
| 12. | Provisions of Gate signal at Kms.                        |                                     |
|     | vii) Up Line   | <b><u>Station Signals</u></b>       |
|     | viii) Dn Line  | <b><u>Station Signals.</u></b>      |
| 13. | Signalling arrangements                                  |                                     |
| 14. | Means of Communication – Telephone/Bell etc:             | <b><u>Telephone</u></b>             |
| 15. | Width of level crossing gate                             | <b><u>4.8 Mtrs</u></b>              |
| 16. | Type of Road (NH/SH/Others)                              | <b><u>Others</u></b>                |
| 17. | Name of Road   |                                     |
| 18. | Metalled/non-metalled                                    | <b><u>Metalled</u></b>              |
| 19. | Approach road  | <b><u>Metalled</u></b>              |
| 20. | Width of the road  | <b><u>4.5 M.</u></b>                |
| 21. | Angle of road crossing (In case of skew gates)           | _____                               |
| 22. | Road gradient (if any)                                   |                                     |
|     | i. North/East side                                       | <b><u>Level.</u></b>                |
|     | ii. South/West side                                      | <b><u>Level.</u></b>                |
| 23. | Road alignment (straight/curve)                          |                                     |
|     | i). North/East side                                      | <b><u>Straight</u></b>              |
|     | ii). South/West side                                     | <b><u>Straight</u></b>              |
| 24. | Provision of height gauges                               | <b><u>Not required.</u></b>         |
| 25. | Type of Barriers   | <b><u>Coupled Lifting Type</u></b>  |
| 26. | Length of Check Rails                                    | <b><u>6 Mtrs</u></b>                |

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27. Road Surface in between L – Xing gates **Provided with CC Blocks**  
 28. Length of Rumble strip/speed breakers **5.0 Mtrs**  
 29. Road signs **Available**  
 30. Speed breaker indication board **Provided**  
 31. TVU **420**  
 32. Census next due on **16-Jul-2009**  
 33. Demarcation for placement of Detonators **Available**  
 34. No. of Gatemen working **3**  
 35. Nearest Medical Assistance **DMO/RGDA**  
 36. Nearest Private Medical Assistance available (if any) **Ravagada**  
 37. List of equipment available Yes/No **Yes**

**1.2. EQUIPMENT**

<b><u>ITEMS</u></b>	<b><u>QUANTITY/NUMBERS</u></b>
(1) Hand Signal Lamp Tri Colour	3 (5 on Quadruple/Line or twin single line)
(2) Hand Signal Flag Green	1 Mounted on sticks
(3) Hand Signal Flag Red	3 (6 on Quadruple/Line or twin single line and 7 in case Hexaple Section mounted on sticks)
(4) Banner Flag Red	3 (5 on Quadruple/Line or twin single line)
(5) Posts for exhibiting red banner flag	2 (4 on Quadruple/Line or twin single line)
(6) Spare chains with padlocks	2 with stop mark.
(7) Detonators	10 in tin case
(8) Fusee	1 (3 on multiple line, double line, parallel lines suburban sections, automatic signalling and ghat sections)
(9) Gate lamps	2
(10) Tommy Bar	1
(11) Mortar Bar	1
(12) Spade/Fowrah	1
(13) Rammer	1 (In case of asphalted road this may not be provided)
(14) Pick Axe	1 (In case of asphalted road this may not be provided)
(15) Tin case for flags	1
(16) Can of oil	1
(17) Water pot/Bucket	1
(18) Canister for Muster Roll	1
(19) Set of spare spectacles for gateman wearing glasses	1
(20) Board demarcating protection of level crossing gate diagram in case of obstruction on gate	1
(21) Basket	1
(22) Whistle	1
(23) Wall Clock	1

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**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 of tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gateman, 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. S&T Register in case of Interlocked Engineering Gate.

**1.4 DUTIES OF GATE MAN:****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, gate man will stand in the manner indicated below:

- i) Gateman will stand attentively 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 with white light facing the track.
- iv) He shall keep the whistle slung around in his neck from a cord.

**3 ROUTINE DUTIES OF GATE MAN:**

- i) Gateman shall ensure that red banner 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 roaster and shall not leave the gate unless reliever arrives and takes charge of it. However, if it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
- iv) Except where otherwise prescribed under special instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.
- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, and vehicle/wagon/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 be prepared to repeat any signal which guard may give to driver on Walkie-talkie or in other way.
- vii) If lifting barrier/leaf gates 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.

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- 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 even by disconnecting the signal or the wire if necessary.
- x) At the gate whose signal have become defective, the Gateman shall close and lock the lifting barriers/leaf gates on sighting a train and hand signal or pilot the train past the defective signal. In such case he should inform the driver 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 clear.
- xvi) Gateman shall keep the road surface well watered and rammed in case of unhealed roads.
- xvii) Gateman must be vigilant to see that inconvenience to road users due to closure of gates should be to the minimum possible extent.
- 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 trespassing by persons or cattle to the maximum extent.

