

CHAPTER VI

CONTROL AND DISTRIBUTION OF STOCK

COACHING STOCK

6001. Definition of coaching Stock - Coaching Stock means all coaching vehicle including mail postal and coaching traffic vans, railway service vehicles, horse boxes, military car and temporary coaching vehicles, irrespective of contents and whether attached to passenger or goods trains. Goods wagons intended for coaching traffic should be marked as prescribed and used for coaching traffic only. They will be treated as coaching vehicles for interchange purposes only. A detail of the coaching stock in use along with codes is given in Appendix C.

6002. Block Rake Vehicles and Independent Vehicles:- (a) Passenger trains are worked with sets of carriages known as Block Rakes which normally run intact. Every block rake is allotted a distinguishing number by the Headquarters Office and this number is painted on the left hand side of the sole bars of each of the vehicles belonging to the rake. Sectional and through service carriages allotted to a particular rake also bear the distinguishing number of the rake.

(b) Vehicles which are not allowed to any particular rake are known as independent vehicles. They constitute a reserve which is drawn upon for replacing rake vehicles cut off for emergent repairs or for dealing with seasonal and temporary increases in traffic. For the sake of convenience some of these vehicles are distributed amongst certain selected stations and each vehicle allotted to a particular station is stencilled with the code name of that station.

6003. Rake Links:- Block rakes are run according to link framed by the Divisional Railway Manager with Head Quarter approval in the case of trains running locally over the Division and by the Headquarters Office in the case of trains running over more than one Divisions. These links are framed with the object of making the maximum use of passenger stock consistent with proper maintenance.

6004. Block Rake vehicle not to run on other Rakes :- (a) Block rake vehicles must not be utilized on rakes other than their own except under orders from the Headquarters Office.

(b) Block rake vehicles must not be detached to make room for stock reserved for the public unless authority to do so has been obtained from the Headquarters Office in the case trains running over more than one Division and from the Divisional Railway Manager in the case of trains running over one Division.

6005. Damaged Block Rake Vehicles - When a block rake vehicle is detached for repair, the Station Master must arrange for a substitute vehicle to be attached in replacement as soon as possible. As soon as the block rake vehicle has been repaired it must be put back on its parent rake.

6006. Headquarters Office Cabinet Record - With the object of exercising a centralized control on the utilization of coaching stock, a complete record of all Broad and Metre Gauge coaching stock including inspection carriages is maintained at Head Quarter Office.

6007. Movement Advices- (a) Advices relating to the movement of all Broad and Metre Gauge coaching vehicles including inspection carriages, departmental vehicles and regular sectional or through service carriages must be sent to the Headquarters Office by the forwarding and receiving stations in the following cases. Divisional control should also keep the records of the same.

- (i) When a block rake vehicle is detached out of course from its rake, as also when it is subsequently re-attached to its rake.
- (ii) When an independent vehicle is attached to a rake either to replace a block rake vehicle or to supplement the normal composition, as also when such a vehicle is detached.
- (iii) When a vehicle is dispatched to or received from shops.
- (iv) When a vehicle is placed on sick lines for repairs as also when it is released from sick lines.
- (v) When a block rake is put into service on receipt from shops as also when it is dispatched to shops. Normal movement of block rakes on their own links are not to be reported.
- (vi) When a special train is run.

(b) Movement advices must be prefixed with the code word CAB and addressed to COM/GKP. They must contain the following information in the order indicated:-

- (i) Owning Railway.
- (ii) Description of vehicle in code-see Appendix C.
- (iii) Individual number of the vehicle in figures followed by another number equivalent to double the number of the vehicle viz. 228/456.
- (iv) Block marks, if any.
- (v) Train detached from or attached to.
- (vi) Station booked from or to.
- (vii) Whether empty, loaded or damaged.
- (viii) Reasons for detaching or attaching.
- (ix) In case of a vehicle detached for repairs the particulars of the vehicle used to replace it.

