

CHAPTER XVIII

SHUNTING BY SHUNTING ENGINES/PILOTS AND TRAINS ENGINE

18001. Shunting Engine programme.- (a) As far as possible, permanent arrangements for daily shunting engine requirements should be made. Where a permanent shunting engine programme cannot be made, the number of engines required and the period for which they are required should be arranged from day to day.

(b) A minimum notice of 3 hours must be given to the Loco Foreman for turning out a shunting engine. A similar notice must be given for cancellation.

18002. Shunting Certificates :- (a) Shunting Certificates are to be issued by Station Masters or Yard Masters to Drivers of engines for the time occupied in shunting by regular shunting engines and by train engines before and after working trains as well as during the train run. Detailed instructions for the issue of shunting certificates are given in subsequent paragraphs.

(b) Shunting certificates must be filled in and signed personally by the Station Master or Yard Master on duty and stamped with the station stamp. Detailed remarks must be given in the remarks column to account for any period during which an engine remained inactive.

(c) All shunting certificates must be kept in the personal custody of the Station Master or the Yard Master as the case may be. Shunting Certificate books must be page numbered before use.

18003. Shunting hours and shunting kilometres.- (a) Shunting hours and shunting kilometres are worked from the shunting certificates in the statistical branch of the headquarters office and the shunting hours are converted into shunting kilometres in the following manner :-

- (i) The kilometre of regular shunting engine is to be reckoned at 8 kilometres an hour for the time engines used for shunting remain in steam for traffic purposes. The kilometrage for fraction of an hour for such engines is to be calculated at the rate of one kilometre for every 8 minutes or part of 8 minutes.
- (ii) The kilometrage of Diesel/Electric shunters is to be reckoned at 12 kilometres an hour for the time the Diesel/Electric Engines are used on shunting services. The kilometrage for fraction of an hour for such engines is to be calculated at the rate of one kilometre for every 5 minutes, or part of 5 minutes.
- (iii) In the case of shunting done on sidings over 0.80 kilometres in length or over, the siding engine kilometres are to be worked out on an average rate of 16 kilometres for Diesel and Electric Engines, per siding engine hour and for fractions of an hour at the rate of 1.3 kilometre for every 5 minutes or part thereof in the case of diesel and electric engines.

Shunting by Shunting Engines

18004. Engine lighted but not used or used for less than 3 hours - If an engine is lit up by order of the Traffic Department but not used or used for less than 3 hours, the Loco Department should be given credit for a minimum of 3 hours; the time actually occupied in shunting being covered by a shunting certificate and the extra time required to make up the minimum allowance being entered in the engine ticket.

18005. Shunting engine laid by in traffic yard for short period :- When a shunting engine is laid by in a traffic yard for short periods, (not exceeding 3 hrs.), insufficient to justify the return of the engine to its shed, the time for which it is laid by should be treated as shunting hours and included in the shunting certificate.

18006. Shunting engine employed as train engine etc. - (a) When an engine ordered for shunting is used for a train of any kind or for ballasting, piloting or in any other way, a shunting certificate must not be given provided that the ballasting, piloting etc. commences at the time at which the engine was originally ordered to commence shunting. If, however, the engine is first used for shunting and subsequently employed on some other service, a shunting certificate for the period actually occupied in shunting must be issued.

(b) If a shunting engine works short trips with a train such as a workman's train or a shuttle service beyond the limits of the traffic yard, it must be treated as a train engine for the time so occupied; no shunting certificate is to be issued for such periods.

18007. Shunting in non-traffic premises.- When an engine is used for shunting in a yard other than a traffic yard, the shunting certificate must be countersigned by an official of the department concerned.

18008. Shunting in long sidings.- In the case of shunting in sidings 0.80 kilometre or over in length, the shunting certificate must show the name of the siding.

18009. Interruption of Shunting owing to reception of trains etc.- If shunting has to be stopped owing to the reception of another train in the yard etc., the period for which shunting is so suspended must be included as shunting time.

SHUNTING BY TRAIN ENGINE

18010. Driver not to refuse shunting.- Drivers must perform whatever shunting they may be called upon to do. If, however, they consider that such shunting is avoidable, they must report the matter in their engine tickets.

18011. Shunting at engine changing stations.- Train engines may be called upon to shunt for the following periods at starting and terminal stations :-

	Passenger and Mixed Train Engines.	Goods train Engines
Before departure from or after arrival at engine changing stations where shunting engines are available.	Upto 15" for their own trains.	Upto 30" for their own trains.
Before departure from after arrival at engines changing stations where shunting engines are not available.	Upto 30" for their own trains.	Upto 60" not necessarily for their own trains.

A shunting certificate covering the period the train engine is actually employed in shunting must be issued by the Station Master.

18012. Shunting on the run.- For shunting performed by train engines on the run, the first 15 minutes are to be ignored and a shunting certificate issued for the remaining time, fractions of 15 minutes being treated as 15 minutes.

18013. Detentions before departure and after arrival for reasons other than shunting.- (a) If a train engine is detained in a traffic yard on account of its train starting late and no shunting is done by it during this period, a shunting certificate is to be issued for the engine.

(b) Similarly, if a train engine is detained in a traffic yard after the arrival of its train for a period exceeding 15 minutes, no shunting certificate is to be issued but the detention must be shown on the engine ticket.

18014. Interruption of shunting owing to the reception of train etc.- If shunting has to be stopped owing to the reception of another train in the yard etc., the period for which shunting is so suspended must be included as shunting time.