

East Coast Railway
WALTAIR DIVISION
STATION WORKING RULES OF URLAM STATION
(BROAD GAUGE)

No.WTP/5/SWR/ULM

Date of Issue: _____

Date brought into force: _____

Ref: Railway Board's Letter No 2000/Safety (A&R) 19/36 Dated:27-10-2005

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

1. STATION WORKING RULES DIAGRAM:

The Station Working Rule diagram No.SI/WRD/10508 ALT-'C' based on CSTE/E.Co.Rly and signal interlocking plan No.SI/10508 ALT-'C' shows the complete lay out of the yard, points, signals, gradients and interlocking arrangements of the station including the non-interlocked siding (if any). Exact and actual holding capacity of all the individual lines in meters, actual inter signal distances, names of adjacent stations and (IBS signal if provided) with their respective distance from the center line of the station building to the central line of the adjacent station.

2. DESCRIPTION OF STATION:**2.1.1 a) General (Location):**

URLAM: (Station Code ULM) station is a 'B' Class station on the Howrah – Chennai Double Line, Electrified, BG Section of East Coast Railway on the trunk route. It is situated at KM 738.853 from Howrah on S.E.Rly.

b) Panel Board

The station is provided with a composite miniature domino type full panel in the SMs office to operate all points and signals in the yard (in place of end cabins.)

The station is equipped with manually operated multy aspect colour light signals.

All the point, signals etc are operated from the central panle provided in SM's office by the SM on duty in each shift.

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c) **SM's lock up key:**

The panel is fitted with a station master lock up key arrangement to avoid unauthorised operation. The panel can be locked with one or more switches in operated position or all switches in normal position but with the arrangement to put back the signals to 'ON' position in case of emergency with out unlocking the panel. But the route cannot be altered.

2.2 Block Stations, IBH, IBS on either side and their distance and outlying sidings:

- i) Urlam station is situated between Tilaru in the North side at a distance of 9.78 Km and Srikakulam Road in the South at a distance of 10.00 Km.
- ii) **D.K. STATIONS & OUT LYING SIDINGS, IBH, IBS etc.**

D.K. STATIONS & OUT LYING SIDINGS, IBH, IBS connected to this station / worked by this station are NIL.

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
ULM-TIU	a) The advance block section commence at Dn advance starter signal No 8 of ULM on Down line.	Ends at Dn BSLB on Down line of TIU South Cabin.
	b) The rear block section commence at Up advanced starter signal No 7 of TIU South cabin on Up line	Ends at Up BSLB on Up line at TIU end of ULM station.
ULM-CHE	a) The advance block section commence at Up advanced starter signal 7 of ULM at on Up line at CHE end.	Ends at BSLB on UP line at North cabin end of CHE station.
	b) The rear block section commences at DN Advance starter signal no 8 of CHE north cabin.	Ends at Dn BSLB on Down line of ULM at CHE end.

2.4 Gradients if any:

	Chainage		Stretch	Gradient
	From	To		
Towards HWH on UP & Dn. Lines	00.00	918.06	918.06m	Level
	918.06	1222.86	308.80m	1 in 1000 Falling
	1222.86	2173.23	950.37m	Level
	2173.23	2275.00	101.77m	1 in 400 Falling
	2275.00	2820.00	545.00m	Level
	2820.00	In to Section	--	1 in 400 Raising

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Towards VSKP on UP & DN Lines	00.00	1477.00	1477m	Level
	1477.00	1700.00	223m	1 in 200 Falling
	1700.00	1800.00	100m	Level
	1800.00	2200.00	400m	1 in 325 Raising
	2200.00	2350.00	150m	Level
	2350.00	In to Section	--	1 in 345 Falling

Note: the gradients Raising/ Falling are considered in a way for trains moving from station to wards the block section. For trains approaching from block section towards the station it will be just the opposite of Raising / Falling shown in the table.

2.5 Layout :

The Station is provided with three running lines with isolation and one Hot Axle siding. A rail level island plat form is provided between line 2 down main and line NO 3 down loop. Another rail level platform is provided on the station building side connected to Up Main line.

2.5.1 RUNNING LINES, DIRECTION OF TRAFFIC, HOLDING CAPACITIES CSR.

The Station is provided with three running lines viz. Up and Down Main lines and Down Loop.

a) Holding Capacities of Running Lines

Line No. 1	(Up Main)	CSR 820 M (Electrified)
Line No. 2	(Dn. Main)	CSR 781 M (Electrified)
Line No. 3	(Dn. Main)	CSR 781 M (Electrified)

b) DIRECTION OF TRAFFIC:

The Trains coming from Palasa and proceeding to VSKP are Up trains and the trains coming from VSKP and proceeding towards Palasa station are Down trains.

2.5.2 NON RUNNING LINES

i) Up Hot Axle siding CSR 30.48 M Wired.

Description of Siding

Up HOT axle siding takes off from Up main line at VSKP end of the yard and is isolated by a derailing switch .The other end is terminated into a dead end. The entrance point and the corresponding derailing switch are coupled and operated by an arc lever provided at site. Hand plunger lock fitted at the entrance point is unlocked by a key released from the control switch No 18 on

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panel at station. When the key is released, Up Home signal no 1 and Up starter signal No 3 will be held locked in their normal position.

2.5.3 Special features in the lay out :

Up and Down Main Line are connected by a crossover at CHE end only in the trailing direction. TIU end is not connected by a crossover.

2.6 Level Crossings :

- i) One 'C' class interlocked level crossing gate situated at KM 739/5-6 at CHE end with in station limits and communication with SM/ULM.
- ii) One 'C' class non-interlocked level crossing gate situated at KM 737.160 ULM-TIU and connected with communication with SM-ULM.

(Detailed working shown in APPENDIX 'A' of SWR)

3. SYSTEM AND MEANS OF WORKING:

The trains are worked under Absolute Block System in accordance with GR 7.01(i)(a), GR Chapter VIII Rules Nos. 8.01(1)(a) & (b), 8.01(2), (b), 8.03(i), 14.01 to 14.07, 14.08(a), 14.09, 14.10 and 14.13 and BWM Chapter-V on either direction.

3.01 a) Block Instruments :

SGE type lock and block instruments are provided in the SM's office for Section ULM-TIU and ULM-CHE. The block instruments shall be operated by the Station Master on duty and he will maintain the train signal register and other relevant records. Taking Off of the Last Stop Signal is the authority for the driver to proceed into the block section vide GR 14.08(a).

- b) The double line locks & block instrument non-cooperative are provided with locking arrangement to avoid un authorized operation. The instrument can be locked in operated or in normal position. The key of the instrument must be kept in the personal custody of the Station Master on duty.
- c) The Block instruments are also provided with attached telephone communication facility with the adjacent station/cabin of the section concerned.

4. SYSTEM OF SIGNALLING AND INTERLOCKING:

Urlam Station is a Standard III interlocked panel working station. The station is equipped with manually operated multiple aspect colour light signals. The significance of the various combinations of the multy aspect colour light signaling lies in accordance with GR 3.07(4), 3.08(4)(b), 3.13 & 3.13(6)(b) & 3.14(9). All crossover points are motor operated points (Except of the Hot Axle Sidings)

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4.1. Panel

- a) A small mimic indication Panel is installed in the Station Master of ice, parallel to the track corresponding to the layout of the yard in either direction. Push buttons are provided on the Panel for operation of points, signals and other controls such as crank handle control and siding control etc. and the entire installation is operated by electric power. Station Master on duty is the only authorized person, to operate the Panel and provided with Station Master's lock up key to avoid unauthorized operation. The Panel can be locked either in operated position or normal position. The key of the Panel must be in the personal custody of Station Master on duty. (Details are explained in Appendix 'B')
- b) The electrical motor machine of the points is provided with in built locking and detection. When the point is correctly set and locked a while strip light appears on the point zone indicating the correct setting and locking of the point to the operated, position.

4.1.1 Track Circuits

Both Up and Down Main lines and Dn. Loop are provided with berthing track circuits as :

Up Main Line : UMT 1, UMT 2 and UMT3
 Dn. Main Line : DMT 1, DMT 2 and DMT3
 Dn. Loop Line : DLT 1, DLT 2 and DLT3

Point zone track circuits are also provided as 14AT, 14BT, 16T, 15AT, 15BT.

Track Circuits are also provided for automatic replacement of Up Home Signal as IT & ITI and advance starters as 7T & 8T.

Axle Counters :

Axle counters are provided for automatic replacement of down Home Signal as 2 AXT at CHE end.

- #### 4.1.2
- i) All running line points are motor operated by Electric Point Machines which have got in built locking and detection arrangements.
 - ii) All siding entrance points on the running line and the corresponding switches on the siding are coupled and locally operated by the arc levers provided at the site. The entrance points are provided with hand plunger locks with key locking arrangement, the key being released from RKT instruments. The siding entrance points controlling key is interlocked with the signaling and interlocking system through RKT.
 - iii) For emergency operation of Electric Point Machines Crank Handles are provided and interlocked with the system.

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4.1.3 CRANK HANDLE

When any point failed to operated from panel, it is inevitable to operate the point by means of crank handling. To achieve this, end goomties are located at either end of the yard with a telephone facility. CH1 & CH2 crank handles are housed in these goomties and shall be released by the respective keys from panel through RKT at the station. The detailed procedure of crank handle working in given at OM 20.06 and Appendix 'B' para 21.0 & 21.7 shall be followed.

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

The Cabin Basement & Relay Room's are provided with Double locking arrangement. One key is kept with the station Master on duty and one with Signal Maintainer. Whenever required the key with SM on duty shall be given to the maintainer for attending failure / maintenance under clear signature with date time& purpose, record properly in the register maintained at the station for the purpose. On completion of the work the SM's key shall be returned by the S&T maintainer recording the, Date & Time under clear signature of the maintainer & SM on duty. The procedure given in OM 1.14 & SWR Appendix 'B' shall be followed

4.3 POWER SUPPLY:

The normal power supply to S&T installations is drawn from AT through a step down transformer. The alternative power supply is made available from the local power supply of AP Trans Co . Change over switch is provided in SMs office which shall be operated by SM on duty during the failure of one of the supply source. The supply position of the power is indicated through illuminated bulbs on the switch panel. Record of failures of power supply shall be maintained by SM on duty. Detailed procedure is given at Appendix 'B' para 19.0 to 19.2 shall be followed.

5.0 TELECOMMUNICATIONS:

The details of telecommunication facilities for train working are as follows.

- 1) Telephone attached to SGE Type lock and block instrument connected to the adjacent stations on either side.
- 2) Magneto phone is provided between Station and C-Class L.C. Gate at
i) KM 739/5-6, ii) KM 737.166.
- 3) Electric communication equipment (Magneto Phone) is provided for sections ULM-CHE and ULM-TIU.
- 4) The station is connected to VSKP-PSA train control phone.
- 5) The station is connected to VSKP-PSA traction power control circuit.

