

CHAPTER IV

DUTIES AND RESPONSIBILITIES OF RUNNING STAFF

4001. This Chapter is to be read in conjunction with Chapter IV of the General and Subsidiary Rules.

4002. Booking-(a) Running staff must, as far as possible, be booked for duty on the principle of 'first in, first out' due regard being paid to the class of trains which they are qualified to work. Each station where Guards and Asstt. Guards are headquartered and each Running Shed must for this purpose maintain a roster in which running staff must, on arrival with their trains or engines sign their names and enter the time of their arrival.

(b) When a Guard, Asstt. Guard, Driver Diesel Assistant or Assistant Driver is to be sent spare by a train, the man due 'out' first must be booked to work the train and the man next for duty booked as "spare". On arrival at destination, the man arriving "spare" must be considered first for duty and the man who worked the train second for duty.

(c) In the case of two men arriving with trains or engines at the same time, the one who has been longer on duty must be booked out after the other.

(d) Men of the Common Roster returning from LAP or sick leave shall be booked out with the first train after midnight following the date on which their leave expires. The names of men of the same Roster returning from casual leave, shall be placed at the bottom of the roster as soon as they report themselves for duty and they shall be booked out in their turn.

(e) Men of permanent link on returning from any leave shall be booked to work the first train of his link that is being worked by a non-link man even when the non-link man is from the relieving list. In case two or more trains being worked by non-link men on that day, the permanent link man shall replace the junior most man. Ultimately the junior most man among those temporarily put on higher link shall be withdrawn.

4003. Changes in booking - (a) Running staff shall not exchange their duties without first obtaining permission from the competent official incharge.

(b) Should a member of the running staff fail to report for duty in time or be taken ill after being booked, the Station Master or Lobby Incharge, as the case may be, must send for the man next in turn for duty according to the roster and recast the roster.

(c) At stations where Station Duty Guards are posted, the Station Duty Guards must be ordered to take the place of an absentee Guard.

(d) Whenever a roster has to be re-cast, all concerned must be advised in good time of the revised bookings.

4004. Duty Roster and Duty Lists - (a) Duty rosters showing the train each Guard and Asstt. Guard is to work, must be kept in the Station Master's office. Similarly duty rosters for Drivers Diesel Asstt. and Assistant Driver must be made available in office of Lobby Incharge.

(b) Duty rosters relating to running staff whose headquarters are at other stations must also be available in the office of Station Master/Lobby Incharge.

- (c) Fixed links of Guards and Asstt. Guards, drivers Diesel Assistant and Assistant Driver working trains according to such links as prescribed by the Divisional Railway Manager shall be displayed in the Station Master's office/Lobby. Any temporary change in the fixed link shall be notified to the Guards and Asst. Guards, Drivers Diesel Assistant and Assistant Driver by the Station Masters and Lobby Incharge.

4005. Call Books - (a) In cases of booking other than fixed links Station Master must send a notice, to Guard/Assistant Guard entered in a call book, intimating the description and starting time of the train with which he is booked. Similarly Lobby Incharge must send a notice to Driver Diesel Assistant and Assistant Driver intimating the particulars of the engine, description and starting time of the train with which he is booked.

- (b) The person receiving the notice must sign his name on the Call Book and record the time of receipt of the notice. When signing for their trains or engines, Running staff shall not make any remarks in the Call Book beyond noting on it the time advice was received.
- (c) As far as possible the Call Book must be sent two hours before an employee is due to report for duty.

Note :- In case of staff available in running room, an advance meal notice may be sent to them about 2 hrs, in advance, the employee is required to report for duty.

- (d) In the event of a Guard, Assistant Guard, Driver Diesel Assistant or Assistant Driver being absent when the notice on a call book is served, a copy of it, on a separate piece of paper, should be left at his residence or in the Running Room as the case may be.
- (e) Call books shall not ordinarily be served on running staff working to fixed links except to advise late running by more than three hour or to advise a temporary change in such link on account of sickness, leave etc.
- (f) Non-service of a call book should not be made an excuse for non-attendance for trains by which Running Staff are booked. Running staff shall, themselves, be responsible for ascertaining their booking.

4006. Liability for Duty - (a) Guards, Assistant Guards, Drivers Diesel Assistant and Assistant Driver are liable to being called for duty at any time.

- (b) Even though rostered to work a particular train, members of the running staff must, when ordered by the Station Master or Lobby Incharge to do so, report for duty, without question to work any other train whether running earlier or later.

4007. Absence from homes or running rooms - When leaving their homes or Running Rooms, Running staff must inform the Station Master on duty or Lobby Incharge concerned as to where they would be found, if required.

4008. Action to be taken when taken ill - When owing to illness a member of the Running staff is unable to go out with a train for which he has been booked, he must attempt to give at least four hours notice to the Station Master or Lobby Incharge concerned to enable another man being booked out in time. A medical certificate from a Railway Doctor must be produced at the time of reporting sick or as soon thereafter as possible. Signing sick on the call book shall not, ordinarily, be accepted as a proper intimation of illness.

4009. Unauthorised absence from duty - Running staff absenting themselves from duty without leave or without presenting a medical certificate from the Railway Doctor concerned shall be liable to disciplinary action for their unauthorise absence.

