

**NORTH EASTERN RAILWAY**



# **OPERATING MANUAL**

**(FOR OFFICIAL USE ONLY)**

**2008**

## PREFACE

This manual contains instructions for the guidance of all staff in General and Operating staff in particular concerned with the running of trains and would prove helpful in their day-to-day working. The staff are required to read the manual carefully and follow the instructions contained therein. **This manual is in supercession of previous operating circulars issued on the subject by this railway.**

This Manual is solely meant for official use and is not for sale or use by the public.

Rules in this Manual have been numbered according to a system in which the last three digits indicate the para number and the first one or two digits the chapter number.

This Manual does not supercede or alter the rules contained in the General and Subsidiary Rules Book along with the Amendment slips issued from time to time or other statutory publications like the Conference Rules etc.

Additions and Amendment to the rules will be notified in the form of Amendment slips. It is the duty of all the railway servants to whom this book is issued to obtain the correction slips from his superiors and maintain this book up to date. All amendments/additions shall be recorded in the Register of Amendment Slips.

Inaccuracies, if any, noticed may be brought to the notice of the concerned Divisional authorities, who, if considered necessary may refer the matter to my Office.

**KULDEEP CHATURVEDI**  
**Chief Operations Manager**

## CONTENTS

### CHAPTER 1

#### IMPORTANT INSTRUCTIONS

| Rule | Subject                                                              | Page |
|------|----------------------------------------------------------------------|------|
| 1001 | Standard time                                                        | 1    |
| 1002 | Winding, regulating and correcting clocks                            | 1    |
| 1003 | Repairs and Replacement                                              | 1    |
| 1004 | Indents for spare parts of Clocks and Watches                        | 1    |
| 1005 | Disposal of damaged clocks and watches                               | 1    |
| 1006 | Maintenance of Electrical clocks                                     | 2    |
| 1007 | Adherence to advertised time and punctuality                         | 2    |
| 1008 | Railway Gazette                                                      | 2    |
| 1009 | Office orders, circulars and pamphlets etc.                          | 2    |
| 1010 | Knowledge of rules                                                   | 2    |
| 1011 | Trains required to be stopped out of course                          | 3    |
| 1012 | Jumping on to footboards                                             | 3    |
| 1013 | Fire prevention and Extinction                                       | 3    |
| 1014 | Fire Fighting Appliances                                             | 4    |
| 1015 | Care and Maintenance of fire Appliances                              | 5    |
| 1016 | Recharging and testing of fire Extinguishers                         | 6    |
| 1017 | Training in the Fire Fighting                                        | 6    |
| 1018 | Fire Drills                                                          | 7    |
| 1019 | Hints on Fire                                                        | 8    |
| 1020 | Fighting a Fire                                                      | 9    |
| 1021 | Fires caused by Electricity                                          | 9    |
| 1022 | Action to be taken in case of fire in trains                         | 10   |
| 1023 | Fire caused by Petrol or any other inflammable liquid acids or gases | 10   |
| 1024 | Fire caused by crackers, detonators or gun powder                    | 11   |
| 1025 | Jurisdiction of Inspector of Explosives                              | 11   |

### CHAPTER II

#### CARE AND WELFARE OF PASSENGERS' SAFETY

|      |                                                        |    |
|------|--------------------------------------------------------|----|
| 2001 | Safety of and assistance to passengers                 | 12 |
| 2002 | Precaution before starting a train carrying passengers | 12 |
| 2003 | Precautions during journey                             | 12 |
| 2004 | Communication between passengers and train staff       | 12 |
| 2005 | Testing of the alarm signal apparatus                  | 14 |
| 2006 | Passenger trains Overshooting Platform                 | 14 |

(ii)

| <b>Rule</b> | <b>Subject</b>                                                                          | <b>Page</b> |
|-------------|-----------------------------------------------------------------------------------------|-------------|
| 2007        | Passengers crossing the lines where overbridges are not provided                        | 14          |
| 2008        | Passengers alighting on the off side of the train at Stations                           | 15          |
| 2009        | Police protection                                                                       | 15          |
| 2010        | Segregation of passengers suffering from infectious or contagious diseases              | 15          |
| 2011        | Amenities and assistance                                                                | 15          |
| 2012        | Passengers to be courteously treated                                                    | 15          |
| 2013        | Prohibition against begging etc.                                                        | 15          |
| 2014        | Avoiding unnecessary noises                                                             | 15          |
| 2015        | Cleanliness                                                                             | 16          |
| 2016        | Lighting of platforms and latrines                                                      | 16          |
| 2017        | Lighting of trains                                                                      | 16          |
| 2018        | Locking of carriage doors                                                               | 17          |
| 2019        | Supply of drinking water                                                                | 17          |
| 2020        | Supply of water in carriages                                                            | 17          |
| 2021        | Refreshments                                                                            | 18          |
| 2022        | Station Master's responsibility towards Refreshments                                    | 18          |
| 2023        | Exhibition of time-table at stations                                                    | 19          |
| 2024        | Notices to the public when changes are being made in time-tables                        | 19          |
| 2025        | Books of references for the public                                                      | 19          |
| 2026        | Licensed porters                                                                        | 19          |
| 2027        | Calling out names of Stations/halts etc.                                                | 20          |
| 2028        | Ringing of Station Bell                                                                 | 20          |
| 2029        | Rousing Passengers                                                                      | 20          |
| 2030        | Over crowding                                                                           | 21          |
| 2031        | Telegraphing for lost luggage or tickets left behind                                    | 21          |
| 2032        | Carriage of passengers and others in brake-vans or luggage vans                         | 21          |
| 2033        | Road Vehicles                                                                           | 24          |
| 2034        | Entering Passenger Compartments by off side doors                                       | 24          |
| 2035        | Placing of passengers in carriages of higher class than that for which tickets are held | 24          |
| 2036        | Loaded fire Arms                                                                        | 24          |
| 2037        | Accommodation set apart for Lady passengers                                             | 25          |
| 2038        | Protection and Assistance                                                               | 25          |
| 2039        | Duties of guards                                                                        | 25          |
| 2040        | Ladies travelling alone at night                                                        | 26          |
| 2041        | Medical Aid                                                                             | 26          |
| 2042        | Incidental Expenses                                                                     | 27          |
| 2043        | Heat Exhaustion and Sun Stroke                                                          | 28          |
| 2044        | Murder or Serious Assaults                                                              | 30          |