4) **ACTION IN CASE OF UNSUAL OCCURRENCE ON TRAINS:**

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 driver/guard of the passing train by showing red flag by day and red light by night.
- ii) He shall simultaneously try to draw the attention of the driver/guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If driver/guard fails to take notice, Gateman shall immediately inform the Station Master, 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 driver/guard by whistling continuously, shouting, gesticulating, and by raising both hands vertically above, quickly parting them and bringing them together in repeated UP and Down motion as high and low as possible.
- vi) In case the train does not stop, he 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 on telephone, to take appropriate action, under exchange of private number.
- iii) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform on the phone.

The Gateman shall protect the line as under:

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**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 red light by night 5 meters away from the site of obstruction.
- iv) Gateman shall then proceed to protect the gate along with detonators, fusees and red flag by day and red hand signal lamp by night.
- v) 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 600meters, on BG and 400 meters on MG/NG and place one detonator on the line. Thereafter he shall proceed to a distance 1200 meters on BG and 800 meters on MG/NG 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 intermediated detonator on his way back.
- vi) 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.
- vii) Having returned to the gate, he must then take steps to remove the obstruction, and warn the driver of the approaching train.
- viii) On those meter gauge sections where trains run at more than 75 kmph. Detonators shall be placed at distance to be specified under Special Instructions by the Administration.
- ix) 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 as he can go.
- x) Thereafter, he shall light up and fix the fusees to warn the driver and stop the approaching train by waving this red flag by day red hand signal lamp by night repeatedly.

**b) Other action to be taken by Gateman:**

- i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
- ii) If the gate is broken by a road vehicle, which is fouling the track, or if lifting barriers/leaf gates or 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 other means available.

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**APPENDIX 'A'**  
**ANNEXURE – II**

**WORKING INSTRUCTIONS FOR TRAFFIC LEVEL CROSSING GATES INTERLOCKED WITH STOP SIGNALS OF THE STATION PROVIDED WITH TELEPHONE, WITH NORMAL POSITION "OPEN TO ROAD TRAFFIC" - IT IS A "C" CLASS GATE AT KM 349.663:**

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

**1. MODE OF OPERATION:**

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

Gate shall normally be kept open to road traffic. When ever it is required to close and transmit the control key to station, the gateman shall have to adopt the following procedure.

1. Key 'M' is obtained after closing the Level crossing gate at West cabin and releases Lever No 2.
2. Lever No 2 when reversed Locks the Level crossing Boom and releases Lever No 1 and Key 'N'.
3. Key 'N' is transmitted electrically to Panel in conjunction with Lever No 1 reversed, controls concerned Up and Dn signals.
4. Lever No 1 is provided in the west cabin to put back the concerned signals to 'ON' in case of Emergency.

On completion of the Train movement SS on duty shall transmit back the Key 'N' through RKT to open the L.C.Gate.

**2. EXCHANGE OR PRIVATE NUMBER:**

- i) Before taking off reception/departure signals Station Master shall inform the Gateman, the number, description and direction of the train, under exchange of private number.
- 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 along time, the Station Master must ensure that the train is ready for departure in all respects before he advises the gateman for closing the gate.
- v) If the gate is operated from the cabin itself, Station Master shall ensure that the gate is closed against road traffic, before taking 'OFF' reception/departure signals.
- vi) When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the train or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

**3. FAILURE OF TELEPHONIC COMMUNICATION:**

When Telephone Communication falls or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adapted:

- 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. Gateman on receipt of such advice shall close the gate and transmit the key to the Station Master, which will enable him to take 'OFF' reception/departure signals.

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- ii) When sufficient time is not available because of greater frequency of train service, Station Master issue written authority to the train driver to pass the signal at 'ON' position.
- iii) In addition Station Master shall also issue a caution order advising the Driver to whistle continuously and approach the gate cautiously.
- iv) The train Driver shall be instructed to pass the gate cautiously, on being hand signalled by the Gateman. If hand signal is not seen, driver should be prepared to stop short of the gate and ensure that gate is closed vide GR 3.73(2)(b)
- v) In case of an approaching train, the Station Master Shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
- vi) The Station Master at the dispatching end shall then issue a caution order to the driver before dispatching a train in to the block section from his end.
- vii) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
- viii) Normal working will be resumed only after staff rectifies the telephone and issue reconnection/fit memo for the same.

**4. FAILURE OF LIFTING BARRIERS OR LEAF GATES:**

- i) When the gate cannot be closed due to failure of lifting barriers or leaf gates, the Gateman will immediately inform the Station Master on duty, under exchange of private number, end ensure the lifting barriers or leaf gates do not foul the track.
- ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
- iv) After securing the gate against road traffic gateman shall show green hand signal flag by day and green light by night to the Driver of the approaching train.
- v) Station Master on duty shall issue a caution order to the driver of a departing train.
- vi) He shall also advice the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the driver before dispatching a train in the block section from this end.
- vii) Station Master will advice maintenance staff responsible for maintenance of lifting barriers gates to repair the defect at the earliest.
- viii) Normal working will be resumed only after the maintenance staff repairs the barrier gates to repair the defect at the earliest.