4010. Attendance - See General Rules 4.04 and subsidiary rules 4.04(I)

4011. Equipment - (a) The list of prescribed equipment of guards and drivers are given below:-

(i) Items for guards working Mail/Express and Passenger trains.:

- (1) Hand Signal Lamp
- (2) Hand Signal Flags: (Green-1 & Red- 2)
- (3) LED based Tail Lamp
- (4) Tail Board
- (5) First-Aid Box
- (6) Detonators (Ten detonators)
- (7) Washers (Three)
- (8) Fusee (One)
- (9) Padlocks – 50mm-4, 35mm – 4.
- (10) Chain for securing box
- (11) Reference Books & Stationery:
 - (a) Working Time Table
 - (b) Guard Certificate Book
 - (c) Rough Journal Book & Stationery and
 - (d) Guard's Handbook, G&SR book, Accident Manual & Operating Manual.
- (12) Whistle

(ii) Equipment for Guards working freight trains would be the same as for those working passenger trains, except that they need not carry First-Aid Box and Guard's Certificate Book and may carry only 4 padlocks instead of 8. Vacuum gauge/ Detachable pressure gauge with Adopters shall also be provided as Guard's personal Equipment.

(iii) Items of personal equipment and stores for Drivers.

- (1) Hand Signal Lamp
- (2) Hand Signal Flags: (Green-1 & Red- 2)
- (3) Detonators (Ten detonators)
- (4) Washers (Five)
- (5) Reference Books & Stationery:
 - (a) Working Time Table
 - (b) Driver's Handbook , G&SR book, Accident Manual & Operating Manual
- (6) Miscellaneous Emergency tools.

- (b) Station Masters of guard headquarters Station/Lobby incharge wherever provided shall personally check all the equipment of each Guard, Assistant Guard and Driver once in three months. Any deficiencies noticed either in the articles or in the pasting of Amendment slips in the rule book must be reported to the Divisional Railway Manager (Safety), who shall arrange to take up with the Guard/Driver concerned and re-issue articles missing or found in dilapidated conditions.
- (c) Inspectors and officers, when on line must similar check equipment of Running staff as often as possible and must take initiative themselves to rectify shortcomings, if any, expeditiously.

4012. Disposal of equipment on retirement or transfer etc.-(a) When a member of the Running Staff retires or is permanently transferred from the list of Running staff to any other duty, he must give up his personal equipment to his station master, or Lobby Incharge as the case may be.

- (b) When, however, a member of the Running staff is sent to another division either on loan or on transfer for short period or is put on some other duty temporarily in the same division, he shall retain his equipment.

4013. Official Correspondence :- Guards and Asstt. Guards shall correspond with the Divisional Officers on all matters of Salary, leave, quarters, uniform, equipment etc. only through the Station Master of their headquarters station, and shall receive all their replies through him. Drivers Diesel Assistant and Assistant Driver shall similarly correspond through their Lobby Incharge and shall receive all their replies through him.

4014. Acknowledgement of Circulars, Notices and Gazettes etc. :- (a) All Running staff must study and make themselves thoroughly acquainted with (specially before working a train on each occasion) :-

- (i) All circulars, notices, instructions, gazettes etc. filed on the guard's/driver's orders files or displayed on the notice boards maintained for the purpose.
 - (ii) General and subsidiary Rules relevant to their duties.
 - (iii) Instructions in the Accident Manual, Operating Manual, working Time Table and other books of reference pertaining to their work.
 - (iv) "Caution Orders" and "Advices of Defective signals" in force affecting the running of trains on the section.
- (b) If a Guard, Assistant Guard or Driver does not understand any order issued to him he must at once, apply to the Station Master or Lobby Incharge, as the case may be, of his headquarter station for any information he requires.
- (c) Station Masters/ Lobby Incharge of Guards/Drivers headquarter shall, while checking the equipment of Running Staff headquartered at their stations, also test such staff in their knowledge of rules and current orders regarding running the train. Staff found deficient should, immediately, be reported to the Divisional Railway Manager (Safety) and controlling officer of staff concerned.
- (d) Inspectors and Officers when on line must, likewise test Running staff as often as possible and must submit their reports in this connection to the Divisional Railway Manager (Safety).

4015. Additional duties for Guards while Working Trains :- Besides the provisions of the GR 4.34, the Guard, before taking over charge of a train and in the course of his duty shall also be responsible to satisfy himself in regard to items given below. Any defect or deficiency in the train must at once be brought to the notice of the Station Master/Yard Master and rectified before starting the train.