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- 6) VHF set connecting adjacent stations.
- 7) Auto telephone connecting Divisional HQ & station between VSKP – PSA.
- 8) BSNL Auto Phone

5.1 FAILURE OF COMMUNICATIONS

- 1) In event of suspension/failure of SGE type lock and block instruments / Block phone line clear transaction shall continue on available telephone, using identification number supported by private number vide SR 6.02.06.
- 2) In the event of failure of control phone, SM on duty shall work independently in conjunction with SM of the adjacent block station. Preference shall be given to important train with out causing undue detention to other train.
- 3) In event of failure of telephone communication between SM's office and LC Gate at KM 739/5-6, memo working as mentioned in the Appendix-A shall be observed.
- 4) In the event of failure of Tele communication between SM's office and the LC gate at KM 737.166 trains shall be stopped at the stations at either end of the gate and served with caution orders vide SR 16.03.04(a)

6. SYSTEM OF TRAIN WORKING:

Trains are worked under Absolute Block System as per GR Chapter VIII, XIV & CP(IV) & (V) & BWM CP-V

MOVEMENT OF TRAINS:

Movement of trains is Controlled by the section controller on duty whose orders must be carried out provided they do not contravene any G&SR, BWM, OM and SWR and any other safe working principles. In the event of suspension of Control working, the Station Master on duty shall work independently in conjunction with the Station Masters of the adjacent block stations and shall be responsible for reception and dispatch of trains. He shall ensure that preference is given to important trains and at the same time no undue detention occurs to other trains. Vide OM 2.14 & 2.17 & 2.24(a).

6.1 Duties of train working staff :

The detailed duties of train working staff such as Station Superintendent, Station Master, Token Porter, Safaiwala cum lamp man etc are given at Appendix 'D' of the SWR. The duties and responsibilities of different cadars of train working are also given at OM CP XXII which shall be followed by the staff which ever is applicable to them.

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6.1.1 TRAIN WORKING STAFF IN EACH SHIFT:

The following is the Complement of operating Staff at the station.

Compliment		Staff in Each Shift		
Station Superintendent	1	Station Superintendent	}	1
Station Master	3	Station Master		
Token Porters	4	Token Porters		
Safaiwala-Cum-Lamp-Man	1	Safaiwala-Cum-Lamp-Man		1 (in general shift)

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 LINES AND ZONES OF RESPONSIBILITY:

- i) From the concerned Home signals upto the facing end fouling mark of the nominated line, and.
- ii) From fouling mark at the facing end to the fouling mark at the trailing end of the nominated line, and.
- iii) From fouling mark at the trailing end of the nominated line upto and including the adequate distances as per GR 3.40(1)(a)

The Station Master on duty is responsible to ascertain the clearance by observing from the panel indication provided at the station.

However when the panel indication fail the clearance of the above zones must be ensure by physical verification by SM on duty and /or for admission/despatch of coaching train SM on duty is personal responsible to ensure the clearance of the above zone.

6.1.3 ASSURANCE OF STAFF IN THE ASSURANCE REGISTER.**a) ASSURANCE REGISTER:**

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

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

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6.2 Conditions for Granting Line Clear :

The conditions laid down in GR 8.01(1)(a) & (b), 8.01(2)(b) and 8.03(1)(a), (b)&(c)(ii) , GR 14.10, BWM 5.08 & 5.09(2) shall be complied with before the line is considered clear and 'Line Clear' is granted for a train by the Station Master on duty.

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

- i) The whole of the last preceding train has arrived complete.
- ii) All necessary signals have been put back to 'ON' behind the said train.
- iii) The line is clear upto the BSLB on the respective lines of Up or Down as the case may be
- iv) The Station Master on duty before giving such permission shall ensure that all signal lights pertaining to the train are burning properly and he shall also ensure that there is no train/vehicle movement leading towards the line in the opposite direction. Vide GR 3.39(4)

Note :

- i) If the light of the reception signal is found not burning, line clear shall not be granted for a train till such time it is ensured that the concerned Driver is notified of the fact in writing by the Station Master of the station to which such line clear is to be granted or alternatively such signal is lit up.
- ii) Before granting line clear for a Dn train the Station Master on duty shall inform the Gateman at the level crossing gate at KM 739/5-6 the train number and expected departure from the station in rear.

6.2.1 Special conditions to be observed while receiving on Dispatching Train :

Up and Down Main line and the loop line are track circuited. In case of failure of track circuits, the clearance of the nominated line has to be ensured physically before piloting IN a train.

6.2.1.1 SETTING OF POINTS AGAINST BLOCKED LINE

When a running line is blocked by a stabled load, wagon, vehicle or a train which is to give precedence to another train or immediately after the arrival a train at the station the points in rear should be immediately set against the blocked line except when shunting or any other movement is required to be done immediately in that direction on that line SR 3.36.03(b), 5.04.01, 3.51.06 shall be followed.

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6.2.1.2 RECEPTION OF TRAINS ON BLOCKED LINE:

Whenever trains are to be admitted on a blocked line it is necessary that the trains are piloted 'IN' on a written authority on form T/369 (3b) given by a competent railway servant to the driver of the train and the rules laid down under GR 5.09 with SR there to shall be followed.

However "Calling On" signal where provided may be taken 'OFF' for admission of a train on the blocked line.

6.2.1.3 RECEPTION OF TRAINS ON NON-SIGNALLED LINE:

All running lines at the station are equipped with reception signals. If it becomes necessary to admit a train on non-signalled line the rules laid in GR 5.10 with SR there to shall be followed.

6.2.1.4 DESPATCH OF TRAINS FROM NON-SIGNALLED LINE.

All running lines at the station are equipped with despatch signals. If it becomes necessary to despatch a train from a non-signalled line the rules laid down in GR 5.11 and SR there to shall be followed.

6.2.1.5 DESPATCH OF TRAINS FROM A LINE PROVIDED WITH COMMON STARTER SIGNAL

All running lines at the station are equipped with individual starter signal.

6.2.1.6 ANY OTHER SPECIAL CONDITIONS

The special restriction & special instruction given at para 13.0 & 14.0 of SWR shall be followed.

6.3 CONDITIONS FOR TAKING "OFF" APPROACH SIGNAL.**a) RECEPTION OF TRAINS**

Reception of trains is governed by rules laid down in GR 3.36, 3.38, 3.40, 3.49, 3.07 (4) & 4.17 and SRs thereto SR 3.42.02 (iv) & 3.42.03 & 4.23 and other relevant provisions of G&SR, BWM and OM shall be followed.

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b) ADEQUATE DISTANCE:

To take off the Home signals for admission of a train, the adequate distance (overlap) as mentioned below shall be kept clear in terms of GR 3.40 and SR thereto.

LINE NO.	CLEARANCE OF ADEQUATE DISTANCE			
	FOR UP TRAINS		FOR DOWN TRAINS	
	FROM	TO	FROM	TO
Up Line	Up Starter No 3	Up Advanced Starter No 7	-	-
Dn Line	-	-	Dn Starter No 6	Dn Adv Starter No 8
Dn Loop	-	-	Dn Starter No 4	Dead end of over run line or Dn. Adv Starter No 8.

6.3.1 RESPONSIBILITY OF STATION MASTER FOR RESTORATION OF SIGNALS TO 'ON' POSITION.

The signal inter locking at the station ensures restoration of signal to 'ON' aspect automatically by the passage of the train past the signal and its track circuit zones, but the control operating the signal shall not be resorted to normal position till the whole train has passed it vide GR 3.36(2)(b).

However when a signal doesn't assume its 'ON' aspect after the passage of the train SM shall endeavor to put back the signal to 'ON' position immediately and when it is not possible the green glass shall be broken and the procedure laid in GR 3.36, SR 3.36.02, GR 3.68 with SR there to shall be followed.

6.4 Simultaneous Reception/Despatch, Crossing and Precedence of Trains:

According to the existing interlocking at this Station the simultaneous reception and despatch of trains is permitted as stipulated below :

Reception of an Down train on Down Loop Line No.3	&	Despatch of another Down Train from Down Main Line No.2
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In addition to Up and Down main lines, a down loop line is provided hence precedence of Down train may be arranged whenever such occasion arises as per rules. Vide SR 3.47.01, 3.47.02 and SR 3.51.06 shall be followed.

6.5 CROSSING PRECEDENCE 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. Precedence of trains is controlled by SCR and CHC coaching.

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6.5 COMPLETE ARRIVAL OF THE 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(1) 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 SM on duty shall observe the last vehicle indicator while passing the station on confirming that the train passed with its last vehicle indicator as prescribed in para above shall send the "Train Out of Section" to the station in rear. Vide BWM 2.07(6).

6.6 Despatch of trains :

Despatch of trains is governed by provision of GR 3.42 and SRs there to 3.36.04(b), SR 3.42.01(b), SR 3.42.04 and BWM 2.07(5)(a), (e), (f) & (g) and other relevant provisions of G&SR, BWM and SWR.

6.6.1 OBTAINING LINE CLEAR – SETTING AND LOCKING ROUTE AND TAKING OFF DEPARTURE SIGNAL.

Station Master on duty shall ensure physically that the line between starter signal and Up to Advance starter is clear of all obstruction shall obtaining line clear for the concerned train. He shall first suspend all non isolated shunting and shall with draw the shunting authority issued earlier and kept in his possession. SM on duty shall also ensure closing and locking of LC gate against road traffic from gate man supported by private number. He shall then set the route for the out going train from the panel and take "OFF" the departure signals.

6.6.2 TRAIN ENTERING BLOCK SECTION:

The SM on duty after observing that the train has passed past the advanced starter signals [Both physically & through Panel indication] shall restore the departure signal control to their normal position and send the TRAIN ENTERING BLOCK SECTION signals vide BWM 2.07.[5][a].

6.7.0 Trains Running Through :

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

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- iii) In every case in which trains are permitted to run through on non-isolated line, all shunting shall be stopped and no vehicle unattached to an engine or not properly secured in accordance with rule GR 5.23 may be kept standing on a connected line which is not isolated from through line.

6.7.1 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 Kilometers 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.

6.8 WORKING IN CASE OF FAILURE

PROCEDURE TO BE FOLLOWED FOR WORKING OF TRAINS DURING FAILURE / SUSPENSION OF INTERLOCKING / SIGNALS / POINTS:

6.8.1 DEFECTIVE SIGNALS:

- a) When Signals become defective, the procedure laid down in GR 3,63 to 3.71,3.75, 3-80, 3.81 and SRs there to shall be followed.
- b) A Signal in the 'OFF' position is the final indication that the points are correctly set for the route for which it applies and if it is found impossible to take off a Signal, the setting of points on the route to which it applies shall be inspected by the Station Master before the Signal is declared as defective irrespective of what is indicated by the position of the route, point levers and lock levers vide SR 3.68.01 [c]. In case of disconnection of Signaling and interlocking gears for repairs and maintenance Procedure laid down in GR 3.51, 3.69. and relevant SRs shall be followed.
- c) In the event of Signal showing no lights, and if Signal lights can not be kept burning, Station Master on duty shall before giving line clear' initiate action in accordance with the procedure prescribed in GR 3.49(4) & GR 3 68 to 3 77 and the relevant SRs

6.8.2 DEFECTIVE INTER MEDIATE STOP SIGNAL

Not Applicable

6.8.3 DEFECTIVE INTERLOCKING:

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

The trains shall be piloted 'IN' or 'OUT' as the case may be vide GR 3.79 & 3.70 with SR there to.

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6.8.4 INSPECTION OF POINTS BEFORE DECLARING THEM DEFECTIVE:

However, before declaring a signal is defective, the setting of the point on the route to which it applies shall be inspected by the SM irrespective of the position of the points in terms of SR 3.68.01(C) and 3.68, 3.70, with relevant SRs and SR 3.77.01(b) shall be followed.