(iii)

| Rule | Subject                                   | Page |
|------|-------------------------------------------|------|
| 2045 | Disposal of body of person found run over | 30   |
| 2046 | Disposal of Corpses                       | 31   |
| 2047 | Conveyance of Corpses                     | 31   |

### CHAPTER III

#### DUTIES AND RESPONSIBILITIES OF STATION STAFF

|              |                                                                                      |    |
|--------------|--------------------------------------------------------------------------------------|----|
| 3001         | Duties and Responsibilities of station staff                                         | 32 |
| 3002         | Register of addresses                                                                | 32 |
| 3003         | Station Master's responsibility before allowing Employees to take independent charge | 32 |
| 3004         | Responsibility of the Station Master for general working of the Station              | 34 |
| 3005         | Petty Repairs                                                                        | 35 |
| 3006         | Occupation of waiting rooms and waiting sheds                                        | 35 |
| 3007         | Care of rest rooms                                                                   | 35 |
| 3008         | Care of furniture and fittings at stations                                           | 35 |
| 3009         | Keeping order at stations                                                            | 35 |
| 3010         | Prohibition against entering station offices                                         | 36 |
| 3011         | Weather                                                                              | 36 |
| 3012         | Station Gardens                                                                      | 36 |
| 3013         | Cleaniness of staff quarters                                                         | 36 |
| 3014         | Cattle Grazing                                                                       | 36 |
| 3015 to 3019 | Testing of points and signals gear                                                   | 36 |
| 3020         | Cabinman's Equipment and duties regarding adjustment of signal wires                 | 36 |
| 3021         | Cleaning and trimming lamps                                                          | 38 |
| 3022         | Duties of Mechanical Signal Maintainer                                               | 39 |
| 3023         | Duties of Signal Inspector                                                           | 40 |
| 3024         | Clamping and Locking of points for protection of Rolling Stock                       | 41 |
| 3025         | Station Master's Inspection of the Stations                                          | 41 |
| 3026         | Parcels etc. placed on the edge of the platform                                      | 41 |
| 3027         | Lights on buffer stops of dead ends                                                  | 41 |
| 3028         | Hours of duties                                                                      | 41 |
| 3029         | Duty lists and hours of duty                                                         | 41 |
| 3030         | Daily mustering of staff                                                             | 41 |
| 3031         | Handing over between Station Masters on Duty                                         | 41 |
| 3032         | Station Diary Book                                                                   | 42 |
| 3033         | Books of reference for the use of staff                                              | 42 |
| 3034         | Station order Book                                                                   | 43 |
| 3035         | Inspection Note Book                                                                 | 43 |
| 3036         | Books and notices at level crossing gates                                            | 43 |

(iv)

| Rule | Subject                                                                    | Page |
|------|----------------------------------------------------------------------------|------|
| 1037 | Correct use of registers                                                   | 44   |
| 3038 | Periodical returns                                                         | 44   |
| 3039 | Station Detention Reports                                                  | 44   |
| 3040 | Stamping Station Name and counting the number of leaves                    | 44   |
| 3041 | Upkeep of completed records                                                | 44   |
| 3042 | Periods for preservation of records                                        | 45   |
| 3043 | Disposal of Station records                                                | 46   |
| 3044 | Collection of records in connection with criminal prosecution or accidents | 46   |
| 3045 | Official Correspondence                                                    | 46   |
| 3046 | Letters and telegrams displaying care of the Station Master                | 47   |
| 3047 | Public and staff notices for exhibition                                    | 47   |
| 3048 | Exhibition of public advertisement                                         | 48   |

#### CHAPTER IV

##### DUTIES AND RESPONSIBILITIES OF RUNNING STAFF

|      |                                                                                                           |    |
|------|-----------------------------------------------------------------------------------------------------------|----|
| 4001 | Duties and responsibilities of Running staff                                                              | 49 |
| 4002 | Booking                                                                                                   | 49 |
| 4003 | Changes in booking                                                                                        | 49 |
| 4004 | Duty Rosters and Duty lists                                                                               | 49 |
| 4005 | Call Books                                                                                                | 50 |
| 4006 | Liability for Duty                                                                                        | 50 |
| 4007 | Absence from homes or Running rooms                                                                       | 50 |
| 4008 | Action to be taken when taken ill                                                                         | 50 |
| 4009 | Unauthorised absence from duty                                                                            | 51 |
| 4010 | Attendance                                                                                                | 51 |
| 4011 | Equipment                                                                                                 | 51 |
| 4012 | Disposal of equipment on retirement or transfer etc.                                                      | 52 |
| 4013 | Official correspondence                                                                                   | 52 |
| 4014 | Acknowledgement of circulars, notices, and gazettes etc.                                                  | 52 |
| 4015 | Additional Duties for guards while working trains                                                         | 53 |
| 4016 | Duties and responsibilities of Conductors.                                                                | 56 |
| 4017 | Duties of Asstt. Guards                                                                                   | 58 |
| 4018 | Precautions by a driver while working a train                                                             | 58 |
| 4019 | Learning Road certificates of driver and Assistant Driver                                                 | 59 |
| 4020 | Drivers / Motorman / Guards / Asstt. Drivers Deesil Assistant running on Automatic signalling territories | 60 |
| 4021 | Running rooms                                                                                             | 61 |
| 4022 | Duties of C & W, Engineering and Operating staff in case of flat tyre                                     | 61 |
| 4023 | Duties of Guard, Driver & Station Master when broken spring* is detected.                                 | 63 |
| 4024 | Duties of Driver in case of jerk is felt during running                                                   | 64 |
| 4025 | Action to be taken by S. M. in case. of 'HOT AXLE' detected during run                                    | 64 |