**NOTE:**

- a) In case of failure of lifting barriers/leaf gates worked form 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 drivers of both departing and arriving trains.

**5. FAILURE OF GATE KEY WITH THE GATE IN CLOSED POSITION WHEN GATE KEY CANNOT BE EXTRACTED FOR OPENING THE GATE:**

- i) If the gate key cannot be extracted from the winch, the gate lever or the key transmitter, then Gateman must immediately inform the Station Master on duty on telephone, under exchange or private number.
- ii) If emergency key is available at the gate lodge, he will take it out from the sealed box by breaking the seal and open the gate for road traffic. Emergency key provision is not available.
- iii) The record of the data and time of breaking the sealed cover of Emergency key box shall be recorded and signed with reasons.

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- iv) 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.
- v) Station Master on duty shall issue a caution order to the driver of a departing train.
- vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Driver before dispatching the train in the block section from his end.
- vii) Station Master will advise S&T staff responsible for maintenance of winch/gate levers/key transmitter to rectify the defect at the earliest.
- viii) Normal working will resume only after S&T staff repairs the winch/gate lever/key transmitter and issue 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 GATE KEY WITH THE GATE IN OPEN POSITION:**

- i) If the gate key cannot be extracted from the winch, the gate lever or the key transmitter, then Gateman must immediately inform the Station Master on duty on telephone, under exchange or private number. **I**
- ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/dispatch of trains as prescribed for non-interlocked gate 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 a caution order to the driver 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 Driver before dispatching the train in the block section from his end.
- vi) Station Master will advise S&T staff responsible for maintenance of winch/gate levers/key transmitter to rectify the defect at the earliest.
- vii) Normal working will resume only after S&T staff repairs the winch/gate levers/key transmitter and issue reconnection/fit memo for the same.
- viii) After rectification, the Emergency key shall be replaced in the Emergency Key Box and resealed by the S&T maintainer.

**7. OBSTRUCTION AT THE GATE:**

- i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gates, for this purpose.
- ii) Immediately after this, the Gateman shall advise the Station Master on duty, regarding the defects/obstruction at the gate, under exchange of private number.
- iii) Station Master, on duty shall be advised to put the reception/departure signals back to 'ON' position, if taken 'OFF' for a train.
- iv) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform on phone.
- v) Gateman shall then rush with detonators, fusee and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Inspection for duties of gateman under Item No. 1.5(5).
- vi) Thereafter he shall protect the gate from the other direction also.

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- vii) He shall note down the particulars of the road vehicle, vehicle number, name of the driver, owner and relay these details to the Station master who shall not start the train unless he has been assured by the Gateman that the road vehicle or the lifting barriers/leaf gates are not fouling the track.
- viii) The Station Master shall also inform the Station Master at the 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 Drivers of all trains 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 obstructions.
- xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and thereafter exhibit green hand signal, if the gate is not obstructed.
- xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to repair the same at the earliest.
- xiii) Normal working will be resumed after maintenance staff rectify the defective lifting barriers/leaf gates 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 falling of a tree, fouling by road vehicle or derailment which is visible to the Gateman, the Gateman and Station Master will adopt the procedure given under Item No.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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**EAST COAST RAILWAY**  
**WALTAIR DIVISION**  
**APPENDIX 'A'**  
**WORKING OF LEVEL CROSSING GATES LADDA STATION**

**GATE WORKING RULES:**

Working rule for 'C' Class manned interlocked level crossing gate situated at KM 350.895 between Ladda and Jimidipeta.