6.8.5 DEFECTIVE OR DAMAGED POINTS:

- i) When points become defective, the signals controlling these points shall be considered as defective and vice-versa and action to be taken as prescribed under GR 3.77 relevant SR's thereto.
- ii) When points become defective and cannot be operated from panel the points are to be set manually by crank handle. The crank handles are interlocked with the system and are housed in the crank handle goomties at either end of the yard.

SM on duty shall depute his staff to the goomty who shall extact the crank handle key from the RKT in goomting electrically transmitted by SM on duty at the station.

2 crank handle CH/1 & CH/2 are provided to operate all points in the yard when necessary.

The details procedure given at Appendix 'B' and OM 20.06 shall be followed for use of crank handle.

6.8.6 FAILURE OF AXLE COUNTERS / TRACK CIRCUITS

Whenever Axle counters / Track Circuits of the berthing line and / or crossover zone fail, the clearence of such zone must be verified physically by SM on duty / competent railway servant deputed by SM before initiating any movement over the affected zone.

On confirming the clearence of the failed Axle counter/ Track Circuits zone the procedure for piloting "IN"/ "Out" shall be followed.

The failure of Axle counters/Track Circuits must be recorded in a separate register provided for the purpose and S&T maintenance staff shall be intimated immediately and also to the train controller.

6.8.7 PILOTING OF TRAINS – INTO STATION YARD:

- a) Piloting of the trains into the station yard is governed by SRs 3.69.02 and 3.69.03
- b) Whenever Home signal has become defective the calling 'ON' signal below it may be taken 'OFF' in terms of SR 3.69.02.

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- c) Whenever Home signal; and the calling 'ON' signal below it have become defective, the SM on duty shall advise the station in rear to issue written authority on form T/369(b) and the procedure laid down in SR 3.69.02[a] and 3.69.05 (c) shall be followed.
- d) When ever Home signal has become defective and station in rear have not been advised to issue written authority on from T/369(b) and when "Calling On Signal" also failed the procedure shall be followed for piloting "IN" a train vide SR 3.69.03.

6.8.8 **PILOTING OF TRAINS –OUT OF STATION YARD:**

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

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

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

- i) Motor trolleys shall be worked as per GR 15.25, and SRs there to and BWM 5.11(2), 5.12, 5.13 and 5.14(2)(b) and circulars and orders issued from time to time. Material trolleys shall be worked as per GR 15.27 and SRs thereto and BWM 5.11(2), 5.13, 5.13(2)(b).
- ii) The section where Axle counters are provided in lieu of track circuits, Trolleys, Motor Trolleys, Lorries etc., which are not insulated shall not be allowed to run except on line clear.
- iii) Motor Trolleys/ Tower Wagons/ Material Lorries are not likely to actuate the Axle counters correctly. When they are to run over the section split by Axle counters, the whole section is to be treated as one section and next train to started after the last train has arrived complete.
- iv) Any other restrictions on movement of trolley. In view of item (ii) & (iii) above, motor trollies are not be allowed on following line clear.

7. **BLOCKING OF LINES :**

A clear remark in RED ink shall be made immediately in the Train Signal Register indicating time and number of running line blocked. A record there off shall be made in the Station diary also vide 3.36.03(a) shall be followed.

USE OF REMINDER COLLARS:

SM on duty when ever a running line is blocked for any reason Reminder Collars provided for the purpose shall be placed on the concerned Home Signal and Point button.

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7.1 LOADING AND UNLOADING OF VEHICLES ON RUNNING LINES:

Except smalls, loading and unloading of vehicles on running line is prohibited unless permitted by DOM vide SR 5.19.01.

7.2 SECURING OF VEHICLES:

The rules laid down in GR 5.23, SR 5.23.01 , 5.19.01(a) and OM 7.08 shall be followed.

NOTE: Special care shall be taken to secure special type of vehicles fitted with roller bearings while standing in siding on running lines vide SR 5.23.01[b].

8.0 SHUNTING :

The rules laid down in GR 3.46, 3.52 to 3.56, 5.13, 5.14, 5.16, 5.17, 5.19, 5.21, 8.06 and 8.15 with relevant SRs shall be observed. All shunt movements shall be supervised by Guard/Station Master/Pointsman on duty vide SR 5.13.03 as the case may be. In yard shunt signal have been provided below the starter signals and shunt back signal beyond outer most point have been provided to control all shunt movements in the yard.

For any non-signalled movement, physical verification of the clearance of the crossover points shall be ensured by the Dy.SS/Station Master on duty and the points both facing and trailing shall be clamped and pad locked.

8.2 Shunting in the face of approaching train :

Not Permitted

8.3 Prohibition of shunting, special features if any :

- i) Hand shunting is prohibited of both ends of the yard.
- ii) Fly shunting is prohibited at both ends of the yard.
- iii) Shunting in face of an approaching train is prohibited. Shunting is not permitted in the yard unless the engine is leading towards the falling gradient.

8.4 Shunting on Single Line :

Not applicable

8.5 SHUNTING 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.

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- 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 vide 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:

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 TRAVELING AWAY TRAIN

Shunting in rear of traveling 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 :

While shunting in the siding, it should be authorized by issuing T/806 clearly mentioning the limits upto which shunting is permitted as also the lines occupied in shunting. The relevant provisions of GR 5.14 and SRs there to shall be meticulously followed for shunting operations in siding.

8.6.1 WORKING OF OUTLYING SIDINGS, IF ANY:

Nil

9.0 ABNORMAL CONDITIONS:

- a) **RULES TO BE OBSERVED IN THE EVENT OF ABNORMAL CONDITIONS.**
 - i) **During partial interruption/ failure of electrical communications instrument.**

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During partial interruption of communications trains shall be worked in accordance with BWM 5.16 & 5.23 & SR 6.02.06

Driver shall be issued with authority to enter Block section on form T/369(3b) noting there in the private number & identification number received from the block station in advance while granting line clear for the said train.

ii) **Authority to proceed in to the occupied block section in case obstruction of line or accident etc. (Block Ticket)**

When ever it becomes necessary to send a train into the block station already occupied by another train or due to accident, trains shall be worked in accordance with SR 6.02.05. The authority to proceed shall be block ticket (i.e T/A 602) or as per SR 6.02.05.

iii) **Trains delayed in block section.**

When a train carrying passenger does not arrive with in '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 thereto 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(1)

iv) **Failure / Passing of intermediate block stop signal at 'ON':**

-Nil-

v) **Failure of axle counter block / BPAC:**

No BPAC Axle Counters Provided at the station.

vi) **Failure of MTRC:**

Not applicable.

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

- i) When ever Motor points cannot be operated from panel the same has to be operated by using crank handle. Two crank handle CH 1 & CH 2 are provided and housed in RKT at goomties at either end of the yard near

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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.

ii) **Procedure for Emergency operation of point with axle counter track circuit failure.**

Whenever the point zone axle counters / 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.

When it is clear the SM on duty shall resort for resetting process of Axle counter and the point shall be clamped and pad locked for any movement over them and the procedure laid in SR 3.39.01 , SR 3.39.03 & GR 3.77 with relevant SR shall be followed.

c) **Certification of clearance of track before "calling on signal" operation is initiated:**

Whenever Home Signal fails train may be admitted by taking 'OFF' Calling On Signal. However before taking 'OFF' the calling on signal the clearance of the berthing line and route upto Home signal must be ensured by physical verification by the SM on duty for admission of all trains.

Note: Calling on signal may also be taken "OFF" for admitting of train on to a blocked line vide GR 5.9(2)(a) duly observing the procedure laid in GR 5.09 with SR there to .

d) **Reporting failure of points, track circuits / axle counters and inter locking:**

i) Whenever there is a failure of points, track circuits / axle counters or any other interlocking gear at the station the failure should be reported by SM on duty to the concerned signal maintenance staff on duty responsible for attending the failure and also to the sectional Transportation Inspector, Signal Inspector and Sr.DSO, Sr.DOM & Sr.DSTE through message. When failure is rectified by S&T staff a written memo shall be obtained regarding rectification of fault, and only after testing the rectified gear for its satisfactory normal working the SM on duty shall resume the normal working vide SR 3.51.04 & SR 3.77.01 shall be followed.

ii) The failure & rectification should be recorded in the signal failure register with a message to section train control.

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 SR 6.02.03.

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- ii) In the event of single line working on double line section during total failure of communications the provisions laid down in SR6.02.02 shall be followed.

Note

- a) The last stop signal shall not be taken "OFF" and block instrument working shall be suspended during the period till the normal working is restored.
- b) A clear margin of 30mts shall be observed between the train already left and the train about to leave.

9.1.2 RUNNING TIME UNDER AUTHORITY TO PROCEED WITHOUT LINE CLEAR.

a)	Between section ULM-CHE (10 KM)	Time in Minutes
	i) During Day light Hours: (25 KMPH)	24 mins
	ii) During Night or when view ahead is not clear (10 KMPH)	60 mins

b)	Between Section ULM-TIU (9.78 KM).	Time in Minutes
	i) During Day light Hours:(25KMPH)	24 mins
	ii) During Night or when view ahead is not clear (10 KMPH)	58 mins

9.2 TEMPORARY SINGLE LINE WORKING ON A 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 taken 'OFF' but an authority to pass the last stop signal at 'ON' shall be issued on for 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.

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

9.3 DESPATCH OF TRAINS UNDER AUTHORITY TO PROCEED WITHOUT LINE CLEAR OR TO ASSIST A CRIPPLED TRAIN.

The procedure laid down in GR 6.09 with SR there to shall be followed.

The last stop signals shall shall not be taken 'OFF' but an authority to pass the last stop signal at 'ON' shall be issued in the prescribed form T/369 (3b).

9.3.1 ISSUE OF BLOCK TICKET:

The rules and regulations given at SR 6.02.05 for working trains on an obstructed line in case of obstruction or accident on the authority of block ticket (T/A 602) (when communications are available) shall be followed.

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The last stop signal shall not be taken 'OFF' but the authority to pass the last stop signal at 'ON' on form T/369(3b) shall be issued to the driver along with the block ticket.

10. VISIBILITY TEST OBJECT :

The Signal lights of UP Starter Signal No.3 and Dn. Starter Signal No.6 of UP & DN lines during day and night are the visibility test objects vide GR 3.61(2)b(iii).

11. ESSENTIAL EQUIPMENTS AT THE STATION :

Details are given in Appendix 'E' which shall be maintained in good working order vide O.M. 20.04(11).

12.0 FOG SIGNAL MEN NOMINATED TO BE CALLED IN CASE OF FOG PROCEDURE FOR WORKING OF TRAINS DURING FOGGY WEATHTER

- i) During thick, foggy or tempestuous, dust storm etc weather, when the visibility of the signal is impaired. The SM on duty shall initiate action to depute Fog Signalmen with Detonators Vide GR 3.61 in order to indicate the location of the station approach signals to the driver of an approaching train.
- ii) The Fog Signalmen shall be proceed to the outer most signal of the station and place one detonators at a distance of 275M from the outer most signal towards the approaching train and another detonator at a distance of 10M from the first one and he shall stand 45M away from the detonator.
- iii) The Fog signal men shall be permanent employees, no temporary or casual labour shall be deployed as Fog signal man.
- iv) The assurance of Fog signal man available at the station (including Engineering Branch if available) shall be obtained in the fog signal register every year in the month of 'October'.
- v) Details of supply of detonators, available stock, use, and testing etc. shall be maintained in the fog signal register maintained at the station as per GR 3.64 and SR there to

Note: Names of Fog Signal men available at the station shall be exhibited in the SM's office.

