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# **ACCIDENT MANUAL**

**Edition - 2009**

**NORTH EASTERN RAILWAY**

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## **PREFACE**

The Accident Manual is a compendium of all instructions, rules, regulations, procedures and guidelines issued from time to time on the subject of railway accidents and for safe working of trains in general. This compilation helps not only to avoid accidents but also to expedite rescue and relief operations in case of accidents.

Accident Manual should be studied carefully by all Railwaymen who are connected with train operations, maintenance of assets and should find a place in their personal equipment. The instructions contained in this Manual should be read in conjunction with General and Subsidiary Rules and other instructions issued from time to time for safe working of trains. Nothing in these rules should be read as cancelling, amending or modifying any of the General and Subsidiary Rules.

We hope that the Manual will not only act as a reference book on accidents but also help in creating safety awareness in Railwaymen.

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## CHAPTER - I

### GENERAL INSTRUCTIONS AND STATUTORY PROVISIONS

#### 1. Scope of the rules of this Accident Manual:

- (a) These rules should be considered as subsidiary rules to GR 6.01 Nothing in these rules shall be read as canceling, amending or modifying any of the General and subsidiary rules or the instructions contained in any of the Railway Board's circulars on the subject of accidents.
- (b) Except where specially mentioned, nothing in these rules applies to Workshop Accidents which are covered by the Factories Act of 1948 and Rules made thereunder.
- (c) These rules apply throughout the Railways to all open lines, under construction and sidings- Railway, Private or Assisted – which are worked by this Railway.

#### 2. Judgement at spot according to situation :

The provisions, guidelines and instructions in the manual have been given keeping in view the worst situation of the accident however on the spot judgements will be required to be made and emphasis to the activities may be given which may vary from situation to situation.

#### 3. Acquaintance with the Rules :

Every Railway servant is bound by these rules and whether supplied or not with a copy of the Accident Manual, must make himself acquainted with the Rules relating to his duties and any revisions from time to time. In order that a Railway Servant may efficiently perform duties assigned to him, it is necessary that he should acquaint himself with the rules relating to duties of others also as prescribed in this Manual.

**Note-** Only important duties of Railway staff, supervisors and officials have been mentioned in this manual. Additional duties prescribed in various other circulars, rule books, manuals, codes etc. from time to time shall also be applicable to the Railway servants concerned. The change of designation or upgradation/down gradation of any post shall not generally change the duties and responsibilities as far as these are not specially changed.

#### 3. Upkeep of resources, equipment and communication systems – Every Railway Servant particularly the nominated staff required to attend in emergent situation should ensure all the time the proper upkeep of resources, equipment and communication system, availability of adequate material in good working order and should attend without any delay and should not leave their HQ without prior approval.

#### 4 Distribution of the Accident Manual :

Copy of the Accident Manual shall be supplied to each branch of the divisional office, each Station, Control Office, Loco shed, each office/Depot of the Permanent Way Inspector, Signal Inspector, Train Examiner, Traction Foreman,

Inspectors of Commercial and Transportation, Loco and Driving Instructors, Divisional Inspectors of Carriage and wagon, Transportation, each Accident relief train, each Railway Police Headquarters, each Guard, Driver and other Railway servants as prescribed by Railway administration time to time.

**5. Medical Examination of Staff involved in an accident :**

Medical Officers at an accident shall examine the Driver/Motorman or any other staff connected with the safe running of trains involved in an accident to find out whether they were under the influence of alcoholic drinks, sedative or any stimulant drug and send a report to Divisional Railway Manager endorsing a copy to Chief Medical Director and Chief Safety Officer.

**6. Medical attention to be rendered to persons within Railway premises :**

The following guidelines should be followed for providing prompt medical attention to be rendered to persons within Railway premises.

- (i) Medical attention may be required to be rendered to persons within Railway Premises under the following conditions:-
  - (a) Where the person concerned is a bonafide passenger and is taken suddenly ill.
  - (b) Where the person concerned is a bonafide passenger and is injured as a result of an accident for which the Railway is not responsible.
  - (c) Where the person concerned is a bonafide passenger and is injured as a result of an accident for which the Railway may be responsible.
  - (d) Where the person concerned is a trespasser by virtue of the fact that he is not in possession of a ticket, or being in the possession of a ticket, he trespasses in the Railway areas which are prohibited to the public.
- (ii)
  - (a) In regard to item (1)(a) the railway is not legally responsible because the purchase of a ticket does not entitle the passengers to free medical attendance from the Railway enroute. The Railway staff, however should on humanitarian grounds, assist the Passenger in obtaining medical attention. In such cases, the relationship between the passenger and the doctor, whether Railway or non-railway is to be regarded as that between a patient and his medical attendant. Railway doctors attending such passengers may be permitted to recover fees as permitted under the rules.
  - (b) In regard to item (1)(b), it may not be possible at the time of the accident to assess accurately, whether the Railway is responsible or not for a particular accident to an individual passenger. Moreover, it may not be possible to ascertain whether the injured person is in fact a bonafide passenger or a trespasser. The position, however, is clear on humanitarian grounds that he cannot be allowed to remain without medical attention. In such cases, also medical attention should be afforded by the Railway with a view to avoiding any misunderstanding or complications. The cost should be met in the first instance by the Railway and when circumstances warrant, it is open to the Railway to recover the charges from the party concerned.
  - (c) In regard to item (1)(c) , the cost will be borne by the Railway.
  - (d) In regard to item (1)(d) , the procedure is substantially the same as outlined in (b) and (c) above, as it may not be beyond dispute that the individual is a trespasser. The S.M. is responsible that medical aid from the humanitarian point of view is made available, but when Railway police are available, he will seek the co-operation of the nearest Railway Police official for further disposal of the case in regard to the transport to a hospital, if necessary.
- (iii) The following procedure should be adopted in regard to meeting the charges which include both transport and medical bills:-
  - (a) Withdrawal from station earnings may be permitted in case of an accident to meet the cost of transport of sick and wounded persons to hospitals when at small stations where ambulance is not available in accordance with item 15 of para 2425 of IRCM Vol. II 1991 edition.
  - (b) The transport of injured persons from a Railway dispensary to a Civil Hospital will be arranged by the Medical Department and any charges incurred in this connection will be debited to the Medical Department.

- (c) In regard to the professional attendance by non-Railway doctors this should be arranged by the SM. The doctors, should be advised to submit their bill in duplicate with details of the injuries treated. The SM, when he receives the bill, will forward it to the DRM with a report on the case stating whether the circumstances of the cases are such that the Railway should bear the charges or attempts made to recover them from the passenger concerned. Where the bill is recoverable from the passenger, an endeavor should be made to do so. But if this is not possible, it should be forwarded by the DRM to the Medical Officer incharge of the Division for arranging payment to the doctor through the FA & CAO. In verifying the bills, the incharge of the hospital will take into consideration the seriousness of the case, the extent of the injury sustained and the time spent by the doctors in attending on the patient.
- (d) The power to waive recoveries of charges incurred on transport and medical fees in respect of a patient will be exercised by the DRM, SMs concerned should submit detailed report to the DRM and give full reason for the circumstances under which recoveries cannot be affected.
- (e) In case where the transport and medical attention has been arranged by the Police in the first instance, the responsibility for meeting the cost should be that of the Police.
- (iv) To ensure prompt medical aid in all cases, the SMs, should maintain an up-to-date list of available medical facilities as prescribed in para 402 of this manual.
- (v) In all cases where a passenger or a trespasser is injured within Railway premises, the SMs or his staff should adopt the following procedure:-
- (a) When passengers or any other persons sustain injuries while in the Railway premises, they should be given First Aid immediately by a qualified person and transported to the nearest hospital as soon as possible.
- (b) In the event of transport not being immediately available to take the patient to the nearest hospital, action should be taken to summon the nearest Medical Practitioners.
- (c) If the case is a serious one, arrange to summon medical aid from the nearest source available whether Railway, Civil, Military or Private. The patient after being rendered First Aid should be sent immediately to the nearest hospital, irrespective of the seriousness of the case, unless it is possible to summon a qualified doctor within reasonable time.
- (d) A passenger or trespasser meets with a serious accident in section i.e., between two stations where no hospital is available the injured person will have to be carried by the train involved, after the patient is rendered first aid. In such cases arrangements should be made through the control phone for the nearest doctor of a Railway, Civil or Military Hospital to be available with an ambulance or stretcher to be present before the arrival of the train carrying the victim, for removal to hospital or dispensary.
- (e) Even when it appears that a person is dead, a doctor should be summoned to examine the person and to give his opinion. In case the doctor finds that life is not extinct immediate medical aid will be rendered by the doctor and further action as indicated in clauses (c) and (d) of Para 5 above should be taken.
- (f) The licensed porters utilised for carrying dead bodies/injured persons involved in Railway accident to the station or Hospitals may be paid at the rate of Rs. 40/- for carrying injured/dead body on a stretcher from the place of accident to Railway station, train or Hospital irrespective of distance.