6008. Coaching Stock Reports:- (a) Every station, where coaching stock is stabled, shall prepare a stock report at 8.00 hrs. daily detailing the coaching stock at the Station at that time. This report shall indicated as follows:-

- (i) The number of vehicles of each description available for service specifying how many engaged. Block rake vehicles on their own rakes shall not be included in the report.
- (ii) The individual number and description of every vehicle lying damaged.
- (iii) The individual number of inspection carriages.
- (iv) Any other particulars asked for by the Divisional Railway Manager.

(b) On Controlled section, Coaching stock reports must be transmitted on the Control phone and on non-controlled sections they must be sent to the Divisional Railway Manager by quickest means.

(c) The Divisional Office shall compile a consolidated statement showing the disposition of coaching stock on the whole Division and forward a copy to the Headquarters Office daily.

6009. Periodical Overhaul of Coaching Stock:- Coaching stock must be worked to shops for periodical overhaul in accordance with instructions received from the Headquarters Office.

6010. Additional stock for extra traffic:- (a) Applications for reserved carriages, tourist cars etc, will be dealt by the Headquarters Office.

(b) Divisional Railway Manager are authorised to make arrangements for handling temporary additional traffic over their own Division. They must, however, give advance intimation of the proposed arrangements to the Headquarters Office.

GOODS STOCK

6011. Definition of goods stock :- "Goods Stock" means and includes all goods wagons, i.e. all rolling stock other than coaching stock, irrespective of contents and whether attached to passenger or goods trains.

6012. Object and nature of control :- The object of controlling Goods stock is to secure the best possible utilisation of wagons consistent with the requirements of the current priority Schedule for wagon-load traffic. Control is exercised at the Divisional level through the medium of daily Stock Reports submitted by station and at the Headquarters level through the medium of daily stock Reports submitted by the Divisions. These reports enable a day-to-day watch to be kept on the clearance of traffic and on the transit, transshipment and unloading of wagons.

6013. Station Stock Reports :- (a) Every station must submit a daily/Stock Report to the Control Office in respect of the position obtaining at 18.00 hrs. or such other time as may be prescribed by local instructions. These Stock Reports must contain the following items of information as well as any other that may be required from time to time :-

(i) Wagon-load Traffic on Ground

- (1) Priority classes (with oldest dates of registration under each class).
- (2) Railways of destination station.
- (3) Commodities

(ii) Loading during previous 24 hrs.

- (1) Priority classes
- (2) Railways of destination.
- (3) Direction
- (4) Commodities.

(iii) Loaded wagons received during previous 24 hrs. (including Road vans).

Covered and open.

(iv) Loaded wagons despatched in the Up and Down directions during previous 24 hrs.

(v) Loaded wagons awaiting despatch in Up and Dn directions.

(vi) Handling in Goods Sheds during previous 24 hrs.

- (1) Number of wagons awaiting unloading at 6.00hrs.
- (2) Number of wagons unloaded during the day.
- (3) Number of wagons awaiting unloading at the end of day.

(vii) Empty Stock available.

Type wise

(b) When preparing Stock Reports, the Codes mentioned in Appendix D must be used.

- (c) Block stations on controlled sections must submit Stock Reports to the Control Office on the control telephone while other Block stations must send to the nearest station on the controlled area for onward transmission to the control office. Key siding stations unless connected to control must send their Stock Reports to one of the block stations on either side through the Guard of a train and the Station Master of the station receiving them shall be responsible for transmitting them to the Control office.