A - Goods Trains

- (a) While examining the train, the Guard should proceed from the brakevan to the engine on one side of the train and return to the brakevan examining the other side. In examining the train, he shall pay special attention to the following :-
 - (i) That the hand-brake in the brakevan is in working order, the brake blocks being adjusted if they do not act properly;
 - (ii) that the brakevan equipment (see Chapter V) is complete ;
 - (iii) that the last vehicle is indicated in accordance with GR 4.16 (1) and (3) and SR 4.16(1);
 - (iv) that in the case of non or partially vacuum/Airbraked trains, the prescribed hand-brake power is provided;
 - (v) that all couplings are properly tightened up and in the case of screw or chain-coupled wagons on the Metre Gauges, that they are properly coupled and not liable to being uncoupled while running, also couplings not in use are put on the hooks and are not allowed to drag on the ballast;
 - (vi) that all vacuum hose pipes are connected throughout and that the last hose pipe of the brakevan is on the dummy; If it is not so connected, he must not give signal to start until he has informed the Driver and got his written acknowledgement. The Driver is then responsible for travelling at a reduced speed or taking any other precautions that may be necessary;
 - (a) That all Air Brake BP/FP pipes are connected throughout that the angle cocks of the BP/FP pipes of the last vehicle are in the closed position and their palm on dummy. If it is not so connected, he must not give the signal to start until he has informed the driver and got his written acknowledgement. The driver is then responsible for travelling at a reduced speed or taking any other precaution that may be necessary.
 - (vii) that the entries in the Vehicle Guidance are in accordance with the wagon on the train;
 - (viii) that the wagon brakes are 'off' and the brake levers are on their hangers;
 - (ix) that the doors including side ends and doors of all the vehicles that open outwards, particularly of empty wagons are properly secured and cannot swing out;
 - (x) that the wagons shown as empty in the vehicle Guidance are really empty;
 - (xi) that fittings and equipment on open truck are complete and loose fittings (such as chains, stanchions, ropes etc.) are secured;
 - (xii) that in case of covered loaded wagons, the seal labels on either side are intact and that the wagons required to be rivetted are actually rivetted on each side;

- (xiii) that in case of open loaded wagons which are sheeted, the sheets and ropes are firmly secured and that the knots on the lashes are sealed and the seals are intact; in case of open loaded wagons are not sheeted, that the check line on the goods are intact.
 - (xiv) that heavy loads are securely fastened on trucks loaded with girders, machinery, long timber etc., have not slackened or the loads shifted. If the load on any truck has shifted it must be re-adjusted, re-secured and wagon certified fit to run before the train is allowed to proceed or else the truck must be detached;
 - (xv) that a wagon does not appear to be over loaded or unevenly loaded. Guard will also check that the load/Empty device is in proper position.
 - (xvi) that the train is correctly marshalled (see chapter XIII) and the vehicles which are required to be separated from the engine, brakevan or from each other due to the special nature of the commodity in them, are marshalled correctly in accordance with the rules;
 - (xvii) that the foreign, non-pooled and L.T. Stock is not being wrongly routed;
 - (xviii) that the total vehicle and tonnage load of the train does not exceed the maximum prescribed for the section and the class of engine working the train;
 - (xix) that vacuum gauge in his Brakevan is recording the required amount of vacuum (see chapter V);
 - (xx) that if there are any leaky petrol wagons on the train, action is taken in accordance with instructions laid down in chapter XII;
 - (xxi) that if wastage of contents of bags of grain, seeds, etc. is noticed through crevices of wagon doors, and floors, staff concerned are advised immediately and prompt steps are taken to stop further wastage.
 - (xxii) that everything is all right in so far as the safe running of the train is concerned.
 - (xxiii) that if he has received instructions to perform shunting at an intermediate siding, the correct siding key has been handed over to him.
- (b) (i) During the course of journey also the Guard shall inspect such items referred to above as are necessary and take suitable action.
- (ii) When a goods train halts for 30 minutes or more at any station the Guard must have vigilant look of the train from both sides, and see that the seals and rivets on covered wagons and check lines and sheets on open wagons are intact, that the goods have not shifted and that the wagon fitting etc. are not hanging loose, that a wagon axle does not appear to have run hot, there is no wastage of contents from leaks or door crevices and in so far as he can see, the train is in a fit state of running.
- (iii) The check referred to in sub para (ii) above shall be made by the Railway Protection Force staff where available for this duty. The controller shall cooperate in this matter and make it his duty to advise the Guard as to length of time the train is likely to be detained at the station, the result of this check shall be recorded in the seal Certificate Book which is kept in the custody

of Railway Protection Force Staff where they are available throughout the 24 hours for seal checking or by the station staff, where Railway Protection Force Staff are not available for this duty.

- (iv) When a work order is received at a station by the Guard of a work or Goods train, for attaching or detaching wagons enroute, the Guard shall explain the entries to the Driver if the latter is illiterate and retain his own foil for future reference.

B - Passenger trains

- (a) In addition to such items as are given under sub-para (a) and (b) above which may apply to passenger trains also, the Guard while working a passenger train shall also:-