**7. Resources of all departments to be made available :**

Resources of all department in men and material should be promptly made available, when required for rendering assistance to passengers in clearing the line or for transshipment of traffic as well as for protection of train or block section. Every facility must be afforded to the Civil, Police and Medical Officers and the Commissioner of Railway Safety to enable them to proceed quickly to the site, in case of serious accident.

8.. **Every Official to Render all possible assistance :**

Each Official receiving advice of an accident shall do all that is within his power to render assistance. He should take the greatest care in carrying out his duties whether specially assigned or assumed by him automatically.

9.. **Duties of Railway servant for securing Safety :**

- i Every railway servant shall :
  - (a) See that every exertion is made for ensuring the safety of the public ;
  - (b) Promptly report to his superior any occurrence affecting the safe or proper working of the railway which may come to his notice ; and
  - (c) Render on demand all possible assistance in the case of an accident for obstruction.
- ii Every railway servant who observes
  - (a) Any signal is defective ;
  - (b) Any obstruction, failure or threatened failure of any part of the way or works;
  - (c) Any thing wrong with a train: or
  - (d) Any unusual circumstances likely to interfere with the safe running of trains, or the safety of the public, shall take immediate steps, such as the circumstances of the case may demand, to prevent accident; and where necessary, advise the nearest Station Master by the quickest possible means. In the case of train parting, he shall not show a stop hand signal but shall endeavour to attract the attention of the driver.or Guard by shouting, gesticulating or other means.

10.. **General duties of Station Master in case of an accident :**

If the Station Master comes to know of an accident, he shall :

- i Take immediate action to protect the block section. On a double line section, he should lock the commutator of the block instrument concerned in 'train on line' position, where this can be done. He should also take steps for stopping the trains proceeding on the line other than the one on which the accident has occurred and issue caution order as may be necessary.
- ii Inform Control and specifically mention what assistance is required and record the time in the station diary at which the first information is given. If the station is not on controlled section, he should issue a telegram.
- iii Arrange for immediate despatch of the nearest medical assistance and equipment when medical aid is required.
- iv Arrange for other assistance as may be necessary to the site of accident; and
- v Report the accident to all concerned as required.

11. **General duties of Guard of the train involved in an accident :**

On occurrence of an accident to his train, the Guard of the train shall immediately :-

- (i) Note the time of accident;
- (ii) Arrange to protect his train as per Rules in force, taking the assistance of any qualified staff, such as brakesmen, firemen, gangmen, gatemen etc.;
- (iii) Make a quick survey of the damages and casualties and the assistance required;
- (iv) Send the first information of accident to the control and to the nearest Station Master furnishing the following information. The portable telephone when available, shall immediately be used for this purpose.
  - (a) Time of accident.
  - (b) Kilometre.
  - (c) Medical Van required or not.
  - (d) ART with or without crane.
  - (e) Adjacent lines clear or not.
  - (f) Damage to rolling stock.
  - (g) Damage to track in terms of telegraphic poles.
  - (h) No. of dead and injured (to be obtained from the TTE/Train Supdt) or otherwise he should furnish himself (if the TTE is not available). This should later on be handed over to the Railway Doctor when he arrives for giving further details and classification of injuries. (i) He shall also intimate if OHE masts are damage giving details of damages.
- (v) On the double line section, a train passing on the other line should be stopped and the Driver and the Guard given intimation about the accident;
- (vi) Render first aid to any person injured, obtaining assistance of the railway staff doctors and/or volunteers on the train, or near the site of accident and arrange to send the information to the nearest hospital and transport of the injured to the hospital.
- (vii) He will also arrange preservation of clues.
- (viii) Remain in general charge till a senior Railway Official takes over charge.

12.. **General duties of Engine crew in case of accident :**

On occurrence of an accident to a train, its crew shall:

- (i) Note the time of accident.
- (ii) Arrange to protect the front portion of the train in accordance with the rules inforce.
- (iii) Put flasher light on;
- (iv) Light the fusee if required.
- (v) Take such technical precautions as may be necessary or as prescribed by special instructions to render the locomotive safe; and
- (vi) If the section is non-controlled or Control is not working, he should detach the engine and take advice from the Guard for assistance required and reach the next station.
- (vii) Render all possible assistance to the Guard particularly in rendering first aid and in the assessment of damage to rolling stock and/or locomotive and the nature of assistance required.

13. **Duties of staff in the event of the Guard or Engine crew being killed or seriously injured :** In the event of any train staff becoming casualties or incapacitated, their duties shall be carried out by other available competent staff.



**14.. Duties of railway officials present :**

Till such time relief and assistance arrive and he is replaced by a more senior official, the senior most Railway official present shall take charge of the situation. He shall ensure that the accident has been reported properly to the Controller and the nearest Station Master and relief, if required is asked for and arrange to :

- (i) Collect railway men and volunteers;
- (ii) Allot duties to each as best as possible under the prevailing circumstances.
- (iii) Allot duties to Police, Military and the Railway security staff; and
- (iv) Organise relief with the assistance of volunteers.

**15. Duties of Ticket Checking Staff (TTE /Conductor / TS etc., on Board) in case of Accident:-**

- (i) Immediately after an accident takes place, ticket checking staff should assist the Guard and train crew in assessing the site of accident. They should ascertain the casualties/ injuries in their respective coaches and in the unreserved compartment as well. This rough assessment should be given to the Conductor of the train, who should hand it over to the Guard for further communication to the Control without any delay.
- (ii) The train Superintendent or Conductor or Senior-Most Ticket Checking staff will allot duties to each available ticket Checking/and other on board staff/volunteers in a manner to ensure maximum help to passengers under the prevalent circumstances.
- (iii) Take action to save lives and render First aid and organise relief operation with available resources.
- (iv) Collect Railway Staff, Doctors and volunteers on the train or near the accident site for obtaining assistances.
- (v) Details of dead and injured should be obtained from the Reservation Chart, ticket held (from & to) or co-passengers. Assistance of the Police traveling in the train to be obtained also for identification.
- (vi) The following details should be collected regarding the dead and the injured:
  - (a) Tickets of the passengers travelling (from & to).
  - (b) Ticket numbers; Class.
  - (c) Coach number & its position from the Engine.
  - (d) Address of the passengers.
  - (e) Nature of injury (Simple, Grievous).
- (vii) He should arrange custody of luggage and other belonging. In case of injury, this should be kept by the TTE and in case of death, it should be handed over to the GRP with full details and acknowledgement obtained.
- (viii) Provide assistance to Guard in making quick assessment of assistance required.
- (ix) He should record evidence of passengers with full particulars. If some passengers are willing to give evidence later on, their names and address should also be recorded.

- (x) He should keep record of the number of dead and injured (Simple, Grievous), if they are already transported by local people to the nearest hospital before the Railway Doctor had arrived.
- (xi) To carry out the duties assigned to him by Guard / Senior official present at the site of accident.

