

CHAPTER III

DUTIES AND RESPONSIBILITIES OF STATION STAFF

3001. (a) This chapter is to be read in conjunction with chapter II and V of the General and Subsidiary Rules and I & II of this Manual.

(b) The word Station Master includes Station Supdt.

General Responsibilities

3002. Register of Addresses- Every Station Master must maintain a register containing the name and upto date address of each member of the staff employed at his station.

3003. Station Master's responsibility before allowing employees to take independent charge-

- (a) Station Master must not allow any employee to take independent charge of a post connected with train working without satisfying themselves that the employee,
 - (i) possesses the requisite certificate of competency;
 - (ii) has studied or has been instructed in the working rules of the station; and
 - (iii) has understood the duties he has to perform.
- (b) Before an employee takes independent charge of a post connected with train working for the first time, he must witness the actual performance of these duties during at least one complete shift. In emergencies, however, and in cases where the duties are of a simple character and similar to those already performed by an employee at stations where he has worked before, Station Masters are authorised to waive this condition.
- (c) Every Station Master shall maintain an "Assurance Register" for the purpose of obtaining a written assurance from every literate employee before the latter takes independent charges of a post connected with train working and for recording a certificate in the case of every illiterate employee that the relevant rules have been read over and explained to him. This assurance/certificate shall be in token of the fact that the employee has (i) studied the station Working Rules/Correction slips/Station Rule Diagram and other rules pertaining to his duties or has been instructed in the same (ii) has understood the duties he has to perform (iii) is capable of performing his duties independently; (iv) understands and can read the SWR diagram.

Assurance Register:- Assurances obtained from the staff will be of two kinds:-

(i) For staff who understand English, the following will be the form of certificate:-

I.....(Name).....(Designation) having gone through and studied the Station Working Rules No. of..... Station, dated..... with Correction Slip Nos..... dated..... Appendices Nos..... dated..... Annexure Nos. dated..... And Rule diagram No. dated Certify that I have understood the working of the Station thoroughly and can read the Station Rule Diagram, I have also acquainted myself with the local conditions and am aware of the grade indications, if any, in the Rule Diagram and significance there of and can take up duty independently. I am qualified in duties assigned to me in respect of the working of the trains.

Countersignature of Station Master.....

Signature.....

Designation

Date.....

Date

(ii) For staff who are illiterate or who do not understand Hindi, the working rules of the station must be thoroughly explained to him/them by the Station Master and the following will be the form of certificate:-

I,.....(Name).....(Designation) have explained the Station Working Rules No. of(Station) with correction Slip Nos. dated..... with Appendices Nos. dated..... and Annexure Nos..... dated..... to the following staff and he/they has/have thoroughly understood the same and the Station Rule Diagram. He/they has/have also been made aware of the grade, if any, existing in the yard and he/they can take up duties independently as indicated in column No. 6 below against his/their name/(s) and having understood the instructions he/they has/have also put his/their Signature/(s)/thumb/ impression/(s) in my presence as a token thereof.

Signature of the Station Master

Sl. No.	Name	Designation	Date of Joining.	Date of Assurance	Category for which assurance recorded.	Signature/ L.T.L.	Counter Signature of Station Master.
1	2	3	4	5	6	7	8

NOTE :- (a) The Station Master must ensure that the assurance certificate from the staff concerned is obtained whenever:-

- (i) A new member of such staff, as are concerned, joins the station.
- (ii) There is any change in the Station Working Rules.
- (iii) A member of the staff or a relieving hand resumes duty at a station after an absence of 15 consecutive days or more.
- (iv) Staff of one category are required to perform duties of an other category.

(b) The Station Master must write out the complete form of the certificate on every occasion whenever the assurances are to be obtained from staff who are illiterate.

- (d) In addition to the above declaration in the assurance which shall be obtained before staff are allowed to take up independent charge at a station, every employee connected with train working viz. Station Masters, Assistant Station Masters, Assistant Yard Masters, Shunting Jamadars/Cabin Signalmen and Pointsmen shall record their declarations if they resume duty after an absence of 15 (Fifteen) days or more. In such case no fresh learning is required.

- (e) Whenever a correction slip to the station working Rules is received, a separate assurance from the staff concerned and a separate certificate from the Station Master (in the case of illiterate staff) to the effect that they have understood and assimilated the importance thereof should be obtained specifying checking the numbers of correction slip.