- (i) see that the brakevan equipment is complete and that each brakevan of his train is provided with two Fire Extinguisher, that none of these is empty or with plunger driven in and that the test date marked on the Fire Extinguishers is not more than 3 months old;
- (ii) ensure that train brakevan lights and fans are in working order;
- (iii) when taking charge of his train, must carefully check all way-bills, luggage, parcels, dispatch and cash bags etc. He shall be held personally responsible for the safe custody of all packages from the time he takes them over till the time he makes them over under clear signatures.
- (iv) assist the station staff in arranging room for luggage and parcel that are to be loaded in luggage and brakevans;
- (v) see that parrots and other birds and small animals in Baskets and cages are not overcrowded and that food and water for their use are supplied, if its carriage is free from any restrictions. He shall see that other packages are not put on top of such baskets, crates or cages;
- (vi) Ensure that arrangement for food and water is also made for dogs carried in dog-boxes;
- (vii) See that the passenger carriages are thoroughly cleaned and filled with water;
- (viii) Look after the safety and comfort of passengers of all classes and more particularly, of women and children.
- (ix) Entertain the complaints of passengers regarding cleanliness of carriages, water supply in lavatories, lights and fans and any other complaints and have them promptly attended to;
- (x) Arrange for the meals of passengers when requested to;
- (xi) See, in so far as is possible that there is no irregular or unauthorised travel by trains in contravention of any rules in force. All infringement of rules by passengers should be brought to the notice of the station master on duty and reported in the Joint Train Report;
- (xii) Note the carriage which are to be detached short of the destination of the train and must see jointly with ticket checking staff that such carriages are not occupied by passengers who have tickets for beyond the station to which they are booked. He must arrange that, if any passengers are allowed to ride in such carriages they are warned before starting that

they shall have to vacate the carriages on arrival at the station at which they are to be detached, such empty compartments should be locked when possible and;

- (xiii) Guards must see that passengers are not traveling on the roof of carriages,

C - General

- (i) A Guard must be careful that he receives all train papers of the train of which he is incharge.
- (ii) He must keep an accurate record of the runnings of his train and correctly and legibly fill up and deliver at destination his train papers, (see Chapter XIV).
- (iii) With a view to enabling Guards to protect goods, parcels or luggage loaded in Road, Luggage or Brake vans, padlocks are issued as part of their equipment and Guards must keep all doors of such vans locked. If any parcels, or luggage are loaded in a Luggage compartment, the adjoining empty lobby should also be padlocked.
- (iv) In case of thefts in train the Guards should act according to Appendix 'A'.

4016. Duties and Responsibilities of Conductors

A - Attendance

- (i) Conductor shall put his name badge and wear a red arm band so that he can be spotted easily.
- (ii) He shall attend to his duties 30 minutes before the scheduled departure of the train and shall remain on duty till 30 minutes after the arrival of the train either at the destination station or at the station where his duty terminates.
- (iii) He shall report to the train guard for his appearance and the time of his appearance shall be noted down by the train guard in the Constitution Report. The Conductors shall sign this entry and the train guard shall countersign it.
- (iv) When coming on duty, he shall ensure that he has with him a Complaint Book and a copy of the latest Public Time Table.

B - Duties

- (i) He shall see that all doors, bolts, windows and catches etc. of his carriage particularly upper class and ladies compartments are in perfect working order and also that all through and sectional carriages are provided with proper destination boards.
- (ii) If there are defects in the working of any of the fans and lights, he shall get them rectified by the train lighting staff.
- (iii) He shall see that, where arrangements exist, the compartment are properly cleaned, dusted, and watered and shall make necessary enquiries from passengers in this connection.

- (iv) He shall see that lights, fans and other fittings, and water in the carriages are not misused.
- (v) He shall check G.R.P. and RMS compartments to ensure their correct use.
- (vi) He shall receive reservation charts well in time before the departure of the train, see that the same are completed in all respects and that the reservation labels are intact so that there is no hitch in providing berths to passengers.
- (vii) He shall look after the safety and comforts of passengers in general and of upper class and women passengers in particulars.
- (viii) He shall assist all classes of passengers in securing accommodation either reserved or available for them.
- (ix) He shall see that II class passengers are evenly distributed in the train as far as practicable to avoid over-crowding in any particular carriage or compartments.
- (x) During the course of the journey, he shall pay special attention to compartments occupied by women passengers. He shall, where halt permits, walk on platforms, to see the ladies compartments that everything is well. While inspecting a train in this manner, he should be ready to answer queries and receive complaints from all classes of passengers and complaints of special nature and action taken by him should be recorded and submitted with guards' journals.
- (xi) During the night, he shall awake upper class passengers who express their desire to be called at a particular station and in the event of his change enroute, ask his relief to do so.
- (xii) He shall ascertain from Passengers their meal requirements and arrange it either from the Dining Cars running with the train or the next Refreshment Room station. He shall also see that trains are not detained at Refreshment Room station for meals.
- (xiii) He shall assist Refreshment Room bearers in finding out space for return of empty meals crockery, trays or thalies.
- (xiv) He shall see that no suspicious characters attempt to enter upper class compartments and compartments reserved for women.
- (xv) He shall not interfere with or annoy passengers by talking, smoking or slamming doors while entering, or leaving compartments.
- (xvi) He shall keep an eye on vendors and licensed porters charging passengers excessively and promptly intervene where necessary. All such cases must be reported to the Divisional Commercial Manager concerned under intimation to the Station Master concerned.
- (xvii) He shall see that vendors do not shout their wares at station during night.
- (xviii) In the event of any passenger being found molested, a passenger's property being stolen or tampered with, he shall, promptly, take action in conjunction with the guard incharge of the train, or the station master as the case may be and see that police is advised immediately. The passenger's name, address and ticket numbers of those who are allegedly responsible for the trouble and also the same particulars of some respectable witnesses, should be taken and full report submitted to the Divisional Commercial Manager concerned.