**1. GENERAL****1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:**

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

- |     |  |  |
|-----|--|--|
| 1.  | Number of Level Crossing Gate:                           | <b><u>RV 255</u></b>                   |
| 2.  | Engineering or Traffic Gate:                             | <b><u>Traffic Gate.</u></b>            |
| 3.  | Under control of Station Master/Senior Section Engineer: | <b><u>SM/LDX</u></b>                   |
| 4.  | Location at KM:  | <b><u>350.895</u></b>                  |
| 5.  | At Station:  | <b><u>LADDA</u></b>                    |
| 6.  | In between stations                                      | <b><u>LDX &amp; JMPT</u></b>           |
| 7.  | BG/MG/NG:  | <b><u>BG</u></b>                       |
| 8.  | Single line/Double line/Multiple line:                   | <b><u>Double Line</u></b>              |
| 9.  | Normal Position:   | <b><u>Open to road traffic.</u></b>    |
| 10. | Interlocked/non-interlocked:                             | <b><u>Interlocked</u></b>              |
| 11. | Means of Interlocking                                    | _____                                  |
| 12. | Provisions of Gate signal at Kms.                        |  |
|     | i). Up Line  | <b><u>Station Signals</u></b>          |
|     | ii). Dn Line   | <b><u>Station Signals</u></b>          |
| 13. | Signalling arrangements                                  |  |
| 14. | Means of Communication – Telephone/Bell etc:             | <b><u>Telephone</u></b>                |
| 15. | Width of level crossing gate                             | <b><u>5.4 Mtrs</u></b>                 |
| 16. | Type of Road (NH/SH/Others)                              | <b><u>Others</u></b>                   |
| 17. | Name of Road   |  |
| 18. | Metalled/non-metalled                                    | <b><u>Metalled.</u></b>                |
| 19. | Approach road  | <b><u>Metalled.</u></b>                |
| 20. | Width of the road  | <b><u>5.0 Mtrs.</u></b>                |
| 21. | Angle of road crossing (In case of skew gates)           | _____                                  |
| 22. | Road gradient (if any)                                   |  |
|     | i. North/East side                                       | <b><u>Metalled.</u></b>                |
|     | ii. South/West side                                      | <b><u>Metalled.</u></b>                |
| 23. | Road alignment (straight/curve)                          |  |
|     | i. North/East side                                       | <b><u>Straight</u></b>                 |
|     | ii. South/West side                                      | <b><u>Straight</u></b>                 |
| 24. | Provision of height gauges                               | <b><u>Not required.</u></b>            |
| 25. | Type of Barriers   | <b><u>Coupled Lifting Type.</u></b>    |
| 26. | Length of Check Rails                                    | <b><u>5.8 Mtrs</u></b>                 |
| 27. | Road Surface in between L – Xing gates                   | <b><u>Provided with C C Blocks</u></b> |
| 28. | Length of Rumble strip/speed breakers                    | <b><u>6.0 Mtrs</u></b>                 |
| 29. | Road signs   | <b><u>Provided.</u></b>                |
| 30. | Speed breaker indication board                           | <b><u>Provided</u></b> _____           |

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31. TVU **1640**  
 32. Census next due on **5-Nov-2009**  
 33. Demarcation for placement of Detonators **Provided.**  
 34. No. of Gatemen working **3**  
 35. Nearest Medical Assistance **DMO/RGDA**  
 36. Nearest Private Medical Assistance available (if any) **RAYAGADA**  
 37. List of equipment available Yes/No **Yes**

**1.2. EQUIPMENT**

<b><u>ITEMS</u></b>	<b><u>QUANTITY/NUMBERS</u></b>
(1) Hand Signal Lamp Tri Colour	3 (5 on Quadruple/Line or twin single line)
(2) Hand Signal Flag Green	1 Mounted on sticks
(3) Hand Signal Flag Red	3 (6 on Quadruple/Line or twin single line and 7 in case Hexaple Section mounted on sticks)
(4) Banner Flag Red	3 (5 on Quadruple/Line or twin single line)
(5) Posts for exhibiting red banner flag	2 (4 on Quadruple/Line or twin single line)
(6) Spare chains with padlocks	2 with stop mark.
(7) Detonators	10 in tin case
(8) Fusee	1 (3 on multiple line, double line, parallel lines suburban sections, automatic signalling and ghat sections)
(9) Gate lamps	2
(10) Tommy Bar	1
(11) Mortar Bar	1
(12) Spade/Fowrah	1
(13) Rammer	1 (In case of asphalted road this may not be provided)
(14) Pick Axe	1 (In case of asphalted road this may not be provided)
(15) Tin case for flags	1
(16) Can of oil	1
(17) Water pot/Bucket	1
(18) Canister for Muster Roll	1
(19) Set of spare spectacles for gateman wearing glasses	1
(20) Board demarcating protection of level crossing gate diagram in case of obstruction on gate	1
(21) Basket	1
(22) Whistle	1
(23) Wall Clock	1

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**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 of tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gateman, 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. S&T Register in case of Interlocked Engineering Gate.

**1.4 DUTIES OF GATE MAN:****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, gate man will stand in the manner indicated below:

- i) Gateman will stand attentively 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 with white light facing the track.
- iv) He shall keep the whistle slung around in his neck from a cord.

**3 ROUTINE DUTIES OF GATE MAN:**

- i) Gateman shall ensure that red banner 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, if it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
- iv) Except where otherwise prescribed under special instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.
- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, and vehicle/wagon/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 be prepared to repeat any signal which guard may give to driver on Walkie-talkie or in other way.
- vii) If lifting barrier/leaf gates 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.

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- 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 even by disconnecting the signal or the wire if necessary.
- x) At the gate whose signal have become defective, the Gateman shall close and lock the lifting barriers/leaf gates on sighting a train and hand signal or pilot the train past the defective signal. In such case he should inform the driver 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 clear.
- xvi) Gateman shall keep the road surface well watered and rammed in case of unhealed roads.
- xvii) Gateman must be vigilant to see that inconvenience to road users due to closure of gates should be to the minimum possible extent.
- 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 trespassing by persons or cattle to the maximum extent.

