

CHAPTER 1

IMPORTANT INSTRUCTIONS

1001. Standard Time.- To ensure that correct time is displayed at all stations the following instructions shall be rigidly observed :-

- (a) Station on controlled sections:- The clocks in the control office should be synchronized daily to the Indian Standard Time. The SE(Teleegram) shall be responsible to correct his clock with AIR time at 14.00 hrs and synchronise the clock in control office in presence of Chief Controller and record difference, if any.

A general ringing key is provided on each control board for giving long ring which will begin exactly at 15-58 hrs. and will cease precisely at 16 hrs. when Station Master on controlled sections shall adjust their clocks accordingly and record the difference, if any in the remarks column of Train Signal Register. All Guards will set their clock while sign on for duty.

- (b) Junction stations on controlled section should daily relay the correct time to the adjacent stations on non-controlled section.
- (c) Incharge of all Diesel lobby will set their clock and synchronise with SM on duty daily and record difference of time, if any.

1002. Winding, regulating and correcting clocks:-

- (a) The keys of the clocks shall be kept with the users who shall attend to the winding of clocks at their stations personally at regular intervals, if required so.
- (b) The users shall maintain a record showing clearly whether the clock had been giving correct time or not, and if it was slow or fast, the variation in minutes should be indicated to enable the Mechanic to make the correct adjustment.
- (c) When a clock stops due to some defect or otherwise requires repairs, the Station Master/Traffic Inspector shall then arrange for the necessary repairs.

1003. Repairs and Replacement.-

- (a) All ordinary repairs and replacement of worn out parts of clock shall be arranged by Station Master/Traffic Inspector in each Division in coordination with S&T department if required so.
- (b) When a clock requires heavy repairs which cannot be undertaken action be taken for its replacement.

1004. S&T department shall be responsible for maintenance and upkeep of the clocks at stations.

1005. Disposal of damaged clocks and watches.- Clocks and watches which are declared as irreparable shall be returned to the District Controller of Stores of the depot concerned from which the Divisional or extra Divisional requirements are served.

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1006. Maintenance of Electrical Clocks:- Electrical Clocks shall be maintained by the Signal and Telecommunication Branch. Instruction for their regulation and maintenance shall be issued by the Divisional Signal and Telecommunication Engineer.

1007. Adherence to advertised time and punctuality:-

- (a) Station and running staff must realise that it is their duty to encourage and ensure punctuality of train running by all means within their power and every endeavor must be made to make up time at stations when a train is running late.
- (b) Trains if running late, may be allowed to start after passengers have entrained and all parcels loaded even if the full halt allowed for the train has not elapsed, but no train carrying passengers must be allowed to start before the departure time shown in the public time table.
- (c) Troop trains may, however, be run before time with the authority in writing of the officer incharge of the troops travelling in the train and with the prior consent of the Section Controller.

1008. Railway Gazette -

- (a) The North Eastern Railway Gazette contains all important orders to be observed by the staff. The subordinate incharge shall bring to the notice of all persons working under him, any orders contained in the Gazette, which in any way, refer to them. He shall ensure that his assistants and other literate staff initial the gazette in token of having received the orders. Illiterate staff shall be explained any order which affect them, and an endorsement to that effect made by the Station Master.
- (b) The gazette shall be kept at a convenient place to enable the staff to take extracts for their guidance.

1009. Office orders, circulars and pamphlets etc. -

- (a) Separate files for Headquarters and Divisional Circulars, Office orders, Rate and Accounts circulars should be neatly maintained, subject wise.
- (b) Each of these must be signed by all concerned staff. In case of class IV staff, the subordinate incharge must also record on the circulars, office records etc. that these have been correctly translated and explained to such staff.
- (c) Informatory and educative pamphlets and booklets etc. in English and Hindi are brought out from time to time. Sub-ordinates incharge shall make it a point to make the fullest use of these and also circulate them freely amongst their staff. These should be kept in order of the date, month and year of the publications, so as to be readily available for reference.