- (xix) He shall send extracts, of complaints if any entered in his Complaint Book, to his Divisional Commercial Manager for disposal.

4017. Duties of Asstt. Guard :-As per duty lists issued by the Divisional Railway Manager concerned.

4018. Precautions by a Driver while working a train.

- (i) He should not mount or dismount when an engine is on the move.
- (ii) He should not ride on the engine with head projecting above the cab roof.
- (iii) He should exercise great care when looking out of the engine cab for he may come to grief on account of the signals and other fixed structures.
- (iv) He should scrutinize the engine pass of any person desiring to travel on the engine, and if the pass is not in order, he should not allow the person to ride on the engine.
- (v) He should not carry any merchandise or fire arms on the engine, except where otherwise authorised.
- (vi) When the engine is in motion, he should not enter in conversation with any person, other than the engine crew and those whose business is to supervise his work.
- (vii) In case of breakage, he is responsible for taking over the broken material if the vehicle is not detached and making it over to the JE/SE (C & W) at the first train-examining station.
- (viii) He should not allow any person, who does not hold a driver's or shunter's certificate to move an engine. Any unqualified person who moves an engine is liable to be prosecuted.
- (ix) He should report all detentions and unusual occurrences on the Joint Train Report.
- (x) He should keep the footplate of his engine clean and all fittings and mountings well polished.
- (xi) He must use flasher light as per situation/circumstances and follow the instructions in the regard rigidly.
- (xii) (a) Marker Lights must be kept lighted irrespective of whether the Electric Head Light is working or not. (Regarding head lights and marker lights see G.R. 4.14 and S.R.4.14/2)
 - (b) Lights need not be changed from white to red for a short piece of single line (e.g. a bridge or a diversion) on a double line section or when single line working has been introduced on a double line section. A relief engine proceeding on the blocked line will carry "double line" lights.
 - (c) If a train is to be shunted on the double line from or across one main line to or across the other for the purpose of allowing a following train to pass, the engine marker lights must all be changed to red before the shunting movement is commenced and must remain red until the train has been shunted back to its proper line.

- (xiii) (a) A train engine when moving between shed and station must carry lights as for a light engine.
- (b) Shunting engines moving between shed and station must carry lights as for a shunting engine.
- (xiv) Instruction reg. : Electric Head Light (a) Double Line :-
 - (i) Trains approaching from opposite directions- If in the vicinity of a station the headlight of the train proceeding from the direction of the station must be dimmed.
 - (ii) Trains approaching between stations but not in the vicinity of a station :-Head light to be dimmed when space between trains is seen to be free of obstruction and switched on when the engines are abreast.
 - (iii) Stopping train :- Headlight to be dimmed when a train has stopped at a station and until it starts from that station.
 - (iv) Train running through station:- Headlight to be dimmed before passing Home signal (a) another train seems to be entering station from opposite direction (b) Station Yard is sufficiently lit up to show there are no obstructions on the running lines.
- (b) Single line :- (i) Stopping train:- Headlight to be dimmed when a train has stopped at a station and until it starts from that station.
- (ii) Train running through station :- Headlight to be dimmed only at the Home signal at large stations where the Yard is lit up sufficiently to show the running line is clear.
- (c) Electric Headlights are not to be used during engine movement within station or running shed yards.

4019. Learning Road Certificates of Drivers and Assistant Drivers. - (a) (i) No Driver or shunter passed Driver and/or Diesel Assistant and, in the case of Electric traction only an Asstt. Driver as well, may be sent out working a train until he has thoroughly learnt the road and signed a certificate that he is fully acquainted with it.

For this purpose, they should be given 3 round trips before they are put to work independently.

In case of Drivers only the Sr. Loco Inspector of the section/division will check the knowledge of the Driver and sign on the certificate confirming that the Driver is fully acquainted with all the signals and terrain of the section on which he is required to work.

- (ii) If a Driver has not driven an electric engine or a multiple unit for 6 months, he shall not be allowed to drive again unless he has been re-examined after a refresher course and his certificate of competency endorsed accordingly. The record of all competency certificates issued to the Drivers shall be maintained in the office of Divisional Mechanical Engineer/ Divisional Electrical Engineer.
- (b) A driver or a shunter passed driver or an Assistant Driver, who has become unfamiliar with the road due to an absence of 3 months or more from the section concerned, should not be

allowed to work train until he has again learnt the road and furnished a certificate that he is fully acquainted with the same. For this purpose he should be given road learning trips as per schedule given below to refresh his knowledge of the road.

Duration of Absence	No. of trips.
3 to 6 months	1 trip
Over 6 months to 2 years	2 trips
Over 2 years	3 trips (as per for new entrants).
If a driver report to Loco Foreman/ Traction Foreman of not learning the road fully	4 th trip may be allowed.

In case of drivers only, the SLI/LF/TF of the Section/Lobby will test their knowledge and sign on the certificate confirming that the driver is fully acquainted with all the signals and terrain of the section on which he is required to work.

