

CHAPTER V

CONTROL AND WORKING OF STATIONS

5.01.Responsibility of the Station Master for working.-

(1) The Station Master shall be responsible for the efficient discharge of the duties devolving upon the staff employed, either permanently temporarily, under his orders at the station or within the station limits and such staff shall be subject to his authority and direction in the working of the station.

(2) The Station Master shall see that all signals points, gates of level crossings and the whole machinery of his station are in proper working order and shall immediately report all defects therein to the proper authority

(3) The Station Master shall also be responsible to see that the working of the station is carried out in strict accordance with the rules and regulations for the time being in force.

(4) No person other than the Station Master shall ask for or give Line Clear, or give authority to proceed.

SR 5.01.01.- The Station Master shall make himself conversant with the rules and notices etc., which may be issued from time to time affecting the duties of the station staff. The Station Master shall also either personally preserve such rules and notices etc., properly file them or have them so preserved for easy reference by the staff concerned.

SR 5.01.02.- No railway servant shall be entrusted with any duty involving the safety of the public, unless the Station Master is satisfied that the concerned staff is competent for the post. No railway servant unless duly examined and certified shall be allowed to work the points and signals. The station Master is responsible to see that all the staff are well conversant with the Station Working Rules of the station and their signatures obtained in the Assurance Register, after he is satisfied that they have thoroughly understood the Working Rules

of the station. In case of Class-IV staff, their signatures/thumb impressions must be obtained after explaining fully about their duties and responsibilities. It is also the personal responsibility of the Station Master to maintain the Station Working Rules and the Assurance Register up-to-date keeping them posted with all corrections received from time to time. Whenever any staff is away for a period of 15 days or over, before he is allowed to resume or, if there is any change in rules, permanent or temporary, relating to the working of the station, a fresh declaration shall be obtained from the staff concerned and duly certified by the Station Master.

SR 5.01.03.- Responsibility for the testing of points and signals.-

(a) The Station Master shall examine and if necessary, adjust signal wires by wire adjuster, where provided and whenever any signal is so adjusted, the particulars thereof shall be recorded in the station diary.

(b) The Station Master in charge of a station shall test the working of the reception signal(s) daily during the day when no train is due to arrive or leave the station. The test shall be carried out for one line for one direction as for a stopping train in the manner detailed below. The testing of signal(s) for another line and/or for another direction shall be carried out the next day and so on in a proper cyclic order. The result of such test shall be recorded in the diary maintained in the station/cabin, detailing the particulars of the signal(s) tested and also whether the signal(s) assumed danger when the Station Master's slide and the cabin slot were put back separately.

(c) (i) At interlocked stations with the cabins at either end, where signal reversers are provided and the taking "off" of the reception signals are controlled by means of control slides in the Station Master's office and the slot lever control in the cabin, the Station Master shall arrange to take 'off' the reception signal(s) for one direction for one line. After satisfying that the signal(s) is/are properly taken 'off' shall put back his control slide and ensure that the concerned signal(s) has/have gone back to 'on' position. The Station Master shall again arrange for taking 'off' the same signal and instruct the person in charge of the concerned cabin to put back the cabin-slot to ensure again that the said signal(s) has/have gone back to 'on' position.

(ii) In case of stations provided with Panel Interlocking, the Station Master in charge shall carry out the test in person by operating the switches/buttons on the panel and record the result of the test in the station diary.

(iii) At stations where running lines are track-circuited, the Station Master in charge shall also test the functioning of track circuits by attempting to clear the concerned Home signal when a track is occupied by train/vehicle & record the aspect displayed by the Home signal. He shall also observe whether the Home signal taken 'off' for the reception of a train for a track circuited line assumes 'on' as the train passes the signal with Station Master's slide/slot lever/Home signal lever remaining in pulled condition.

(d) At stations provided with emergency cross-over, the Station Master in charge shall test the working of such cross over points once in a day when no train is due to arrive and no train is due to leave.

(e) If any defect/irregularity is noticed during the test the Station Master shall report at once to the concerned S & T and/or P.W. officials for immediate rectification. Entries to this effect shall be made in the Failure Register and Caution Order Register.