(v)

| Rule                                                                                                        | Subject                                                           | Page |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------|
| <b>CHAPTER V</b>                                                                                            |                                                                   |      |
| <b>EQUIPMENT ON TRAINS</b>                                                                                  |                                                                   |      |
| <b>I. Automatic Vacuum Brakes</b>                                                                           |                                                                   |      |
| 5001                                                                                                        | Principles                                                        |      |
| 5002                                                                                                        | The Train Pipe                                                    | 66   |
| 5003                                                                                                        | Applying the brakes                                               | 66   |
| 5004                                                                                                        | Releasing the brakes                                              | 67   |
| 5005                                                                                                        | Releasing Brakes of a detached vehicle                            | 67   |
| 5006                                                                                                        | Train Parting                                                     | 68   |
| 5007                                                                                                        | Passenger Communication                                           | 68   |
| 5008                                                                                                        | Brake Power                                                       | 68   |
| 5009                                                                                                        | Amount of Vacuum to be maintained                                 | 68   |
| 5010                                                                                                        | Precaution before Starting                                        | 68   |
| 5011                                                                                                        | Precaution during the journey                                     | 69   |
| 5012                                                                                                        | Other Precautions                                                 | 73   |
| 5013                                                                                                        | Examination of Train before starting                              | 75   |
| 5014                                                                                                        | Description of Air Brake System                                   | 75   |
| 5015                                                                                                        | Instructions for Operating Staff & Locomotive Drivers             | 76   |
| 5016                                                                                                        | Loco Failure                                                      | 78   |
| 5017                                                                                                        | Special Instructions for Guards                                   | 79   |
| 5018                                                                                                        | Attaching of Vehicles not fitted with Air Brake to Coaching Train | 80   |
| 5019                                                                                                        | Blanking off Air Brake Distributor Valve                          | 80   |
| 5020                                                                                                        | Reading of gauge in Air Pressure                                  | 80   |
| 5021                                                                                                        | Air Pressure for Ghat Section                                     | 81   |
| <b>II. First Aid Boxes</b>                                                                                  |                                                                   |      |
| 5022                                                                                                        | Description/Supply                                                |      |
| 5023                                                                                                        | Use                                                               | 81   |
| 5024                                                                                                        | Maintenance and Replenishment                                     | 81   |
| <b>III. Portable Control Telephone and Emergency Control Telephone Equipment (For Electrified Sections)</b> |                                                                   |      |
| 5025                                                                                                        | Part of passenger train equipment                                 |      |
| 5026                                                                                                        | Description                                                       | 84   |
| 5027                                                                                                        | How used                                                          | 84   |
| 5028                                                                                                        | Inspection                                                        | 85   |
| <b>IV. Fire Extinguishers</b>                                                                               |                                                                   |      |
| 5029 to 5033                                                                                                | Fire Extinguishers                                                | 85   |

(vi)

| Rule                                     | Subject                                                   | Page |
|------------------------------------------|-----------------------------------------------------------|------|
| <b>V. Emergency Lighting kit Boxes</b>   |                                                           |      |
| 5034 to 5040                             | Emergency Lighting kit Boxes                              | 86   |
| 5041                                     | Walkie Talkie                                             | 87   |
| <b>CHAPTER-VI</b>                        |                                                           |      |
| <b>CONTROL AND DISTRIBUTION OF STOCK</b> |                                                           |      |
| <b>Coaching Stock</b>                    |                                                           |      |
| 6001                                     | Definition of coaching stock                              | 89   |
| 6002                                     | Block Rake Vehicles and Independent Vehicles              | 89   |
| 6003                                     | Rake links                                                | 89   |
| 6004                                     | Block Rake vehicles not to run on the other Rakes         | 89   |
| 6005                                     | Damaged Block Rake vehicles                               | 89   |
| 6006                                     | Headquarters office Cabinet Record                        | 89   |
| 6007                                     | Movement Advices                                          | 90   |
| 6008                                     | Coaching Stock Reports                                    | 90   |
| 6009                                     | Periodical Overhaul of coaching Stock                     | 90   |
| 6010                                     | Additional stock for extra traffic                        | 91   |
| <b>Goods Stock</b>                       |                                                           |      |
| 6011                                     | Definition of goods stock                                 | 91   |
| 6012                                     | Object and nature of control                              | 91   |
| 6013                                     | Station stock Reports                                     | 91   |
| 6014                                     | Daily Report of Transshipment Operations                  | 92   |
| 6015                                     | Daily Report of Marshalling Yard & Goods Shed Operations  | 92   |
| 6016                                     | Daily Report of wagons interchanged between Divisions     | 93   |
| 6017                                     | Daily Report of wagons interchanged with Foregin Railways | 93   |
| 6018                                     | Divisional Stock Reports                                  | 93   |
| 6019                                     | The Goods "Sitrep" and the line and Stock Position Report | 95   |
| 6020                                     | Control of Special Type of Stocks                         | 95   |
| 6021                                     | Movement of Empty Stock                                   | 96   |
| 6022                                     | Operating Restrictions                                    | 96   |
| 6023                                     | Allotment of Stock                                        | 97   |
| <b>Records</b>                           |                                                           |      |
| 6024                                     | Yard Inventory and Running Balance Register               | 97   |
| 6025                                     | Number Taker's Books                                      | 97   |
| 6026                                     | Wagon Registers                                           | 98   |
| 6027                                     | Wagon Detention Registers                                 | 98   |
| 6028                                     | Wagon Detention Returns                                   | 98   |
| 6029                                     | Detention Graphs                                          | 98   |