1010. Knowledge of rules-

- (a) All Railway staff are bound under section 175 of the Railway Act. 1989 (24 of 1989) as much by the subsidiary rules and special instructions as they are by the General Rules. They must,

therefore, make themselves thoroughly acquainted with all the rules and special instructions concerning them.

- (b) It is the duty of the staff to keep themselves acquainted with all the additions and modifications made in the rules/procedures as notified in the Railway Gazette and correction slips etc. In case they find that a particular correction slip bearing a serial number has not been received by them, they are obliged to make endeavours to obtain it.
- (c) In the case of illiterate staff, it will be the responsibility of the supervisor under whom such staff is working, that all changes and modifications in the rules and/or procedures are thoroughly explained to them.

1011. Trains required to be stopped out of course. - Except for operational reasons no Mail, Express or passenger train shall be stopped out of course without the permission of the Chief Operations Manager. In emergency, this may be done under the personal orders of the Divisional Railway Manager or on receipt of a requisition in writing from a Magistrate or a Police Officer not below Gazetted rank.

1012. Jumping on to footboards- Staff as well as licensed porters are forbidden to jump on to the steps or footboards of carriage or to run alongside trains entering stations.

1013. Fire Prevention and Extinction.-

- (a) Most fires are caused primarily due to negligence in one form or the other. If not detected and extinguished in their incipient stage, these may result in heavy loss of property. It shall, therefore, be the responsibility of all railway employees to observe such precautions against fire as may be necessary and to take immediate action to extinguish it in early stage by making proper use of fire fighting appliance provided on the premises or are available nearby or use of water, sand etc.
- (b) R.P.F. staff, where provided, shall be responsible for quick detection and extinction of fires in the premises with their 'Beat' specially during non-working and night hours. They shall also check persons from any such act or negligence which is likely to cause fire and shall report such cases to officer-in-charge of the particular section or establishment if any action is necessary.
- (c) Some important precautions against fires which should be kept in mind and observed are given below :-
 - i) Never smoke or light a flame at place where it is prohibited.
 - ii) Provide plenty of ash trays and make use of them where smoking is not prohibited.
 - iii) Never discard burning Cigarettes, Bidis etc. or match sticks without ensuring that they have been extinguished.
 - iv) Always keep your place of work clean and do not allow waste paper, cutting scraps and rubbish to accumulate there or nearby.

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- v) Provide dust bins and incubators for throwing scraps and combustible waste materials and keep them at a safe distance from the building.
- vi) Do not overload electric circuit. Get your electric installations checked periodically.
- vii) Do not store petrol, paints and explosive materials and gases in stores and godowns which do not conform to the standard specification for such storage.
- viii) Do not throw or drag packages, containing explosive and they should not be handled in night. Explosives should not be loaded in Oily wagons and wax seals, rivets and E.P. locks should not be used on these wagons.
- ix) Persons having shoes with iron nails, should not handle explosive and no naked light or smoke should be brought near them.
- x) Never allow impregnated straw from Kerosene oil wagons to accumulate in the vicinity of Railways yards and goods shed.
- xi) Never use water to extinguish electrical fires.
- xii) While dealing with fire in oil, transformers and switch gears, use foam dry chemical powder and carbon dioxide fire extinguishers.
- xiii) Never bring naked flame, where batteries are being charged.
- xiv) Ensure that adequate fire buckets and fire extinguishers are provided for offices, stores and workshops.
- xv) Ensure that your fire fighting appliances are periodically checked and all your staff knows their proper use.

1014. Fire fighting appliances.-

- (a) Fire fighting equipment and appliances have been provided at all stations, goods, sheds, yards, loco sheds, workshops, stores, offices and other railway establishments for extinguishing fires and consist of the following:-
 - i) Foam Extinguishers
 - ii) Dry Chemical Powder Extinguishers.
 - iii) Carbon-dioxide Extinguishers.
 - iv) Water Buckets.
 - v) Sand Buckets.
 - vi) Water Drums.