- (c) Whenever there is a change in the complement of a signalling at a station or on a section, Drivers must be given a caution order for a period of 10 days. The Loco Foreman/Traction Foreman (R.S.) concerned should take assurance from the Drivers and Assistant Diesel Drivers (if duly qualified as a Driver), and in the case of Electric traction only, from the Assistant Driver as well that they have been informed of the change in the signaling on the section on which they are deputed to work.
- (d) The Loco Foreman/Traction Foreman (R.S.), ALF/ATFO (R.S.), Shedman, as well as concerned Driver, shunter passed Driver, Diesel Assistant (if duly qualified as a Driver), and in the case of electric traction only an Assistant Driver as well shall be held jointly responsible for any accident, that may occur through any neglect of this order.

Note : As per existing instructions on the subject, one of the trips during road learning should be in the night hours between 20 hrs. and 6 hrs. As the experience of driving during night is altogether different from day driving.

4020. Drivers/Motormen/Assistant Drivers Diesel Assistant who are required to run on Automatic Signaling territories shall be imparted training in STC/GKP and issued competency certificate. After six month they should be imparted one day intensive course and examined in their proficiency in the rules relating to working of trains in Automatic Signaling territories by LI & TI or LI & SI and validity of competency certificate shall be extended by AME for next six months. The validity shall be extended for another period of six months and after that the staff shall be sent to STC/GKP for issuing fresh competency. In case of Guard a team consisting of Safety Counsellor/Inspector of Traffic, Signal, Mechanical branch shall visit Guard's base station and issue competency certificate after holding one day intensive training. No Driver/Motorman/Guard/Assistant Driver Diesel Assistant who is not in possession of a competency certificate or whose competency certificate has expired, should be allowed to work trains in an Automatic section. These competency certificates should be carried by Driver/Motorman/Guard /Assistant Driver Diesel Assistant along with him while driving a train in Automatic signaling territories. The certificate should be in the following form :-

Special competency certificate in Automatic signalling territories.

Certified that I have examined Shri.....s/o Shri.....

Designation.....Hd. Qtrs. Office at.....in his knowledge of rules relating to working trains in Automatic Signalling territories. I find that he is fully conversant with these rules. I, accordingly, grant him this special certificate allowing him to work trains in Automatic signalling territories. This certificate is valid for a period of six months from the date of issue.

Place..... Issuing

Authority.....Dated.....

DSOs/DMEs/DEEs(RSO)/DSTEs/AOMs(G)/AMEs will frequently test check these certificates during their footplate and loco shed inspections so as to ensure that all Drivers/Motormen/Guard / Assistant Drivers/Leading Firemen working trains in Automatic Signaling territories have with them valid certificate. The record of such competency certificate issued will be maintained by DSO/DME / DEE concerned.

4021. Running Rooms.- Running Rooms are under charge of the Station Master/Loco Foreman or such other person as the Divisional Railway Manager may decide. Divisional Railway Manager shall issue instructions as to the use of Running Rooms, which shall be hung up in conspicuous places in such rooms.

4022. Duties of C&W, Engineering and Operating staff in case of flat tyre :-

In order to avoid damage to the track, due to flat tyre on the moving rolling stock/locomotives, the staff should be counselled to take necessary precautions as following:

1. Mechanical C&W staff :

As per Railway Board's guidelines, the permissible flat on wheel tread is limited to 60mm for Goods stock and 50 mm for the Coaching Stock/locomotives. All C&W Train Examination staff should be counselled to adhere to the provisions of para- 4.22 "Tyre Defects" of Part-IV IRCA Conference Rules for Coaching stock and Para- 4.18.1 of Part-III of IRCA Conference Rules for Freight Stock. The TXR staff should be counselled not to allow any wagon/coach having length of flatness more than permitted as above under any circumstances. Such wagons/coaches should be detached immediately after being marked sick. The Train Examination staff in C&W Depots/sick lines must check the flatness of wheel tread with the help of Tyre Defect Gauge. The flatness of the wheel tread should invariably be checked during intensive examination, rolling In/rolling Out examination. The functioning of DV and slack adjuster should also be checked at examination stage.

2. C&W Controller/Power Controller:

On detection of flat tyre and after the locomotive/rolling stock involved has been checked by loco shed staff/C&W staff "suitable speed restriction, depending upon the size of wheel flats should be imposed and the detached loco/coach/wagon should be worked to home shed/nearest Coaching Depot./Wagon Depot. at restricted speed. For the purpose of guidance, speed restriction of 30 KMPH should be imposed if the wheel flats are in excess of 100 MM and a speed limit of 50 KMPH should be imposed if the wheel flats are up to 100 MM. No speed restriction to be imposed if the wheel flats are below the permissible limits."

3.0 Driver&Guard of the train & Shunting staff:

- 3.1. The train crew and shunting staff should be trained to release brakes whenever DV isolating cock is operated by them. The empty/load box device should be kept in the empty loaded position depending upon empty/loaded condition of the stock to avoid skidding of wheels, resulting into flatness of tyre during the run.
- 3.2. The Driver and Guard should also be vigilant in detection of hammering blows sounds while on run and on detection of the same should proceed upto next station where they should stop the train. The flatness of wheel shall be measured by the driver with the help of gauge available with driver/Station Master and the Coach/Wagon shall be detached if flat on wheel tread is found beyond the limit prescribed.