- (f) The declaration from subordinate staff, viz shunting Jamadars, Cabin Signalmen and Points men who report for duty at night after an absence of 15 (Fifteen) days or more when the Station Master is not on duty shall be verified by the Assistant Station Master on duty before such staff are allowed to resume duty. This interim declaration shall be duly certified in the morning as soon as the Station Master/Yard master is available.
- (i) Assistant Station Masters/Assistant Yard Masters shall not be allowed to work unless their declarations are verified by the Station Master personally. In case the Station Master is not present at the station, the senior most Assistant Station Master available shall verify the declaration which must be countersigned by the Station Master/Yard Master without any delay, as soon as the latter returns to the station or resumes duty.
- (ii) The above rules apply to Station Masters as well before they take independent charge of a station. In their case, the relieved Station Master shall give the certificate mentioned in sub-para (e) (ii). In case, however, they have to give such declarations as mentioned in sub paras (f) and (g) the senior most Assistant Station Master shall countersign the entry as a witness.
- (g) Station Masters/Yard Masters shall allot separate pages of the "Assurance Register" to separate categories of staff. At large stations, however, separate "Assurance Registers" may be maintained for class III and IV employees.
- (h) Assurance Registers must be kept handy with the Assistant Station Master on duty so that staff arriving for duty at night or in the absence of the Station Master are not prevented from recording their declarations.

3004. Responsibility of the Station Master for General Working and discipline of the station :-

- (a) In addition to the responsibilities as laid down in GR 5.01, it is also the duty of the Station Master in charge to be present at his station on every occasion of sudden exceptional pressure of emergency and although such pressure or emergency may occur during the period of the duty of the Assistant Station Master, the Station Master must resume control of the station during its continuance.
- (b) (i) Every Station Master must realise that it is his business to formulate reports and fix responsibility in reply to questions from the Divisional Railway Manager.
- (ii) Every Station Master is answerable for the security and protection of offices, buildings and all property under his charge. The doors of goodssheds and goods offices, and any other buildings or offices used for day work only, must be locked every night by the incharge of shed/office/any other building.
- (c) Every Station Master is held responsible for the general good conduct of all his subordinates. He must give clear and precise instructions so as to ensure the correct performance of each man's duties. He must make himself acquainted with the character and conduct of every man under his charge, and see that each wears clean uniform and is dressed correctly according to dress regulations and that the staff are punctual in attending their duties.

3005. Petty repairs :- A Petty Repairs Book must be maintained by every Station Master for the purpose of noting down particulars of repairs necessary to station buildings and staff quarters. This book shall be examined periodically by the JE/SE (works) or other Engineering subordinates who shall arrange for the repairs to be effected.

3006. Occupation of waiting rooms and waiting sheds -

- (a) Except under special orders from the Div. Railway Manager, passengers must not be allowed to use the waiting rooms at stations as dak bungalows, but passengers arriving at road side stations at night may be allowed to occupy the waiting rooms or waiting halls between trains or until the morning. At junction stations passengers may use waiting rooms and waiting halls when waiting for connecting trains.
- (b) To ensure that bonafide use of waiting rooms is being made they shall be checked by a ticket checker every eight hours.

3007. Care of Rest Rooms - Where Station Masters are incharge of officers and subordinates rest rooms, they shall be held personally responsible for their cleanliness and for the care of their furniture and fittings.

3008. Care of furniture and fittings at stations - Station Masters shall be held personally responsible for the state of tools and plants at their stations. They shall not allow any articles belonging to the Railways to be used for private purposes by the staff or by any one else.

3009. Keeping order at Stations :-

- (a) Station Master may exclude and, if necessary, remove from the Station platform or any part of the Railway premises :-
 - (i) Any person, not being a bonafide passenger nor having any business connected with the railway;
 - (ii) Any person who having arrived at station by train and having no business connected with the railway refuses to leave the Railway premises when required to do so.
 - (iii) Any person found begging on the platform.
 - (iv) Any motor vehicle or class of motor vehicles, not being bonafide carried or to be carried by the railway;
- (b) No political meetings shall be held on any part of the railway premises and a Railway Administration may exclude from the station platform or any other part of the railway premises any person attending such meeting whether such person is or is not in possession of a ticket authorising him to be on the said premises.
- (c) At stations at which platform Tickets are not sold, discretion shall be exercised in admitting non-travellers to the platforms.

3010. Prohibition against entering station offices :- Guards and Drivers are strictly prohibited from entering any Signal Cabin, Station Master Office, except when they require to use the Control Phone or have other business which necessitates their entering such offices.

3011. Weather :- The Asst. Station Master/Asst. Yard Master must record in his relief diary the weather conditions in his duty hours. Special mention of fog, rain, duststorm etc. with duration be made.

3012. Stations Gardens :- Station Masters are responsible for seeing that the platform gardens at their stations are properly attended to by staff whether special malis are provided or not, and that they are kept neat and tidy.

3013. Cleanliness of staff quarters :- All employees are expected to keep their houses, huts or rooms, and adjoining grounds clean. Where special conservancy arrangements do not exist, the staff must obey any instructions given by the Station Master as to the removal and disposal of sweeping, night soil etc., from their premises.