6014. Daily Report of Transhipment Operations :- (a) Every break-of-gauge junction and Dump Stations must submit a daily report to the Control office dealing the following information as obtaining at 18.00 hrs. or such other times as may be prescribed:-

- (i) the number of loaded wagons of each gauge remaining to be transhipped on the previous day
 - (ii) the number of loaded wagons of each gauge received for transhipment during the previous 24 hrs.
 - (iii) the number of wagons of each gauge transhipped during the day and also the number of wagons of the other gauge utilized for such transhipment.
 - (iv) the number of wagons of each gauge remaining to be transhipped
 - (v) the number of empties of each gauge on hand;
 - (vi) the number of wagons 'in sight', if known; and
 - (vii) any other information that may be required from time to time.
- (b) The information referred to in clause (a) above must be communicated to the Control Office by telephone as soon after compilation as possible.

6015. Daily Report of Marshalling Yard & Goods Shed Operations - Selected Marshalling yards must submit a daily report to the Control Office communicating the position obtaining at midnight. These reports must include the following items of information besides any others that may be prescribed for individual yard:-

- (a) Through Loaded Wagons.
 - (i) Number on hand on the previous day for each section or direction served by the yard.
 - (ii) Number received during the last 24 hours for each section or direction served by the yard.
 - (iii) Number despatched during the previous 24 hours for each section or direction served by the yard.
 - (iv) Number on hand for each section or direction served by the yard.
- (b) Terminal Loaded Wagons.
 - (i) Number on hand on the previous day for placement in the Goods shed, transit shed and important sidings.

- (ii) Number received during the previous 24 hrs. for placement in the Goods shed, transit shed, and important sidings.
- (iii) Number placed during the previous 24 hrs. in the Goods shed, transit shed and important sidings.
- (iv) Number released during the previous 24 hrs. in the Goods shed, transit shed and important sidings.
- (v) Number on hand awaiting placement or release in the Goods shed, transit shed and important sidings.

(c) Empty Wagons.

- (i) Number on hand on the previous day.
- (ii) Number received during the previous 24 hrs.
- (iii) Number despatched during the previous 24 hrs.
- (iv) Number on hand.

(d) Number of wagons out of commission.

6016. Daily Report of wagons interchanged between Divisions - (a) Every Divisional terminal station must send a daily report to COM and to the Divisional Railway Manager of the Divisions concerned detailing the number of loaded and empty wagons made over to and received from each Division during the previous 24 hours (midnight to midnight). This information must also be telephoned to the Control Office as soon after midnight as possible.

- (b) Daily reports regarding the number of goods brake-vans interchanged during the previous 24 hrs. (from midnight to midnight) must be similarly submitted by Divisional terminal stations.

6017. Daily Report of wagons interchanged with Foreign Railway - (a) Each junction of interchange with other Railways must give advice to the Control Office as soon as possible after midnight detailing the number of covered loaded, covered empty, open loaded and open empty wagons interchanged in prescribed types of wagons with the other Railways during the previous 24 hours (from midnight to midnight).

- (b) Daily telephonic reports regarding the number of goods brake-vans interchanged during the previous 24 hours (from midnight to midnight) must be similarly submitted by interchange junctions.

6018. Divisional Stock Reports(DSR) - (a) Each Divisional Control Office must prepare daily a Divisional Stock Report based on station Stock Reports and on advice regarding marshalling yard operations. Transhipment operations and interchange transactions. This D.S.R. shall contain the following information :-

PART A

- (i) Interchange with other Railways.

- (ii) Wagon Holdings.
- (iii) Traffic Registered in wagon loads with details of oldest dates of Registrations (ODRs).
- (iv) Loading in wagon loads.
- (v) Transshipment.
- (vi) Trains stabled.
- (vii) Summary of train operations of certain important sections.
- (viii) Position of important junctions with adjoining Railways.

PART B

- (i) Inter Divisional flow of empties.
- (ii) Wagon Turn Round.
- (iii) Important Instructions and loading restrictions.
- (iv) Breakup of loads.
- (v) Stock out of commission.
- (vi) Train Operation (separately for up and down directions).
- (vii) Position of rakes, commodity-wise.
- (viii) Loading, commodity-wise.
- (ix) Export traffic (break up of goods on ground and loading).
- (x) Traffic registered awaiting supply of stock (in wagon loads) - Priority class-wise and Railway-wise with ODR.
- (xi) Loading (wagon loads)- Priority class-wise and Railway-wise with ODR.
- (xii) Particulars of wagons to be unloaded requiring use of cranes.

