

CHAPTER XXIV

STATION WORKING RULES

24001. Object.- (a) The object of issuing Station Working Rules is to regulate the safe working of traffic in and between stations. They facilitate work as they contain all the local and peculiar conditions that exist at the stations.

(b) Station Working Rules must be read in conjunction with the General and Subsidiary Rules; they are also legally binding on the staff.

24002. C.R.S.'s approval.- (a) The following are some of the works the commencement and opening of which require the sanction of the Commissioner of Railways Safety :-

- (i) Additions, extensions or alterations to running lines.
 - (ii) Alterations to points and crossing in running lines.
 - (iii) New Signalling and Interlocking installations or alterations to existing installations.
 - (iv) New stations, temporary or permanent.
 - (v) The construction (but not the removal) of an ash pit on a running line.
 - (vi) New bridges or extensions of existing ones, girder spans, whether additional or in replacement of existing ones including temporary girders.
 - (vii) Heavy regrading of running lines.
 - (viii) Provision of new level crossing in running lines.
 - (ix) Temporary diversions.
 - (x) Addition or alterations to the electrical installations of tracks equipped for electric traction.
- (b) If, the Station Working Rules are being framed on the opening of a new station or are being revised as a result of any of the items listed in sub-para (a) above, they require the prior approval of the Commissioner of Railways Safety.
- (c) Along with proposed station working rules of the new station, Divisional Railway Manager shall furnish to the Commissioner of Railway Safety, Lucknow, at least one month in advance of the proposed date of opening of the station, the following documents :-
- (i) Tabulated details;
 - (ii) index plan and section of the Railway;
 - (iii) drawings of works;
 - (iv) list of questions and answers;
 - (v) certificates;
 - (vi) list of infringements of maximum and minimum dimensions; and
 - (vii) diagrams of the proposed testing train (the first train to be passed at the station).
- (d) The Commissioner of Railway Safety in according his sanction may or may not propose to inspect the work on its completion. Should the C.R.S. decide not to inspect the work prior to its opening, the "safety certificate" form shall be completed, signed and submitted before the station is opened and a telegram sent jointly by the civil, signal and telecommunications, electrical or mechanical engineers in-charge (according to the circumstances) to the C.R.S.,

C.O.M., C.E., C.S.T.E., C.M.E., D.R.M., Divisional Officers concerned, Control and the concerned station.

24003. General Principles for the preparation/revision of station working rules.- (a) Station Working Rules should be as precise and clear as possible.

- (b) The number of General and Subsidiary Rules applicable should be quoted; it is not necessary to reproduce the extract of any rule.
- (c) At stations where cabins work independently, separate rules complete in themselves should be issued for each cabin. Any one taking up duty at such a cabin should only have to read and sign the assurance for the working rules for that cabin only. A copy of the Station Working Rules or relevant extract thereof shall be kept at cabins not working independently and at concerned level crossing also.
- (d) The same sequence should be used in preparing all station working rules irrespective of class or size. Where headings are not applicable, as in the case of 'D' class stations, they should be omitted.
- (e) The main body of station working rules should be signed jointly by Divisional Safety Officer and Divisional Signal and Telecommunications Engineer. Appendix D should be signed only by D.S.O. and Appendix B only by D.S.T.E. (These appendices have been referred to later).
- (f) Copies of all station working rules and yard diagrams shall be sent both to General Manager (Operating) and Commissioner of Railway Safety, Lucknow for information and record.
- (g) (i) SWRs should be reviewed every three years. In case the review brings out the necessity of carrying out changes, a fresh SWR should be issued. If, however, no change in these rules is considered necessary, an endorsement should be made jointly by the officers conducting the review, that SWR is upto-date.
- (ii) In the event of more than three correction slips having to be issued, the SWR should be re-issued without waiting for the periodical review to be conducted every 3 years as per para (i) above. However, any master amendment slip/slips issued to the SWRs will not be included in the three amendment slips and will be in addition to them.

24004. Standard Proforma for Station Working Rules of Stations :- Station Working Rules of stations should be prepared in accordance with the following standard proforma :-

_____ Railway

_____ Division

STATION WORKING RULES

Date of issue _____

Date of brought in force _____

No. _____

Station _____ (BG/MG)

Note - The Station Working Rules must be read in conjunction with General and Subsidiary Rules. These rules do not in any way supersede any rule in the General and subsidiary rules.

1. STATION WORKING RULE DIAGRAM

Station diagram should have complete layout of the station including the non-interlocked sidings worked within the station limits. In addition to displaying all signalling features, diagram should indicate gradients holding capacity of all individual lines, names of the adjacent stations and distance from central line of the station concerned to the central line of the adjacent station and any other information necessary in the day-to-day operation of trains. The particulars of diagram number and date upto which corrected should also be mentioned. There are some instructions regarding detection table also to be provided on the diagram which need not be provided. The detection table, lever collar chart and Pull sheet may be provided in the Appendix 'B' Pull sheet should also be reproduced on a board brightly painted in the cabins to be placed above the lever frames.