13.0 SPECIAL RESTRICTIONS:

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

13.2 Hand shunting is prohibited at both ends of the yard.

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- 13.3 Fly shunting is prohibited.
- 13.4 Shunting shall not be permitted at either end of the yard unless the engine is leading towards the falling gradient.
- 14.0 **Special Instructions**
- 14.1 Up and Down lines and Down Loop lines are track circuited from fouling mark to fouling mark. In case of failure of track circuit, the clearance of the concerned line should be ensured physically before a train is piloted in over that line.
- 14.2 The 'C' class L.C. Gate at KM 739/5-6 at VSKP end of the yard has to be closed against road traffic for reception of Up and Down trains and for dispatch of Up trains and during shunting operations.
- 14.3 Both Up and Down lines including Down Loop lines are track circuited between Home and Advanced Starter in each direction. In case of failure of track circuits, trains shall be piloted In and Out as per rules.
- 14.4 After any non-signalled move has taken place over Motor operated a point/points, whether in the facing or in trailing direction the Station Master on duty shall operate point/points, to normal and the reverse settings for the purpose of testing the points. After the Station Master has ensured that indications regarding the normal and reverse setting are correctly available then only further movements may be permitted over the points.
- 14.5 a) Up Starter Signal No. 3 is erected on right hand side of the track.
- b) A caution order shall be issued to all Up trains for a period of one month and reminded once in a year.
- 15.0 **APPENDICES:**
- Appendix – A Shows the detailed working of level crossings
- Appendix – B Shows the signalling and interlocking installations and communication arrangement.
- Appendix – C Anticollision Device (Raksha Kavach)
- Appendix – D Shows the details of duties of operating staff in each shift
- Appendix – E Shows the details of essential equipment provided at station.
- Appendix – F Rules for working of DK stations halts, IBH, IBS and out lying sidings.

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Appendix – G Shows the working instructions regarding 25 KV AC Traction
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16.0 **CERTIFICATE:**
NOTHING IN THESE RULES SHALL BE READ AS CANCELLING,
AMENDING OR MODIFYING ANY GENERAL RULES AND SUBSIDIARY
RULES, BLOCK WORKING MANUAL AND OPERATING MANUAL.
THESE RULES CANCEL ALL PREVIOUS STATION WORKING RULES.

APPLICATION:
This issue of Working Rules cancel all Station Working Rules of SRIKAKULAM
ROAD Station issued previously and shall be in force
from_____.

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APPENDIX 'A'
LEVEL CROSSING GATES

These instructions should be read together with provisions in General & Subsidiary Rules. Railways shall ensure that all Safety requirements are covered while modifying these instructions based on local conditions and requirements.

Following General Instructions are meant for all types of Manned Level Crossing Gates. Specific Instructions for working of different types of Level Crossing Gates are attached as Annexures.

1. GENERAL:

1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:

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

1. Number of Level Crossing Gate 421.
2. Engineering or Traffic Gate Engg
3. Under control of Station Master / Permanent Way Inspector P.Way-Inspector
S.E.P.Way
4. Location at KM. 739/5-6
5. At Station ULM.
6. In between stations ULM & CHE.
7. BG / MG / NG : BG.
8. Single line / Double line / Multiple line Double Line.
9. Normal Position Open to Road Traffic.
10. Interlocked / Non-Interlocked Inter Locked.
11. Means of Interlocking Ground France.
12. Provision of Gate signal at Kms.
(i) Up Line _____.
(ii) Dn Line _____.
13. Signalling arrangements Station Stop Signal (Dn Home Signal & Up Adv Starter.
14. Means of Communication – Telephone / Bell etc. Megneti telephone
15. Width of level crossing gate _____.
16. Type of road (NH / SH / Others) _____.
17. Name of Road _____.
18. Metaled / non-metaled _____.
19. Approach road _____.
20. Width of the road _____.
21. Angle of road crossing (in case of the skew gates)_____.
22. Road gradient (if any)
(i) North / East side _____.
(ii) South / West side _____.
23. Road alignment (straight/curve)
(i) North / East side _____.
(ii) South / West side _____.
24. Provision of height gauges _____.
25. Type of Barriers Lifting Type.

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26. Length of Check rails _____.
27. Road surface in between L-Xing gates _____.
28. Length of Rumble strip / speed breakers _____.
29. Road signs _____.
30. Speed breaker indication board _____.
31. TVU _____ on _____.
32. Census next due on _____.
33. Demarcation for placement of Detonators _____.
34. No. of Gatemen working Two.
35. Nearest Railway Medical Assistance _____.
36. Nearest Private Medical Assistance available (if any) _____.
37. List of equipment available Yes / No Yes.

1.2 EQUIPMENT:

Items	Quantity / Numbers
1. Hand Signal Lamp Tri Colour	3 (5 on Quadruple / Line or twin single line)
2. Hand Signal Flag Green	1 Mounted on stocks
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 Q / Twin single line and 5 on Hexaple section)
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 Pan	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 for oil	1
17. Water port / Bucket	1
18. Canister for Muster Roll	1
19. Set of spare spectacles of 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 for tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gatemen, including date of passing vision test, initial / refresher course, safety camp etc.
8. Accident Register.
9. Record of last census of road traffic at level crossing gate.
10. Public Complaint Book.
11. Inspection Book.
12. S&T Register in case of Interlocked Engineering Gate.

1.4 MODE OF OPERATION:

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

i) Normal Working and mode of operation.

This gate shall normally be kept open to road traffic during Day and night, and will be closed against road traffic whenever required to pass the train. After passage of train/trains, the gate shall be opened immediately.

When the level crossing gate is opened for road traffic, in order to show danger signal to an approaching train, the gate man on duty must at Night keep his hand signal lamp turned to RED and in Day RED hand signal flag furled in his hand through out the period when the level crossing gate is opened for road traffic in terms of SR 16.03.07.

ii) Intimation to gate & working of gate.

When ever required the Station Master on duty, shall advise the gate man about the Train No. direction and description of train. Gateman on duty shall clear road traffic, close the gate against road traffic and transmit the key to the SM on duty.

- a) Key 'G' extracted from winch after closing the gate inserted in 2GF in normal position releases 2 GF.
- b) 2GF when pulled, locked the level crossing boom and key 'P' is extracted from 2GF in reverse.

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- c) Key 'P' inserted in EKT and turned would lock the gate and key transmitted electrically to SM on panel.
- d) IGF when reversed controls UP Advanced Starter Signal No.7 and Down Home Signal No.2 and Calling On Signal C2 in conjunction with EKT key 'IN' contact.

iii) **Failure of Communication :**

In case of failure of Telephonic communication between the gate lodge and station, the SM will send the advise to gateman through memo where in the number, direction and descriptions of the train intended to receive/dispatch shall be entered supported by Private Number. Gateman on duty shall when such memo is received, clear road traffic, close and lock the gate and transmit the key, as mentioned above and shall send the memo after signing it and wherein Private Number shall be entered. On receipt of acknowledgement memo from gateman, SM shall take off the signals after he gets indication of closure of gate on panel. Concerned S&T staff shall be informed for rectification. After rectification the concerned official shall issue a written memo to the SM as having rectified the fault.

iv) **Failure of Gate Barriers and Issue of Caution Orders :**

In case of mechanical failure of gate barriers, the gatemen shall inform the SM on duty who in turn inform the other end SMs. SMs at either end of the Block Station (CHE & TIU) will issue Caution Orders to the drivers of the Up & Dn. trains to stop the train short of the L.C. Gate and observe Hand Signals from the Gateman. However, the gateman will secure the gate with lashing chain till the gate is rectified by mechanical signal maintainer. Trains shall be piloted in/piloted out as the case may be. However, gate closing private number shall be obtained from gateman by the SM on duty.

v) **Obstruction at the L.C. Gate :**

The Gateman on duty on noticing any obstruction on the Railway track at the level crossing gate or in the vicinity shall at once remove it. If unable to do so, he shall show stop hand signals and do his best to stop approaching trains and shall protect obstruction in accordance with GRs 16.07 and 3.62. and inform the station master on duty by exchanging private number. The SM on duty on receiving the information of obstruction at the gate shall keep all reception & despatch signals at 'ON' and shall Pilot 'IN' / Pilot 'OUT' the trains as the case may be.

vi) **Rectification of Failures :**

In case of failure of gate phone/gate mechanism i.e. Gate Barriers etc., the Station Master URLAM Station shall inform the concerned ESM/MEM/S.E.(S)/SE(P-Way) as the case may be for necessary rectification. After rectification, the concerned official shall issue a written memo to the Station Master as having rectified the fault.

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vii) **Interlocking**

The gate is interlocked with Up advance starter Signal No 7 and reception signal no 2 & calling on signal by Lever 1GF and 2GF.

viii) **Failure of Interlocking**

In the event of any defect or failure the gate should be treated as non-interlocked. Trains are to be piloted 'IN' and 'OUT' as the case may be by SM after ensuring locking of gate and making necessary protection. Gateman shall show proceed hand signal while trains passing.

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

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

2. **POSITION DURING PASSAGE OF TRAINS:**

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

- i) Gateman will stand alternatively in front of the gate-lodge facing the approaching train.
- ii) In day time, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In night time, gateman shall hold lighted hand signal lamp with white light facing the track.
- iv) He shall keep the whistle slung around his neck from a cord.

3. **ROUTING DUTIES OF GATEMAN:**

- i) Gateman shall ensure that red 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, it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
- iv) Except where otherwise prescribed under Special Instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.

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- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, and vehicle / wagons / train / battery box on fire, shifted load, falling material like brake blocks, brake beams, safety bracket, vacuum cylinder or any other situation endangering safe running of trains.
- vi) Gateman shall also prepared to repeat any signal which guard may give to drive on walkie-talkie or in any other way.
- vii) If lifting barriers / 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.
- xx) 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.
- xxi) Gateman shall wear badge and prescribed uniform while on duty at level crossing gate.
- xxii) Gateman shall ensure that he is having competency certificate in his possession while on duty.
- xxiii) Gateman shall work the gate as per Gate Working Instructions and remain well conversant with these instructions.
- xxiv) Gateman shall ensure that equipment supplied at the gate is in good order and ready for immediate use.
- xxv) Gateman shall see that the channel for the flange of the wheel is kept clear.
- xxvi) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.
- xxvii) Gateman must be vigilant to see that inconvenience to road users due to closure of gates should be to the minimum possible extent.
- xxviii) 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.

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- xxix) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. **ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN:**

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

- i) He shall take prompt action to warn the 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 falls to take notice, gateman shall immediately inform the Station Master / Switchman / Cabinman, 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 as low as possible.
- vi) In case the train does not stop, gateman shall immediately inform the Station Master / Switchman / Cabinman, 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 / Switchman / Cabinman on duty, if connected by telephone, regarding the defects / obstructions at the gate, under exchange of private number.
- iii) If there is no response from the Station Master / Switchman / Cabinman after two or three attempts, he shall first protect the gate and then inform on phone.

The gateman shall protect the line as under:-

- a) **On double line section:**
 - i) If both lines are obstructed the Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the line on which a train is expected to arrive first.