PART C

Detailed operation of important yards and goods sheds.

Except for the following items, all information shall relate upto 24 hrs. of the previous day :-

Part	Subject	Information to relate in the transaction of
A	Wagon holding	24 hours behind
B	Stock out of commission	24 hours behind
C	Commodity statistics	Loading is to be shown as a note and is to be current.

6019. The Goods "Sitrep" and the Line and Stock Position Report - (a) From the detailed information received through Divisional Stock Reports a goods 'sitrep' (also in three parts) is prepared for references by the Operating Officers of the Headquarters office.

(b) A daily Line and Stock Position Report is compiled at the Headquarters offices from Part A of the Goods 'Sitrep' referred to in the sub-para (a) and sent to all concerned including the Railway Board, all Divisional Railway Managers. It contains the following consolidated information.

(i) Interchange with Foreign Railways

(ii) Wagon Holdings division wise.

(iii) Wagon Balance.

(iv) General orders about stock movements issued by the Railway Board and Headquarters Office.

(v) Traffic registered in wagon loads with details of oldest date of registrations (ODRs).

(vi) Loading in wagon loads.

(vii) Transshipment at break of gauge junctions.

(viii) Position of stock at Dump Points.

(ix) Goods trains stabled.

(x) Summary of train operations for certain important sections.

(xi) Position of important junctions with adjoining Railways.

6020. Control of special Type of Stocks :- (a) Tank wagons of all types are controlled by the Headquarters office. Certain tank wagons are based at selected stations for the use of the specific mills and factories and are allotted by the Station Masters concerned for the use of these mills and factories on receipt of requisitions. All other requirements must be advised by the stations concerned to Head Quarter Office.

- (b) Tank wagons other than those earmarked for the use of specific mills and factories are headquartered at convenient stations. Every tank wagon on release is required to be returned to the station at which it is based or headquartered. Appropriate directions are stenciled on each tank wagon for this purpose.
- (c) The movement of every tank wagon must be intimated to COM (Tanks) and the Divisional Railway Manager concerned by originating, terminating and interchange stations. On the basis of these movement advices, a record of tank wagon is maintained by the headquarters office for movement over the Railway and by the Divisional office for movement over the Division.
- (d) BFR/BRH special type and well wagons are also controlled by the Headquarters office. Requirements for such stock must be consolidated in the Divisional office and forwarded to the Headquarters office.
- (e) The movement of every special type and well wagon must be intimated by originating, terminating and interchange stations to the Headquarters office, where a record of such movements is maintained.
- (f) Originating, terminating and interchange stations must send intimation regarding the movement of every BFR to the Headquarters office where record of such movements is maintained. Similar record of BFR has to be maintained by each Division, so far as movement over respective Divisions is concerned.

6021. Movement of Empty Stock - The Railway Board decides from time to time to what level the wagon balance of each Railway should be maintained. If the wagon balance thus fixed entails the movement of empties to foreign Railways, orders are issued by the Headquarters office laying down the number of empties to be made over in interchange and also the number of empties to be made over by one Division to another.

6022. Operating Restrictions :- (a) Whenever any difficulty is experienced or anticipated in the handling of inward traffic at a particular station or in the transit of traffic through a break of gauge junction, marshalling yard, etc., orders are issued by the headquarters office or the Division office as the case may be, suitably restricting traffic to or via such points. Such restrictions are known as Operating restrictions.