**Note :**

- (1) With regard to carriage of sick/injured persons to other Hospitals from Railway stations, the DRMs concerned should fix reasonable rates.
- (2) The SMs may engage local labour at the various rates payable to licensed porters at stations where there are no licensed porters. Where the police are available and there is any suspicion that the case is one of a trespasser, the Railway Police should be informed and after the medical aid has been rendered and the police should be asked to arrange for the disposal of the cases.
- (3) The injured person should be sent to the hospital accompanied by a Railway Police constable. In the event of a Railway Police constable not readily available, the injured person should be accompanied by any Class III Railway employee deputed by the Station Master to the Hospital after rendering First Aid.
- (4) The above instructions should not in any way create a right for the concerned persons to claim the aforesaid facilities or to claim any compensation from the RAILWAY Administration for not providing the same.

**STATUTORY PROVISIONS IN CASE OF ACCIDENT**

The provisions of liability of Railway administration in case of death, injury to passengers due to accident, loss of goods, notice of accident, enquiries into accidents, Penalties and offences which may cause an accident or track wrecking, endangering safety of travelling public and paying compensations, etc. have been made in various Sections of Railway Act, 1989.

## **Extract from the Railway Act, 1989.**

### **Commissioner of Railway Safety**

Section 5: Appointment of Chief Commissioner of Railway Safety and Commissioner of Railway Safety:  
**The Central Government may appoint a person to be the Chief Commissioner of Railway Safety and such other persons as it may consider necessary to be the Commissioners of Railway Safety.**

Section 6: Duties of Commissioner: **The Commissioner shall:-**

- (a) **Inspect any Railway with a view to determine whether it is fit to be opened for the public carriage of passengers and report thereon to the Central Government as required by or under this Act;**
- (b) **make such periodical or other inspections of any Railway or of any rolling stock used thereon as the Central Government may direct;**
- (c) **make an enquiry under this Act into the cause of any accident on a Railway and**
- (d) **discharge such other duties as are conferred on him by or under this Act.**

Section-7: Powers of Commissioner:

**Subject to the control of the Central Government, the Commissioner, whenever it is necessary so to do for any of the purposes of this Act, may-**

- (a) **enter upon and inspect any Railway or any rolling stock used thereon;**
- (b) **by order in writing addressed to a Railway Administration, require the attendance before him of any Railway servant and to require answers or returns to such inquiries as he thinks fit to make from such Railway servant or from the Railway Administration; and**
- (c) **require the production of any book, document or material object belonging to or in the possession or control of any Railway Administration which appears to him to be necessary to inspect.**

Section-9: Facilities to be afforded to Commissioners:

**A Railway Administration shall afford to the Commissioner all reasonable facilities for the discharge of the duties or for the exercise of the powers imposed or conferred on him by or under this Act.**

### **Construction and Maintenance of Works**

**Section-14:** Temporary entry upon land to remove obstruction, to repair or to prevent accident.

- (1) Where in the opinion of a Railway Administration-
  - (a) there is imminent danger that any tree, post or structure may fall on the railway so as to obstruct the movement of rolling stock; or
  - (b) any tree, post, structure or light obstructs the view of any Signal provided for movement of rolling stock; or

- (c) any tree, post or structure obstructs any telephone or telegraph line maintained by it,

it may take such steps as may be necessary to avert such danger or remove such obstruction and submit a report thereof to the Central Government in such manner and within such time as may be prescribed.

- (2) Where in the opinion of a Railway Administration-

- (a) a slip or accident has occurred; or
- (b) there is apprehension of any slip or accident to any cutting, embankment or other work on a Railway.

It may enter upon any lands adjoining the Railway and do all such works as may be necessary for the purpose of repairing or preventing such slip or accident and submit a report thereof to the Central Government in such manner and within such time as may be prescribed.

- (3) The Central Government may, after considering the report under Sub-Section (1) or Sub-Section (2), in the interest of public safety, by order, direct the railway administration that further action under Sub-section (1) or Sub-section (2) shall be stopped or the same shall be subject to such conditions as may be specified in that order.

### **Opening of Railways**

**Section 24: Temporary suspension of traffic-**When an accident has occurred on a railway resulting in a temporary suspension of traffic, and either the original lines of rails and works have been restored to their original standard or a temporary diversion has been laid for the purpose of restoring communication, the original lines of rails and works so restored, or the temporary diversion, as the case may be, may, without prior inspection by the Commissioner, be opened for the public carriage of passengers, subject to the following conditions, namely:

- (a) the railway servant Incharge of the works undertaken by reason of the accident has certified in writing that the opening of the restored lines of rails and works, or of the temporary diversion will not in his opinion be attended with danger to the public; and
- (b) a notice of the opening of the lines of rails and works or the diversion shall be sent immediately to the Commissioner.

**Section 113. Notice of railway accident –**

- (1) **Where, in the course of working a railway.-**

- (a) any accident attended with loss of any human life, or with grievous hurt, as defined in the Indian Penal Code, or with such serious injury to property as may be prescribed; or

- (b) any Collision between trains of which one is a train carrying passengers; or

- (c) the derailment of any train carrying passengers, or of any part of such train; or give notice of the accident to the District Magistrate and Superintendent of police, within whose jurisdiction the accident occurs, the officer in charge of the police station within the local limits of which the accident occurs and to such other Magistrate or police officer as may be appointed in this behalf by the Central Government.

- (d) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property; or
- (e) any accident of any other description which the Central Government may notify in this behalf in the Official Gazette,

occurs, the station master of the station nearest to the place at which the accident occurs, or where there is no station master, the railway servant in charge of the section of the railway on which the accident occurs shall, without, delay,

- (2) The railway administration within whose jurisdiction the accident occurs, as also the railway administration to whom the train involved in the accident belongs, shall without delay, give notice of the accident to the State Government and the Commissioner having jurisdiction over the place of the accident.

#### **Section 114- Enquiry by Commissioner :-**

- (1) On the receipt of a notice under Section 113 of the occurrence of an accident to a train carrying passengers resulting in loss of human life or grievous hurt causing total or partial disablement of permanent nature to a passenger or serious damage to railway property, the Commissioner shall, as soon as may be, notify the railway administration in whose jurisdiction

the accident occurred of his intention to hold an enquiry into the causes that led to the accident and shall at the same time fix and communicate the date, time and place of enquiry;

Provided that it shall be open to the Commissioner to hold an enquiry into any other accident which, in his opinion, requires the holding of such an enquiry.

- (2) If for any reason, the Commissioner is not able to hold an enquiry as soon as may be after the occurrence of the accident, he shall notify the railway administration accordingly.

#### **Section 115 –Enquiry by railway administration :-**

Where no enquiry is held by the Commissioner under Sub –section (1) of Section 114 or where the Commissioner has informed the railway administration under Sub- section (2) of that section that he is not able to hold an enquiry, the railway, administration within whose jurisdiction the accident occurs, shall cause an enquiry to be made in accordance with the prescribed procedure.

#### **Section 116 – Powers of Commissioner in relation to inquiries :-**

- (1) For the purpose of conducting an enquiry under this Chapter into the causes of any accident on a railway, the Commissioner shall, in addition to the powers specified in Section 7, have the powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely :-

- (a) summoning and enforcing the attendance of persons and examining them on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits;
- (d) requisitioning any public record or copies thereof from any court or office;
- (e) any other matter which may be prescribed.

- (2) The Commissioner while conducting an enquiry under this Chapter shall be deemed to be a Civil Court for the purposes of Section 195 and Chapter XXVI of the Code of Criminal Procedure, 1973.

**Section 117-** Statement made before Commissioner- No statement made by a person in the course of giving evidence in an enquiry before the Commissioner shall subject him to, or be used against him in, any civil or criminal proceeding, except a prosecution for giving false evidence by such statement.

Provided that the statement is-

- (a) made in reply to a question which is required by the Commissioner to answer, or  
(b) relevant to the subject matter of the enquiry.

**Section 118-Procedure etc-** Any railway administration or the Commissioner conducting an enquiry under this Chapter may send notice of the enquiry to such persons, follow such procedure, and prepare the report in such manner as may be prescribed.

**Section 119-** No Enquiry investigation etc. to be made if the Commission of Enquiry is appointed.- Notwithstanding any thing contained in the foregoing provisions of this Chapter, where a Commission of Enquiry is appointed under the Commission of Enquiry Act 1952 to inquire into an accident, any enquiry, investigation or other proceeding pending in relation to that accident shall not be proceeded with, and all records or other documents relating to such enquiry shall be forwarded to such authority as may be specified by the Central Government in this behalf.