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- ii) Then he will similarly plant the other red banner flag by day and red light by night on the other line 5 meters away from the site of obstruction.
 - iii) Gateman shall then proceed to protect the gate along with detonators, fuses and red flag by day and red hand signal lamp by night.
 - iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night on the line on which a train is expected to arrive first, to a point 600 meters 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.
 - v) Thereafter, he shall proceed on the other line, showing red hand signal, similarly place detonators as described in para (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.
 - vi) Having returned to the gate, he must then take steps to remove the obstruction and warn the driver of the approaching train.
 - vii) On those Meter Gauge sections where trains run at more than 75 kmph, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
 - viii) In case the gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
 - ix) Thereafter, he shall light up and fix the fusee to warn the driver and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- b) **On single line section:**
- i) Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the direction from which a train is expected to arrive first.
 - ii) Then he will similarly plant the other red banner flag by day and red light by night towards the other direction 5 meters away from the site of obstruction.
 - iii) Gateman shall then proceed to protect the gate along with detonators, fuses and red flag by day and red hand signal lamp by night.

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- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night towards the direction from which a train is expected to arrive first, to a point 600 meters 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.
 - v) Thereafter, he shall proceed towards the other direction, showing red hand signal, similarly place detonators as described in para (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.
 - vi) Having returned to the gate, he must then take steps to remove the obstruction and warn the driver of the approaching train.
 - vii) On those Meter Gauge sections where trains run at more than 75 kmph, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
 - viii) In case the gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
 - ix) Thereafter, he shall light up and fix the fusee to warn the driver and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- c) **Other action to be taken by Gateman:**
- i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
 - ii) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers / 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 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 / Cabinman or Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or through means available.

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1.6 ENGINEERING ITEMS:

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

1.7 SPECIAL INSTRUCTIONS FOR DIFFERENT TYPES OF LEVEL CROSSINGS:

Instructions for different types of manned Level Crossing Gates are given in Annexures as follows:

- i) Annexure – I Engineering Level Crossing Gate, Interlocked with gate signals, provided with telephone, with normal position 'Open to road traffic'.
- ii) Annexure – II Traffic Level Crossing Gate, Interlocked with stop signals of the station, provided with telephone, with normal position 'Open to road traffic'.
- iii) Annexure – III Traffic Level Crossing Gate, Interlocked with stop signals of the station, provided with telephone, with normal position 'Closed to road traffic'.
- iv) Annexure – IV Engineering Level Crossing Gate, non-interlocked, provided with telephone, with normal position 'Open to road traffic'.
- v) Annexure – V Engineering Level Crossing Gate, non-interlocked, provided with telephone, with normal position 'Closed to road traffic'.
- vi) Annexure – VI Engineering Level Crossing Gate, non-interlocked, not provided with telephone, with normal position 'Closed to road traffic'.

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**WORKING INSTRUCTIONS FOR TRAFFIC LEVEL CROSSING GATES
INTERLOCKED WITH STOP SIGNALS OF THE STATION, PROVIDED WITH
TELEPHONE, WITH NORMAL POSITION “OPEN TO ROAD TRAFFIC”.**

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

1. Mode of Operation:

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

2. Exchange of Private Numbers:

- (i) Before taking off reception / departure signals Station Master / Switchman / Cabinman 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 / Switchman / Cabinman.
- (iii) The reception / departure signals will then be taken 'OFF'.
- (iv) In order to ensure that road traffic is not held up for a long time, the Station Master / Switchman / Cabinman 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 / Switchman / Cabinman shall ensure that the gate is closed against road traffic, before taking 'OFF' reception / departure signals.
- (vi) When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the train or to perform the shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.

3. Failure of Telephonic Communication:

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

- (i) Station Master on duty shall send written advice to the gateman through the porter with full details of number, description and direction of the train.

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- (ii) Gateman on receipt of such advice shall close the gate and transmit the key to the Station Master / Switchman / Cabinman which will enable them to take 'OFF' reception / departure signals.
- (iii) When sufficient time is not available because of greater frequency of train service Station Master will issue written authority to the train 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 despatching end, under exchange of private number, that the telephone at the gate has failed.
- (vii) The Station Master at the despatching end shall then issue a caution order to the driver before despatching a train in the block section from his end.
- (viii) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
- (ix) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection / fit memo for the same.

4. **Failure of Lifting Barriers 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 despatching end, under exchange of private number, to similarly issue a caution order to the driver before despatching a train the block section from his end.

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- (vii) Station Master will advise maintenance staff responsible for maintenance of lifting barriers / leaf gates to repair the defect at the earliest.
- (viii) Normal working will resumed only after maintenance staff repair the barrier / leaf gates and issue reconnection / fit memo for the same.

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 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 the Gate Key with the gate in closed position when Gate Key cannot be extracted for opening the gate:

- (i) If the gate key cannot be extracted from the winch, the gate leaves or the key transmitter, then gateman must immediately inform the Station Master / Switchman / Cabinman on duty on telephone, under exchange of private number.
- (ii) If Emergency Key is available at the gate lodge / cabin, Gateman / Switchman Cabinman / Leverman will take it out from the sealed box by breaking the seal and open the gate for road traffic.
- (iii) The record of the date and time of breaking the sealed cover of Emergency Key Box shall be recorded and signed with reasons.
- (iv) Thereafter, the gate must be treated as non-interlocked and procedure for reception / despatch of trains as prescribed for non-interlocked gates, should be adopted.
- (v) Station Master on duty shall issue 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 his end.
- (vii) Station Master will advise S&T staff responsible for maintenance of winch / gate leaves / key transmitter to rectify the defect at the earliest.
- (viii) Normal working will resumed only after S&T staff repair the winch / gate leaves / 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.

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

- (i) If the gate key cannot be extracted from the winch, gate lever or key transmitter then gateman must immediately inform the Station Master on duty on telephone under exchange of private number.
- (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception / dispatch of trains as prescribed for non-interlocked gates should be adopted.
- (iii) Gateman shall secure the gate against road traffic by means of chains and padlocks and pass the trains on hand signals.
- (iv) Station Master on duty shall issue caution order to the 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 a train in the block section from his end.
- (vi) Station Master will advise S&T staff responsibility for maintenance of winch/gate leaves / key transmitter to rectify the defect at the earliest.
- (vii) Normal working will resumed only after S&T staff repair 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 released by the S&T maintainer.

7. Obstruction at the Gate:

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

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- (vii) He shall note down the particulars of the road vehicle, name of the driver, owner and relay these details to the Station Master who shall not start the train unless he has been assured by the gateman that the road vehicle or the lifting barriers / leaf gates are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the 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 train to proceed cautiously, and pass the reception / departure signal at 'ON' position on green hand signal of the gateman, if the gate is broken, but is clear of any obstruction.
- (xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and there after exhibit green hand signal, if the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers / leaf gates to repair same at the earliest.
- (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers / leaf gates and issue reconnection / fit memo for the same.

8. Obstruction on the Track near Level Crossing:

If there is a rail fracture or obstruction on the track due to failing of a tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master will adopt the procedure given under item No.7 above. If the obstruction fouls the Level Crossing Gate, gateman must keep the gates closed against road traffic till the track is cleared of the obstruction.

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APPENDIX 'A'
LEVEL CROSSING GATES

These instructions should be read together with provisions in General & Subsidiary Rules. Railways shall ensure that all Safety requirements are covered while modifying these instructions based on local conditions and requirements.

Following General Instructions are meant for all types of Manned Level Crossing Gates. Specific Instructions for working of different types of Level Crossing Gates are attached as Annexures.

1. GENERAL:

1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:

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

1. Number of Level Crossing Gate _____.
2. Engineering or Traffic Gate Engg
3. Under control of Station Master / Permanent Way Inspector P.Way-CHE
4. Location at KM. 737.160
5. At Station Mid Section.
6. In between stations ULM & TIU.
7. BG / MG / NG : BG.
8. Single line / Double line / Multiple line Double Line.
9. Normal Position Closed to Road Traffic.
10. Interlocked / Non-Interlocked Non-Inter Locked.
11. Means of Interlocking _____.
12. Provision of Gate signal at Kms.
(i) Up Line _____.
(ii) Dn Line _____.
13. Signalling arrangements Station Stop Signal (Dn Home Signal & Up Adv Starter).
14. Means of Communication – Telephone / Bell etc. Telephone
15. Width of level crossing gate _____.
16. Type of road (NH / SH / Others) _____.
17. Name of Road _____.
18. Metaled / non-metaled _____.
19. Approach road _____.
20. Width of the road _____.
21. Angle of road crossing (in case of the skew gates)_____.
22. Road gradient (if any)
(i) North / East side _____.
(ii) South / West side _____.
23. Road alignment (straight/curve)
(i) North / East side _____.
(ii) South / West side _____.
24. Provision of height gauges Provided.
25. Type of Barriers Coupled Lifting Barring.

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26. Length of Check rails _____.
27. Road surface in between L-Xing gates _____.
28. Length of Rumble strip / speed breakers _____.
29. Road signs _____.
30. Speed breaker indication board _____.
31. TVU _____ on _____.
32. Census next due on _____.
33. Demarcation for placement of Detonators _____.
34. No. of Gatemen working Two.
35. Nearest Railway Medical Assistance _____.
36. Nearest Private Medical Assistance available (if any) _____.
37. List of equipment available Yes / No Yes.

1.2 EQUIPMENT:

Items	Quantity / Numbers
1. Hand Signal Lamp Tri Colour	3 (5 on Quadruple / Line or twin single line)
2. Hand Signal Flag Green	1 Mounted on stocks
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 Q / Twin single line and 5 on Hexaple section)
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 Pan	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 for oil	1
17. Water port / Bucket	1
18. Canister for Muster Roll	1
19. Set of spare spectacles of 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 for tools and books.
5. Duty Roster.
6. Certificate for working as gateman.
7. Bio-data particulars of Gatemen, including date of passing vision test, initial / refresher course, safety camp etc.
8. Accident Register.
9. Record of last census of road traffic at level crossing gate.
10. Public Complaint Book.
11. Inspection Book.
12. S&T Register in case of Interlocked Engineering Gate.

1.4 MODE OF OPERATION:

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

i) Normal Working and mode of operation.

This gate shall normally be kept open to road traffic during Day and night, and will be closed against road traffic whenever required to pass the train. After passage of train/trains, the gate shall be opened immediately.

When the level crossing gate is opened for road traffic, in order to show danger signal to an approaching train, the gate man on duty must at Night keep his hand signal lamp turned to RED and in Day RED hand signal flag furled in his hand through out the period when the level crossing gate is opened for road traffic in terms of SR 16.03.07.

ii) Intimation to gate & working of gate.

When ever required the Station Master on duty, shall advise the gate man about the Train No. direction and description of train. Gateman on duty shall clear road traffic, close the gate against road traffic and transmit the key to the SM on duty.

- a) Key 'G' extracted from winch after closing the gate inserted in 2GF in normal position releases 2 GF.
- b) 2GF when pulled, locked the level crossing boom and key 'P' is extracted from 2GF in reverse.