5.02. Supply of copies of rules and distribution or exhibition of other documents.-

The Station Master shall see -

(a) that every railway servant subordinate to him who should be supplied with a copy of authorised translation of these. rules under Rule 2.01 duly receives the same

(b) that the Working Time Table in force together with all correction slips and appendices, if any, working rules and instructions, and other notices having reference to the working of the line, are properly distributed or exhibited in such manner as may be prescribed under special instructions ;

(c) that both the sheet time tables and fare lists are correctly exhibited at the station if it is open for the booking of traffic; and

(d) that copies of the Act, and the Goods and Coaching Tariffs are available for inspection by the public.

5.03. Obedience to orders and keeping of books and returns. - The Station Master shall see that all orders and instructions are duly conveyed to the staff concerned and are properly carried out, and that all books and returns- are regularly written up and neatly kept.

SR 5.03.01.- In case of loss of any records pertaining to the working of trains, a thorough search must be made before a second book is brought into use. If the lost book is found after opening a new one, the old book must under no circumstances, be re-used and all the blank pages thereof shall be cancelled by the Station Master in-charge.,

5.04. Signal Cabins.-

(1) The Station Master shall make him self thoroughly acquainted with the duties of the staff employed in the signal cabins, if any, at his station and shall satisfy himself that they perform their duties correctly, and in order to maintain an effective supervision over the said staff, frequently visit the signal cabins.

(2) The Station Master shall ensure that the prescribed equipment is readily available in signal cabins and maintained in good working order.

(3) Signal cabins shall be kept neat and clean and no unauthorised person shall be permitted to enter such cabins.

SR 5.04.01.- (a) Station Master shall see that the safety equipment in the signal cabins/stations as described in the Station Working Rules is supplied in full and they are in good working order and readily available.

At interlocked stations, adequate number of lever collars, according to the size of the lever frame, are provided in each cabin.

These lever collars should be placed on the spare levers when not actually required for use.

These collars must be placed on the handles of the levers working the signals and slots for a line which is otherwise obstructed for any reason. The collars shall be taken off when such obstruction from lines have been cleared.

Where there is a common reception signal or slot for two or more lines of which if one line is occupied, the lever collar shall be put on the concerned signal/slot lever(s) and also on the lever operating points on such line(s) provided the interlocking permits to keep the points set against the line occupied.-

(b) In case the overhead line staff are working on an electrified portion of the line for any reason, the lever/levers controlling the line under repair shall be protected in signal cabins by means of lever collars. The overhead line staff shall be responsible for ensuring through Station Master that protection is provided by using lever collars during their work.

Lever collars shall also be used whenever the S & T staff work on interlocking gears or signals after issuing the prescribed memo to the Station Master who in turn must ensure that the lever collars are placed on the relevant lever/levers before he acknowledges the memo.

The Station Master & Inspecting officials shall test the Cabinmen in their knowledge of rules, efficiency in conducting shunting operations, use of lever collars etc., in the course of their inspections.

5.05. Report of neglect of duty.- The Station Master shall report, without delay, to his superior, all neglect of duty on the part of any railway servant who is under his orders.

5.06. Station Working Rules. -

(1) In addition to the General Rules for Indian Railways and Subsidiary Rules of a Railway, each station shall be provided with Station Working Rules applicable to the station, issued under special instructions.

(2) A copy of the Station Working Rules or relevant extracts shall be kept at cabins and level crossings concerned.

SR 5.06.01.- Copies of Station Working Rules must be supplied to all cabins either in full or the relevant portions thereof. Relevant extracts shall also be supplied with translation in the local language to all traffic level crossing gates.

SR 5.06.02.- Station working Rules shall be prepared, revised and issued in the manner prescribed in the 'Operating Manual'.

5.07. Forms. -

(1) All messages and written authorities mentioned in these rules shall be prepared on prescribed forms laid down in these rules or prescribed under special instructions and shall be stamped with the station stamp.