**Section 120-Enquiry into accident not covered by Section 113-** Where any accident of the nature not specified in Section 113 occurs in the course of working a railway, the railway administration within whose jurisdiction the accident occurs, may cause such enquiry to be made into the causes of the accident, as may be prescribed.

**Section 121>Returns-** Every railway administration shall send to the Central Government, a return of accidents occurring on its railway, whether attended with injury to any person or not, in such form and manner and at such intervals as may be prescribed.

**Section 122-** Power to make rules in respect of matters in this Chapter-

- (1) the Central Government may, by notification, make rules to carry out the purposes of this Chapter.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
- (a) the injury to property which shall be considered serious under clause (a) of sub-section (1) of Section 113.
- (b) the forms of notice of accidents to be given under Section 113 and the particulars of the accident such notices shall contain;
- (c) the manner of sending the notices of accidents, including the class of accidents to be sent immediately after the accident.
- (d) the duties of the Commissioner, Railway administration, railway servants, police officers and Magistrates on the occurrence of an accident.
- (e) the persons to whom notices in respect of any enquiry under this Chapter are to be sent, the procedure to be followed in such enquiry and the manner in which a report of such enquiry shall be prepared.

- (f) the nature of enquiry to be made by a railway administration into the causes of an accident under Section 120.
- (g) the form and manner of sending a return of accidents by a railway administration under Section 121.

Liability of Railway administration for death and injury to passengers due to accidents.

**Section 123- Definitions-** In this Chapter, unless the context otherwise requires-

- (a) “Accident” means an accident of the nature described in Section 124;
- (b) “dependant”, means any of the following relatives of a deceased passenger, namely:-
  - (i) the wife, husband, son and daughter, and in case the deceased passenger is unmarried or is a minor, his parent;
  - (ii) the parent, minor brother or unmarried Sister, widowed Sister, widowed daughter-in-law and a minor child of a predeceased son, if dependant wholly or partly on the deceased passenger,
  - (iii) a minor child of a pre-deceased daughter, if wholly dependant on the deceased passenger;
  - (iv) the paternal grand parent wholly dependant on the deceased passenger.
- (c) “untoward incident” means –
  - (1)
    - (i) the commission of a terrorist act within the meaning of sub-section (1) of section 3 of the Terrorist and Disruptive Activities (Prevention) Act, 1987 ( 28 of 1987); or
    - (ii) the making of a violent attack or the commission of robbery or dacoity; or
    - (iii) the indulging in rioting, shoot-out or arson,
      - by any person in or on any train carrying passengers, or in a waiting hall, clock room or reservation or booking office or on any platform or in any other place within the precincts of a railway station; or
  - (2) the accidental falling of any passenger from a train carrying passengers

**Section 124: Extent of liability:-** When in the course of working a railway, an accident occurs, being either a Collision between trains of which one is a train carrying passengers or the derailment of or other accident to a train or any part of a train carrying passengers, then whether or not there has been any wrongful act, neglect or default on the part of the railway administration such as would entitle a passenger who has been injured or has suffered a loss to maintain an action and recover damages in respect thereof, the railway administration shall, notwithstanding anything contained in any other law, be liable to pay compensation to such extent as may be prescribed and to that extent only for loss occasioned by the death of a passenger, dying as a result of such accident, and for personal injury and loss, destruction, damage or deterioration of goods owned by the passenger and accompanying him in his compartment or on the train, sustained as a result of such accident.

**Explanation- For the purpose of this section ‘Passenger’ includes a railway servant on duty.**

**Section 124A:-Compensation on account of untoward incident :-**When in the course of working of a railway an untoward incident occurs, then whether or not there has been any wrongful act, neglect or default on the part of the Railway administration such as would entitle a passenger who has been injured or the dependant of a passenger who has been killed to

maintain an action and recover damage in respect thereof, the railway administration shall, notwithstanding anything contained in any other law, be liable to pay compensation to such extent as may be prescribed and to that extent for loss occasioned by the death of, or injury to, a passenger as a result of such untoward incident :

Provided that no compensation shall be payable under this section by the Railway administration if the passenger dies or suffer injury due to –

- (a) suicide or attempted suicide by him;
- (b) self-inflicted injury;
- (c) his own criminal act;
- (d) any act committed by him in a state of intoxication or insanity;
- (e) any natural cause or disease or medical or surgical treatment unless such treatment becomes necessary due to injury caused by the said untoward incident.

Explanation:- For the purpose of this section, “passenger” includes

- (i) a railway servant on duty ;and
- (ii) a person who has purchased a valid ticket for travelling, by a train carrying passengers, on any date or a valid platform ticket and becomes a victim of any untoward incident.

#### **Section 125- Application for compensation-**

- (1) An Application for compensation under Section 124 or Section 124A may be made to the Claims Tribunal-
  - a. by the person who has sustained the injury or suffered any loss, or**
  - b. by any agent duly authorized by such person in this behalf, or**
  - c. where such person is a minor, by his guardian, or**
  - d. where death has resulted from the accident, by any dependant of the deceased or where such a dependant is a minor, by his guardian.**
- (2) **Every application by a dependant for compensation under this section shall be for the benefit of every other dependant.**

#### **Section 126- Interim relief by Railway Administration-**

- (1) **Where a person who has made an application for compensation under Section 125 desires to be paid interim relief, he may apply to the railway administration for payment of interim relief along with a copy of the application made under that section.**
- (2) Where, on the receipt of an application made under Sub- Section (I) and after making such enquiry as it may deem fit, the railway administration is satisfied that circumstances exist which require relief to be afforded to the applicant immediately, it may, pending determination by the Claims Tribunal of the actual amount of compensation payable under Section 124 pay to any person who has sustained the injury or suffered any loss, or where death has resulted from the accident, to any dependant of the deceased, such sum as it considers reasonable for affording such relief, so however, that the sum paid shall not exceed the amount of compensation payable at such rates as may be prescribed.



- (3) The railway administration shall, as soon as may be, after making an order regarding payment of interim relief under Sub-section (2), send a copy thereof to the Claims Tribunal.
- (4) Any sum paid by the railway administration under sub-section (2) shall be taken into account by the Claims Tribunal while determining the amount of compensation payable.

**Section 127- Determination of compensation in respect of any injury or loss of goods-**

- (1) Subject to such rules as may be made, the rates of compensation payable in respect of any injury shall be determined by the Claims Tribunal.
- (2) The compensation payable in respect of any loss of goods shall be such as the Claims Tribunal may, having regard to the circumstances of the case, determine to be reasonable.

**Section 128: Saving as to certain rights-**

- (1) The right of any person to claim compensation under Section 124 shall not affect the right of any such person to recover compensation payable under the workmen's Compensation Act, 1923 (8 of 1923), or any other law for the time being in force; but no person shall be entitled to claim compensation more than once in respect of the same accident.
- (2) Nothing in Sub-section (1) shall affect the right of any person to claim compensation payable under any contract or scheme providing for payment of compensation for death or personal injury or for damage to property or any sum payable under any policy of insurance.

**Section 129- Power to make rules in respect of matters in this Chapter-**

- (1) The Central Government may, by notification, make rules to carry out the purposes of this Chapter.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
  - (a) The compensation payable for death;
  - (b) The nature of the injuries for which compensation shall be paid and the amount of such compensation.

**Penalties and offences**

**Section 145- Drunkenness or nuisance- If any person in any railway carriage or upon any part of a railway-**

- (a) is in a state of intoxication; or
- (b) commits any nuisance or act of indecency or uses abusive or obscene language; or
- (c) wilfully or without excuse interferes with any amenity provided by the railway administration so as to affect the comfortable travel of any passenger,

he may be removed from the railway by any railway servant and shall, in addition to the forfeiture of his pass or ticket, be punishable with imprisonment which may extend to Six months and with fine which may extend to five hundred rupees.

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, such punishment shall not be less than-

- (a) a fine of one hundred rupees in the case of conviction for the first offence; and
- (b) imprisonment of one month and a fine of two hundred and fifty rupees, in the case of conviction for second or subsequent offence.