- (b) Divisional Railway Managers are not authorised to issue restriction advices for movement of traffic from and to other Railways and from and to other Divisions. If such operating restrictions are desired, the Headquarters office must be requested.
- (c) Operating Restrictions must not, in the ordinary course, exceed one month. If the period upto which an operating restriction is likely to remain in force cannot be visualised at the time of the issue of restriction message, it is issued "until further advice". Full particulars of all such restrictions are brought out in the "Restriction Circular" issued fortnightly by the Headquarters office.
- (d) On receipt of the operating restrictions from Railway Board and /or other Railways, CTNL central control will immediately bring in the notice of COM/CFTM and advise to all the divisions through a numbered message. Confirmation copy of such messages will also be

- issued by H.Q. Office without delay. A detailed record of all operating restrictions, its imposition, cancellation be properly maintained in central and divisional control offices.
- (e) Similarly on receipt of operating restriction messages, divisional control shall also advise immediately to all stations open for Goods Loading/working.
 - (f) A list of all operating restrictions continuing as 'until further advise' be circulated on every Monday to all railways and Railway Board.

6023. Allotment of Stock - (a) Wagon-load traffic is classified into various classes in accordance with the Priority Schedules issued from time to time by the Headquarters office. Traffic in a higher priority class is required to be cleared in preference to traffic in lower priority classes.

- (b) All demands for the stock required for wagon-load traffic must be registered in the Priority Register maintained at each station. When submitting the Daily Stock Report, the traffic offering in each priority in each class and the oldest date of registration of traffic in each class must be specified.
- (c) The allotment of wagons for the clearance of traffic is controlled by the Divisional Control Office. When allotting wagons, the Control office shall be guided by the class of traffic awaiting despatch at each station and the oldest date of registration of such traffic. The allotment of wagons should also be governed by consideration of -
 - (i) Availability of stock,
 - (ii) Interchange commitment.
 - (iii) Requirements at Transshipment points, important Junctions, Yards, Loading stations.
 - (iv) Exportable goods, back loading etc.

RECORDS

6024. Yard Inventory and Running Balance Register- (a) An inventory of all stock in the marshalling yard area must be taken at 8.00 hrs. daily in the Yard Inventory Book.

(b) A Running Balance Register must be maintained to indicate the number of loaded wagons available for various destinations and via as well as the number of empty stock of various types held. The figures in the register must be checked up every morning with the yard inventory and any discrepancies found must be rectified. Whenever any pilot or train, other than a through train, arrives in or is dispatched from the yard, the number of wagons for various destinations and via received or dispatched must be entered up and the balance under each column worked out. Any wagon detached from or attached to through trains must be similarly entered up. At 06.00 hrs. and at intervals of every four hours there after these balances must be communicated to the Control Office.

6025. Number Taker's Books - Particulars of all wagons entering or leaving the marshalling yard area except those going through on through trains must be recorded in Number Taker's Books directly from the loads by which they are received or dispatched. Wagons worked into or out of the yard from and to outlying sheds and sidings by pilots are to be treated in the same way as wagons

arriving or leaving by trains. Separate Number Taker's Books must be maintained for incoming and outgoing trains, each book being earmarked for a particular direction.

6026. Wagon Registers (a) A record of all goods stock received or dispatched must be maintained in the Terminal Wagon Register at every roadside station. Reasons for abnormal detentions to wagons must be recorded in the remarks column.

- (b) All yards must maintain Local Wagon Registers for all wagons handled at any of the sheds and sidings within the area of the yard.
- (c) Yards, must, maintain through Wagon Registers for all through loaded and through empty stock.
- (d) Every Wagon Register whether for local stock or for through stock must be page numbered and must have at the end an index to enable the entry relating to any particular wagon being located. This index should consist of separate pages or sets of pages earmarked for wagons whose numbers end with the digits 0, 1, 2 etc. As soon as a wagon is entered in a register, the number of the wagon and the page number of the entry must be recorded in the index portion.