(2) If the authorised printed form is not available for any reason or in exceptional circumstances a manuscript form containing all the particulars as contained in the prescribed form is issued as an emergency measure, reasons therefore shall be recorded in the station diary

SR 5.07.01.- In case manuscript forms are used in lieu of printed forms, all pages thereof must be numbered serially, stamped with the station stamp and signed by the Station Master.

5.08. Access to and operation of equipment. - No unauthorised person shall be permitted to have access to or operate signals, points, electrical block instruments and electrical communication instruments or any other appliances connected with working of the railway.

5.09. Reception of a train on an obstructed line.-

(1) In case of reception of a train on an obstructed line, the Station Master shall

(a) whenever possible, intimate the Loco Pilot through

the Station Master of the station in rear that the train is to be received on an obstructed line;

(b) ensure that all the signal or signals controlling the reception of the train are not taken 'off'; and

(c) ensure that all the points over which the train has to pass are correctly set and the facing points locked.

(2) After the train has been brought to a stand at the relevant stop signal, it may be received on the obstructed line by-

(a) authorising the Loco Pilot to pass the stop signal at 'on' by taking 'off' the Calling-on signal, where provided; or

(b) authorising the Loco Pilot on the signal post telephone, where provided, to pass the stop signal at 'on', in accordance with special instructions; or

(c) authorising the Loco Pilot to pass the relevant signal or signals at 'on' through a written authority to be delivered by a competent railway servant who shall pilot the train past such signal or signals.

(3) The train shall be brought to a stand at the facing points leading to the reception line until hand signalled forward by a competent railway servant.

(4) A stop hand signal shall be exhibited at a distance of not less than 45 metres from the point of obstruction to indicate to the Loco Pilot as to where the train shall be brought to a stand.

(5) The Loco Pilot shall keep his train well under his control and be prepared to stop short of any obstruction.

SR 5.09.01.- (a) The written permission referred in GR 5.09(2) (c) shall be sent on form T/509 wherein the Station Master shall

endorse the reason for such admission, the line number and the nature of obstruction on that line.

(b) Setting and locking of points shall be done as per SR 3.69.03.

(c) A Stop hand signal shall be exhibited by the Station Master/ Cabin Assistant Station Master personally at a distance of not less than 45 metres from the point of obstruction to indicate to the Loco Pilot as to where the train shall be brought to a stand.

5.10. Reception of a train on a non-signalled line.-

(1) Should it be necessary, in an emergency, to receive a train on a line which is not signalled for reception, the Station Master shall ensure that-

(a) the train is brought to a stand at the first stop signal;

(b) the line on which it is intended to receive the train is clear upto the trailing points or upto the place at which the train is required to come to a stand;

(c) all the points over which the train has to pass are correctly set and the facing points locked; and

(d) the Loco Pilot is authorised to pass the approach stop signal at 'on' through a written authority to be delivered by a competent railway servant who shall pilot the train on to the non-signalled line.

(2) The Loco Pilot, while entering a non-signalled line, shall proceed cautiously and be prepared to stop short of any obstruction.

SR 5.10.01.- The train shall be piloted in accordance with the procedure detailed in SR 3.69.04.

5.11. Departure of a train from a non-signalled line.-

(1) In the event of a train having to be started from a line not provided with a Starter signal, the Loco Pilot shall be given a written permission to start:

Provided that such permission may be dispensed with where a tangible authority to proceed is given to the Loco Pilot.

(2) The written permission or the tangible authority to proceed referred to in sub-rule (1) shall not be given unless all the points for the departure of the train have been set and the points locked.

SR 5.11.1.- Whenever a train is to be despatched from a non-signalled line, a Starting Order on form T-511 shall be given to the Loco Pilot to start from the non-signalled line. When a tangible Authority to Proceed is given, the issue of T-511 shall be dispensed with unless more than one train are waiting for the same direction and unless otherwise prescribed in the Station Working Rules. Before handing over the written permission or tangible authority, as the case may be, Station Master shall satisfy that the provisions contained in SR 3.70.01 are complied with.