4) **ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAINS:**

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 driver/guard of the passing train by showing red flag by day and red light by night.
- ii) He shall simultaneously try to draw the attention of the driver/guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
- iii) If driver/guard fails to take notice, Gateman shall immediately inform the Station Master, 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 driver/guard by whistling continuously, shouting, gesticulating, and by raising both hands vertically above, quickly parting them and bringing them together in repeated UP and Down motion as high and low as possible.
- vi) In case the train does not stop, he 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 on telephone, to take appropriate action, under exchange of private number.
- iii) If there is no response from the Station Master after two or three attempts, he shall first protect the gate and then inform of the phone.

The Gateman shall protect the line as under:

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**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 dltly 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 red light by night 5 meters away from the site of obstruction.
- iv) Gateman shall then proceed to protect the gate along with detonators, fusees and red flag by day and red hand signal lamp by night.
- v) 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 600meters, on BG and 400 meters on MG/NG and place one detonator on the line. Thereafter he shall proceed to a distance 1200 meters on BG and 800 meters on MG/NG 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 intermediated detonator on his way back.
- vi) 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.
- vii) Having returned to the gate, he must then take steps to remove the obstruction, and warn the driver of the approaching train..
- viii) On those meter gauge sections where trains run at more than 75 kmph. Detonators shall be placed at distance to be specified under Special Instructions by the Administration.
- ix) 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 as he can go.
- x) Thereafter, he shall light up and fix the fusees to warn the driver and stop the approaching train by waving this red flag by day red hand signal lamp by night repeatedly.

**b) Other action to be taken by Gateman:**

- i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
- ii) If the gate is broken by a road vehicle, which is fouling the track, or if lifting barriers/leaf gates or 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 other means available.

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**APPENDIX 'A'**  
**ANNEXURE – II**

**WORKING INSTRUCTIONS FOR TRAFFIC LEVEL CROSSING GATES INTERLOCKED WITH STOP SIGNALS OF THE STATION PROVIDED WITH TELEPHONE, WITH NORMAL POSITION "OPEN TO ROAD TRAFFIC"-IT IS A "C" CLASS GATE AT KM 350.895:**

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

**1. MODE OF OPERATION:**

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

Gate shall normally kept open to road traffic. When ever it is required to close and transmit the control key to station, the gateman shall have to adopt the following procedure.

1. Key 'P' is obtained after closing the Level crossing gate at West cabin and releases Lever No 2.
2. Lever No 2 when reversed Locks the Level crossing Boom and releases Lever No 1 and Key 'Q'.
3. Key 'Q' is transmitted electrically to Panel in conjunction with Lever No 1 reversed, controls concerned Up and Dn signals.
4. Lever No 1 is provided in the west cabin to put back the concerned signals to 'ON' in case of Emergency.

On completion of the Train movement SS on duty shall transmit back the Key 'P' through RKT to open the L.C.Gate.

**2. EXCHANGE OR PRIVATE NUMBER:**

- i) Before taking off reception/departure signals Station Master shall inform the Gateman, the number, description and direction of the train, under exchange of private number.
- 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 along time, the Station Master must ensure that the train is ready for departure in all respects before he advises the gateman for closing the gate.
- v) If the gate is operated from the cabin itself, Station Master shall ensure that the gate is closed against road traffic, before taking 'OFF' reception/departure signals.
- vi) When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the train or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

**3. FAILURE OF TELEPHONIC COMMUNICATION:**

When Telephone Communication falls or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adapted:

- 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.

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- ii) Gateman on receipt of such advice shall close the gate and transmit the key to the Station Master, which will enable him to take 'OFF' reception/departure signals.
- iii) When sufficient time is not available because of greater frequency of train service, Station Master issue written authority to the train driver to pass the signal at 'ON' position.
- iv) In addition Station Master shall also issue a caution order advising the Driver to whistle continuously and approach the gate cautiously.
- v) The train Driver shall be instructed to pass the gate cautiously, on being hand signalled by the Gateman. If hand signal is not seen, driver should be prepared to stop short of the gate and ensure that gate is closed following GR 3.73(2)(b)
- vi) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
- vii) The Station Master at the dispatching end shall then issue a caution order to the driver before dispatching a train in the block section from his end.
- 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 staff rectifies the telephone and issue reconnection/fit memo for the same.

**4. FAILURE OF LIFTING BARRIERS OR LEAF GATES:**

- i) When the gate cannot be closed due to failure of lifting barriers or leaf gates, the Gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure the lifting barriers or leaf gates do not foul the track.
- ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
- iv) After securing the gate against road traffic gateman shall show green hand signal flag by day and green light by night to the Driver of the approaching train.
- v) Station Master on duty shall issue a caution order to the driver of a departing train.
- vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the driver before dispatching a train in the block section from this 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 be resumed only after the maintenance staff repairs the barrier/leaf gates to repair the defect at the earliest.

**NOTE:**

- a) In case of failure of lifting barriers/leaf gates worked from the cabin, Station Master will send station porter to secure the gate against road traffic by safety channels and padlocks.
- b) Authority to pass signals at 'ON' position as per rules shall also be issued to the drivers of both departing and arriving trains.