(vii)

|      |                            |     |
|------|----------------------------|-----|
| 6030 | Terminal Detention Returns | 99  |
| 6031 | Yard Performance Register  | 99  |
| 6032 | Yard Performance Returns   | 100 |

| Rule | Subject | Page |
|------|---------|------|
|------|---------|------|

## CHAPTER VII

### EXAMINATION AND CARE OF STOCK

|      |                                                 |     |
|------|-------------------------------------------------|-----|
| 7001 | Cleaning of passenger carriages                 | 101 |
| 7002 | Protection of train examining staff             | 101 |
| 7003 | Maintenance Pattern for coaching trains         | 102 |
| 7004 | Examination of High Official's carriages        | 105 |
| 7005 | Examination of military and special trains      | 105 |
| 7006 | Care of stabled carriages                       | 105 |
| 7007 | Examination of fruit vans                       | 105 |
| 7008 | Cleaning of vehicles used for conveying animals | 105 |
| 7009 | Leaky wagons                                    | 106 |
| 7010 | 'Damaged' Lables                                | 106 |
| 7011 | Periodical Overhaul                             | 106 |
| 7012 | Box wagons                                      | 107 |

## CHAPTER VIII

### INTERCHANGE OF ROLLING STOCK

#### I. Interchange with Indian Railways

|      |                                            |     |
|------|--------------------------------------------|-----|
| 8001 | Rules for the Interchange of Rolling stock | 111 |
| 8002 | Definitions                                | 111 |

### COACHING STOCK

|      |                                          |     |
|------|------------------------------------------|-----|
| 8003 | Rules for interchange of coaching stock  | 111 |
| 8004 | Damages caused by passengers or troops   | 112 |
| 8005 | Interchange junctions for coaching stock | 112 |
| 8006 | Number Taker's Records                   | 113 |
| 8007 | Daily Junction Returns                   | 113 |

### Goods Stock

|      |                                            |     |
|------|--------------------------------------------|-----|
| 8008 | The wagon Pool                             | 113 |
| 8009 | Pooled, Non pooled and local loading stock | 113 |
| 8010 | Rules for Interchange of Non-pooled stock  | 114 |
| 8011 | Interchange Junctions for goods stock      | 114 |
| 8012 | Daily Junction Return                      | 115 |
| 8013 | Daily Junction Telegrams                   | 115 |
| 8014 | Daily Junction Balance                     | 116 |
| 8015 | Wagon Balance                              | 116 |

(viii)

| Rule | Subject                                                | Page |
|------|--------------------------------------------------------|------|
| 8016 | The Target                                             | 116  |
| 8017 | Wagon Days                                             | 116  |
| 8018 | Hire Poo'                                              | 116  |
| 8019 | Factors which affect interchange                       | 116  |
| 8020 | Neutral control examination at junction of Interchange | 117  |
| 8021 | Wagon census                                           | 117  |

#### Coaching Stock

|      |              |     |
|------|--------------|-----|
| 8022 | Hire charges | 118 |
|------|--------------|-----|

#### Goods Stock

|      |                                           |     |
|------|-------------------------------------------|-----|
| 8023 | Pooled and Non-pooled stock               | 118 |
| 8024 | Rules for Interchange of Non-pooled stock | 118 |
| 8025 | Daily Junction Returns                    | 119 |
| 8026 | Hire charges                              | 119 |
| 8027 | Junction Allowance                        | 119 |
| 8028 | Transit Allowance                         | 119 |

### CHAPTER IX

#### OPERATING CONTROL

|      |                     |     |
|------|---------------------|-----|
| 9001 | Definition          | 120 |
| 9002 | Scope               | 120 |
| 9003 | Organisation        | 120 |
| 9004 | Area Control        | 120 |
| 9005 | Functions           | 120 |
| 9006 | Graphs and Plotting | 122 |
| 9007 | Master charts       | 123 |
| 9008 | Forecast            | 123 |
| 9009 | Declaration         | 123 |

| Rule                                        | Subject                                                                           | Page |
|---------------------------------------------|-----------------------------------------------------------------------------------|------|
| <b>Duties of Control Staff</b>              |                                                                                   |      |
| 9010                                        | Duties of control staff                                                           | 124  |
| 9011                                        | Chief controller                                                                  | 124  |
| 9012                                        | Deputy Chief Controller                                                           | 124  |
| 9013                                        | Section Controller                                                                | 125  |
| 9014                                        | Power Controller                                                                  | 126  |
| 9015                                        | Stock Controller                                                                  | 126  |
| 9016                                        | Deputy Chief Controller (stock)                                                   | 126  |
| <b>Records and Registers</b>                |                                                                                   |      |
| 9017                                        | Records and Registers                                                             | 127  |
| <b>Staff Duties towards control</b>         |                                                                                   |      |
| 9018                                        | Staff to obey orders of control                                                   | 128  |
| 9019                                        | Control order Register                                                            | 128  |
| 9020                                        | Obtaining control's permission to ask for line clear                              | 128  |
| 9021                                        | Starting station to report particulars of outgoing trains                         | 128  |
| 9022                                        | Intermediate stations to report arrival and departure time of trains              | 128  |
| 9023                                        | Terminating stations to report particulars of incoming trains                     | 129  |
| 9024                                        | Engine movement to and from sheds to be prepared                                  | 129  |
| 9025                                        | Abnormal occurrences to be reported                                               | 129  |
| 9026                                        | Accidents to be reported                                                          | 129  |
| 9027                                        | Defects in signals etc. to be reported                                            | 129  |
| 9028                                        | Time to be checked with control                                                   | 129  |
| 9029                                        | Running staff to obtain Station Master's permission before speaking to Controller | 129  |
| 9030                                        | Private and verbose conversation forbidden                                        | 129  |
| 9031                                        | Mode of using control phone                                                       | 129  |
| 9032                                        | Station Masters to attend control calls promptly                                  | 130  |
| <b>CHAPTER X</b>                            |                                                                                   |      |
| <b>REGISTRATION, ALLOTMENTS AND LOADING</b> |                                                                                   |      |
| 10001                                       | Registration                                                                      | 131  |
| 10002                                       | Preferential and Non-Preferential Traffic                                         | 131  |
| 10003                                       | Sponsored and Non-sponsored movements                                             | 131  |
| 10004                                       | Indents (Allotments)                                                              | 131  |
| 10005                                       | Allotments                                                                        | 132  |
| 10006                                       | Transmission of Allotment orders                                                  | 133  |
| 10007                                       | Advice by station staff                                                           | 133  |
| 10008                                       | Check on loading                                                                  | 133  |