5.1 2. Departure of a train from a line provided with a common departure signal.-

(1) In the event of a train having to be started from a line out of a group of lines provided with a common departure signal, the Loco Pilot shall be given a written permission to start in addition to the authority to proceed under the system of working.

(2) The written permission and the authority to proceed referred to in sub-rule (1) shall not be given unless all the points for the departure of the train have been set and the facing points locked.

SR 5.12.01.- The written permission referred to in Rule 5.12(2) shall be on form T-512. Station Master shall satisfy himself that this form shall only be handed over to the Loco Pilot after ensuring the correct setting and locking of the route according to the provisions of SR 3.70.01. The common departure signal shall then be taken off.

5.13. Control of shunting.-

(1) Shunting operations shall be controlled by fixed signals or hand signals or by verbal directions.

(2) The Loco Pilot shall not, however, depend entirely on signals and shall always be vigilant and cautious.

(3) The speed during shunting operations shall not exceed 15 kilometres an hour unless otherwise authorised by special instructions.

SR 5.13.01.- Fixed signals that can be used for control of shunting are starters (other than the last stop signal), Calling-on signals and shunt signals.

SR 5.13.02.- Except as provided for in SR 8.15.01, at stations where shunt movements are not controlled by fixed signals, a written authority in form T-806 shall be issued to the Loco Pilot through the person in charge conducting the shunting. The Loco Pilot shall retain the Authority till shunting is completed or withdrawn in case of reception of a train on the adjacent line which is not isolated. As soon as the shunting is completed, the form T-806 shall be withdrawn, cancelled & pasted in the record foil.

SR 5.13.03.- The following categories of staff shall be deemed to be authorised to supervise shunting:-

Station Master/Guard/Assistant Guard/Yard Master/Assistant Yard Master/Shunting Master/Shunting Jamadar/Pointsman or such other categories as may be prescribed in the Station Working Rules.

SR 5.13.04.- Whenever any engine with or without vehicle/vehicles is to be attached on to a train carrying passengers for the purpose of either attaching/detaching of vehicles/coaches or while attaching train engine, the engine must first come to a halt at least 20 metres away from the train, and then shall come on to the train with great caution.

SR 5.13.05.- (a) Fixed signals referred to under SR 5.13.01 shall not be taken 'off' to allow shunt movement of an engine unless the line upto the next fixed signal in the 'on' position is clear. In case of any doubt or when the line is not clear, the engine shall be accompanied

and hand signalled by a staff mentioned in SR 5.13.03.

(b) No engine shall be allowed on any running line at a station occupied by a train carrying passengers except the train engine or banking engine or shunting engine required to perform shunting on the formation. The movement of such an engine should be permitted only under the control of the person in charge of shunting.

5.14. Responsibility for shunting.- The station Master shall see that the shunting of trains or vehicles is carried on only at such times and in such manner as will not, involve danger.

SR 5.14.01.- Station Master shall permit shunting in accordance with General Rules 8.05 to 8.15 along with Subsidiary Rules thereunder, and SRs 5.13.01 to 5.13.03.

SR 5.14.02.- Whenever shunting on a through goods train is to be performed at stations for the purpose of detaching or attaching a vehicle or vehicles, the person in charge of shunting operation shall satisfy himself that effective hand brakes of at least 15% of wagons of the train not involved in shunting operation are pinned down, before shunting is commenced.

SR 5.14.03.- Whenever a train or part of a train is required to be shunted over the running lines, facing points over which it has to pass shall be locked by any of the following means:

- (i) by pulling the lock levers, where provided,
- (ii) by key locking,
- (iii) by clamping the point and padlocking the clamp,
- (iv) by padlocking the through bolt.

SR 5.14.04.- (a) When shunting has to be performed in a dead end siding, the traffic employee conducting the shunting, after advising the Loco Pilot of the proposed movement, must place himself in a position from where he can show hand signal to the Loco Pilot, and also have a view of the dead end.

(b) When wagons are being pushed into a dead end siding, a pointsman must move alongside the leading vehicle or near any of the vehicles already in the dead end siding displaying a hand signal and

shall show a stop hand signal when the leading vehicle is near the dead end. The Loco Pilot shall obey immediately the danger signal given by the pointsman.