3014. Cattle grazing :- Station Masters are responsible for seeing that the line at and in the vicinity of their stations is kept clear of cattle, and must caution all railway servants on this point. Every railway servant, to whom permission has been given to graze cattle within the railway boundary, must, while the animals are so grazing, have them securely tethered in such a position that no part of their bodies can get within 3 meters of any line or rails.

3015. Testing of points and signal gears :- The oiling and cleaning of points and signal gear will be done by the Signal Branch at stations.

3016. The interlocking and points gear must receive careful attention and be cleaned daily. The working parts must be wiped clear with an oily rag and kept free from dirt and dust, so that they may not get clogged.

3017. Before attempting to clean points which are worked from a cabin or by levers, staff deputed must inform the cabin or leverman of their intention to do so, exhibiting a red flag at the points and inserting an obstruction between the switch and the stock rails. Cabin and levermen must use lever collars to prevent such levers being pulled and see that the flag is removed and the deputed staff leaves, before working the lever of the points.

3018. Adjustments and repairs of the signal and points gear will be done by the Signals Branch at inter-locked stations and by the Engineering Branch at non-interlocked stations but this does not relieve the Station Master of his duty of testing points and locking devices and signals daily to see that they are in proper working order. If the points, signals or interlocking gear at any time fails to work properly, the Station Master must report the matter to the following:-

(a) In the case of interlocked stations :- Divisional Signal and Telecom munication Engineer or signal Inspector and Electric Maintainer.

(b) In the case of non-interlocked station:- Assistant Engineer, JE/SE (P-Way) Inspector and Way & works Mate or Mistry.

3019. Testing of signals and track circuits :-The station Master should daily during day time when no train is due to arrive or leave the station test the working of the Reception Signals and track circuits to ensure that:-

- (a) The signals have gone back to 'ON' position when the relevant slide/slot lever is put back.
 - (b) It is not possible to take 'OFF' signals until all points are set and facing points locked, gates are locked, gates are closed, all points giving access are set against etc.
 - (c) It is not possible to take 'OFF' conflicting signals at the same time.
2. **Method of testing of signals at interlocked station** :- At interlocked stations with two cabins, one on either side, where signal reversers are provided and the taking 'OFF' of the reception and despatch signals are controlled by means of control slides in the Station Master's office and the slot lever control slides in the cabin, the following procedure shall be adopted :-
- (a) The Station Master must arrange for the taking 'OFF' of the up reception signal for Road No. 1. He must then put back his control slide and personally see whether the reception signals have gone back to 'ON' position. The Station Master must again arrange for the taking 'OFF' of the UP reception signals for Road No. 1 and instruct the switchman/cabinman/leverman in the concerned cabin to put back the cabin slot lever to normal and personally see whether the reception signals have gone to 'ON' position.
 - (b) The Station Master must similarly test on the second day, the down reception signals for Road No. 1, on the third day the UP reception signals for Road No. 2 and on the fourth day, the down reception signals for Road No. 2 and so, on every day repeating the procedure laid down in clause (a) above.
 - (c) The Station Master must arrange to set for Road No. 1. He must then attempt to take 'OFF' UP reception signals for Road No. 2 and then watch if the signal is coming 'OFF'. In case the signal comes 'OFF' the interlocking should be treated as defective and action taken in accordance with the rules.
 - (d) The Station Master must similarly attempt to take 'OFF' Warner while the outer or home is 'ON' or when the loop line home signal is 'OFF'. In case of the MAUQ attempt should be made to take 'OFF' distant signal to 'OFF' while the signal is at $60^{\circ} / 30^{\circ}$. In case of MACL, the distant should be taken to green aspect while home shows Yellow/Red.
3. The Station Master must immediately after each test, record the result of each test giving particulars of signals tried, in the station diary. If the signals do not go back to normal position or signals come 'OFF' while points are not set, etc., or conflicting signals can be taken 'OFF', the relevant signals must be treated as defective and immediate action taken as laid down in G.R. 3.68, 3.69, 5.09.
4. The Station Master should test the point track circuits by keeping a watch on the position/aspects of the reception/departure signals to see that after it has been taken 'OFF', it assumes 'ON' position automatically either immediately after the track circuit ahead has been occupied or the slot lever/ASM's slide has been normalised.
5. This procedure of testing the reception signals should be adhered to at stations provided with a control cabin with Station Master's control slides in the Station Masters office. At stations where Cabin Station Master/Cabin Assistant Station Masters are incharge of block cabins, the Station Superintendent/Station Master incharge of such stations should similarly test the working of the reception signals daily and record the results of the tests in the Diary maintained in the cabin.

6. The inspecting officials, whenever they inspect the stations, check the station/cabin diary and ensure that these instructions are being carried out scrupulously.

3020. Cabinman's Equipment and duties regarding adjustments of Signals Wires :- The cabinman on duty must, at all times, have in his possession a set of hand flags (one green and one red) and a hand signal lamp, which must have the red and green glasses intact.