Soda Acid Extinguishers, water buckets and water drums shall be used to extinguish all types of fires except those in live electric installations and oils. Water buckets and Soda Acid Extinguishers should in no case be used in live electric installations as water stream or jet is a good conductor of electricity and may prove fatal for the person using it. Their use is also not much effective on oil fires, as it may splash it and oils being lighter than water may continue to float and burn on the surface.

Foam extinguishers are specially meant for use on fires in electric installations.

Carbon di oxide (CO_2) Extinguishers, can be used on any type of fires and are most effective for use in confined places.

Sand Buckets can be utilized on all types of fires specially when water cannot be used or its use may cause damage. Use of sand on costly electrical equipment and machinery should, however, be avoided as it damages the machinery.

- (b) In addition to the above fire fighting appliances, fire hydrants, hose pipes, stand pipes, and branch pipes have also been provided at important places of risks. Sufficient water can be obtained from these fire hydrants and taken to the scene of fire by connecting hose pipes and a water jet can be obtained through the branch pipe at the fire end.
- (c) Fire stations and Sub Fire stations having regular fire fighting machines and fire personnel have also been established at very big Railway stores and workshops and their services should be utilized in case of fire accident.

1015. Care and maintenance of fire appliances-

- (a) The subordinate incharge shall display at a prominent place a list of fire appliances at his station and the location of each appliance. He shall also ensure that every employee working under him is aware of the location of such fire appliances. Fire fighting appliances should be kept in easily accessible unobstructed places. All railway stations, goods sheds and parcel offices should display the telephone number of the nearest railway or civil fire station just near the telephone.
- (b) Officers in charge of railway establishment and station Masters shall be responsible for ensuring within their jurisdiction that.
 - (i) Fire extinguishers are dusted daily and the nozzles cleaned.
 - (ii) Fire buckets and sand buckets are at all times, filled with water and sand.
 - (iii) There are, at all times, two buckets full of water, are available for every bucket of sand except at places covering electrical or oil risks where sand buckets only are to be provided.
 - (iv) The sand in buckets is never allowed to set or moss allowed to collect on water. Water should be replaced weekly.
 - (v) Water and sand buckets are refilled immediately after use.
 - (vi) Sand bins where provided are always kept full.
 - (vii) Keys of fire buckets stands, hose pipes and stand pipes must be kept with the Assistant Station Master or any other responsible person on duty so as to be readily available in case of need.
 - (viii) Railway fire hydrants mains shall be (a) 150 MM dia minimum (b) 'C' class piping.

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- (c) Periodic inspections and maintenance of Fire Extinguishers shall be carried out by the concerned branch in whose premises these are provided and the concerned branch officer of the division will be responsible to see that it is properly carried out and its record is maintained.

1016. Recharging and testing of Fire Extinguishers-

- (a) Fire Extinguishers shall be recharged immediately after use on a fire or a fire drill. For this purpose Station Master or officer in charge of various establishments should hold a supply of two extra refills per extinguisher and ensure that sufficient refills are always available for use.
- (b) Recharging of Fire Extinguishers after fire drills or use on fire. It shall be the responsibility of the officers incharge to get the extinguishers refilled immediately by suitably trained staff under him. Instructions for recharging the extinguishers are given on the refills and those must be strictly followed.
- (c) Date of testing and annual refilling shall be painted on lower portion of the body of extinguisher near the bottom end.

1017. (i) Training in the Fire Fighting - Station Master and officers incharge of other Railway establishments shall ensure that all the staff under them are fully conversant with proper use of first aid fire fighting appliance and methods of fighting fires.

Subordinate in charge, in whose premises, the chemical fire extinguishers are installed should ensure that all staff under them are trained in its operation. For this they should contact Divisional Branch office and make out a Programme for such training.

(ii) Fire Fighting Appliances.

It is a appliance designed to project water or other fire fighting media under pressure on fire for extinguishing or keeping the fire under check in initial stage only, till arrival of the fire brigade. The following type of first aid fighting appliances are there.