SR 5.14.05.- (a) At road side stations where Shunting Master is not provided when shunting is governed by SR 5.13.02 and authorised in terms of SR 5.13.03 the Guard shall be responsible for ensuring correct setting concerned points and locking of facing points, as required under the rules, and for hand signalling to the Loco Pilot.

(b) In all cases the persons conducting the shunting shall be responsible for placement of vehicles in proper position as directed by Station Master.

(c) In case of a train without a Guard, the duties of the Guard as laid down in this rule shall devolve on the Station Master or on a competent railway servant deputed by him.

(d) When pushing a train into a siding, the Guard shall give necessary signals and after the brakevan has passed the points, he shall remain in it ready to apply his hand brake if required. As soon as the engine has cleared the fouling mark, the Loco Pilot shall sound three short engine whistles thus the 000 and the Guard shall apply his hand brake or at such earlier time as may be necessary and exhibit a stop hand signal to the Loco Pilot.

SR 5.14.06.- GOODS YARD SHUNTING.-

(a) In goods yards, points shall be locked by pulling the lock lever where provided.

(b) Tumbler/arc lever/spring loaded hand points shall be properly set and the last point leading to infringe the running lines shall be manned.

(c) (i) The maximum permissible speed during shunting operation of vehicles loaded with petrol, K. Oil, liquid fuel, spirit and highly inflammable liquid in bulk or packed in tins or drums shall not exceed 8 KMPH.

(ii) The impact speed of all bogie wagons when shunting a single wagon fitted with roller bearing shall not exceed 5 KMPH.

(iii) Maximum impact speed when shunting a group of five of such type of wagons coupled with transition couplers at either end shall not exceed 3 KMPH.

(d) Hump shunting of wagons with centre buffer couplers-

(i) Hand brakes of all wagons shall be examined on the reception line to ensure that they are in working order. After uncoupling CBC, the coupler operating gear shall be left in the lock set position to prevent recoupling.

(ii) Only one direct coupler (whether 'leading' or 'trailing' as may be ordered by local instructions) shall be uncoupled every time because indiscriminate uncoupling of 'leading' and 'trailing' couplers may result in two wagons with closed knuckles hitting each other and damaging the coupling gear.

(iii) When rolling down the hump the speed shall be controlled by operating the hand brake, so that the impact speed does not exceed 5 KMPH.

SR 5.14.07.-GOODS SHED/TRANSHIP SHED SHUNTING.-

Before commencing shunting in Goods shed/Tranship Shed the shunting staff shall ensure that loading and unloading work has been stopped and doors, windows and shutters of vehicles are closed and fastened.

5.15. Shunting at stations under Centralised Traffic Control.-

(1) No shunting shall be performed at a station under centralised Traffic Control without permission of the Centralised Traffic Control Operator or when Centralised Traffic Control is not in operation, without the permission of the Station Master.

(2) For the purpose of shunting, the Centralised Traffic Control Operator may, when required, hand over the local control of working of traffic at a station or part of a station to the Station Master who shall thereafter be responsible for the shunting at the station or that part of the station for which the local control has been made over to him in the manner prescribed under special instructions.

5.16. Shunting during reception of trains.- When signals have been taken 'off' for an incoming train on to a line

which is not isolated, no shunting movement shall be carried out towards points over which the incoming train is to pass.

SR 5.16.01.- The Station Working Rules shall specify shunting restrictions.

5.17. Shunting near level crossing.- The railway servant incharge of shunting near or across a level crossing, before giving permission to the Loco Pilot to move his train across it shall ensure that the level crossing gates have been closed and locked against road traffic.

5. 18. Drawing of a train to an advanced position.-

(1) A train waiting for an authority to proceed shall not be allowed to draw out up to an Advanced starter for despatch, except where track circuit or Axle counter has been provided between the Starter and Advanced Starter to indicate the presence of a train in advanced position.

(2) The provision of sub-rule (1) shall not apply in case of shunting of a train within a station section itself.