- (a) When a cabinman comes on duty, he shall examine and adjust signal wires, and in the night, shall in addition, see that the lamps and their signal, lights are burning brightly before he takes charge from the man he is about to relieve.
- (b) Wires contact and tighten as air becomes cooler. So the wires working signals at a distance shall be slackened slightly at nightfall and tightened up again in the morning by means of the adjusting screws, where provided whenever the nights are cool. If this is not done, the signals shall droop when at danger owing to the wire being too tight. Should it not be possible for the cabinman or Station Master to adjust the wire of a signal by tightening or slackening the wire, the Station Master shall at once advise to the JE/SE (Sig.) and until the signal is put right, the Station Master must continue to take action as prescribed in case of defective signals in accordance with General and Subsidiary Rules.

CLEANING AND TRIMMING LAMPS

3021. (i) Some of the causes due to which the visibility of signal can be affected are :-

- (a) Dirty lenses and roundels.
- (b) Signal lamps not properly cleaned and soot deposited inside the lamp.
- (c) Improper focussing of signals.
- (d) Insufficient oil. This leads to signal lamps burning dim. It also leads to signals getting extinguished before the night is over.
- (e) Wicks not being of proper size or improperly adjusted/trimmed.
- (f) Inferior quality of kerosene oil.
- (g) Use of damaged or improper lamps, founts and burners.

(ii) Duties of SM

- (a) The lampman / Pointsman will be made to clean the lenses and roundels of the signal lamps and the semaphore signals daily while placing the burners in the evening and removing them in the morning.
- (b) The lampmen/Pointsman are responsible to ensure that the founts and burners are kept clean and well maintained at all times.

The burners should be thoroughly cleaned and the air vents opened every day with a cleaning brush.

- (c) The Station Master will ensure that the correct quality of Kerosene oil is obtained from the Stores Department. While taking delivery he will check that the oil is not mixed with water or contaminated. Joint check of the Kerosene oil supplied at the time of delivery should be

carried out. Once the supply is received, it means that SM has certified that quality as well as the quantity. Bad quality of kerosene oil must be rejected outright at the time of delivery and advice sent to TI/AOM with a UTM to Stores Dept.

- (d) He must ensure that the correct size of wicks are used for signal lamps and that hand signal lamp burners or any other non-standard burner is not used for lighting of signals.
- (e) He must ensure that the lampman/Pointsman entrusted with lighting of signals, carry out their duties faithfully and must carry out frequent checks in this regard.
- (f) He must periodically check that sufficient quantity of kerosene oil is available in the founts when signals are lit in the evening.

(iii) **Trimming and lighting of lamps will be carried out as below :-**

- (a) All oil shall be drained out of reservoirs before trimming.
- (b) All reflector shall be cleaned with a little kerosene and whiting, finely powdered to prevent scratching and afterwards carefully polished with a soft cloth. The staff shall see specially that silvered reflectors are carefully handled and cleaned, and not placed on the floor, or one on the top of the other, as such treatment is likely to dent them and injure the silvering.
- (c) The wicks shall be well saturated with oil before lighting and shall not be put into the wickholders too long, not too tight, but allowed to move up and down easily.
- (d) On no account shall the wick be allowed to project more than a quarter of an inch above the wickholder when the lamp is lighted. This should be strictly enjoined on the trimmer, as negligence in this respect is the principal cause of the burner melting and consequent breakage of the glasses. Lamps shall be lit 15 minutes before they are brought into use and after they have burnt for ten minutes, the wicks shall be snuffed to prevent crushing.
- (e) To keep the lamp room clean, sand shall be sprinkled over the floor and the trimming table and the floors swept daily to prevent the sand getting greasy.
- (f) All mineral oil lamps shall be trimmed and put in their places during the day and not at night so as to avoid the danger of the mineral oil catching fire from other lights.
- (g) The signal lamp fount and burner must be carried in a tray and not in a bucket to avoid being damaged.
- (h) Station Masters shall inspect the lamp room daily, and ensure that it is kept thoroughly clean, and that strict economy is exercised in the consumption of oil and other stores.
- (iv) **Imprest stock :-** Station Masters will keep sufficient quantities of imprest stock of signal lamp burners and founts.
- (v) Guards and drivers shall note in their joint Train Reports all cases of signals showing a dim light and report the cases to Control/Lobby respectively while Signing off.

3022. Duties of Mechanical Signal Maintainer :-

- (i) All signal and point indicator lamps must be examined regularly at least once a fortnight and any lamp, burner or fount found defective must be replaced by the SM promptly from his

imprest. If it is beyond the capacity of Maintainers to repair the defective equipment or it requires the services of a tinsmith, the defective equipment should be sent to the Signal Inspector who will arrange for its repair.