- (a) **Soda acid type.** Its nozzle of discharge is on the body of the extinguisher and it is used in cases of fire in wood, paper cloth and where purely a cooling effect is required. It should not be used for extinguishing fire on live electricity, petrol and paints. For using it, the plunger should be struck against any hard surface, after lowering the nozzle to have the plunger driven into extinguisher. It should be checked that the plunger rod is not driven in and the nozzle is not choked to determine that it is in working order.
- (b) **Foam Type-** Its nozzle is on the cap only and is fitted with releasing device. It is used in fire in petrol, Kerosene oil, paints and varnishes etc. and cover the burning liquid like a blanket cutting off fresh air from it. Check that the sealing valve handle is in closed position and the nozzle is not choked to ensure that it is in working order.
- After, taking the extinguisher by handle the bayonet seal or turn cock should be released and turned up side down and shaken violently and then the jet should be directed against any substance near the fire to cover the burning material, but it should not struck with face. It can be used in electric fire after switching off the current.

(c) **Dry chemical powder extinguisher.**

One flexible discharge tube with squeeze grip discharge mechanism at the end is fitted on the body of the extinguisher. It is used for fire in cars, Gas cylinders, Transformers, electrical motors and battery charging room. By feeling the weight of the extinguisher, we can determine whether it is in working order or not. For using it, the extinguisher should be taken by handle and after removing safety clip from the spindle knob in the cap and by holding the squeeze grip in right hand, the knob should be struck with left hand. Then the flow of powder should be directed on the burning material or liquid.

(d) **Carbon dioxide type fire extinguishers.**

Discharge tube is provided with a horn at the end and for operation, wheel valve is provided at the top of the extinguisher. It is used specially for electrical risks being non-conductor of electricity and on delicate equipment and machinery.

For using it, take the extinguisher off from the bracket and after approaching the fire hold the discharge horn with left hand and turn the wheel valve in anti-clockwise direction, directing the discharge on the burning material.

As the discharge is in the shape of snow, it is advisable to put on hand gloves to prevent snow burning the hand.

Note : Use of Soda Acid type and Foam type fire extinguishers has since been withdrawn from the railways.

1018. Fire Drills-

- (a) Railway staff at stations and other railway establishments shall be trained to extinguish fire and for this purpose a surprise fire drill shall be held once a month during day and once in three months during the night.
- (b) The senior most official/official incharge of the establishment shall be responsible for holding fire drills.
- (c) The official incharge shall, however, render every possible assistance in organising fire drills.
- (d) The fire alarm shall be sounded. Except where otherwise provided for, the continuous ringing of the station bell for about two minutes shall constitute the fire alarm.
- (e) In addition to the fire alarm, a member of the class IV staff shall be sent round to rouse staff in the vicinity.
- (f) On hearing the alarm all staff shall rush to the place of call and assemble at the nearest fire point, from where they shall be guided to the scene of fire by the senior most official present.
- (g) The senior most official present, will detail parties for carrying out different jobs and staff shall carry out the allotted duties or render such help as is considered necessary in an organised and disciplined manner.

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- (h) At each fire drill, the state of Fire Buckets, Hoses and hydrants etc. shall be examined and all defects promptly brought to the notice of the official incharge of the section. Where there are hydrants, water pressure shall be noted and if the pressure is very low, a report shall be made to the Divisional Railway Manager. The pressure can be judged by the throw of the water after it leaves the nozzle of the fire hose.
- (i) Only buckets of water shall be used, the sand being reserved for actual fire.
- (j) At stations and depots provided with patent Fire Extinguishers, staff shall be trained in their use. Only One extinguisher shall be emptied at each demonstration and the same shall be refilled immediately after.
- (k) A record of every fire drill shall be made in the Miscellaneous Register at the station.