**5. FAILURE OF GATE KEY WITH THE GATE IN CLOSED POSITION WHEN GATE KEY CANNOT BE EXTRACTED FOR OPENING THE GATE:**

- i) If the gate key cannot be extracted from the winch, the gate lever or the key transmitter, then Gateman must immediately inform the Station Master on duty on telephone, under exchange or private number.

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- ii) If emergency key is available at the gate lodge, Gateman will take it out from the sealed box by breaking the seal and open the gate for road traffic. Emergency key provision is not available.
- iii) The record of the data 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/dispatch of trains as prescribed for non-interlocked gates, should be adopted.
- v) Station Master on duty shall issue a caution order to the driver of a departing train.
- vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Driver before dispatching the train in the block section form his end.
- vii) Station Master will advise S&T staff responsible for maintenance of winch/gate levers/key transmitter to rectify the defect at the earliest.
- viii) Normal working will resume only after S&T staff repairs the winch/gate lever/key transmitter and issue 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 GATE KEY WITH THE GATE IN OPEN POSITION:**

- i) If the gate key cannot be extracted from the winch, the gate lever or the key transmitter, then Gateman must immediately inform the Station Master on duty on telephone, under exchange or private number.
- ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/dispatch of trains as prescribed for non-interlocked gate 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 a caution order to the driver 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 Driver before dispatching the train in the block section form his end.
- vi) Station Master will advise S&T staff responsible for maintenance of winch/gate levers/key transmitter to rectify the defect at the earliest.
- vii) Normal working will be resumed only after S&T staff repairs the winch/gate leaves/key transmitter and issue reconnection/fit memo for the same.
- viii) After rectification, the Emergency key shall be replaced in the Emergency Key Box and resealed by the S&T maintainer.

**7. OBSTRUCTION AT THE GATE:**

- i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gates, 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, fuses 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 Inspection for duties of gateman under Item No. 1.5(5).
- vi) Thereafter he shall protect the gate from the other direction also.
  
- vii) He shall note down the particulars of the road vehicle, vehicle number, 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 gates are not fouling the track
- viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all 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 Drivers of all trains 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 obstructions.
- xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and thereafter exhibit green hand signal, if the gate is not obstructed.
- xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers gates to repair the same at the earliest.
- xiii) Normal working will be resumed after maintenance staff rectify the defective lifting barriers/leaf gates 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 falling of a tree, fouling by road vehicle or derailment which is visible to the Gateman, the Gateman and Station Master will adopt the procedure given under Item No.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'****SYSTEM OF SIGNALLING AND INTERLOCKING AND COMMUNICATIONS  
ARRANGEMENT AT THE STATION LADDA (LDX)**

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

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

LADDA is a 'B' Class station with Standard III 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 manually operated Multi Aspect Colour Light Signalling.

**1.1 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 layout in either direction.

**1.2 Point Buttons :**

Push buttons Black for individual operation of points are provided for each point. Point group push buttons (black with red dot) for operation of points normal/reverse are also provided. Point button and point Group button normal/reverse shall conjunctively be pressed for operation of point to required position. To indicate the position of point, a small indicator lamp is provided on panel above the concerned points.

1.3 When a point is set correctly in normal, a white steady strip indication appears suggesting that the point is in normal position.

1.4 When a point is set correctly in Reverse, a white steady strip indication appears suggesting that the point is in Reverse position.

1.5 When the points of any route have been correctly set and relevant signals taken off a Red indication appears indicating the concerned points are locked either in normal or Reverse position as the case may be.

1.6 When the point starts to operate to normal/reverse position, the white strip indication will start flashing till the concerned point housed in required position. After the point housed in required position i.e. normal/reverse, the white flashing indication extinguished and steady point indication will glow for normal/reverse suggesting the point in correctly housed.

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**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 will start flashing till the points are set to normal or reverse position and locked. Then the white steady strip indication will appear for Normal point zone or reverse point zone will appear as the case may be. During automatic route setting for train operation also, the same indications 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.	Point Button No.	Colour	Description
1.	21	Black	Cross over point between Up & Dn. main lines at RGDA end.
2.	22	Black	Cross over point between UP & Dn. main lines at VZM end.
3.	23	Black	Cross over point between Up. Main and Up. loop line at RGDA end.
4.	24	Black	Cross over point between Dn Main line and Common loop at VZM end.
5.	25	Black	Cross over point between Dn main and Common loop at RGDA end.
6.	26	Black	Cross over point between Up main and Up loop 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 and Red dot.	Common button for Reverse operation of points.