**Section 146:- Obstructing railway servant in his duties:-** If any person wilfully obstructs or prevents any railway servant in the discharge of his duties, he shall be punishable with imprisonment for a term which may extend to Six months or with fine, which may extend to one thousand rupees, or with both.

**Section 150- Maliciously wrecking or attempting to wreck a train-**

**(1) Subject to the provisions of Sub-section (2), if any person unlawfully-**

- (a) puts or throws upon or across any railways, any wood, stone or other matter or thing; or
- (b) takes up, removes, loosens or displaces any rail, sleeper or other matter or things belonging to any railway; or
- (c) turns, moves, unlocks or diverts any points or other machinery belonging to any railway; or
- (d) makes or shows, or hides or removes, any Signal or light upon or near to any railway; or
- (e) does or causes to be done or attempts to do any other act or thing in relation to any railway.

With intent or with knowledge that he is likely to endanger the safety of any person travelling on or being upon the railway, he shall be punishable with imprisonment for life, or with rigorous imprisonment for a term which may extend to ten years.

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, where a person is punishable with rigorous imprisonment, such imprisonment shall not be less than-

- (a) three years, in the case of a conviction for the first offence; and
- (b) seven years, in the case of conviction for the second or subsequent offence.

**(2) If any person unlawfully does any act or thing referred to in any of the clauses of Sub-section (1)-**

- (a) with intent to cause the death of any person and the doing of such act or thing causes the death of any person; or
- (b) with knowledge that such act or thing is so imminently dangerous that it must in all probability cause the death of any person or such bodily injury to any person as is likely to cause the death of such person,

he shall be punishable with death or imprisonment for life.

**Section 151- Damage to or destruction of certain railway properties-**

- (1) If any person, with intent to cause, or knowing that he is likely to cause damage or destruction to any property of a railway referred to in sub-section (2), causes by fire, explosive substance or otherwise, damage to such property or destruction of such property, he shall be punishable with imprisonment for a term which may extend to five years, or with fine, or with both.
- (2) The properties of a railway referred to in Sub-section (1) are railway track, bridges, station buildings and installations, carriages or wagons, locomotives, Signalling telecommunications, electric traction and block equipments and such other properties as the Central Government being of the opinion that damage thereto or destruction thereof is likely to endanger the operation of a railway, may, by notification, specify.

**Section 152- Maliciously hurting or attempting to hurt persons travelling by railway-**

If any person unlawfully throws or causes to fall or strike at against, into or upon any rolling stock forming part of a train, any wood, stone or other matter or thing with intent, or with knowledge that he is likely to endanger the safety of any person being in or upon such rolling stock or in or upon any other rolling stock forming part of the same train, he shall be punishable with imprisonment for life, or with imprisonment for a term which may extend to ten years.

**Section 153- Endangering safety of persons travelling by railway by willful act or omission-**

If any person by any unlawful act or by any willful omission or neglect, endangers or causes to be endangered the safety of any person travelling on or being upon any railway, or obstructs or causes to be obstructed or attempts to obstruct any rolling stock upon any railway, he shall be punishable with imprisonment for a term which may extend to five years.

**Section 154- Endangering safety of persons travelling by railway by rash or negligent act or omission-**

If any person in a rash and negligent manner does any act, or omits to do what he is legally bound to do, and the act or omission is likely to endanger the safety of any person travelling or being upon any railway, he shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

**Section 156- Travelling on roof, step or engine of a train-**

If any passenger or any other person, after being warned by a railway servant to desist, persists in travelling on the roof, step or footboard of any carriage or on an engine, or in any other part of a train not intended for the use of passengers he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees, or with both and may be removed from the railway by any railway servant.

**Section 160- Opening or breaking a level crossing gate-**

- (1) If any person, other than a railway servant or a person authorized in this behalf, opens any gate or chain or barrier set up on either Side of a level crossing which is closed to road traffic, he shall be punishable with imprisonment for a term which may extend to three years.
- (2) If any person breaks any gate or chain or barrier set up on either Side of a level crossing, which is closed to road traffic, he shall be punishable with imprisonment for a term, which may extend to five years.

**Section 161- Negligently crossing unmanned level crossing-**

If any person driving or leading a vehicle is negligent in crossing an unmanned level crossing, he shall be punishable with imprisonment which may extend to one year.

**Explanation:** For the purpose of this section, “negligence” in relation to any person driving or leading a vehicle in crossing an unmanned level crossing means the crossing of such level crossing by such person.

- (a) without stopping or caring to stop the vehicle near such railway crossing to observe whether any approaching rolling stock is in sight, or
- (b) even while an approaching rolling stock is in sight.

**Section 172- Penalty for intoxication-**

If any railway servant is in a state of intoxication while on duty, he shall be punishable with fine which may extend to five hundred rupees and when the performance of any duty in such state is likely to endanger the safety of any person travelling on or being upon a railway, such railway servant shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

**Section 173- Abandoning train, etc., without authority-**

If any railway servant, when on duty, is entrusted with any responsibility connected with the running of a train, or of any other rolling stock from one station or place to another station or place, and he abandons his duty before reaching such station or place without authority or without properly handing over such train or rolling stock to another authorized railway servant, he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to one thousand rupees or with both.

**Section 174- Obstructing running of train, etc-**

If any Railway servant (whether on duty or otherwise) or any other person obstructs or causes to be obstructed or attempts to obstruct any train or other rolling stock upon a Railway-

- (a) by squatting or picketing or during any ‘rail roko’ agitation or ‘bandh’ or
- (b) by keeping without authority any rolling stock on the railway; or
- (c) by tampering with, disconnecting or interfering in any other manner with its hose pipe or tampering with Signal gear or otherwise, he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to two thousand rupees, or with both.

**Section 175- Endangering the safety of persons-**

If any railway servant, when on duty, endangers the safety of any person-

- (a) by disobeying any rule made under this Act, or
- (b) by disobeying any instruction, direction or order under this Act or the rules made thereunder, or
- (c) by any rash or negligent act or omission,

he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to one thousand rupees, or with both.

**Section 176- Obstructing level crossing-**

If any railway servant unnecessarily-

- (a) allows any rolling stock to stand across a place where the railway crosses a public road on the level; or
- (b) keeps a level crossing closed against the public,

he shall be punishable with fine which may extend to one hundred rupees.

**Section 181- Magistrate having jurisdiction under the Act-**Notwithstanding any thing contained in the Code of Criminal Procedure, 1973, (2 of 1974), no court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try an offence under this Act.

\* \* \* \* \*

## CHAPTER –II

### DEFINITIONS AND CLASSIFICATION OF ACCIDENTS

- 1 **Train:** A train is a set of vehicles empty or loaded worked by locomotive, or any other self propelled unit, or rail motor vehicle or a single rail-motor vehicle empty or conveying passengers, livestock, parcels or goods which can not be readily lifted off the track and running under a particular number or a distinct name from fixed point of departure to a fixed destination. Part of a train shall also be treated as a train for the purpose of these definitions, classification and statistics. The train engine or any other vehicle once put on the train continues to be a part of the train until the station is reached beyond which it is not required to go on the same train. At such stations, the moment the train engine or any other vehicle is cut off the load, it ceases to be a part of the train.
- 2 **Passenger train :** A train intended solely or partly for the carriage of passengers shall be treated as a passenger train. A workman's train or a ballast train or a material train or an Accident Relief train or Tower Wagon or any other train carrying workmen, or Cattle special/Military special carrying authorized escorts or similar such train shall be treated as a passenger train.
- 3 **Other Trains :** All other trains not covered under "2" be termed as "other trains".
- 4 **Accident :** For the purpose of Railway working, accident is an occurrence in the course of working of Railway which does or may affect the safety of the Railway, its engine, rolling stock, permanent way works, passengers or servant or which affect the safety of others or which does or may cause delay to train or loss to the Railway.