- (ii) Whenever the Mechanical signal Maintainer visits a station on his maintenance schedule, he must check the cleanliness of signal lamps and roundels and clean them if found dirty. It is the primary responsibility of the operating staff for the day to day wiping and cleaning of lenses and roundels. Deficiencies in this direction should be brought to the notice of Station Master.
- (iii) The MSM should wash and thoroughly clean fixed signal lamps at least once in three months and signal should be refocussed thereafter.
- (iv) The MSM must check the focus of signals regularly and keep them correctly focussed. He should also check the focus of the signals whenever any report is received from the Drivers regarding the visibility of the signal.

3023. Duties of Signal Inspector :-

- (i) During his inspections, the Signal Inspector must inspect signal and point indicator lamps, founts, and burners to ensure that they are in good working order and being kept clean. As far as possible the signal lamps, founts and burners should be inspected jointly with the Traffic Inspector or Controlling Station Master.
- (ii) The Signal Inspector must ensure that all signal lamps are overhauled once a year and the date of overhauling marked on each lamp.
- (iii) The Signal Inspectors during their inspections must check and ensure that correct types of founts, burners, wicks and kerosene oil are being used for signal lighting. Deficiencies noticed should be reported to the Sr. DSTE/DSTEs.
- (iv) Signal Inspectors during footplate inspection should check the visibility and focussing of signals and take prompt corrective action where required. They should also periodically check the signal defect register maintained in loco sheds/crew booking points and take suitable action where required.
- (v) On receipt of information regarding signal defects reported by drivers, the Signal Inspectors will ensure that prompt action is taken to investigate the cause of the defect and take suitable action. Special attention should be paid to signals when defects are repeatedly reported.

3024. Clamping and locking of points for protection of rolling stock :-

- (a) Whenever conditions render such a course possible, Divisional Railway Manager(Safety) shall issue standing instructions (to be included in Station Working Rules) for points to be clamped and locked against a line which is occupied by a train undergoing examination by staff of the carriage and wagon Department. This rule has particular reference to Goods Yards where points are worked independently.
- (b) The clamping and locking of points shall be done by the yard staff, and when sending out intimation to the train examiner, the fact that this has been done shall be stated on the relevant foil of this form and the key surrendered to the train Examiner.

3025. Station Master's inspection of the station :- Station Master are required to inspect the station under their charge.

Detailed rules in connection with the inspection of Station appear in Chapter XXIII of this Manual.

3026. Parcel etc. placed on the edge of platforms :- Parcel, luggage, goods and vendors' trays and barrows shall not be placed on passenger platforms within 3 metres of the edge of the platform. When parcels or luggage are loaded on platform, the barrows must be kept outside this distance at a point opposite where the vehicle, into which they are to be loaded is likely to stop. Packages unloaded from a train must be removed as quickly as possible to the usual place of stacking outside this distance, if they are not taken away into luggage and parcel offices or the goods shed. Under no circumstances should drums and barrels be left on the platform in such a position that they may roll into the track.

3027. Lights on buffer stops of dead ends :- (a) No red lights on buffer stops are to be used in places where such light can be seen by drivers of running trains, either on entering or leaving a station. If a light is necessary on a buffer stop, it must show white.

(b) Buffer lights are rarely required at roadside stations and should as a rule, only be provided on sidings at large stations where shunting into such sidings is frequent. In all cases the Sr.DSO/DSO shall personally satisfy himself as to the necessity for buffer lights.

3028. Hours of duty :- Station staff shall hand over charge at the end of their hours of duty as prescribed at the station. Such duty hours shall not be exchanged except without the written permission of the Station Master.

3029. Duty Lists and hours of duty :- Divisional Personnel Officers shall fix the hours of duty for the staff at stations in accordance with the hours of Employment Regulations in consultation with the Divisional Operating or Commercial Officers concerned. Copies of or extracts from the duty lists must be hung up in each office.

3030. Daily mustering of staff :- The Station Master or the person authorised in this behalf shall fill in the attendance of staff at his station in Attendance Register in accordance with the instructions issued by the Divisional Railway Manager.

3031. Handing over between Station Masters on duty :-

(a) A Station Master or Assistant Station Master, on being relieved, is responsible that :-

- (i) All points ordered to be permanently locked are properly set and locked, if the same is not involved in shunting and recorded in station diary.
- (ii) The signals are properly locked;
- (iii) Points labels and the keys of the locks of all signals and points, except such as are in use, are made over correctly to the relieving man;
- (iv) Line-clear books, private number books, fog signals, hand signal lamps, flags and other equipments, are made over correctly to the relieving man;
- (v) The proper staff is on duty; and
- (vi) The necessary information for the relieving man is entered in the station diary book.

(b) The relieving Station Master or Assistant Station Master, on taking over charge is responsible that :-

- (i) He has in his possession all points labels and keys of locks of all signals and points, except such as are in use;
- (ii) Line-clear books, private number books, fog signals, hand signal lamps, flags and other equipment have been correctly provided.
- (iii) The proper Staff is on duty and;
- (iv) He fully understands the information and instructions given in the station diary book.