5.19. Obstruction of running line.-

(1) No railway servant shall commence any loading, shunting or any other operation by which a running line may be fouled or obstructed without obtaining the previous sanction of the Station Master or of other railway servant nominated in this behalf under special instructions who shall see that all necessary steps are taken for the protection of traffic while such operation is being carried on and the necessary signals are kept at 'on' until the obstruction is removed.

(2) A sand hump or snag dead end shall not be obstructed for any purpose and when it has become obstructed, it shall cease to be a substitute for the adequate distance for the purpose of taking 'off' signals.

SR 5.19.01.- (a) At stations where loading and unloading of goods is permitted whether full rake or part thereof, the station master shall ensure that no goods are left fouling any line before and after clearance of the rake from the line. The railway servant supervising loading and unloading shall also ensure that consignment does not foul any line.

(b) If the station are on gradients, the rake should be properly secured as detailed in SR 5.23.01.

(c) During the time of loading/unloading, the station master/cabin master shall ensure isolation of the line(s) as detailed in SR 3.51.06.

SR 5.19.02.- No slip/sectional coaches shall be left on a line occupied by a train carrying passengers.

5.20. Shunting on gradients.- When shunting is being performed on a gradient, the railway servant in charge of the shunting shall ensure that-

(a) Sufficient number of brakes are put on, sprags are used, where necessary, slip siding point or traps, where provided, are set to ensure safety and that all precautions are taken to prevent vehicles getting out of control, and

(b) In case of shunting over a portion of line on steep gradients, neither isolated nor protected by slip sidings, an engine is also attached towards the falling side of the gradient.

Note :- For the purpose of this rule a steep gradient shall be 1 in 260 or steeper except in case of vehicles fitted with roller bearings, when it shall be 1 in 400 or steeper.

SR 5.20.01.- (a) At stations other than those having steep gradient if circumstance warrants hand shunting may be done by observing the following :-

(i) The person conducting the shunting shall ensure that only one vehicle is moved at a time.

(ii) The vehicle to be shunted is fitted with working hand brakes and accompanied by a competent railway servant who shall apply hand brakes on completion of such shunting.

(iii) The shunting speed shall not exceed 5 KMPH.

(b) (i) Guards and Station Masters are to ensure before commencing shunting at Ghat station (steeper than 1 in 260) that the engine is not detached unless the train has been drawn completely within the outermost points of the station yard and hand brakes have been put on and manned during the entire operation of shunting. The Guard in charge of such shunting shall personally exhibit the shunting signals to the Loco Pilot.

(ii) The Station Master shall ensure supply of sufficient number of wedges for use during the course of shunting and the Guard shall return them to the respective Station Masters before their trains leave the Ghat stations.

(c) Hand Shunting may be permitted on a steep falling grade in sidings where derail or a trap is fitted to prevent accidental escape.

5.21. Loose shunting.- Cranes, vehicles containing passengers, workers, explosives, dangerous goods or livestock or any other vehicle that may be specified under special instructions, shall not be loose shunted and no loose shunting shall be made against them.

SR 5.21.01.- (a) Loose Shunting is a shunt movement in which vehicles which have to be moved are given an impetus by an engine (with or without other vehicles attached) and thereafter allowed to run forward unattached.

(b) "Fly Shunting" is a shunt movement in which two or more vehicles to be moved, after being given an impetus by an engine (with or without vehicles attached) are separated at the points, by the points being reversed smartly between the "cuts" in order to send them on to different lines. It necessitates points being reversed after the passage of the leading "cuts".

(c) Vehicles shall not be loose/fly shunted on or to running line at stations which are on a falling gradient steeper than 1 in 400 at any place within the station limit unless permitted by Station Working Rules and unless the wagons are provided with hand brakes in proper working order. The hand brakes must be examined before commencing loose/fly shunting. A loose shunted vehicle must be accompanied by a man to apply the hand brake when necessary. Loose/Fly shunting is also

prohibited (i) into a dead end siding or an open derailing switch, (ii) during storm.