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- c) Key 'P' inserted in EKT and turned would lock the gate and key transmitted electrically to SM on panel.
- d) IGF when reversed controls UP Advanced Starter Signal No.7 and Down Home Signal No.2 and Calling On Signal C2 in conjunction with EKT key 'IN' contact.

iii) **Failure of Communication :**

In case of failure of Telephonic communication between the gate lodge and station, the SM will send the advise to gateman through memo where in the number, direction and descriptions of the train intended to receive/dispatch shall be entered supported by Private Number. Gateman on duty shall when such memo is received, clear road traffic, close and lock the gate and transmit the key, as mentioned above and shall send the memo after signing it and wherein Private Number shall be entered. On receipt of acknowledgement memo from gateman, SM shall take off the signals after he gets indication of closure of gate on panel. Concerned S&T staff shall be informed for rectification. After rectification the concerned official shall issue a written memo to the SM as having rectified the fault.

iv) **Failure of Gate Barriers and Issue of Caution Orders :**

In case of mechanical failure of gate barriers, the gatemen shall inform the SM on duty who in turn inform the other end SMs. SMs at either end of the Block Station (CHE & TIU) will issue Caution Orders to the drivers of the Up & Dn. trains to stop the train short of the L.C. Gate and observe Hand Signals from the Gateman. However, the gateman will secure the gate with lashing chain till the gate is rectified by mechanical signal maintainer. Trains shall be piloted in/piloted out as the case may be. However, gate closing private number shall be obtained from gateman by the SM on duty.

v) **Obstruction at the L.C. Gate :**

The Gateman on duty on noticing any obstruction on the Railway track at the level crossing gate or in the vicinity shall at once remove it. If unable to do so, he shall show stop hand signals and do his best to stop approaching trains and shall protect obstruction in accordance with GRs 16.07 and 3.62. and inform the station master on duty by exchanging private number. The SM on duty on receiving the information of obstruction at the gate shall keep all reception & despatch signals at 'ON' and shall Pilot 'IN' / Pilot 'OUT' the trains as the case may be.

vi) **Rectification of Failures :**

In case of failure of gate phone/gate mechanism i.e. Gate Barriers etc., the Station Master URLAM Station shall inform the concerned ESM/MEM/S.E.(S)/SE(P-Way) as the case may be for necessary rectification. After rectification, the concerned official shall issue a written memo to the Station Master as having rectified the fault.

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vii) **Interlocking**

The gate is interlocked with Up advance starter Signal No 7 and reception signal no 2 & calling on signal by Lever 1GF and 2GF.

viii) **Failure of Interlocking**

In the event of any defect or failure the gate should be treated as non-interlocked. Trains are to be piloted 'IN' and 'OUT' as the case may be by SM after ensuring locking of gate and making necessary protection. Gateman shall show proceed hand signal while trains passing.

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

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

2. POSITION DURING PASSAGE OF TRAINS:

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

- i) Gateman will stand alternatively in front of the gate-lodge facing the approaching train.
- ii) In day time, gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
- iii) In night time, gateman shall hold lighted hand signal lamp with white light facing the track.
- iv) He shall keep the whistle slung around his neck from a cord.

3. ROUTING DUTIES OF GATEMAN:

- i) Gateman shall ensure that red 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, it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
- iv) Except where otherwise prescribed under Special Instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.

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- v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, and vehicle / wagons / train / battery box on fire, shifted load, falling material like brake blocks, brake beams, safety bracket, vacuum cylinder or any other situation endangering safe running of trains.
- vi) Gateman shall also prepared to repeat any signal which guard may give to drive on walkie-talkie or in any other way.
- vii) If lifting barriers / 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.
- xx) 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.
- xxi) Gateman shall wear badge and prescribed uniform while on duty at level crossing gate.
- xxii) Gateman shall ensure that he is having competency certificate in his possession while on duty.
- xxiii) Gateman shall work the gate as per Gate Working Instructions and remain well conversant with these instructions.
- xxiv) Gateman shall ensure that equipment supplied at the gate is in good order and ready for immediate use.
- xxv) Gateman shall see that the channel for the flange of the wheel is kept clear.
- xxvi) Gateman shall keep the road surface well watered and rammed in case of unmetalled roads.
- xxvii) Gateman must be vigilant to see that inconvenience to road users due to closure of gates should be to the minimum possible extent.
- xxviii) 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.

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- xxix) Gateman shall prevent tress passing by persons or cattle to the maximum extent.

4. **ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN:**

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

- i) He shall take prompt action to warn the 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 falls to take notice, gateman shall immediately inform the Station Master / Switchman / Cabinman, 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 as low as possible.
- vi) In case the train does not stop, gateman shall immediately inform the Station Master / Switchman / Cabinman, 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 / Switchman / Cabinman on duty, if connected by telephone, regarding the defects / obstructions at the gate, under exchange of private number.
- iii) If there is no response from the Station Master / Switchman / Cabinman after two or three attempts, he shall first protect the gate and then inform on phone.

The gateman shall protect the line as under:-

- a) **On double line section:**
 - i) If both lines are obstructed the Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the line on which a train is expected to arrive first.

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- ii) Then he will similarly plant the other red banner flag by day and red light by night on the other line 5 meters away from the site of obstruction.
 - iii) Gateman shall then proceed to protect the gate along with detonators, fusees and red flag by day and red hand signal lamp by night.
 - iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night on the line on which a train is expected to arrive first, to a point 600 meters 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.
 - v) Thereafter, he shall proceed on the other line, showing red hand signal, similarly place detonators as described in para (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.
 - vi) Having returned to the gate, he must then take steps to remove the obstruction and warn the driver of the approaching train.
 - vii) On those Meter Gauge sections where trains run at more than 75 kmph, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
 - viii) In case the gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
 - ix) Thereafter, he shall light up and fix the fusee to warn the driver and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- b) **On single line section:**
- i) Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the direction from which a train is expected to arrive first.
 - ii) Then he will similarly plant the other red banner flag by day and red light by night towards the other direction 5 meters away from the site of obstruction.
 - iii) Gateman shall then proceed to protect the gate along with detonators, fusees and red flag by day and red hand signal lamp by night.

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- iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night towards the direction from which a train is expected to arrive first, to a point 600 meters 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.
 - v) Thereafter, he shall proceed towards the other direction, showing red hand signal, similarly place detonators as described in para (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.
 - vi) Having returned to the gate, he must then take steps to remove the obstruction and warn the driver of the approaching train.
 - vii) On those Meter Gauge sections where trains run at more than 75 kmph, detonators shall be placed at a distance to be specified under Special Instructions by the Administration.
 - viii) In case the gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
 - ix) Thereafter, he shall light up and fix the fusee to warn the driver and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
- c) **Other action to be taken by Gateman:**
- i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
 - ii) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers / 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 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 / Cabinman or Permanent Way Inspector regarding the particulars and obstructions at the level crossing gate, through messenger or through means available.

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1.6 ENGINEERING ITEMS:

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

1.7 SPECIAL INSTRUCTIONS FOR DIFFERENT TYPES OF LEVEL CROSSINGS:

Instructions for different types of manned Level Crossing Gates are given in Annexures as follows:

- i) Annexure – I Engineering Level Crossing Gate, Interlocked with gate signals, provided with telephone, with normal position 'Open to road traffic'.
- ii) Annexure – II Traffic Level Crossing Gate, Interlocked with stop signals of the station, provided with telephone, with normal position 'Open to road traffic'.
- iii) Annexure – III Traffic Level Crossing Gate, Interlocked with stop signals of the station, provided with telephone, with normal position 'Closed to road traffic'.
- iv) Annexure – IV Engineering Level Crossing Gate, non-interlocked, provided with telephone, with normal position 'Open to road traffic'.
- v) Annexure – V Engineering Level Crossing Gate, non-interlocked, provided with telephone, with normal position 'Closed to road traffic'.
- vi) Annexure – VI Engineering Level Crossing Gate, non-interlocked, not provided with telephone, with normal position 'Closed to road traffic'.

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WORKING INSTRUCTIONS FOR ENGINEERING LEVEL CROSSING GATES, NON-INTERLOCKED, PROVIDED WITH TELEPHONE, WITH NORMAL POSITION “CLOSED TO ROAD TRAFFIC”

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

1. Mode of Operation:

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

2. Exchange of Private Number:

- (i) Gateman must seek permission from Station Master / Switchman / Cabinman for opening the gate.
- (ii) Station Master / Switchman / Cabinman shall ensure that there is no train movement in the block section. Thereafter Station Master / Switchman / Cabinman shall give his private number to the gateman allowing him to open the gate for the purpose of clearing road traffic.
- (iii) Suitable entries shall be made by the Station Master / Switchman / Cabinman in the Train Signal Register / Cabin Operation Register , Private Number Book and Log Book in red ink.
- (iv) After passage of road traffic, the gateman shall close the gate and confirm this to Station Master / Swtichman / Cabinman, under exchange of private number.
- (v) Before any train is allowed to enter the block section again, the Station Master / Switchman / Cabinman must ensure that private number from the gateman has been received in token of his having closed the gate.
- (vi) Gate once closed for road traffic must on no account be opened unless this is authorized by the Station Master / Switchman / Cabinman, under exchange of private number.

3. Failure of Telephonic Communication:

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

- (i) Station Master at the dispatching end shall issue a caution order to the driver of the departing train.
- (ii) The caution order shall advise the driver to whistle continuously and approach the gate cautiously.

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

4. Failure of Lifting Barriers or Leaf Gates:

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

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- (viii) Normal working will be resumed only after maintenance staff rectify the lifting barriers / leaf gates and issue reconnection / fit memo for the same.

5. Obstruction at the Gate:

- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers / leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the gateman shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gate, for this purpose.
- (ii) Immediately after this, the gateman shall advise the Station Master / Switchman / Cabinman on duty, regarding defects / obstruction at the gate, under exchange of private number.
- (iii) Station Master / Switchman / Cabinman on duty shall be advised to put the reception / departure signals back to 'ON' position, if taken 'OFF' for a train.
- (iv) If there is no response from the Station Master / Switchman / Cabinman after two or three attempts, he shall first protect the gate and then inform on phone.
- (v) He shall then rush with detonators, fusee and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of gateman under item no.1.5(5).
- (vi) Thereafter he shall protect the gate from the other direction also.
- (vii) He shall note down the particulars of the road vehicle, name of the driver, owner and relay these details to the Station Master who shall not start the train unless he has been ensured by the gateman that the road vehicle or the lifting barriers / leaf gates are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
- (ix) After the track has been cleared of all obstructions the gateman shall inform the Station Master accordingly, under exchange of private number.
- (x) Station Master shall then issue a caution order to drivers of all trains to proceed cautiously, and pass the gate on green hand signal of the gateman, if the gate is broken, but is clear of any obstruction.
- (xi) Gateman shall secure the gate against road traffic by means of safety cabins and padlocks and there after exhibit green hand signal of the gate is not obstructed.
- (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers / leaf gates to repair the same at the earliest.

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(xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers / leaf gates and issue reconnection / fit memo for the same.

6. Obstruction on the Track near Level Crossing:

If there is a rail fracture or obstruction on the track due to falling of tree, fouling by road vehicle or derailment which is visible to the gateman, the gateman and Station Master will adopt the procedure given under item No.5 above. If the obstruction fouls the Level Crossing Gate he must keep the gates closed against road traffic till the track is cleared of the obstruction.

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APPENDIX 'B'
SYSTEM OF SIGNALLING AND INTERLOCKING AND
COMMUNICATION ARRANGEMENTS AT THE STATION URLAM
(ULM)

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:

1.1 This 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 Signaling.

1.2 Description of Panel :

The yard layout is depicted on the panel board in a miniature form and is fixed parallel to the track, so that when the Station Master on duty faces this panel, the Yard drawing on the panel corresponds to the actual field layout in either direction

1.3 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 indicated the position of point, a small indicator lamp is provided on panel above the concerned points.

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

1.5 When a point is set correctly in Reverse, a Green indication appears suggesting that the point is in Reverse position.