2. DESCRIPTION OF STATION

2.1 General (Location).

Information relating to the location of the station on the section and route giving kilometrage from a nominated point on the Railway, class of the station and number of the cabins should be furnished.

2.2 Block stations on either side and their distance.

DK stations, halts, IBH, IBS, outlying sidings, if any, taking off from the section should also be mentioned. Their detailed working instructions should go into the Appendix. If no DK station is provided - 'NIL' should be written in Station Working Rules.

2.3 Block section limits on either side of stations on different routes.

Points upto which block section in rear terminates and the point from which the block section in advance starts.

2.4 Gradients, if any.

Any gradients which are steep enough to warrant special precautions in the reception and despatch of trains, shunting etc. should be clearly mentioned.

2.5 Layout.

Under this head, information pertaining to number of lines, goods shed hot axle sidings, engg. Sidings, siding taking off from the yard, etc. should be mentioned.

2.5.1 Running lines, direction of movement & holding capacity.

2.5.2 Non-running lines and their capacity.

2.5.3 Any abnormal features in the layout.

Catch sidings, slip sidings, non-standard turnouts, curves, obstructions, spring points etc. having bearing on operation of trains.

2.6 Level crossings.

Particulars regarding number, location of level crossings, their normal position, whether interlocked or not, whether communication provided or not, etc., should be mentioned. Details of their working should go in Appendix 'A'.

3. SYSTEM AND MEANS OF WORKING

Type of Block Instruments, whether cooperative or non-cooperative, the staff responsible for their operation and custody of keys should be mentioned.

4. SYSTEM OF SIGNALLING AND INTERLOCKING.

Type of signalling and other special signalling features like fixed warner, calling - on signals, stop boards at terminals, emergency cross-overs, permanently locked points, motor operated points at an otherwise mechanically worked stations, emergency keys, crank handles and their custody, electric indicators of points, track-circuits, axle counters, SM's slide control points and trap indicators, repeaters banner type, etc. should be mentioned. Details of signalling and interlocking should, however, go into Appendix 'B'.

5. TELECOMMUNICATION

Telecom facilities for train working or otherwise should be mentioned in the Appendix 'C'.

6. TRAIN WORKING

6.1 Train working staff in each shift

(Duty list in Appendix 'D')

Only train working and operational staff need be mentioned and in their duties {which may be mentioned in the Appendix 'D'} there should be mention of only operational aspects.

6.2 Responsibility for ascertaining clearance of the line and zones of responsibility.

Whether Line Admission Book in force.

6.3 Conditions for granting line clear.

Under this head, the principles of Absolute Block working or the system of working in force at the station should be described briefly and clearly as applicable to the station and specific points on the line indicated upto which the line is expected to be clear. Mention of the outlying sidings, if any, may also be made.

6.3.1 Any special condition to be observed while receiving a train.

6.4 Conditions for taking off approach signals.

6.5 Simultaneous reception/crossing of trains.

6.6 Complete arrival of trains.

who is to verify the complete arrival of the train and how before closing the section should be mentioned.

6.7 Despatch of trains.

Particulars regarding starting of trains from non-signal lines, issue of caution orders, etc. should be mentioned.

6.8 Trains running through.**6.9 Any special provisions for working of Motor Trolleys, material lorries, etc.****7. BLOCKING OF LINES.**

Precautions to be taken when the lines are required to be blocked.

8. SHUNTING**8.1 Shunting outside the Home signal.****8.2 Shunting in the case of approaching train.****8.3 Shunting outside station section;****8.4 Prohibition of shunting - any special features;****8.5 Shunting in the siding taking off from station yard/goods shed;****8.6 Working of outlying sidings, if any****9. GENERAL INSTRUCTIONS**

(Procedure to be followed for working trains during abnormal working).

9.1 Total failure of communication.

Provision of the SR relating to the working of trains during total failure of communication at the station should be briefly summed up giving the action to be taken and by whom and what precautions to be taken. Reference to the relevant SRs may be given.

9.2 Temporary single line working on a double line section.**9.3 Despatch of trains under authority to proceed without line clear or under block ticket to assist the crippled trains.****9.4 Running time under authority to proceed without line clear.**

10. VISIBILITY TEST OBJECT

Position of visibility test object in each zone of operation and the officials authorised to check the weather conditions and from what place, should be mentioned.

11. ESSENTIAL EQUIPMENT AT THE STATION

This may be mentioned in Appendix 'E'

12. NAMES OF THE FOG-SIGNALMEN NOMINATED TO BE CALLED IN CASE OF FOG

This may be mentioned in Appendix 'F'.

LIST OF APPENDICES

Appendix 'A'	Working of level crossing.
Appendix 'B'	System of signalling and Interlocking.
Appendix 'C'	Telecommunication.
Appendix 'D'	Duties of the staff.
Appendix 'E'	Essential equipment at the station.
Appendix 'F'	Names of the fog signalmen nominated to be called in case of fog.

Note :- The station working rules should be signed by D.S.O. and DSTE of the division and appendices may be signed by the concerned Officers only.