1019. Hints on Fire-

- (1) Attention is drawn to General Rule 6.10 and its subsidiary rules which must be carefully observed in cases of fire.
- (2) Staff should not smoke, carry naked lights or light fires in the vicinity of goods sheds, petrol installation and wagons containing petrol or other inflammable liquids or articles.
- (3) The presence of all the following factors together causes fire or more of the them causes its extinction :-
 - (a) Combustible substance
 - (b) Oxygen
 - (c) Heat
- (4) The methods adopted to extinguish fire are :-
 - (a) Starvation or causing the absence of combustible substances by removing them far away from the neighbourhood of fire e.g. removing furniture and records of an office room on fire, or by removing the fire away from the neighbourhood of combustible substances e.g. separating a wagon or coach on fire from others.
 - (b) Smothering or causing the absence of Oxygen and preventing the access of fresh air to the site of fire by :-
 - (i) Closing all openings of a room, wagon or coach on fire.
 - (ii) Throwing sand or earth on fire.
 - (iii) Using foam extinguishers.
 - (iv) Covering a person whose clothing is on fire with a rug or blanket.
 - (c) Cooling by reducing the degree of temperature with water.
- (5) When fighting a fire, every effort should be made to save life and property.
- (6) If the fire is serious, Municipal Fire Brigade, where available, should be called without delay.

- (7) The cause of the fire should be investigated as promptly as possible. This information is necessary when dealing with claim arising as a result of fire.

1020. Fighting a Fire. The following action shall be taken simultaneously as soon as a fire is noticed :-

1. Shout "Fire" "Fire" to warn others, sound the fire alarm and send someone to call others for help.
2. Try to put out the fire in its early stage by making proper use of fire extinguishers, fire buckets or by any other means that may be available nearby.
3. Inform the Fire Brigade and the senior most railway official available on duty, giving him in brief the correct location of fire and also the material involved, if possible.
4. Rescue any one in danger and send the injured immediately to the nearest hospital, Salvage documents and property.
5. In case of fire in electrical installations, switch off the mains before using any fire extinguisher or water on it. In case this is not done, it may prove fatal as water is a good conductor of electricity.
6. Keep the doors and windows of the room, coach wagon etc. closed till such time fire appliances are ready for use on fire or till the time of arrival of fire brigade, if the fire has flared up. Keep the gates open and road free from obstructions for easy access of fire brigade engines.
7. Push away coaches and wagons and remove other combustible materials, if any, from the vicinity of fire in order to check its spread and all shunting movement in the vicinity of the affected area should be stopped.
8. The senior most officer/official on the spot should organise bucket chain system, fire fighting party, rescue party, salvage party and watch party, for carrying out operations methodically and efficiently.
9. Appropriate fire appliances available should be used immediately to put out the fire. If fire hydrants and hose pipes are provided on the premises, a line of hoses should be laid out from the hydrant and water jet should be brought into action.
10. Water hydrants or any other source of water supply can be used freely for fighting fires, if required. If fire breaks out in a wagon or coach the same should be placed immediately beneath or near the nearest hydrant. If the fire is detected in a sealed wagon; the seal lock and rivets should be immediately broken. In case of fire in locked goods shed and parcel shed, the lock should be opened after breaking it and action taken to extinguish the fire.
11. On arrival of the fire brigade, the fire officer should immediately be apprised of the nearest source of water, the risk involved and risk apprehended and may be given any other co-operation that may be needed. The senior most official of the Fire Brigade will be responsible for efficient working of the unit of the fire.
12. Cause of fire should be investigated and ascertained without delay and any material, clues found or detected must be preserved, if sabotage or incendiarism is suspected.

1021. Fires caused by Electricity :- The following precautions must be taken.

1. Switch off the current before using the fire extinguisher. If this is not done, the use of water can be fatal as water conducts electricity. In case the fire is on running train and in a coach fitted with dynamo and batteries, the guard must remove the dynamo belt and battery fuse links, and wire to the Station ahead where train lighting staff is available to rectify the defect.

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2. Inform the Electrical Department, who shall switch off the circuit supplying electricity to the locality involved.
3. The incharge of the operation at the site of the fire must personally satisfy himself that the electric supply has been cut off at the affected area.
4. Use only Carbon Tetra Chloride (CTC) or Carbon di Oxide (CO₂) type fire extinguishers, or loose dry sand.
5. If the fire brigade is summoned a responsible official of the electrical department should make dead all electrical equipments adjacent to the fire, before operations are commenced.