1.6 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.

1.7 When the point starts to operate to normal/reverse position, the red indication lamp as explained above, will start flashing till the concerned point housed in required position. After the point housed is required position i.e. normal/reverse, the red flashing indication extinguished and point position indication lamp (white/green) will glow for normal/reverse suggesting the point in correctly housed.

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1.8 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 Red indication will start flashing till the points are set to normal or reverse position and locked. Then the white indication will appear for Normal setting of points and the Green indication will appear for Reverse setting of points. During automatic route setting for train operation also, the same indications will glow.

1.9 All running line points are operated by Electric point machine.

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

2.1 Description of Points :

Sl. No.	Point Button No.	Colour	Description
1.	14	Black	Cross over point between Up & Dn. main line at VSKP end.
2.	15	Black	Cross over point between Dn. main and Dn. loop line at HWH end.
3.	16	Black	Cross over point between Dn. main and Dn. loop line at VSKP end.
4.	Point group button (Normal)	Black with red dot.	Common button for normal operation of points
5.	Point Group Button (Reverse)	Black and Red dot.	Common button for Reverse operation of points.

3. SIGNAL BUTTONS :

Sl. No.	Button No.	Colour	Description
1.	C1	Red with White dot	Up calling 'ON' signal for Line No.1
2.	S1	Red	Up Home Signal for Line no.1
3.	C2	Red with white dot	Dn. calling 'ON' signal for Line No.2 and 3
4.	S2	Red	Dn. Home signal for Line No.2 and 3
5.	SH3	Yellow	Shunt signal below Line No.1 starter
6.	S3	Red	Up starter for Line No.1

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7.	SH4	Yellow	Shunt signal below Line No.3
8.	S4	Red	Dn. starter signal for Line No.3
9.	SH6	Yellow	Shunt signal below Line No.2 starter
10.	S6	Red	Dn. starter signal for Line No.2
11.	S7	Red	Up Advance Starter
12.	S8	Red	Dn. Advance Starter
13.	SH9	Yellow	Shunt back signal on Dn. line
14.	SH10	Yellow	Shunt back signal for Line No.1,2,3

3.1 Signal Indication :

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

4. ROUTE BUTTONS :

Route buttons are provided separately on each running line on the panel for indication of route (viz UMUN, DN UM, DL UN and DL UN1). Common route buttons are also provided for taking off starters 8 ATUN, 7 ATUN. An individual route button is provided for taking off advance starter 8 UN, 7 UN. For clearing the signal it is necessary to operate the signal button and the concerned route button concurrently.

4.1 Descriptions of Route Buttons :

Sl. No.	Button No.	Colour	Description
1.	UM UN	White	Common route button for Up Home signal and calling On signal for Line No.1 setting overlap on Up main.
2.	DM UN	White	Common route button for Dn. Home Signal and Calling On signal for Line No.2 setting overlap on Dn. main.
3.	DL UN	White	Common route button for Dn. Home Signal and Calling On signal for Line No.3 setting over lap on Dn. main.
4.	DL UN1	White	Common route button for Dn. Home signal and Calling On signal for Line No.3 setting over lap Over run line.
5.	8 UN	White	Route button for Dn. Advance Starter
6.	7 UN	White	Route button for Up Advance Starter
7.	7 AT UN	White	Route button for Up starter
8.	8 AT UN	White	Common trans button for crank handle and siding control.

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9.	Group (Trans)	White with Black dot	Common release button for crank handle and siding control.
10.	Group Released	White with Black dot	Common release button fro crank handle and siding control.
11.	17	Black	H/A siding control on Dn. loop line
12.	18	Black	H/A siding control on Up main line

5. Power Failure Indication/Buzzer And Power Acknowledgement :

Normal power supply to installation is drawn from Auxiliary Transformer. In the event of failure of power supply from Auxiliary Transformer, a small red indication lamp above the power Act button will appear along with audible buzzer. The Station Master on duty shall change over the switch to local supply. In both the cases above, to stop the audible buzzer the Station Master on duty shall press the power ACK push button.

When the normal / auxiliary power supply is restored an audible buzzer again ring and the red light on the panel extinguishes. The Station Master on duty shall operate the change over switch and press the acknowledgement button to stop the audible buzzer.

5.1 Signal Lamp Failure Indication (Red Signal Lamp Muting Bottom Red with White Dot)

Whenever main filament of a signal lamp is fused, Signal lamp failure is indicated by a miniature Red light indication appears along with an audible buzzer. Then Station Master on duty shall press the Ack button thereby the buzzer stops but the Red indication lamp becomes steady which continues till either the signal lamp is replaced on signal assumes other aspect.

Whenever auxiliary filament also fuses the Red indication lamp flashes and sounds buzzer Station Master on duty shall resort the similar operation of Ack button as explaining above.

Whenever main filament is fused, Station Master on duty shall immediately send message to SE/ESM for rectification.

5.2 Button Failure Indication White/Button held 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 only) the buzzer stop but the white indication continues to flash till the same is rectified.

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6. TRACK CIRCUITS / AXLE COUNTER:

At this station all the berthing lines loop line and mainlines and point zones are provided with track circuits/Axle counter to indicate the occupation/clearance of berth/point zone portion. Starters will automatically be replaced by point zone. Track circuits. Track circuit 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 Mtrs rail length track circuits are provided near Up and Down home signal for control of calling on signal indication panel is installed in station to indicate the occupation/clearance of track circuits/Axle counter.

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

6.2 Crank Handle for Emergency Operation of Points Crank :

Crank handle is inter locked with the signaling and inter locking system at this station and the crank handle which is normally locked up in the RKT instrument at the station can be taken out when the signals govern the route connected are in the normal position and the route is not locked for any reason. Even when the route is locked the crank handle can be extracted from the RKT through emergency operation by pressing crank handle button along with Group Trans button. The release can be effected by pressing the push button for its release and when this key is taken out the signals leading over the particular point in either direction cannot be taken off.

6.3 On account of the doubtful operation of any track circuit by light vehicle/vehicle including self propelled vehicles such as motor trolley or a diesel shunting engine or a tower wagon, in indication of the occupancy of the track it is necessary that the Station Master onduty 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. The station yard is provided with Multi Entry Axle Counter on Dn. line (i.e. 2AXT).

6.4 Working of Axle Counter :

Axle counter fitted at the 'Entry' and 'Exit' Point on Dn. line Steel Girder Bridge (2AXT). The function of axle counter is to count the number of axles entered at the entry point and the number of Axle entered at the Exit point in the axle counter zone. If both the counters are equal then only the Axle counter will show clear

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indication (i.e. green indication) provided on operating panel at the Station Master office. Again if the number of Axle counter is not equal (mismatch) at the entry and exit point then occupation indication (i.e. Red indication) will appear in the operating panel (2AXT Reset).

Resetting procedure of Axle counter

Axle counter re-setting arrangement is provided in SM control panel. Re-set PERMISSION KEY is to be inserted for initiating reset operation, which normally remains in the custody of Station Master. Yellow indication above it confirms the permission key in. counter is provided in control panel for counting each reset operation. There are three indication provided nearer to the counter R-Red-indication for Axle counter zone failure or occupation Y-yellow-indication for zone verified after personal verification. G-green-indication for clear. For piloting Dn. train, 'Dn. point in key' should insert and key in yellow indication for clear. For piloting Dn. train. 'Dn point in key' should insert and key in yellow indication appears. As soon as axle counter zone drops, Axle counter zone failure buzzer busses in control panel. Buzzer stop button to be pressed to stop the buzzer.

- 6.5** Axle counter re-set provided at site to be operated by nominated operating staff. After physical verification the axle counter zone before Re-setting done by Station Master he should exchange the Private Number with the operating staff who will verify the failure zone.
- 6.6** Axle counter re-set provided in the Station Master operating panel to facilitate resetting of axle counter in case of failure. Three indications i.e. Green, Yellow and Red and provided on the control panel. When axle counter shows Red that of failure mismatch in count after passing of the train from Axle counter zone, the Station Master on duty gets Red indication along with Buzzer in control panel. Buzzer muting button MFN to be pressed to stop the buzzer and he should verify through other SM/ASM the clearance of failed axle counter zone. After verification the Station Master on duty should exchange P.N. with the operating officials who has verified the site from the place where line verification button is placed.

Yellow indication appears after verifying the zone in the reset box in control panel. After ensuring verification of zone the Station Master on duty has to press and turn the reset permission key in control panel to initiate resetting and counter will increase by one number. Zone clear indication Green appears below the reset counter. But in the control panel 2 AXT zones still shows RED until the first. Dn. train pilot in and clears the zone completely. For this purpose Station Master has to press "Dn. pilot in key in" control panel before piloting the 1st train vide SR 3.69.03 as the case may be after passage of the piloted train over failure zone the key to be taken out i.e. pilot IN key. As Green indication appears in the control panel it shows that axle counter files resumes normal working for the next train. If it does not appear then the Station Master on duty should treat it as a failure of axle counter. The keys mentioned above i.e. reset and pilot keys should be kept under personal custody of Station Master on duty.

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Appendix 'B'**6.7 Failure of Axle Counter :**

When an axle counter fails to indicate RED at the passage of train Engine/Vehicle after being run away from the Axle Counter zone then the RED indication appears (mismatching of counting/failure of axle counter) in Re-set of axle counter in this case the first train on the route must be piloted IN and allow to pass away from the Axle counter zone after re-setting procedure is accomplished.

Step-1:

After being cleared off the axle counter zone by any train/vehicle/engine if the Red indication persists in the Reset and continuous to appear, then common audible buzzer for zone failed will start buzzing the Station Master on duty has to press the acknowledgement button MFN to stop buzzer.

Step-2:

Before piloting in a train the Station Master on duty shall call for the Station Master in charge/other SM/ESM as the case may be for verifying the clearance of Axle counter zone. The line verification box Station Master in charge/other SM/ESM shall press consequently with SM on duty should set the SM's key to IN position. Then a white indication appears above the SM's key and after verification of the zone Red indication will extinguish.

Step-3 :

The Station Master on duty will insert the reset key press and turn and subsequently release the reset key. A Yellow indication and Green indication appears in the reset which indicates that the resetting process has been properly initiated. The counter provided in the reset will increase in number in count. The number in the veeder counter shall be recorded in the Train Signal Register/Station Master Diary and signed by both SM on duty and SM in charge. The failure must be intimated to ESM and sectional SSE/SE(Sig) for rectification.

Step-4:

When ever the axle counter zone is failed, the Station Master on duty shall pilot in the first train as the case may be over such failed axle counter zone vide SR 3.69.63 or 3.70.1 and in such piloting the Station Master on duty shall insert the pilot IN key as the case may be in the axle counter reset on the operating panel and turn the key. At the piloting of the train, pilot key should be taken out, if the Green indication continues to appear the Station Master should resume normal working.

6.8 Important Note :

When performing shunting operation in the sidings it must be clearly noted that the siding points are interlocked with the system in the normal position of the points and for train movement in reverse position it required clamping and pad locking the points. The official responsible for shunting operation must clamp the points at both the ends before permitting any movement.

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All the sectional push trolleys should have FRP trolley wheels, so that when any movement of trolley occurs over the axle counter zone there will be no counting in the axle counter.