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**3. SIGNAL BUTTONS :**

Sl.	Button No.	Colour	Description
1.	C1	Red with White dot	Up calling-on signal for Line No 1,3 & 4
2.	S1	Red	Up Home Signal for Line No.1, 3 & 4
3.	C2	Red with white dot	Dn. Calling-on signal for Line No.1 & 2
4.	S2	Red	Dn. Home signal for Line No.1 and 2
5.	SH3	Yellow	Shunt signal for Line No.1 & 2.
6.	SH4	Yellow	Shunt signal for Line No.1, 2 ,3 & 4.
7.	S7	Red	Up starter for Line No.4
8.	S8	Red	Dn starter for Line No.1
9.	S9	Red	Up starter for Line No.1 .
10.	S10	Red	Dn. starter signal for Line No2
11.	S11	Red	Up starter signal for Line No.3 starter
12.	S12	Red	Dn Advanced starter
13.	S13	Red	Up Advanced Starter

**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 UM, DM, , CL1, CL2, UL1, UL2 ). Common route buttons are also provided viz 12AT and 13AT for Up and Dn starter signals respectively. For taking of Dn and Up advanced starter route buttons 12 UN and 13 UN are also provided.

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**4.1 Descriptions of Route Buttons :**

Sl.	Button No.	Colour	Description
1.	UM-UN	White	Common route button for Up Home signal and calling On signal for Line No.3 setting overlap on Up main.
2.	UL/2-UN	White	Common route button for Up Home signal for LineNo.4 setting overlap on main line.
3.	UL/2-UN	White with Black dot	Common route button for Up Home signal and Up Calling On signal for LineNo.4 setting overlap on over run line.
4.	DM-UN	White	Common route button for Dn. Home Signal and Calling On signal for Line No.2 setting overlap on Dn. main.
5.	CL/2-UN	White	Common route button for Up & Dn. Home Signal and Calling On signal for Line No.1 setting over lap on common loop.
6.	CL/1-UN	White with Black dot	Common route button for Up & Dn. Home signals and Calling On signals for Line No.1 setting over lap on Sand hump/ over run line.
7.	12 AT-UN	White	Common route button for Dn. Starter signals.
8.	13 AT-UN	White	Common route button for Up Starter signals
9.	Group (Trans)	White with Black dot	Common release button for crank handle and siding control.
10.	Group Release	White with Black dot	Common release button for crank handle and siding control.
11.	12- UN	White	Route button for Dn advanced starter.
12.	13- UN	White	Route button for Up advanced starter.

**5. 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 Local supply. The stand by power supply is through two numbers of diesel 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 local supply, the SM on duty shall start the Diesel generator. The power supply of D.G.set is fed to the auto change over switch provided in IPS. Through auto change over switch the D.G. set power supply will be extended to the IPS.

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.

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	<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 LED SIGNAL FAILURE INDICATION (RED SIGNAL LAMP MUTTING BUTTON RED WITH WHITE DOT):**

Whenever LED signal becomes blank, 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 LED signal is replaced/rectified or signal assumes other aspect.

**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 / AXLE COUNTERS:**

At this station all the berthing 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 rear 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.

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**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.

**CRANK HANDLE CONTROL FOR OPERATION OF POINTS**

S.No	Crank Handle	Control points
1	CH 1	21A/B.
2	CH 2	22 A/B.
3	CH 3	23 A/B, 26A/B
4	CH 4	24 A/B, 25 A/B

- 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.

**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 COUNTER:**

For the purpose of the emergency operations there is an emergency Route cancellation and also there is a 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 by breaking the seal 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. The counter registers to next higher number every time emergency route cancellation is initiated. SM on duty shall ensure sealing of emergency route cancellation button by S&T maintenance staff after completion of the work.

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**8.2** The numbers on the 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 intended 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 registered in the counter as already pointer out.

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

**OR**

**THE SIGNAL 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.

**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**

**a)IN CASE OF POINT ZONE TRACK CIRCUIT FAILURE:**

The Station Master on duty can operate points form panel in case of point zone track circuits fails. The Station Master on duty after physical verification inserts the SM's emergency point key and turn. 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) by breaking the seal. 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 and counter registers to next higher number each time emergency point operation is initiated. SM on duty shall ensure sealing of emergency point operation button by S&T maintenance staff after completion of emergency point operation.

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**b) IN CASE OF AXLE COUNTER FAILURE:**

In case of failure of Axle counter of LVV, resetting can be done after ensuring last vehicle intact from the Guard of the train. Procedure for resetting is given in Para No 26 of Appendix B.

**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 Double line SGE block instrument in LINE CLEAR position.
- 11.3** Home signals are interlocked with respective Double line SGE block instruments. 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.

**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 LADDA Station.
- 13.2** The tests, checks and replacements etc. including overhauling shall conform 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:**

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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 the 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).

**15. PROCEDURE FOR CARRYING OUT 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 extent 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 GPJPLY:**

The Station works on 230 Volts power supply from Local.. The first standby power supply is from two numbers of D.G.sets.

**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 Local [at 230V-50Hz]. The standby power supply is taken from two numbers of Diesel generators. 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.

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

The normal position of all points shown in the Station Working Rule Diagram No. SI/WRD 23073 and also in the mimic indication panel provided in the Station Masters office.