1022. Action to be taken in case of fire in trains.

- i) If any electrical equipment of a train catches fire, the Guard or electrical staff should put off the main switch, and disconnect Kent couplers of the carriage, isolating it from the rest of the train. He should take all steps to extinguish the fire and report the occurrence to the nearest station master.
- ii) An equipped or feeder coach should be detached from the train, if possible, otherwise, the dynamo belt should be taken out by removing the belt fastener pin. The coach should not be put on again on train unless detached and examined by an electrician.
- iii) If a coach standing in a station yard catches fire, the SM or electrical staff should put off the main switch on the carriage and take steps to extinguish the fire.
- iv) The portion of the train behind the affected coach must be detached and front portion drawn ahead to a safe distance.
- v) All efforts be made to extinguish the fire with the help of fire extinguishers, dry sand or earth.
- vi) If water is available nearby, Driver in consultation with Guard may draw the front portion ahead with the affected coach near the water.
- vii) If a vehicle carrying passenger catches fire, the safety of the passengers should be the first consideration and if it contains mail, all efforts be made to save it.

(b) Fire on traction electrical equipment

- (i) In case of fire on OHE, the affected part should be electrically isolated from the distribution system and TPC concerned informed immediately.
- (ii) A person not authorised to extinguish electrical fire, if notices it, should make no effort to extinguish it but should inform TPC, direct or through nearest station master.

(c) Fire in EMU or Electric Engines

- (i) Actions should be taken as per rules for working electric trains.
 - (ii) If fire brigade is called it should not be allowed to commence operations until all electrical equipment adjacent to the fire has been made dead by a responsible officer or the electrical department. Water should not be used for extinguishing fire.
- (d) Only Carbon Tetra Chloride (CTC) and Carbon di oxide (CO₂) type fire extinguisher or loose dry sand should be used for extinguishing electrical fires.

1023. Fires caused by Petrol or any other inflammable, liquids, acids or gases.

1. Segregate the affected wagon, coach or area involved.

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2. On opening a wagon do not enter it immediately. You would, thus, avoid fumes which may be dangerous.
3. Use foam type extinguishers and sand and not water or soda acid type fire extinguishers.
4. Do not bring naked lights near the site of fire.
5. Inform the nearest Railway or Civil Fire Station intimating that the fire has been caused by Petrol or any other inflammable liquids or gases or acids.

1024. Fire caused by crackers, detonators or gun powder :-

1. Inform the nearest Railway or Civil Fire Station intimating them that the fire has been caused by crackers, detonators or gun powder.
2. Segregate the wagon, coach or the area involved.
3. Cordon off the affected area as the risk of explosion is always there.
4. Do not use water. Use sand or dry chemical fire extinguisher.
5. Act under the expert advice of the Fire Officer.
6. Preserve clues and ascertain the actual cause of fire, (such as overheating, combustion, inefficient or insufficient packing and mishandling of packages, etc.) for the Divisional Railway Manager who has to send a XXR telegraphic Report to the Chief Inspector of Explosives, Nagpur and the Inspector of Explosives concerned.
7. In case of serious fire, when dangerous and inflammable goods are involved, and where it is difficult to arrive at the cause of the fire, either a representative of the department of the Chief Inspector of explosives should be invited to assist in the inquiry or his technical opinion may be sought on specific points.

1025. The addresses of the Chief Inspector of Explosives and of the Circle Inspectors of Explosives concerned are as follows :-

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| (i) Chief Inspector of Explosives,
Civil Line Nagpur. | } | (His jurisdiction extends over Punjab and UP) |
| (ii) Inspector of Explosives,
Northern Circle, Agra. | | |
| (iii) Inspector of Explosives,
Eastern Circle, Patna. | | (His jurisdiction extends over Bihar) |

Name of Fire stations and their location with Phone numbers should be exhibited at convenient place at stations.