#### 5 **Reportable Train Accidents**

**All accidents falling under the purview of Section 113 of the Indian Railway Act 1989 are termed as reportable train accidents and include followings :-**

- (i) Any accident attended with loss of human life, or with grievous hurt. (ii) Any collision between trains of which one is a train carrying passengers; or (iii) The derailment of any train carrying passengers, or of any part of such train; or
- (iv) Any accident which are attended with loss of human life in passenger trains involving train wrecking, or attempted train wrecking, cases of running over obstructions placed on the line, of passengers falling out of train or of fires in trains, or grievous hurt as defined in the Indian Penal Code, or serious damage to railway property of the value exceeding two crores which have not actually occurred but which by the nature of the accident might reasonably have been expected to occur, and also cases of landslides or of breach by rain or flood which causes the interruption of any important through line of communication for at least 24 hours.

#### 5A. **Reporting of accidents to Railway Board:**

A telephonic advise should be relayed to nominated officer in Railway Board Office immediately after the accident in case of following category of accidents :-

- (i) All consequential train accidents.

- (ii) Any yard accident having serious repercussion on movement of traffic on through/main line resulting in dislocation of traffic more than the threshold value as indicated in the chart of threshold value.
- (iii) Landslides, breaches, OHE brakedown etc which result in dislocation of traffic more than the threshold value.

In addition to this, periodic (Monthly) statement of accidents in all category shall be submitted to Railway Board in prescribed proforma.

## **6 Serious Accident:**

Accident to a train carrying passengers which is attended with loss of life or with grievous hurt to a passenger or passengers in the train, or with serious damage to railway property of the value exceeding Rs 2,00,00,000. Any other accident which in the opinion of the Chief Commissioner of Railway Safety or Commissioner of Railway Safety requires the holding of an inquiry by the Commissioner of Railway Safety shall also be deemed to be a serious accident. However, the following shall be excluded :-

- (a) Cases of trespassers run over and injured or killed through their own carelessness or of passengers injured or killed through their own carelessness; and
- (b) Cases involving persons being Railway servant or holding valid passes/tickets or otherwise who are killed or grievously injured while travelling outside the rolling stock of a passenger train such as on foot board or roof or buffer but excluding the inside of vestibules between coaches, or run over at a level crossing or elsewhere on the railway track by a passenger train, and
- (c) Level crossing accident where no passenger or Railway servant is killed or grievously hurt unless the Chief Commissioner of Railway Safety or Commissioner of Railway Safety is of the opinion that the accident requires the holding of an inquiry by the Commissioner of Railway Safety.

## **7. Injuries**

Injuries are classified as

- (i) Grievous
- (ii) Simple

### **I. Grievous Injuries:**

Grievous injuries as defined in Section 320 of the Indian Penal Code includes:

- (i) Emasculation
- (ii) Permanent privation of the sight of either eye,
- (iii) Permanent privation of the hearing of either ear,
- (iv) Privation of any member or joint,
- (v) Destruction or permanent impairing of the power of any member or joint,
- (vi) Fracture or dislocation of a bone or tooth,

- (vii) Any hurt which endangers life, or which causes the sufferer to be, during the space of 20 days, in severe bodily pain, or unable to follow his ordinary pursuits.

## II **Simple Injuries:**

- (a) A person will be considered to have incurred simple injuries if these injuries incapacitate the injured person to follow his customary vocation during 48 hours after the occurrence of the accident.
- (b) A railway servant is considered to have been injured if he/she is prevented from returning to work as a result of injuries for a period of 48 hours after the occurrence of the accident.

**NOTE:** A person is not to be considered as “injured” when the injuries received are petty abrasions or bruises or injuries which in the opinion of the reporting officer, do not incapacitate the injured person from following his customary vocation or mode of life for a period of more than two days. These are to be treated as Trivial injury and are not to be taken into account while compiling final statistics of persons injured / killed in accident.

( Railway Board’s letter No. 2002/TC-III/28/3 dated : 12.06.2002 )

- 8. Collision :** Means the impact of train or trolley against another train or trolley or any vehicle or other obstruction. It does not include impact of wagons or loads due to rough shunting, unattended with casualties or only attended with negligible damage.
- 9. Derailment :** Means off loading of wheel or wheels causing detention or damage to rolling stock / permanent way.
- 10. Breach of Block Rules :** When a train enters a block section without any authority to proceed or with an improper authority to proceed, or is received on a blocked line not constituting an averted collision, or when it enters or is received on a wrong line at a station or a Catch/Slip siding or sand Hump, it constitutes Breach of Block Rules.
- 11. Averted Collisions :** An averted collision is a circumstance under which but for the vigilance shown by any person or persons, a collision would have occurred, whether in the block section or within the station limits, between two trains or between a train and an obstruction.  
Provided further that such an occurrence may not be treated as an “Averted Collision”:
- (a) If, outside the station limits, the distance between the two trains or the train and the obstruction at the time the train or trains have finally come to a stop, is 400 meters or more,
- (b) If, within the station limits, there is an intervening fixed stop signal at danger governing the moving train, and compliance by the moving train, with the indication conveyed by the stop signal averted the collision between the trains or between the train and the obstruction.
- 12. Sabotage:** Means the willful tampering with any part of the working machinery of Railway with the object of rendering it inoperative, or an act intended to cause damage to Railway property, including train wrecking or attempted train wrecking.
- 13. Train Wrecking :** Means the willful obstruction of or tampering with Permanent Way or Structures or Rolling Stock resulting in an accident to a train, with or without loss of life and/or damage.
- 14. Attempted Train Wrecking :** Means the willful obstruction of or tampering with the Permanent Way or Works, Structures, Equipment or Rolling Stock which, if undetected would have resulted in an accident.



15. **Engine Failure :** An engine is considered to have failed when it is unable to work its booked train within the prescribed load from start to destination or causes a delay in arrival at destination of specified period, namely 30 minutes or more in case of passenger trains hauled by diesel electric and electric engines and 60 minutes or more in all other cases due to defective design or material or bad workmanship in shed/workshop or mismanagement by crew or bad water/fuel.
16. **Capsized Coach / Wagon :** Capsized coach/wagon is one in which all wheels are off the ground and it is resting on its side, either on the ground or against an obstruction.
17. **Railway Disaster :** The major train accidents and the natural calamities on the Indian Railway System involving heavy casualty and/or serious damage to Railway property and/or serious disruption of traffic for longer duration may be termed as Railway Disaster.
18. **Non-Railway Disaster :** Disasters not having direct bearing on the System of Indian Railway but causing because of natural calamities like floods, earthquakes, drought, Tsunami, etc. but Railways plays an important contribution in relief, rescue and restoration operations including evacuation of public and transporting of relief material to affected area.
19. **Train parting :** When any portion of the train while in motion, becomes detached is known as Train Parting.

## CLASSIFICATION OF ACCIDENTS

1. Accident is classified under following heads :-

- I. **Train Accidents.**
- II. **Yard Accidents.**
- III. **Indicative Accidents.**
- IV. **Equipment Failure.**
- V. **Unusual Incidents.**

### I. **Train Accident :-**

Train accident is an accident that involves a train. Train accidents are further divided as :-

- (a) Consequential train accidents &
- (b) Other train accidents.

(a) **Consequential train accidents:** These include train accidents having serious repercussion in terms of human life, human injury, loss to Railway property or interruption to Rail traffic. Train accident under following classification will be termed as consequential train accidents

**Collision :** All cases under category of A-1 to A-4

**Fire :** All cases under category B-1 to B-4

**Level crossing :** All cases under category of C-1 to C-4

**Derailment :** All cases under category of D-1 to D-4

### II **Other train accidents :**

All other accidents which are not covered under the definitions of Consequential train accidents are to be treated as “Other train accidents” All cases under category B-5, B-6. C-5 to C-8, D-5 & E-2 are to be treated as “Other train accidents.”

- (c) **Yard Accidents :**

All accidents that take place in a yard and does not involve a train are termed as “Yard accidents.” All accidents classified under category A-5, B-7, C-9 & D-6 are to be treated as “Yard accidents.”

**(d) Indicative Accidents :**

In real term, they are not accidents, but serious potential hazards and include all cases of train passing signal at danger, averted collisions, breach of block rules etc. Cases classified under category F-1 to F-4, G-1 to G-4, H-1 to H-2 are to be treated as “Indicative accidents.”