(x)

| Rule  | Subject                                                | Page |
|-------|--------------------------------------------------------|------|
| 10009 | General Principles (loading)                           | 134  |
| 10010 | Co-ordinated or sectionised loading                    | 135  |
| 10011 | Loading on trucks and motor vans                       | 135  |
| 10012 | Loading of rails and long and bulky articles on trucks | 135  |
| 10013 | Over loaded wagons                                     | 136  |

## CHAPTER XI

### MOVEMENT OF TRAFFIC

|       |                                                                                       |     |
|-------|---------------------------------------------------------------------------------------|-----|
| 11001 | Rules for Explosive and other dangerous goods                                         | 137 |
| 11002 | General                                                                               | 137 |
| 11003 | Lables                                                                                | 138 |
| 11004 | Marshalling of wagons loaded with Explosives, inflammable liquids and dangerous goods | 138 |
| 11005 | Marshalling in times of extreme emergency                                             | 139 |
| 11006 | Shunting                                                                              | 140 |
| 11007 | Transport of Petrol, Aviation spirit, Benzol and Kerosene oil                         | 141 |
| 11008 | Action by large goods sheds when making over Petrol wagons to yard staff              | 142 |
| 11009 | Despatch of Petroleum wagons by small stations                                        | 143 |
| 11010 | Reception of Petrol specials or Goods trains containing Petrol wagons                 | 143 |
| 11011 | Control to give advance information                                                   | 143 |
| 11012 | Precautions at the stations receiving advice of approach of Petrol wagons or specials | 143 |
| 11013 | Precautions by Guards                                                                 | 143 |
| 11014 | Transshipment or adjustment of loads                                                  | 144 |
| 11015 | Precautions at a Road Side station                                                    | 144 |
| 11016 | Precautions at a junction or engine changing station                                  | 145 |
| 11017 | Rules and Regulations regarding Arms and Ammunition                                   | 145 |
| 11018 | Safe custody of consignments of Arms and Ammunition                                   | 146 |
| 11019 | Definition of Oversize consignments                                                   | 146 |
| 11020 | When Oversize consignment is offered                                                  | 146 |
| 11021 | Classification of 'Out of Gauge' loads                                                | 146 |
| 11022 | Movement of 'Out of Gauge' consignments with in Railway                               | 147 |
| 11023 | Inter Railway Movement of 'Out of Gauge' consignments                                 | 148 |

| <b>Rule</b> | <b>Subject</b>                                                                                                       | <b>Page</b> |
|-------------|----------------------------------------------------------------------------------------------------------------------|-------------|
| 11024       | Movement of Oversized consignments from other Railways to the N.E. Railway or via N.E. Railway                       | 149         |
| 11025       | Maintenance of file regarding oversized consignments                                                                 | 150         |
| 11026       | General Instructions applicable to all out of Gauge loads                                                            | 150         |
| 11027       | Additional special precautions in addition to General Instructions for the transport of B class 'Out of Gauge' loads | 151         |
| 11028       | further instructions to be observed for the transport of 'C' class 'Out of Gauge' loads                              | 152         |

## **CHAPTER XII**

### **RESERVATION OF CARRIAGES, SPECIAL AND MELA TRAFFIC**

|       |                                                                       |     |
|-------|-----------------------------------------------------------------------|-----|
| 12001 | Application for Reservation of carriages                              | 153 |
| 12002 | Charges for reservation of carriages                                  | 153 |
| 12003 | Second class tourist cars                                             | 153 |
| 12004 | Haulage                                                               | 153 |
| 12005 | Details for special and Mela traffic to be sent early                 | 153 |
| 12006 | Details required for Special and Mela traffic                         | 154 |
| 12007 | DRM to keep Headquarters office informed about Special & Mela traffic | 154 |
| 12008 | Mela station and its station working rules                            | 154 |
| 12009 | Transportation arrangements for special & Mela traffic                | 155 |
| 12010 | Other arrangements for special and Mela traffic                       | 156 |
| 12011 | Supervision for special and Mela traffic                              | 157 |
| 12012 | Advice of running special trains                                      | 157 |
| 12013 | Special time tables                                                   | 157 |

## **CHAPTER XIII**

### **WORKING OF TRAINS-I**

#### **Punctuality**

|       |                                                                     |     |
|-------|---------------------------------------------------------------------|-----|
| 13001 | Measures to improve punctuality                                     | 158 |
| 13002 | Other measures to improve punctuality                               | 159 |
| 13003 | Guards and Station Masters to report to divisions of the detentions | 159 |
| 13004 | Divisional report to Headquarters                                   | 160 |

#### **Loads of Trains**

|       |                                         |     |
|-------|-----------------------------------------|-----|
| 13005 | Loads of trains                         | 160 |
| 13006 | Recording of loads                      | 160 |
| 13007 | Transmission of load Reports to control | 161 |

| Rule  | Subject                                                                                                    | Page |
|-------|------------------------------------------------------------------------------------------------------------|------|
| 13008 | "Leave Room on train" Messages                                                                             | 161  |
|       | <b>Overload &amp; Duplication etc.</b>                                                                     |      |
| 13009 | Overload and double heading                                                                                | 161  |
| 13010 | Duplication                                                                                                | 162  |
| 13011 | Diversion                                                                                                  | 162  |
| 13012 | Cancellation                                                                                               | 162  |
|       | <b>Marshalling and attaching of vehicles</b>                                                               |      |
| 13013 | Marshalling of carriages on Mail and Express trains                                                        | 162  |
| 13014 | Attaching of four wheeled coaching stock on passenger trains                                               | 162  |
| 13015 | Marshalling of Mail/Express and passenger trains                                                           | 162  |
| 13016 | Position of second classes                                                                                 | 163  |
| 13017 | Marshalling of bogie and four wheeled stock on passenger or mixed trains                                   | 163  |
| 13018 | Goods stock on passenger or mixed trains                                                                   | 163  |
| 13019 | Marshalling of Vehicles containing livestock, open trucks containing motor vehicles and loaded horse boxes | 164  |
| 13020 | Brake vans on passenger and Mixed trains                                                                   | 164  |
| 13021 | Procedure to be observed for running of goods trains without brakevan.                                     | 164  |
|       | <b>Inspection Carriages</b>                                                                                |      |
| 13022 | Attaching of saloons                                                                                       | 166  |
| 13023 | Allotment of Inspection carriages                                                                          | 166  |
| 13024 | General instructions for attaching of Inspection carriages                                                 | 166  |
| 13025 | Attaching of Inspection carriages to light engines                                                         | 167  |
| 13026 | Attaching of Inspection carriages to and from other Railways                                               | 167  |
|       | <b>Order of Precedence</b>                                                                                 |      |
| 13027 | Precedence of trains                                                                                       | 167  |
|       | <b>Crossing of trains</b>                                                                                  |      |
| 13028 | General Principles for crossing of trains                                                                  | 168  |