6027. Wagon Detention Registers - (a) Wagon detention registers must be maintained in every yard for the purpose of recording the detention incurred by wagons falling in each of the following categories :-

- (i) Through loaded wagons;
 - (ii) Wagons received loaded and dispatched loaded;
 - (iii) Wagons received loaded and dispatched empty;
 - (iv) Wagons received empty and dispatched loaded;
 - (v) Wagons received empty and dispatched empty; and
 - (vi) All wagons.
- (b) The relevant figures should be worked out at the end of each day from the wagon cards or wagon registers as the case may be. After every ten-day period and after every calendar month, totals under each column should be worked out and recorded.

6028. Wagon Detention Returns.- Wagon detention returns must be submitted to the Divisional Operations Manager at the end of each ten-day period and each calendar month. The figures required must be worked out from the Wagon Detention Register.

6029. Detention Graphs.- Average detentions to (i) all wagons and (ii) through loaded wagons should be calculated for each calendar month and plotted on a graph to be displayed in the office of the Yard Master or Station Master as the case may be.

6030. Terminal Detention Returns.- These returns are to be submitted to the Divisional Operations Manager at the end of each ten-day period and each calendar month. The figures required must be worked out from the Local Wagon register.

6031. Yard Performance Register.- (a) Yard performance Registers must be maintained at all marshalling yards. Various columns of this register are shown below :-

Date	No. of wagons at 0.00 hr.	No. of wagons detached from trains	No. of wagons worked into yard by pilots from outlying sheds and siding etc.	No. of wagons dispatchd by trains.	No. of wagons placed from yard in outlying sheds and siding etc.	Total No. of wagons dispatchd	No. of wagons remaining at 24 hrs.
1	2	3	4	5	6	7	8

No. of trains received.		No. of trains dispatched.		No. of wagons dealt with	No. of shunting engine hours of regular shunting engines.	No. of shunting engine hours of train engines.	REMARKS.
Through	Terminating	Through	Originating				
9		10		11	12	13	14

(b) The following instructions must be followed in entering up the various columns :-

Column 1. This is self-explanatory.

Column 2. This represents the number of wagon left in the yard by trains whether terminating or otherwise. Wagons going through on through trains are not to be included unless shunted within the marshalling yard prior to dispatch.

A train is to be considered a through train when no shunting is performed on that train and when the train has passed through either without changing or after changing its engine. A train is also to be considered a through train if the only shunting performed is the detaching of one or more sick wagon not originally intended to be detached at the station in question or to reduce or increase its load on account of a different tractive effort of the engine in the ruling-grade.

Column 3. This represents the number of wagons worked from outlying sidings and sheds etc. to the marshalling yard area; a wagon is to be accounted for as many times as it enters the yard from such sidings and sheds.

Column 4. This is self-explanatory; wagons going through on through trains are not to be included;

Column 5. A wagon is to be accounted for as many times as it leaves the marshalling yard areas.

Column 6. This represents the total under columns 4 & 5.

Column 7. This is self-explanatory.

Column 8. This represents the total under column 1, 2 & 3 minus the figure under column 7.

Column 9 & 10. All trains, irrespective of whether through or otherwise, are to be included under these columns.

Column 11. For calculating the "Number of wagons dealt with" the stock on Through trains (which goes through with the train and is not handled in the yard) is not to be taken into account. Only such wagons that are detached from Through trains and the wagons received with Terminating trains are to be taken as "Wagon dealt with".

Column 12 to 13. These are self-explanatory. In the case of yards where shunting engines shunt both goods and coaching vehicles and a daily record of the hours spent in shunting goods and coaching vehicles respectively is not maintained, the allocation of shunting hours to goods and coaching stock is to be fixed on a percentage basis after an examination of the work done.

6032. Yard Performance Returns.- These returns are to be prepared from the Yard Performance Register and submitted to the Divisional Operations Manager at the end of each ten-day period and each calendar month. The instructions given on the reverse of the form must be followed in filling up various columns.