**(e) Equipment failure :**

These include all failures of railway equipment i.e. failure of locomotive, rolling stock, permanent way, overhead wire, signaling & telecommunication equipments etc. All cases classified under category J-1 to J-10, K-1 to K-7, L-1 to L-4, M-1 to M-7 are to be treated as “Equipment failure.”

**(f) Unusual Incidents :**

These include cases related to law & order but not resulting into the train accidents & other incidents under classification N,P,Q,R. All cases under category N-1 to N-3, P-1 to P-3, Q-1 to Q-6 and R-1 to R-5 are to be treated as “Unusual Incidents.”

**(g) Miscellaneous:**

This includes cattle run over, floods, breaches, landslides and any other accidents not covered and included in foregoing classifications. All accidents classified under category E-1 are to be treated as Miscellaneous train accident.

**20. Threshold value for classification of accident as having serious repercussion for purpose of reporting to Railway Board:**

For the purpose of accident, threshold value is the minimum value beyond which the accident will be treated as having serious repercussion (**for classification of accident as having serious repercussion for purpose of reporting to Railway Board**) on the basis of loss to railway property or interruption to communication. It shall constitute two portions:

**(a) Threshold value of Railway property loss** which is fixed at One lakh rupee or;

**(b) Threshold value of interruption to communication –**

Partial or Total interruption to communication is equal to or more than number of hours specified against each cell.

Interruption	BG-A, B, C or DSpl. (in hours)	BG-D, E Spl or MG-Q,R(in (hours)	BG-E, MG-S or NG route (in hours)
Total	3	4	6
or	or	or	or
Total + Partial	6	8	12

Duration of 'interruption' is defined as duration from the time of accident till starting of first Commercial train (Goods or Passenger) on line clear from adjacent station for movement over the affected line in that section.

Note:- First commercial train should start on line clear from adjacent station for movement over the affected line within 30 minutes after Track/OHE fit. Cases of movement of Commercial Train after 30 minutes shall be categorized as 'delay' in restoration of traffic. In case there is no 'Commercial Train' available to be run on that section after Track fit /OHE fit, an exception shall be made on the

level of COM who shall certify that there was no 'Commercial Train' to pass over the affected section within 30 minutes of Track fit/OHE fit.

## **7. Detailed Classification of accidents**

### **8. Class 'A': Collisions**

- A-1 Collision involving a train carrying passengers, resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs 25,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.
- A-2 Collision involving a train **NOT** carrying passengers resulting in (i) loss of human life/grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs 2,00,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.
- A-3 Collision involving a train carrying passengers, not falling under A-1 above.
- A-4 Collision involving a train **NOT** carrying passengers not falling under A-2.
- A-5 Other collisions, i.e. collisions occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train.

### **9. Class 'B' : Fire in trains**

- B-1 Fire in a train carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs 2,00,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.
- B-2 Fire in a train not carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs 2,00,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.
- B-3 Fire in a train carrying passengers not falling under B-1 above but loss to Railway property is Rs. 50,000/- or above and/or interruption to traffic is more than the threshold value and/or resulting into detachment of coaching stock/stocks from the train requiring relief engines.
- B-4 Fire in a train not carrying passengers not falling under B-2 above but loss to Railway property is Rs. 50,000/- or above and/or interruption to traffic is more than the threshold value and/or resulting into detachment of goods stock/stocks from the train.
- B-5 Fire in a train carrying passengers not falling under B-1 or B-3 above.
- B-6 Fire in a train not carrying passengers and not falling under B-2 or B-4 above.
- B-7 Fire occurring in shunting, marshalling yards, loco yards and sidings etc. involving rolling stock but not involving a train.

**NOTE : In case of an inquiry by a committee into a fire accident in Railway Premises or in a train leading to damage to Railway property and/or booked consignments a representative of the Railway Protection Force should also be included as a member of the committee.**

**10. Class ‘C’ : Train running into road traffic, and/or traffic running into trains at level crossings.**

- C-1 Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.
- C-2 Trains not carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.
- C-3 Trains carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.
- C-4 Trains not carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property OR/and interruption to traffic is more than the threshold value.
- C-5 Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-1 .
- C-6 Trains not carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-2 .
- C-7 Trains carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings but not falling under C-3 .
- C-8 Trains not carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-4 .
- C-9 Shunting engine with or without vehicles or loose vehicles running into road traffic and/or road traffic running into shunting engine with or without, vehicles or loose vehicles, at level crossings.

**NOTE :- If a road vehicle is not capable of being physically cleared off the track promptly by single person operating it, it should be termed as road traffic for the purposes of classifying such a train accident irrespective of its mode of traction.**

**11. CLASS ‘D’ : Derailments**

- D-1 Derailments of a train carrying passengers resulting in loss of human life and/or grievous hurt and/or damage to Railway property of the value exceeding Rs 2,00,00,000 and/or interruption of any important through line of communication for at least 24 hours.
- D-2 Derailments of a train **NOT** carrying passengers resulting in loss of human life and/or grievous hurt and/or damage to Railway property of the value exceeding Rs 2,00,00,000 and/or interruption of any important through line of communication for at least 24 hours.
- D-3 Derailments of a train carrying passengers, not falling under D-1 above.
- D-4 Derailments of a train **NOT** carrying passengers, **NOT** falling under D-2 above but loss to Railway property and/or interruption to traffic is more than the threshold value.
- D-5 Derailments of a train **NOT** carrying passengers, not falling either under D-2 **OR** D-4 above.
- D-6 Other derailments, i.e. derailments occurring in shunting marshalling yards, loco yards and siding etc. but **NOT** involving a train.

**12. CLASS 'E' : Other Train Accident**

- E-1 Train running over or against any obstruction including fixed structure other than included under class "C" resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.
- E-2 Trains running into any obstruction including fixed structure but not covered up under Class 'C' & 'E-1'.

**INDICATIVE ACCIDENT**

**13. Class 'F' : Averted Collisions**

- F-1 Averted collision between trains atleast one of which is carrying passengers.
- F-2 Averted collision between a train carrying passengers and an obstruction.
- F-3 Averted collision between trains NOT carrying passengers.
- F-4 Averted collision between trains NOT carrying passengers and an obstruction.

**14. CLASS 'G' : Breach of Block Rules**

- G-1 Trains carrying passengers, entering a block section without any authority or without a proper "Authority to Proceed".
- G-2 Trains not carrying passengers, entering a block section without any authority or without a proper "Authority to Proceed".
- G-3 Train received on a blocked line, not constituting an averted collision.
- G-4 Train received on or entering a wrong line at a station or catch or slip siding or Sand Hump etc.

**CLASS 'H' : Train passing signal at danger**

- H-1 Train carrying passengers running past a "stop" signal at danger without proper authority.
- H-2 Train NOT carrying passengers running past a "stop" signal at danger without proper authority.

**EQUIPMENT FAILURE**

**15. Class 'J' Failure of Engine and Rolling Stock**

- J-1 Failure of engine hauling a train carrying passengers.
- J-2 Failure of engine hauling a train not carrying passengers or light engine.
- J-3 Parting of train carrying passengers.
- J-4 Parting of train not carrying passengers.
- J-5 Failure of Rolling Stock such as failure of tyres, wheels, axles, or braking apparatus etc. on a passenger carrying train/leading to detachment of rolling stock/stocks from the train.
- J-6 Failure of Rolling Stock such as failure of tyres, wheels, axles, or braking apparatus etc. on train not carrying passenger/leading to detachment of rolling stock/stocks from the train.

- J-7 Failure of Rolling Stock such as failure of tyres, wheels, axles, or braking apparatus etc. on passenger carrying trains not leading to detachment of rolling stock/stocks from the train.
- J-8 Failure of Rolling Stock such as failure of tyres, wheels, axles, or braking apparatus etc. on train not carrying passengers, not leading to detachment of rolling stock/stocks from the train.
- J-9 A train or a portion of a train running away, out of control.
- J-10 Poor brake power in a train but not covered in class J-9.