| Rule  | Subject                     | Page |
|-------|-----------------------------|------|
|       | <b>Requisition of Power</b> |      |
| 13029 | Requisition of Power        | 168  |
| 13030 | Light Engines               | 168  |

**CHAPTER XIV****WORKING OF TRAINS-II****Passenger trains**

|       |                                                                    |     |
|-------|--------------------------------------------------------------------|-----|
| 14001 | Considerations affecting Passenger Train Timings                   | 169 |
| 14002 | Time Tables                                                        | 169 |
| 14003 | Detaining passenger trains for connections                         | 169 |
| 14004 | Intimation regarding late running of passenger trains              | 170 |
| 14005 | Arrival before time                                                | 170 |
| 14006 | Destination Boards                                                 | 170 |
| 14007 | Station Masters and Guards to check up normal composition of rakes | 170 |

**Goods trains**

|       |                                                                |     |
|-------|----------------------------------------------------------------|-----|
| 14008 | Considerations affecting Goods Train Timings                   | 170 |
| 14009 | Working Time Tables                                            | 170 |
| 14010 | Road side stations to load wagons in station order             | 170 |
| 14011 | Starting stations to leave room for Road side stations         | 171 |
| 14012 | Vehicle Guidance to show wagons to be picked up enroute        | 171 |
| 14013 | Road side stations to be advised regarding unloading of smalls | 171 |
| 14014 | Road side stations to load packages promptly                   | 171 |
| 14015 | Out Reports                                                    | 171 |
| 14016 | Crack trains                                                   | 171 |

**Train Papers**

|       |         |     |
|-------|---------|-----|
| 14017 | Purpose | 171 |
|-------|---------|-----|

(xiv)

| Rule | Subject | Page |
|------|---------|------|
|------|---------|------|

## CHAPTER XV

### ELECTRIC INSTALLATION IN PASSENGER TRAINS

|       |                                                                |     |
|-------|----------------------------------------------------------------|-----|
| 15001 | System of train lighting                                       | 172 |
| 15002 | Essential components of a fully equipped coach                 | 173 |
| 15003 | Control of electric lights and fans in coaches                 | 173 |
| 15004 | Economy in current                                             | 174 |
| 15005 | Timing for switching lights and fans in carriages              | 174 |
| 15006 | Train lighting defects requiring immediate attention of Guards | 174 |
| 15007 | D.R.S. Cards                                                   | 176 |
| 15008 | Airconditioned coaches                                         | 176 |

## CHAPTER XVI

### MILITARY MOVEMENTS

|       |                                                                             |     |
|-------|-----------------------------------------------------------------------------|-----|
| 16001 | Military Movements                                                          | 177 |
| 16002 | Coaching stock for Military Movements                                       | 177 |
| 16003 | Military Block Rakes                                                        | 177 |
| 16004 | Military carrying capacity                                                  | 177 |
| 16005 | Goods stock for Military Movements                                          | 177 |
| 16006 | Loads of Military Trains                                                    | 177 |
| 16007 | Ordering of Military Trains                                                 | 178 |
| 16008 | Non-adherence to Time Tables                                                | 178 |
| 16009 | Halts for Meals                                                             | 178 |
| 16010 | Military Personnel in Reserved Carriages                                    | 178 |
| 16011 | In-reports, Out-reports and Passenger reports                               | 178 |
| 16012 | Destination station to stable military stock pending orders from<br>Milrail | 179 |
| 16013 | Recovery of cost of damages                                                 | 179 |

## CHAPTRE-XVII

### Level Crossings

|       |                                                             |     |
|-------|-------------------------------------------------------------|-----|
| 17001 | Knowledge of signals                                        | 180 |
| 17002 | Classifications and manning of the Level Crossing Gates     | 180 |
| 17003 | Equipment at the Level crossing gates                       | 181 |
| 17004 | Gateman to observe passing trains                           | 181 |
| 17005 | Duties of Gateman in case of Train Parting                  | 181 |
| 17006 | Defects at level crossings                                  | 181 |
| 17007 | Duties of gateman in case of obstructions at level crossing | 182 |
| 17008 | Trespassing                                                 | 182 |
| 17009 | Duty changing by Gateman                                    | 182 |