3.3. Precaution during shunting:

(A) Shunting of coaches:

- (i) Coaches occupied by Passengers: Train pipes of all stock must be coupled to the locomotive and adequate vacuum/air pressure ensured.

- (ii) Coaches not occupied by Passengers:

In case 04 or more coaches are shunted in one hook: 50% of the coaches nearest to the locomotive must have their train pipes coupled to the locomotive and adequate Vacuum/air pressure ensured.

(B) Shunting of wagons:

- (i) Wagons occupied by passengers/live stock or their escorts: All such rolling stock must have their brake hose pipes properly coupled to the shunting locomotive and adequate vacuum/air pressure ensured.
- (ii) Shunting of wagons loaded or empty not occupied by passenger/live stock and their escorts etc: Any load more than 250 tonnes on Broad Gauge, 50% of the vehicles nearest to locomotive should have Air/Vacuum pipes coupled to the shunting locomotive and adequate Vacuum/Air Pressure ensured.

3.4. During normal train operation, SA-9 brake valve is not to be operated by driver until the train speed has come to 5 KMPH. In Locos where synchronized brake is working, SA-9 brake valve is not to be operated.

3.5. Diesel sheds must ensure proper setting of brake cylinder piston travel and all brake riggings.

4.0 Operating Staff :

The station staff should also be counselled to detect the hammering sound if heard on a passing train. They must without fail intimate the approximate position of the wagon/coach to the next station and also to Section Controller to stop the train and get it examined with the help of gauge available with Driver/Station Master for detecting the locomotive/rolling stock with skidded wheels having flatness of the wheel tread. The train should be inspected by Driver, Guard & ASM. In case flatness is found beyond the limit prescribed the coach/wagon shall be detached on written memo from the driver. All Tis and Safety Counsellors should counsel Station Masters, Cabinman, Pointsman, Gateman and Switchman to keep vigilant check on the hammering sound to detect the flat tyre on a passing train and stop the same before it causes extensive damages.

5.0 Section Controller:

The Section Controller should take the advice of flat tyre reported by stations seriously & should not allow running of the train for onward journey without ensuring proper examination. On advice the train should be stopped at the next station and should not be allowed to cause avoidable damage to track and accident.

6.0 Engineering staff & Gateman:

- (i) The Engineering staff and Supervisors at work sites or while doing trolley or foot inspection should also be counselled to be vigilant towards detection of flat tyre on the

passing trains. In case of any such defect noticed on any passing train, the approximate position of the culprit wagon/coach should be immediately advised to the next station through control phone or from the nearest level crossing gate provided with telephone. Similarly, the Gateman should also be counselled to be alert and vigilant in detection of hammering sound on any of the passing train and in case of such detection, the Gateman of level crossing gate with telephone should advise the Station Master to stop the train.

(ii) Sr. DEN/AEN should organize a special check by trolley and by USFD equipment immediately in the effected portion say upto 50 km from the point of detection of flat tyre to ensure the safety of track subsequent to passage of train having flat tyre.

7. With a view to achieve the desired level of maintenance, Railway Board vide their letter No. 98/EDCC/GM Conference, dated 21.4.98 has emphasized for joint inspection of maintenance facility by AME, AEN & AEE every month, so that proper maintenance to C&W stock may be given. This must be implemented on a firm footing.

4023. Duties of Guard, Driver & Station Master when broken spring is detected in any wagon of train:- Clamping & Changing of clamped broken spring of loaded box wagons:

In supercession to the joint Mechanical and operating circular issued under endorsement No. M/362/2 dated 27.10.88 on the subject, following instructions are issued:-

As per Board's order issued vide XXR no. 80-TT(I)/9/3/CRB/III dated 24/26.12.80 loaded BOX/BCX wagons are permitted to run with clamped broken springs at restricted speed to avoid detachment enroute with the provision of change of such clamped springs at the nominated stations for the purpose.

In this connection following procedure should be followed on N.E.Railway system:-

(1) 5 Nos. each of the clamps to Drg. No. SE/Misc/GRC/W-726 shall be provided with stations given in Annexure-I. Whenever the stock level reaches 2 Nos., stations shall inform carriage controller through control message, who in turn will arrange recoupment from the nominated C&W depots.

(2) For initial supply clamps shall be manufactured in GKP shops against the demand generatede by Hqrs. Office and the requisite Nos. will be supplied to the C&W Depot so nominated. For further recoupment Depots will make their own arrangement for manufacture.

(3) On Originating Trains:

No broken springs should be permitted on a wagon from originating station as well as from train examination station viz. Gonda and Gorakhpur.

(4) Enroute:

4.1 Whenever a broken spring is detected either by crew/Guard or station staff/other Railway staff and Driver/Guard of the train are informed broken springs of the loaded BOX/BCX wagons shall be clamped by the train crew. If clamps are not available the wagon shall be detached.

4.2 After clamping the trains Guard will inform the control in writing to reduce the speed of the train to 40 KMPH and a copy of the memo will be handed over to Driver. The original memo of speed restriction with acknowledgement of the Station Master and the Driver will be retained by the Guard.