3032. Station diary book :- (a) A station diary must be maintained at each station for the use of Station Master and the Assistant Station Master entrusted with train-working duties. Whenever a Station Master or Assistant Station master is about to be relieved from duty, he must enter in this book the following information in the order indicated :-

- (i) What extra or special trains are to be expected during the relief's turn on duty;
- (ii) Any deficiencies in the points, signals, key of points and signals, interlocking gear etc.;
- (iii) Any restriction of speed or other information which has to be endorsed on the "Authority to Proceed" and of which the relieving man is not already aware;
- (iv) Any withdrawal of restriction of which the relieving man is not already aware;
- (v) Any special instructions or orders which have to be carried out during the term of duty of the relieving man;
- (vi) The correct position of each running line in the station or yard whether occupied or clear. If occupied, it must be clearly stated how the same is occupied;
- (vii) If block instruments are provided with S.M.s control keys, it must be positively stated that they are made over to the relief.
- (viii) Readings of all counters provided on the control panel;
- (ix) Any other relevant information.

(b) The Station Master, who makes any entry for a train shall continue on duty till all entries affecting that train are completed. By this is meant that the man who gives permission for a train to enter the Block section shall remain on duty till the train has arrived and "Train out of section" Signal has been given and acknowledged. The man who receives permission for a train to enter the Block section shall remain on duty till the "Train out of section". Signal is received and acknowledged, in normal condition.

(c) In the case of a Material Train Working in the block section or a train that has disabled in the block section or a train which cannot proceed due to impassable obstruction, para (b) need not be observed but the entry in the train register shall be signed by both men. An entry shall also be made in the Diary and initialled by both men.

(d) The process of handing over is not considered complete till the Station Diary has been signed by both the relieved and the relieving man.

3033. Books of reference for the use of staff :- (a) Every Station Master must ensure that at least one copy of each of the following reference books and documents is available for the use of staff :-

- (i) General and Subsidiary Rules;
- (ii) Operating Manual;
- (iii) Accident Manual;
- (iv) Working Time-Table;
- (v) I.R.C.A. Red tariff;
- (vi) Commercial Manual;
- (vii) Alphabetical list of stations;
- (viii) Passenger fare table;
- (ix) Pamphlet of kilometrage;
- (x) North Eastern Railway Gazette;
- (xi) Supplements to North Eastern Railway Gazette;
- (xii) Traction Manual (on electrified sections only);
- (xiii) I.R.C.A. Coaching Tariff;
- (xiv) I.R.C.A. Goods Tariff;
- (xv) Indian Railway Act., 1989 (24 of 1989);
- (xvi) North Eastern Railway Goods Tariff;
- (xvii) Pamphlets on registration, Priority and Allotment.

- (b) Station Masters are responsible for ensuring that correction slips to all books of references are posted promptly and entered in the relevant registers of correction slips provided in each book. A record of receipt of correction slip should be kept.

3034. Station Order Book :- Station Masters of all stations must keep up manuscript station order books which must be page numbered in which orders referring to their stations are to be entered. All concerned shall initial such orders as refer to them.

3035. Inspection Note Book :- One inspection book in manuscript, must be kept at each station to contain the remarks and instructions of all Inspecting Officials. This book must be kept in the personal custody of the Station Master on duty and he must produce it on every occasion on which any member of the inspecting staff visits his station. Officers of every branch are invited to note in this book any improvements that they can suggest or any thing that they find amiss. The book is to be page numbered and orders entered in it are to be initialled by the person concerned.

3036. Books and notices at level crossing gates :- The following books and notices shall be maintained at a level crossing gate provided with a Gate-lodge. Where Gate-lodges are not provided these shall be maintained in the Station Master's office.

- (a) A book showing the list of equipment.
- (b) Duty roster with statements of weekly turns.
- (c) A copy of duty list.
- (d) Level crossing working instructions which should appear as separate appendix to SWR.
- (e) Extract of the station working rules.
- (f) Complaint Book.
- (g) Vision test and competency certificate of the gatemen.
- (h) Results of last traffic census.
- (i) Inspection Book.

Registers and Statements

3037. Correct use of Registers :- Station Masters are responsible for seeing that all books of accounts, and of trains, goods, coaching working at their stations are properly and neatly entered up, and that books are not used for purpose other than those for which they are printed and supplied.

3038. Periodical returns :- (a) A list of all returns due from his station to Divisional and Headquarters offices must be kept by each Station Master. This list must be kept up-to-date.

- (b) Station Masters are responsible for the general accuracy of all returns which they submit; and for their submission on proper forms on due dates. They must sign all returns sent from their station.