| Rule                                                          | Subject                                                                              | Page |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------|------|
| <b>CHAPTER XVIII</b>                                          |                                                                                      |      |
| <b>SHUNTING BY SHUNTING ENGINES/PILOT &amp; TRAIN ENGINES</b> |                                                                                      |      |
| 18001                                                         | Shunting Engine Programme                                                            |      |
| 18002                                                         | Shunting Certificates                                                                | 183  |
| 18003                                                         | Shunting hours and Shunting kilometres                                               | 183  |
| 18004                                                         | Engine lighted but not used for less than 3 hours                                    | 183  |
| 18005                                                         | Shunting engine laid by in traffic yard for short periods                            | 184  |
| 18006                                                         | Shunting engine employed as train engine etc.                                        | 184  |
| 18007                                                         | Shunting in non-traffic premises                                                     | 184  |
| 18008                                                         | Shunting in long sidings                                                             | 184  |
| 18009                                                         | Interruption of shunting owing to reception of trains etc.                           | 184  |
| <b>Shunting by train Engines</b>                              |                                                                                      |      |
| 18010                                                         | Driver not to refuse shunting                                                        |      |
| 18011                                                         | Shunting at engine changing stations                                                 | 184  |
| 18012                                                         | Shunting on the run                                                                  | 184  |
| 18013                                                         | Detentions before departure and after arrival for reasons other than shunting        | 185  |
| 18014                                                         | Interruption of Shunting owing to the reception of train etc.                        | 185  |
| <b>CHAPTER XIX</b>                                            |                                                                                      |      |
| <b>STATION STORES</b>                                         |                                                                                      |      |
| <b>Tools and Plants</b>                                       |                                                                                      |      |
| 19001                                                         | Supply                                                                               |      |
| 19002                                                         | Inventory of Dead Stock                                                              | 186  |
| 19003                                                         | Check of tools and plants on relief of Station Masters                               | 186  |
| 19004                                                         | List of tools and plants                                                             | 186  |
| 19005                                                         | Tarpaulins                                                                           | 186  |
| 19006                                                         | Movable property                                                                     | 186  |
| 19007                                                         | Record of Movable property                                                           | 186  |
| 19008                                                         | Loose Breast Bars and other movable property despatched in vehicles to foreign lines | 187  |
| <b>Consumable Stores</b>                                      |                                                                                      |      |
| 19009                                                         | Supply                                                                               |      |
| 19010                                                         | Record                                                                               | 188  |

| Rule                              | Subject                                                            | Page |
|-----------------------------------|--------------------------------------------------------------------|------|
| <b>Stationery and Forms</b>       |                                                                    |      |
| 19011                             | Supply of numbered Books                                           | 188  |
| 19012                             | Supply of durable articles                                         | 188  |
| 19013                             | Six monthly Supply of stationery and forms                         | 189  |
| 19014                             | Emergent supplies of stationery and forms                          | 190  |
| 19015                             | Record of stationery and forms                                     | 190  |
| <b>Returned Stores</b>            |                                                                    |      |
| 19016                             | Advice notes                                                       | 190  |
| 19017                             | Unserviceable tools and plants                                     | 191  |
| 19018                             | Surplus stores                                                     | 191  |
| 19019                             | Empty Containers                                                   | 191  |
| <b>Inspections</b>                |                                                                    |      |
| 19020                             | Yearly check of tools and plants                                   | 191  |
| <b>CHAPTER XX</b>                 |                                                                    |      |
| <b>CONVEYANCE OF POSTAL MAILS</b> |                                                                    |      |
| 20001                             | Half yearly programmes                                             | 192  |
| 20002                             | Reserved Accommodation                                             | 192  |
| 20003                             | Extra Reserved Accommodation                                       | 193  |
| 20004                             | Regular despatches of Mail Bags in charge of Guards and Mail Peons | 194  |
| 20005                             | Unusual changes in the dispatch of Mail Bags                       | 195  |
| 20006                             | Occasional despatches in charge of Guards                          | 195  |
| 20007                             | Breaches etc.                                                      | 195  |
| 20008                             | Detention to trains                                                | 196  |
| 20009                             | Maintenance of Log Book in Postal Van or Compartment               | 196  |
| <b>CHAPTER XXI</b>                |                                                                    |      |
| <b>GOVERNMENT RAILWAY POLICE</b>  |                                                                    |      |
| 21001                             | Functions                                                          | 197  |
| 21002                             | Jurisdiction                                                       | 197  |
| 21003                             | Powers regarding investigation                                     | 197  |
| 21004                             | Powers regarding Arrest                                            | 198  |
| 21005                             | Procedure for arrest of Railway Staff                              | 198  |
| 21006                             | Conduct of Police Enquiries                                        | 198  |
| 21007                             | Appearance of Railway Officials in Court                           | 198  |
| 21008                             | Railway servants to assist police                                  | 199  |
| 21009                             | Reporting of criminal cases to Railway Police                      | 199  |
| 21010                             | Reporting of FIR by passenger                                      | 200  |
| 21011                             | Lodging of FIR in case of misuse of alarm chainpulling etc.        | 201  |
| 21012                             | Arrest by Railway servants                                         | 202  |
| 21013                             | Accidents                                                          | 202  |

| Rule                               | Subject                                                                                | Page |
|------------------------------------|----------------------------------------------------------------------------------------|------|
| <b>CHAPTER XXII</b>                |                                                                                        |      |
| <b>OPERATING STATISTICS</b>        |                                                                                        |      |
| 22001                              | Definition                                                                             | 203  |
| 22002                              | Railway Statistics                                                                     | 203  |
| 22003                              | Classification of Railway statistics                                                   | 203  |
| 22004                              | Compilation of Railway statistics                                                      | 204  |
| 22005                              | Operating statistics                                                                   | 204  |
| <b>Passenger train Performance</b> |                                                                                        |      |
| 22006                              | Punctuality                                                                            | 205  |
| 22007                              | Vehicle kilometres per vehicle day                                                     | 205  |
| 22008                              | Average Booked speed                                                                   | 205  |
| 22009                              | Shunting kilometres per 100 Train kilometres (Passenger including proportion of mixed) | 205  |
| <b>Wagon usage</b>                 |                                                                                        |      |
| 22010                              | Average starting wagon load                                                            | 205  |
| 22011                              | Wagon kilometres per wagon day                                                         | 206  |
| 22012                              | Net tonne kilometres per wagon day                                                     | 206  |
| 22013                              | Wagon turn around                                                                      | 206  |
| 22014                              | Average wagon load during the run                                                      | 207  |
| <b>Goods Trains Performance</b>    |                                                                                        |      |
| 22015                              | Average speed of goods trains                                                          | 207  |
| 22016                              | Average Net Train load (in tones)                                                      | 207  |
| 22017                              | Average Gross train load (in tonnes)                                                   | 207  |
| 22018                              | Shunting Engine Kilometres per 100 Train Kilometres                                    | 208  |
| 22019                              | Net Tonne kilometres per Engine Hour                                                   | 208  |
| <b>Marshalling Yard statistics</b> |                                                                                        |      |
| 22020                              | Average detention per wagon (a) All wagons (b) through loaded wagons                   | 208  |
| 22021                              | Number of wagons dealt with per Shunting Engine Hour                                   | 208  |
| <b>Locomotive Performance</b>      |                                                                                        |      |
| 22022                              | Engine kilometres per day per Engine in use                                            | 209  |
| 22023                              | Engine kilometers per day per Engine on line                                           | 209  |
| 22024                              | Kilograms of fuel consumed per engine kilometre by service                             | 209  |

| Rule  | Subject                                                                   | Page |
|-------|---------------------------------------------------------------------------|------|
| 22025 | Kilograms of fuel consumed per 1000 gross tonne kilometres by services    | 209  |
| 22026 | Cubic decimetres of lubricating oil per 100 engine kilometres by services | 209  |
| 22027 | Cubic decimetres of lubricating oil per 1000 vehicle kilometres           | 209  |