(d) In addition to the restriction stipulated in GR 5.21. Loose and Fly shunting of vehicles containing the following articles is also prohibited :-

(i) Gases-compressed, liquified or dissolved

(ii) Petroleum or other inflammable liquids

(iii) Inflammable solids ;

(iv) Oxidizing substances

(v) Acids and other corrosives

(vi) Poisonous (toxic) substances

(vii) Over-dimensional consignments and vehicles on wheels, road rollers, boilers, portable engines, rails.

(e) The following vehicles are also prohibited for loose/fly shunting, rough shunting and sudden stop :-

(i) Empty tank of inflammable articles

(ii) Vehicle without effective hand brakes unless such vehicle is coupled with another vehicle provided with efficient hand brakes ;

(iii) Vehicle stencilled or labelled 'NOT TO BE LOOSE SHUNTED' or "DAMAGED" ;

(iv) Single consignment loaded in more than one wagon ;
and

(v) Coaching stock of all kinds.

Similarly no other vehicle(s) shall be loose/fly shunted against the vehicles listed above.

5.22. Leaving vehicles in sidings outside station limits.- No railway servant shall leave any vehicle in a siding outside station limits, unless the vehicle is clear of all running lines and, except under special instructions, unless the wheels there of are properly secured.

SR 5.22.01.- Derails or trap sidings are provided in all such sidings in order to isolate the running lines. In no circumstances, shall any vehicle be left outside such derails or trap siding points. The wheels of any vehicle placed in such sidings must be properly secured.

5.23. Securing of vehicles at station.- The Station Master shall see that vehicles standing at the station are properly secured in accordance with special instructions.

SR 5.23.01.- (a) Station Masters are responsible for seeing that vehicles are secured in such manner that they cannot be moved so as to obstruct any running line. If for any reason vehicles are allowed to remain on a running line for some time a clear remark in red ink should be made immediately in the train register indicating time and number of running line on which the vehicles are stabled. A record thereof shall be made in the station diary also. At stations where Cabin Assistant Station Masters/Cabin Masters are in charge of cabin they shall intimate the fact to each other under exchange of Private Numbers and record in the Train Signal Register in red ink and in addition comply with SR 5.04.01 (a) & (b).

(b) Special type wagons, such as BOX, BOBS, BOY, BRH, CRT and certain passenger coaches are fitted with roller bearings and are liable to roll even on level formation or on a slight hump. Special care shall be taken to secure these wagons while standing in siding or on running lines.

(c) When engines are detached from rakes consisting of wagons fitted with roller bearing the hand brakes of atleast six vehicles at each end of the rake and of all the wagons if the number is less than 12, shall be firmly tightened by the station staff under direct supervision of Station Master/Guard/Yard Master. In case of coaching vehicles in similar circumstances, it shall be ensured that the vacuum brakes are applied and holding effectively failing which Guard's hand brake shall be applied.

(d) The following precautions are necessary when isolated vehicles are stabled on station lines or in sidings.-

(i) At least two safety chains shall be used and locked. The safety chains shall be passed twice round the wheels and after tying the ends together they shall be locked so that no strain falls on the padlocks.

(ii) The hand brakes whether side operated or end operated shall be fully tightened.

(iii) When there are a number of vehicles together, every twentieth one at least shall be chained in addition to the end vehicles and the end vehicles shall be secured by skids.

(iv) Coaching stock not fitted with hand brakes, when not formed up as a train with brake vans coupled shall be secured by wedges/skids and safety chains in the manner described above.

(v) When scotch blocks or derails are provided vehicles shall be placed within them and the scotch blocks or derails locked across the line.

(vi) As storm may arise while shunting is being performed special care must be taken to secure the vehicles which might be left unsecured during shunting. This shall be ensured during stormy weather by supply of wedges and skids being placed near the entrance points of each pair of lines on which the shunting is being conducted.

(vii) Particular care must be taken to remove the chains, wedges and skids before wagons are moved or coupled to trains by the person responsible to conduct shunting.

(viii) In case of big yards, where vehicles remain stationary on the yard lines, other than running lines, the above precautions may be relaxed, however, hand brakes & skids shall be used in that end of the yard where the escaping of vehicles is apprehended.