4.3 In case the Guard/Crew are changed before the spring changing station or stabled train with clamped springs is restarted, the wagon with clamped springs shall be so indicated by the outgoing Guard in the vehicle guidance. The incoming Guard/Driver shall then follow the procedure as mentioned in para 4.2.

- 4.4 The station Master shall inform the control about clamped bearing springs giving train No. and wagon No. and will also record in his station diary.
- 4.5 The control shall advise the train examining staff of the next nominated spring changing station viz. GD & GKP well in advance through Station Master/Yard Master.
- 4.6 If the next spring changing station is not within the division the control of that division shall pass this message to the control of next division.
- 4.7 In case of failure of control, the speed of the train will remain reduced till the next nominated yard where Guard will inform the yard and the C&W staff about the clamped broken spring.
- 4.8 Not more than one broken spring on a wagon can be clamped and the wagon with more than one broken spring shall be detached at the first opportunity.
- 4.9 Broken springs of an empty BOX/BCX wagon shall not be clamped. Such wagon shall be detached at the first opportunity. If a broken spring is detached in mid section the train will be moved at walking speed and the wagon detached at the next station. A clamped wagon after unloading at the destination shall not be moved at all without changing its broken spring.
- 4.10 For all road side and other attachments, in absence of train examining staff, it shall be the duty of Guard/Driver to ensure that no empty wagon with broken springs are attached and where loaded stock with clamped springs are attached, the aforesaid rules are followed.

Sl. No.	Division	Section	Stations where clamps for BOX/BCX Bearing springs are to be provided.	C&W Depots nominated to recoup the clamps
1	IZN	MB-RMR	GOT, PLS, RHN, ALJ, KPV, RMR	KPV
2	LJN	GKP-BST	DMG, JTB, SWA, MHH, KLD, CRV, MND, BST	GKP
3	LJN	BST-GD	GOVR, TH, GAUR, BV, MSW, MUR, MOTG, BRCK	GD
	LJN	GD-BBK	GDK, MIR, CLJ, SUJ, JLD, GHT, CKG, BUW, BUR, JBR, BBK	GD
4	BSB	GKC-SV	GKC, KHM, SANR, CC, GB, BALR, DEOS, NRA, BTT, BHTR, BTK, MW, ZRDE, SV.	SV
	BSB	SV-CI	PCK, DDA, CW, EM, DDP, KPS, TKV, CI	CPR

4024. Duties of Driver in case jerk is felt during running as laid down in Accident Manual :-

Report on hunting, lurching or rough riding :-

- (i) Cases of serious hunting, lurching, swaying or rough riding of engines (Falling under Class P) must be reported by the Driver to the Station Master of the next stopping station.
- (ii) The Station Master in addition to issuing the All concerned Accident Message and informing the Divisional Control must arrange for Caution Orders to be issued to all subsequent trains passing over the section affected until it has been certified as fit for the normal passage of trains by the JE/SE (P-Way).

4025. Action to be taken by Guard/Driver, Station Master, Gatemen, Keymen/Patrolmen in case of HOT AXLE detected during run:-

Symptoms of Hot Axle :**Roller Bearing Vehicles :**

- (a) Splashing of grease around the hot axle box
- (b) Discolourisation of axle
- (c) Changing to glow red
- (d) Metallic sound
- (e) Smell of burnt oiled grease
- (f) Skidding of wheels
- (g) Tilting of vehicles

Other Bearing Vehicles :

- (a) Warm and hot
- (b) Smell of burnt oiled waste
- (c) Whistling sound
- (d) Smoke and then flame

Cause :

- 1. Drying up of oil on the waste in the Axle box or improper greasing in the roller bearing boxes. (may be due to overdue for POH).
- 2. Missing of the bearing brass.
- 3. Missing of the waste package and
- 4. Missing/breakage of roller bearing units.

ACTION TO BE TAKEN**By crew and Guard :**

- (i) On detecting the hot axle box on the run, stop the train immediately.
- (ii) The Driver shall examine and decide the action to be taken.
- (iii) Move the train at restricted speed till the next block station where it can be detached or where JE/SE C&W is available.

By Gatemen Keymen/Patrolmen :

- (i) On noticing the axle, exhibit hand danger signal to the Driver/Guard to stop the train.
- (ii) If the Guard is not seen outside, stones may be pelted on the brakevan and whistles may be used freely.

By the station staff :

- (i) Station Master shall receive the train with hot box axle only on the main line.
- (ii) In the case of hot axle vehicle with conventional bearing the train may be received on the loop line after stopping the train at the outermost points.
- (iii) Other than at a Train Examining station decision shall be taken by the Station Master in consultation with the Driver.
- (iv) If noticed by the running through train the station staff shall make every effort to stop the train even by putting back the departure signal to "On".
- (v) In spite of taking efforts if not able to stop the train immediately, advise the level crossing ahead to stop the train to inform the Driver and Guard.
- (vi) Also advise the Station Master in advance and the Section Controller.

By Controller :

The Controllers shall on getting information about the hot axle by a train shall permit the train to be stopped by the Station Masters and action taken, irrespective of the importance of the train.

To cool the hot box water shall not be poured on the hot axle box, since it may develop internal crack on the journal, instead Graphical power may be sprinkled (if available) to cool down the box.