3039. Station detention report :- (a) Divisional Railway Manager shall nominate stations required to submit daily reports on detailing the arrival and departure time of all goods and passenger trains and reasons for detention outside signals, late starts etc. At engine changing and other junction and terminal stations, all such detentions and late starts shall be investigated jointly by the Station Master, JE/SE (Sig.), Lobby Incharge and JE/SE (C & W) in punctuality meeting and each one shall sign the report.

Records

3040. Stamping Station Name and counting the number of leaves :- (a) On receipt of any machine numbered books at a station, each leaf in them shall be stamped with the name of the station, if this has not been done prior to issue; the impression shall be made on the blank space set apart for the purpose on each form.

- (b) Whenever one of these books is taken into use, the Station Master shall certify on the book cover that it contains the prescribed number of page. Transportation, Commercial and Accounts Inspectors shall see, at their inspections, that the books in use have these certificates on them.
- (c) Station Masters of stations at which there are separate incharges for each of the different branches, shall make over the books received to the head of each branch and see that the orders above have been carried out.
- (d) Station Master shall report, without delay, to the Divisional Railway Manager any pages found missing or any irregularities in machine numbering.
- (e) Station Masters of all stations shall ensure that all stocks of forms and stationery are neatly placed in almirahs, boxes or on shelves and that they are not allowed to be spoiled and misused, and that a proper system of record of issue is maintained.

3041. Upkeep of complete record :- (a) Each book, when finished must be labelled on the cover with its name, and the date on which it was commenced and finished. Each record must bear a serial number from a register.

- (b) Records must be placed on shelves and almirahs in dry and secure places, where they shall be safe from irregular handling or removal by any unauthorised person or from vermin. They must be periodically examined by the Station Master. On each change of Station

master, the condition of the records must be noted, and any serious disorder or disregard of rules brought to notice.

3042. Periods for preservation of records-A. Station Records : The periods for which station records must be preserved are given below unless specific instructions are not prescribed for any of these records.

(i)	Train passing documents (i.e. line clear, Enquiry & Reply Books, Train Registers, Caution Order, Defective signal memos etc.)	1year
(ii)	Shunting Certificates	Do
(iii)	Other transportation records.	Do
(iv)	Number Taker book.	Do
(v)	Vehicle guidance	Do
(vi)	Accident Telegrams, and Accident Reports.	Do
(vii)	Daily Station Reports	Do
(viii)	Station Diary	Do
(ix)	Register of consumable stores	Do
(x)	Telegraph reports	3 years
(xi)	Wagon Registers and wagon cards.	Do
(xii)	Register of letters.	5 years
(xiii)	Inventory of Dead Stock.	
(xiv)	Inspection Book	5 years
(xv)	Commercial records.	See "Commercial Manual"

(b) In calculating the period, the year or month to which these records relate or the year or month in which these records are destroyed should be excluded. Any old records pertaining to a matter under enquiry must not be destroyed until the Divisional Railway Manager's permission is obtained.

B. Accident Records :- The old accident cases should be preserved for period mentioned against each category of accident as under:-

S.No.	Class of Accident	Period
1.	Cases of collisions and derailments involving loss of life or grievous hurt or serious damage to Railway property exceeding to Rs.25,00,000/- or serious interruption to traffic for 24 hours or more.	20 years.
2.	Cases of collisions between trains and road traffic resulting in loss of life or grievous hurt or serious damage to Railway property or serious interruption to Railway Traffic.	20 years.
3.	Fire in trains resulting in loss of life, or grievous hurt, or serious damage to Railway property serious interruption to Railway traffic.	20 years.
4.	Train wrecking or attempted train wrecking serious cases	20 years
5.	Other cases of collisions, derailment, accidents at level crossing gates, fire in trains, not covered vide items 1 to 3.	3 years
6.	All cases of averted collisions, breach of block rules, trains passing signals at danger.	3 years.
7.	All other accident cases	3 years
8.	Accident returns and statements.	3 years.

3043. Disposal of station records - On the expiry of the periods for which they are to be preserved, records must be sorted and tied up in bundles, each of which must have a memo attached to it showing the name of the station, the number and name of the record and the commencing and closing dates of the period to which it refers. These bundles must be sent to the divisional stores, in the first week of January and July each year, the permission of the Divisional Operations Manager to do so being obtained in advance.

3044. Collection of records in connection with Criminal Prosecution or accident-(a) Station records, when required for police investigation or court purposes must, in the first instance be taken over from the station by a responsible subordinate of the Divisional Railway Manager concerned specifically deputed for the purpose. The employee so deputed should give the station master a clear receipt for the records removed. He should then, personally make over these records along with a list of the same to the Gazetted Officer concerned in the Divisional Office, who as and when such records are required by the police or court authorities, shall make them over under a clear receipt, and shall on completion of the case, take necessary steps for the collection of the records. Station staff shall not, on any account, make over their records directly to police or court authorities.