Station Master on duty shall very particularly enquire whether that all the sectional push trolleys have FRP trolley wheels other wise any wrong movement of sectional push trolleys with Non-FRP trolley wheels other wise any wrong movement of sectional push trolleys with Non-FRP trolley wheels, Station Master has reset the above axle counter after personal verification of the line on which trolley is received.

6.9 Hot Axle Siding :

The Hot axle siding takes off from the up main line (Line NO.1) (at VSKP end of the yard) and is isolated by derailing switch at both ends. The Hot axle siding clear space having available with CLS of 30.48 mtr entry point and the corresponding derailing switch. The coupled and operated by Arc lever provided at site, at entering end of siding hand plunger locks fitted at the entrance point of VSKP end will be unlocked by key controlled by 18 provided at station panel by pressing hot axle siding button by 18 in conjunction with Group Trans button RKT key will be released from RKT. Hot axle siding button by 18 in conjunction with Group Trains button RKT key will be released from RKT. Hot axle siding point for operation. When key extracted from KKT all Up Reception signals and dispatch signals of Up Main Line (Line No.1) will be locked in their normal position.

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 locked position. The key of the panel must be kept in the personal custody of SM on duty.

8. EMERGENCY OPERATIONS :

The following are the instructions for Emergency operations.

8.1 Cancellation Button or Veeder Counter :

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

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8.1.1 The numbers on the veeder counter register the number of operations performed for such emergency cancellation and the Station Master on duty should specify the cause for such usage giving the particulars of cause and the time of operation as related to a particular train etc. in the train signal register. The detailed operation instructions are as follows :

8.3 Cancellation of Unintended Locking of Points :

When ever 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 counted on the veeder counter/counter as already pointed 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 it is warranted that the signal has to be put back to ON and cancel the route.

- b) Firstly the signal has to be put back to the ON position.
- c) Emergency route cancellation operation must be initiated as detailed in para 8.1.

8.5 Emergency Operations :

- a) Cancellation of the locking of points not released after the passage of the train for any reason. If the locking of the route does not get released for one reason on the other after passage of the train, it is necessary to take recourse to the following emergency operation.
- b) Firstly it must be ensured that the signal and signal buttons are in the normal position.
- c) Operation as details in para 8.1 to be followed.

9. NUMBERING OF POINTS :

- a) No.14 cross over points between Up Main Line and Dn. Main Line VSKP end.
- b) No.15 cross over points between Dn. Main Line and Dn. Loop Line No.2 and Line No.3 HWH end.

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- c) No.16 cross over points between Dn. Main Line, Dn. Loop Line, Line No.2 and the Line No.3 with derailing switch on Dn. Loop Line.

10. EMERGENCY OPERATION OF POINTS (IN CASE OF POINT ZONE TRACK CIRCUIT FAILURE) :

The Station Master on duty can operate points from panel, in case of point zone track circuit fails. The Station Master on duty after physical verification insert the SM's emergency point key and turn into get the key. 'N' position keeping the Emergency point key in that position the Station Master on duty must press the individual point button along with emergency point operation button (Black with Red dot). He shall then release the emergency point operation button only and press the point group Normal or Reverse button as per requirement keeping the individual point button 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 about the emergency point operation button.

11. INTER LOCKING 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** Advance starters are interlocked with respective double line block instrument in LINE CLEAR position.
- 11.3** Home signals are interlocked with respective Double Line Block Instrument. The Block instruments cannot be made to normal unless the respective Home signals are in Normal position.
- 11.4** Signals once taken OFF can be put back to Danger in case of emergency by pressing the concerned signal button in conjunction with signal cancellation button even when the panel is locked up by 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 one key shall be kept with the Signal Maintainer of the section and the other 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 S&T maintenance staff under clear signature as and when required for their normal maintenance and special works and that the key should be returned by the S&T staff immediately after completion of their work and the documentation should be made in the Relay Room Key Register maintained at the Station according to SR 3.51.05 and OM 1.14.

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Appendix 'B'**13. MAINTENANCE OF S&T INSTALLATION AND ADHERENCE TO MAINTENANCE SCHEDULES :**

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

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

14. PROCEDURE TO BE FOLLOWED IN CASE OF FAILURE OF SIGNAL INTERLOCKING STALLATION.

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

14.2 Inspection of points before declaring them defective :

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

14.3 Rectification and check before resuming normal working :

It is only after receipt of this information the sectional maintainer (Electrical or Mechanical) shall attend to the failure after giving a disconnection Memo. After rectification of the fault, the sectional maintainer shall give a re-connection Memo Detailing the rectification and it is only after the Station Master on duty has personally check 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 3.68.01(c) and (d).

15. PROCEDURE FOR CARRYING OUT PLANNED MAINTENANCE WORKS :

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

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Appendix 'B'**16. EMERGENCIES :**

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

17. SIGNAL LIGHTS :

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

18. CORRECTING TIME IN THE STATION CLOCKS :

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

19. NORMAL POWER SUPPLY :

The Station works on 230 Volts single phase power supply. The normal power supply is from the Auxiliary transformer connected to OHE. Traction Distribution.

19.1 Standby Power Supply :

Local power supply is available at the Station as stand by with changeover switch arrangement.

19.2 Normal power supply-maintenance of power supply, power failure and reporting such failures :

Normal power supply to the Signaling and interlocking installations at this station is drawn from the Traction power supply sources (at 230-V-50HZ). The Station Master must however, maintain the record of the power failure of the Traction supply and he must promptly report the failure immediately to the Section Controller and to the concerned Electrical and S&T maintenance staff.

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Appendix 'B'**20. WORKING OF POINTS – POSITION OF POINTS :**

The normal position of all points shown in the Station Working Rule Diagram No.SI/WRDSI 10508 and also in the mimic indication panel provided in the Station Masters office.

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

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

20.3 All siding entrance points (on the running lines) and the corresponding derailing switches on the siding are coupled and locally operated by hand levers provided at site. The entrance points are provided with hand plunger locks with key locking arrangements, the key being released from the RKT instruments. The siding entrance points controlling key is inter locked with the interlocking and signaling system through the RKT as explained in earlier parts 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 the 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 One common emergency Crank Handle is provided for all the Motor operated Points. This is mechanically reverted to the Key of HKT. This key along with Crank Handle can be released from the HKT by pressing the Common HKT Push Button after cutting the seal between HKT and the Crank Handle. The Station Master on duty in case of Point Motor failure will take out the Crank handle set the Point manually by inserting Crank Handle on the Motor.

21.4 When the Crank Handle is removed from HKT for operation of the defective Motor Operated Points, the responsibility for its safe custody re-sets with the ASM/SM on duty till it is replaced back in HKT and sealed by Signal Maintainer.

21.5 The case of failure of Motor Operated Points should be promptly reported to the concerned Signal Inspector/ESM for immediate rectification.

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- 21.6** Whenever an emergency Crank handle is required to be used by a Signal Official for maintenance of work attending to failure, the Signal Official will give a disconnection memo to the Station Master on duty and after making necessary entries in the emergency Crank Handle Register, the Station Master on duty will obtain acknowledgement of the Signal Official in the emergency Crank Handle Register and then handover to him the emergency Crank Handle for the Points concerned. All the points will be treated as defective till the Emergency Crank Handle is returned back to Station Master on duty.
- 21.7** Before parting with the Emergency Crank Handle either for attending failure or for Maintenance work by Signal maintenance Officials, the Station Master on duty will ensure that the reception and departure signals are put back to on position. The Points of all the lines should be treated as Non-interlocked and the Station Master on duty is responsible for introduction of Non-interlocked working and the trains will be 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.
- 21.7.1** The Emergency Crank Handle Register is to be maintained in the following proforma by the Station Master on duty wherein the particulars of usage of the Emergency Crank Handle must be recorded :
- 01) Date
 - 02) Point Number which failed or required to be tested.
 - 03) Time failure
 - 04) Disconnection memo number received from S&T staff
 - 05) Signature of SM/Signal Official to whom the Emergency Crank Handle is handed over.
 - 06) Time Emergency Crank Handle is sent out.
 - 07) Individual Point numbers, and line number nominated for admission of dispatch for which Points are set, Clamped and Padlocked.
 - 08) Train Number to be admitted or dispatched.
 - 09) Signature of the Station Master on duty to ensure correct setting, Clamping and Padlocking of the Points.
 - 10) Date and Time fault rectified.
 - 11) Time of Emergency Crank Handle received back by SM on duty.
 - 12) Signature and Designation of the Signal Official who rectified the fault.

IMPORTANT NOTE :

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

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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 DLB so that before the handle of the DLB Instrument can be turned from TRAIN COMING FROM position to LINE CLOSED position. All the switches controlling the Home Signals of UP or DOWN direction as the case may be must be in their NORMAL position.

22.2 The UP and DOWN Advanced Starter Signals are Electrically interlocked with respective DLM 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 Block Instrument is suspended with its handle in TRAIN GOING TO position for whatever reason the concerned Last Stop Signals controlled by the DLM must be treated as suspended and trains shall be Piloted Out.

23.0 BURNING OF SIGNAL LIGHTS :

The Station Master on duty shall not grant LINE CLEAR unless he has ensured that the Lamps of fixed Signals which 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 3.72 and relevant SR's vide GR 3.49(A).

24.0 TELECOMMUNICATIONS:

The details of telecommunication facilities for train working are as follows.

- 1) Telephone attached to SGE Type lock and block instrument connected to the adjacent stations on either side.
- 2) Magneto phone is provided between Station and C-Class L.C. Gate at
i) KM 739/5-6, ii) KM 737.166
- 3) Electric communication equipment (Magneto Phone) is provided for sections ULM-CHE and ULM-TIU.
- 4) The station is connected to VSKP-PSA train control phone.
- 5) The station is connected to VSKP-PSA traction power control circuit.
- 6) VHF set connecting adjacent stations.
- 7) Auto telephone connecting Divisional HQ & station between VSKP – PSA.

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APPENDIX 'C' TO STATION WORKING RULES OF URLAM

1.0 Rules for Working of Anti-collision Device (Raksha Kavach)

No Anti-collision Device provided at the 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 :

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 and 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) and (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 (Day in-charge):

He is responsible for trains passing during his shift. He shall promptly bring to the notice of Dy.Station Superintendent all irregularities and accidents in course of his shift duties. During the absence of Dy.SS, the duties of the Station Manager will devolve on him. He shall follow SR 3.68.01 (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. Station Superintendent.

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.

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APPENDIX 'D'**5. 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 DPO/WAT/E.Co.Rly. from time to time.

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**EAST COAST RAILWAY
WALTAIR DIVISION**

**APPENDIX 'E'
LIST OF ESSENTIAL EQUIPMENTS PROVIDED AT THE STATION**

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

SL.	EQUIPMENT	STATION
1.	Detonators	12
2.	Hand signal lamps	3 (1 Spare)
3.	Hand signal flags	3 (1 Spare)
4.	Sprags	6
5.	Clamps with padlocks	6
6.	Safety chains with padlocks	3
7.	Fire and sand buckets	3
8.	Minimax Fire Extinguishers	1
9.	Reminder collars	6
10.	Power Block Reminder collars Bar	2
11.	First Aid Box	1
12.	Stretcher	1
13.	Blanket	1

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APPENDIX 'F' TO STATION WORKING RULES OF URLAM STATION

1.0 Rules for working of DK Station, Halts, IBH, IBS and out lying sidings.

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

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APPENDIX 'G' TO STATION WORKING RULES OF URLAM STATION

Details of the working for 25KV AC traction of Urlam station which are in force stands good.

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