- 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.
- 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

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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:**

**22.1 INTERLOCKING WITH HOME SIGNALS:**

All the UP and DOWN Home signals are Electrically interlocked with the respective Double line SGE Block Instrument so that before the handle of the instrument can be turned from TRAIN COMING FROM position to LINE CLOSED position, all the buttons 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 Double line SGE 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 Double line SGE Block Instrument is suspended with its handle in TRAIN GOING TO position for whatever reason the concerned Last Stop Signals controlled by the Double line SGE Block Instrument must be treated as suspended and trains shall be Piloted Out.

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**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:**

The details of the Telecommunication is as follows

- 1) Telephone attached to Lock and Block instruments of adjoining stations
- 2) Magneto telephones attached to adjacent stations
- 3) Magneto telephones provided at crank handle locations at either end locations
- 4) Telephones connected to L.C.Gates at Km 347/3-4, Km 349.663, and Km 350.895
- 5). Section Control Phone
- 6). Auto Telephone
- 7). BSNL Phone
- 8). VHF set.

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

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

**26 RESETTING OF LVV AXLE COUNTER (DIGITAL):**

- A) Whenever after complete arrival of train the LVV axle counter continue to show Red on the panel board, the on duty SS/SM at both ends of the section shall resort to 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.

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SS/SM of receiving end shall inform the failure of axle counter to on duty SS/SM of despatching end for UP/Dn section.

- B) 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.
- C) 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 .
- D) 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..
- E) It is mandatory that for every reset operation of LVV Axle counter first train after reset process shall have to be piloted out.

Para No 26 of Appendix 'B' will come into force after proper intimation by ASTE/P/VSKP on written authority of Dy.CSTE/P/VSKP after commissioning of LVV axle Counter for section LDX-RGDA and LDX-JMPT. Till such time the last vehicle will be verified by the SS/DY,SS on duty physically as per existing rules in vogue

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**EAST COAST RAILWAY**

**WALTAIR DIVISION**

**APPENDIX- 'C'**

**LADDA STATION**

**ANTI COLLISION DEVICE (RAKSHA KAVACH)**

NOT APPLICABLE TO THIS STATION.

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**APPENDIX 'D'****DUTIES OF TRAIN PASSING STAFF AND STAFF IN EACH SHIFT**

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

**1. Dy. STATION SUPERINTENDENT (Dy.SS):**

He is rostered for 8 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 neat and upto date. He shall ensure that all equipments, apparatus and instruments including signaling & interlocking gears and fittings are kept clean and oiled by the 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(c) & (d) and SR 14.07.01 and BWM 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. STATION MASTER:**

He is responsible for trains passing 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 Station Manager will devolve on him. He shall follow SR 3.68.01 (c) & (d), SR 14.07.01 and OM Chapter XXII. His special attention is drawn to Chapter-II of G&SR 1976 and GR 5.01 to 5.08 with relevant SRs. As an assistant Dy.SS, he shall carry out the instructions given to him by the Dy.SS.

**3. TOKEN PORTER :**

He shall work under the orders of Dy.SS/SM on duty. He shall couple and uncouple vehicles under the supervision of Dy.SS/SM/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 carryout any other duties entrusted to him by the Station Master on duty. He will relight the BSLB lamp during night.

**4. SAFAIWALA:**

He shall attend to the sanitation of the Railway premises including SM's Office, Platform, Staff Quarters, Latrines and cleaning of drainages etc. He shall clean and fill with oil in the hand signal lamps and other lights. He shall carry out any work entrusted to him by the Station Master on duty.

**N.B:** All staff while on duty should be in proper uniform and follow the rosters issued by Sr.DPO/WAT/E.Co.Rly. from time to time.

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**EAST COAST RAILWAY****WALTAIR DIVISION****APPENDIX 'E'****LADDA STATION****ESSENTIAL EQUIPMENT**

A List of essential equipments is given below which shall be maintained in good working order.

<b>SL.</b>	<b>EQUIPMENT</b>	<b>STATION</b>
1.	Detonators	20
2.	Hand signal 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	1
8.	Reminder collars	8
9.	Power Block Reminder collars Bar	4
10.	First Aid Box	1
11.	Stretcher	1
12.	Blanket	1

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**EAST COAST RAILWAY**

**WALTAIR DIVISION**

**APPENDIX 'F'**

**LADDA STATION**

**Rules for working of DK Station, Halts, IBH, IBS and outlying sidings.**

No 'DK' station", Halt, IBS/IBH and "Out lying sidings" are connected to this station

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**EAST COAST RAILWAY**

**WALTAIR DIVISION**

**APPENDIX 'G'**

**LADDA STATION**

RULES FOR WORKING OF TRAINS IN ELECTRIFIED SECTIONS

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**EAST COAST RAILWAY**

**WALTAIR DIVISION**

**APPENDIX 'H'**

**LADDA STATION**

RULES FOR WORKING OF PRIVATE SIDINGS

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