(b) When in consequence of an accident at a station, a senior subordinate or an officer has to seize certain records at the station, he shall take necessary action in the following order :-

(i) Put page numbers in his own handwriting on each used up page of the book or register and initial immediately below the last entry showing total number of pages used, time and date.

(ii) Issue fresh books or registers from the station stock in lieu of these confiscated books/registers.

(iii) Make out a list in triplicate of the records confiscated and ask the station master to countersign against his own signatures on this list.

(iv) Make over one copy of the list to the station master.

(v) Retain the records carefully till they are called by the D.R.M. or by the President of the Enquiry Committee enquiring into the accident.

(vi) When making over the records to any of the Officers mentioned in (v) above, one copy of the list already made out should also be made over under clear signatures on the copy of the list with the official/officer who had originally seized the records from the station.

(vii) In no case should these records be made over direct to police authorities without the written orders in this connection from an officer not below the Senior Scale in rank.

CORRESPONDENCE

3045. Official correspondence - (a) All official correspondence must be attended to by the Station Master, who must receive and open all covers and see that all communications are replied to without delay.

(b) All inward and outward letters must be registered in the Inward and Outward Letter Registers respectively.

- (c) The station name must be stamped on all returns and letters and on the envelopes in which they are despatched.
- (d) Station Masters are responsible for the accuracy of the information contained in all out-going letters which they must sign personally.
- (e) Every outward letter must be numbered and dated and must also bear a subject heading which must be adhered to in all subsequent correspondence. When replying to correspondence, reference must be made to the number of the letter under reply.
- (f) Letters from the public asking for information must be replied to as promptly as possible. If there is any difficulty in supplying the required information or reply from SM directly is not desirable, the receipt of the enquiry must be acknowledged and the matter referred to the Divisional Railway Manager.
- (g) When forwarding communications or complaints from staff employed under them, Station Masters must submit their own remarks, wherever necessary, in a forwarding letter.
- (h) All letters to officials and to the public must be respectful in tone and written in a clear and legible hand.
- (i) Letters received by the station master, but referring to departments under him, e.g. Goods Sheds and Parcels offices etc., may be marked by the station master, for the incharge concerned. The incharge's initials shall be taken on the register mentioned in sub-para (b) above, but the head station master shall be personally responsible for the early compliance of such letters.

3046. Letters and telegrams displaying care of the Station Master - Letters and telegrams received care of the station master are to be kept in a locked box placed at a prominent place and position. Letters not claimed within 3 weeks, must be returned to the local post office, and telegrams not delivered must be disposed off in accordance with Telegraph rules. When telegrams or letters are addressed to a passenger by a particular train, the passenger must be searched for the delivery effected, if possible.

PUBLIC AND STAFF NOTICES FOR EXHIBITION

3047. (a) The following notices besides those which may be ordered from time to time, shall be exhibited at each station at proper place :-

- (i) Notices regarding timing of trains arriving or leaving the station.
- (ii) Notices regarding Hours of Business of Goods, Luggage and Parcels offices outside the respective offices.
- (iii) Notices regarding Restriction in Goods Booking.
- (iv) Notices regarding Allotment and Distribution of wagons.
- (v) Rules regarding Waiting Rooms.
- (vi) Notices regarding date of payment.

- (vii) List of Acts and Omissions.
 - (viii) Duty Rosters and classification Lists of staff employed at stations.
 - (ix) Extracts of Railways Act (24 of 1989) and Payment of Wages Act.
 - (x) A list of nearest Doctors and Hospitals.
 - (xi) Rules for the occupation of Rest Houses and Rest Rooms.
 - (xii) A list of Home Addresses of staff.
 - (xiii) A list of persons from whom conveyance can be requisitioned in emergency.
 - (xiv) List of nearest fire stations.
- (b) The Station Master must be careful to see that notices and time-tables timings etc. are displayed on Notice Boards neatly and that all out-of-date time-tables timings and notices are removed and replaced with the current ones, where necessary.

3048. Exhibition of public Advertisement. - (a) Public advertisement in the form of Boards, Posters, Show cases, Models, Neon-Signs or in any other form shall not be allowed to be exhibited at any place, within the station premises without the written orders of the Chief Public Relations Officer, in the division and head quarter. Station Master shall maintain a register showing full particulars of each such advertisement exhibited at the station in any form.

(b) Torn, defaced or faded bills, placards etc. are replaced by the Chief Public Relations Office. Leaflets, Notices etc., pertaining to Railway propaganda, issued by the Public Relations Office shall be replaced by Station Masters when they are defaced or faded.

(c) Station Masters and other Railway staff including Guard and Drivers of any train must not permit the display of advertisement matters or flags on engines, passenger coaches and other rolling stock, unless the previous permission of the Divisional Railway Manager concerned has been obtained.