### CHAPTER XXIII

#### INSPECTION OF STATION

|       |                                             |     |
|-------|---------------------------------------------|-----|
| 23001 | Object of Inspections                       | 210 |
| 23002 | Kinds of Inspections                        | 210 |
| 23003 | Inspection records and statements           | 211 |
| 23004 | Inspection quotas                           | 211 |
| 23005 | General Instructions to inspecting official | 211 |
| 23006 | Guide to inspection                         | 212 |
| 23007 | Schedule of minimum inspection              | 221 |

### CHAPTER XXIV

#### STATION WORKING RULES

|       |                                                                          |     |
|-------|--------------------------------------------------------------------------|-----|
| 24001 | Object                                                                   | 223 |
| 24002 | C.R.S's approval                                                         | 223 |
| 24003 | General principles for the preparation/revision of station working rules | 224 |
| 24004 | Standard proforma for station working rules of stations                  | 224 |

### CHAPTER XXV

#### DESIGN AND WORKING OF MARSHALLING YARD

|       |                                       |     |
|-------|---------------------------------------|-----|
| 25001 | Explanation of terms                  | 229 |
| 25002 | General section of a Marshalling yard | 230 |
| 25003 | Reception yard                        | 230 |
| 25004 | Classification yard                   | 231 |
| 25005 | Departure yard                        | 233 |
| 25006 | Transshipment and goods sheds         | 233 |
| 25007 | General features of yard design       | 233 |
| 25008 | Yard capacity                         | 234 |
| 25009 | Yard congestion                       | 235 |
| 25010 | Yard performance                      | 235 |
| 25011 | Marshalling yards on N. E. Railway    | 235 |

| Rule                              | Subject                                              | Page |
|-----------------------------------|------------------------------------------------------|------|
| <b>CHAPTER XXVI</b>               |                                                      |      |
| <b>LAY OUT OF PASSENGER YARDS</b> |                                                      |      |
| 26001                             | Lay out of Passenger yards                           | 236  |
| 26002                             | Terminal stations                                    | 237  |
| 26003                             | Mela stations                                        | 237  |
| 26004                             | Passenger Platforms                                  | 237  |
| <b>CHAPTER XXVII</b>              |                                                      |      |
| <b>LINE CAPACITY</b>              |                                                      |      |
| 27001                             | Definition                                           | 238  |
| 27002                             | Calculations of line capacity by Scott's formula     | 238  |
| 27003                             | Limitations of the Scott's formula                   | 238  |
| 27004                             | Master Charts                                        | 239  |
| 27005                             | Various methods of increasing line capacity          | 239  |
| 27006                             | Lay out of Stations                                  | 240  |
| 27007                             | Sectional congestion                                 | 241  |
| <b>CHAPTER XXVIII</b>             |                                                      |      |
| <b>TIME TABLES</b>                |                                                      |      |
| 28001                             | Preparation and issue                                | 242  |
| 28002                             | Considerations governing passenger train time tables | 242  |
| 28003                             | Considerations governing goods train time tables     | 243  |
| <b>CHAPTER XXIX</b>               |                                                      |      |
| <b>INTERLOCKING</b>               |                                                      |      |
| 29001                             | Definition                                           | 244  |
| 29002                             | Basic Principles                                     | 244  |
| 29003                             | Interlocking - How accomplished                      | 244  |
| 29004                             | Isolation                                            | 244  |
| 29005                             | Indirect or Direct Interlocking                      | 245  |
| 29006                             | Standards of Signalling and Inter locking            | 245  |
| 29007                             | Spare                                                | 246  |
| 29008                             | Painting of levers                                   | 246  |
| 29009                             | Numbering of levers in frames                        | 247  |
| 29010                             | Explanation of certain simple terms                  | 247  |

(xx)

| Rule                                                                     | Subject                                                                               | Page |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------|
| <b>CHAPTER XXX</b>                                                       |                                                                                       |      |
| <b>PREVENTION, DETECTION AND REMOVAL OF ENCROACHMENT ON RAILWAY LAND</b> |                                                                                       |      |
| 30001                                                                    | Need of protect railway land                                                          | 249  |
| 30001                                                                    | Section 147 of the Railway Act                                                        | 249  |
| 30003                                                                    | Railway supervisors to keep a class watch on their jurisdiction                       | 249  |
| 30004                                                                    | Action by supervisors on Existing encroachment                                        | 249  |
| 30005                                                                    | Classification of Stations for the Purpose of Provision of Passenger Amenity          | 249  |
| 30006                                                                    | Category of Encroachment and division of Responsibility                               | 250  |
| 30007                                                                    | Procedure order for detection, Prevention and Removal of Encroachment on Railway Land | 252  |

|                                                       |         |
|-------------------------------------------------------|---------|
| <b>CHAPTER XXXI</b>                                   |         |
| <b>PREIGHT OPERATIONS IN FORMATION SYSTEM (FOIS)</b>  |         |
| <b>PREIGHT OPERATIONS IN FORMATION SYSTEM (FOIS )</b> |         |
|                                                       | 267-270 |
| Appendix 'A'                                          | 271     |
| Appendix 'B'                                          | 276     |
| Appendix 'C'                                          | 283     |