**16. CLASS 'K' : Failure of Permanent Way**

- K-1 Buckling of stock.
- K-2 Weld failure.
- K-3 Rail fracture.
- K-4 An unusually slack or rough running or heavy lurch experienced by drivers of running trains while passing over any length of permanent way leading to blockage of communication.
- K-5 Failure of Railway tunnel, bridge, viaduct/formation/cutting and culvert etc.
- K-6 Damage to track of such a nature as to render it temporarily unsafe for the passage of train likely to cause delays to traffic not covered up in K-1 to K-5.
- K-7 Damage to track of such a nature as to render it temporarily unsafe for the passage of trains or likely to cause delays to traffic not covered up in K-1 to K-6.

In above classification those cases detected during regular maintenance and not affecting train movement will not be counted.

**17. CLASS 'L': Failure of Electric Equipment**

- L-1 Snapping or any damage to OHE were needing switching off OHE for more than three minutes.
- L-2 No tension in OHE for more than three minutes.
- L-3 Pantograph entanglement not covered up under J-1 and J-2 .
- L-4 Defect in AC or other electrical equipment leading to detachment of a rolling stock/s from a train.

**18. CLASS 'M': Failure of Signaling and Telecommunication**

- M-1 Failure of part or complete panel/RRI.
- M-2 Failure of interlocking/track circuit or axle counter.
- M-3 Failure of Block Instruments.
- M-4 Failure of point machine and equipment .
- M-5 Failure of signal/point.
- M-6 Failure of control/station communication for more than fifteen minutes.
- M-7 Failure of station or station to level crossing gate communication for more than fifteen minutes. Signal/point and tele failure which were not informed will not be taken into account of failure.

## **UNUSUAL INCIDENTS**

### **CLASS 'N' – Train Wrecking or sabotage to a train :**

- N-1 Attempted wrecking of or bomb blast or explosion or hijacking or sabotage to a train carrying passengers with or without loss of human life and or grievous hurt and/or damage to railway property.
- N-2 Attempted wrecking of or bomb blast or explosion or hijacking or sabotage to a train **NOT** carrying passengers with or without loss of human life and or grievous hurt and/or damage to railway property.
- N-3 Attempted wrecking of or bomb blast or explosion or sabotage to signaling and track or forceful confinement of train running staff on duty and/or passengers but **NOT** involving a train.

### **CLASS 'P' : Casualties**

- P-1 Person or persons falling out of running train resulting in grievous hurt or loss of human life.
- P-2 Person or persons run over or knocked down by a train resulting in grievous hurt or loss of human life.
- P-3 Person or persons falling out of a running train or knocked down by a train or engine or railway vehicle resulting in grievous hurt or loss of human life.

### **CLASS "Q" : Grievous Hurt**

- Q-1 Accidental or natural death or grievous hurt to any person whether passenger, railway employee or trespasser (or any other person), within railway premises(excluding railway quarters).
- Q-2 Murder or suicide in a train or within railway premises.
- Q-3 Robbery, attempted robbery, theft or attempted theft in Railway premises, including trains.
- Q-4 Fire or explosion within Railway premises but not involving trains.
- Q-5 Fire or explosion resulting in damage to Railway bridge and viaduct etc.
- Q-6 Blockade to train services due to agitation.

### **CLASS 'R' : Miscellaneous**

- R-1 Vehicle or vehicles running away.
- R-2 Train running over cattle.
- R-3 Floods, Breaches, and land slides, etc. resulting in interruption of an important through line of communication more than the threshold value.
- R-4 Other cases of Floods, Breaches, land slides etc. resulting in interruption to traffic.
- R-5 Any accident not included in the foregoing classifications.

- NOTE**
1. The term 'cattle' does not include sheep, goat, pigs, dogs, donkeys, rams, ewe and lambs.
  2. A train includes a trolley, lorry, motor, motor trolley, when worked under the rules for working trains.

Classification of Accidents/Other occurrences				
Class of accident	Description Train Accident	Officials to whom advice of accident has to be sent		Schedule of inquiry to be held
		Railway Officials	Other than Railway officials	
<b>(a) Consequential train Accidents</b>				
A-1	Collision involving a train carrying passenger resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs.2,00,00,000 and/or (iii) interruption of any important through line of communication for atleast 24 hours.	CRS, NDRB, GM, COM,CSO, DRM,CPRO,IRSF,TL,LF, LI, TXR, PWI/APWI, AEN,DEN, DMO,AMO if medical aid is required. ASTE,SI, ASI,ESM/MSM if signaling and block equipments are involved AEE.TLI if electrical equipment is involved	DM or DC, SP, OLDP-II,HC DP, AIGRP, SRP SCGRP, HCGRP if accident occurs in UP & SRP,IRP, SI, GRP ASI, GRP if accident occurs in Bihar	CRS or JA Grade Inquiry Committee.
A-2	Collision involving a train not carrying passenger resulting (i) in loss of human life/ grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs.2,00,00,000 and/or (iii) interruption of any important through line of communication for atleast 24 hours.	-do-	-do-	JA Grade Inquiry Committee.
A-3	Collision involving a train carrying passengers, not falling under A-1 above.	-do-	-do-	JA Grade or Sr. Scale officer Inquiry Committee.
A-4	Collisions involving a train not carrying passengers not falling under A-2 above.	-do-	-do-	JA Grade or Sr. Scale officer Inquiry Committee.



## Fire

B-1	<p>Fire in a train carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs 2,00,00,000 and/or (iii) interruption of any important through line of communication or at least 24 hours.</p>	<p>COM, CSO, DRM, TI, LF, TXR, PWI/ APWI, IRSF, DCON, DMO, AMO, AMO if medical aid is required. CRS, CPRO if the accident result in loss of human life &amp; or grievous hurt and/or serious interruption to traffic</p>	<p>A I , G R P , S R P , SOGRP, HC GRP if accident occurs in UP, SRP, IRP, SI, GRP, ASI, GRP if accident occurs in Bihar. Also to PMG, DET, SDOT, EST, LM, DTE, TIP if Govt Telegraph installations are damaged. SRM if mails are likely to be delayed for more than 04 hrs. DM or DC, SP, OLDP, HCDP if the accident results in loss of human life and/ or grievous hurt and/ or serious damage to property and/ or serious interruption to traffic.</p>	<p>CRS or JA Grade Inquiry Co - mmittee.</p>
B-2	<p>Fire in a train not carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs 2,00,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.</p>	-do-	-do-	<p>JAG or Branch Officer</p>
B-3	<p>Fire in a train carrying passengers not falling under B-1 above but loss to Railway property is Rs. 50,000/- or above and/or interruption to traffic is more than the threshold value and/ or resulting into derailment coaching stock/stocks from the train requiring relief engines.</p>	-do-	-do-	<p>JAG or Branch Officer</p>

B-4	Fire in a train not carrying passengers not falling under B-2 above but loss to Railway property is Rs. 50,000/- or above and/or interruption to traffic is more than the threshold value and/or resulting into detachment of goods stock/stocks from the train and/or requiring relief engine/s	-do-	-do-	JAG or Branch Officer
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**Note-** In case of an enquiry by a committee into a fire or accident in Railway premises or in a train leading to damage to Railway property and/or booked consignments, a representative of the Railway Protection should also be included as member of the committee.

C-1	Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.	COM,CSO,DRM,TI,LF,LI,TXR,PWI/APWI,IRSF,AEN, DCON,CRSGM,CPRO if it is a serious accident. DMO,AMO. If medical aid is required. ASTE,ASTI/STI,ESM/MSM if signaling equipment is involved.	DM or DC, SP, OLDP, HC DP, CHIEF SEC. of State concerned if the accident occurs at manned L/xing AIGRP, SNO-RP,SO GRP,HC GRP if accident occurs in UP, SRP, IRP,SIGRP, AS GRP if accident occurs in Bihar. Also to PMG, SRMS if Govt mail & Postal staff are involved or delayed.	JA Grade Inquiry Committee.
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C-2	Trains not carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.	-do-	-do-	JA Grade Sr.Scale Officers Committee.
C-3	Trains carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.	-do-	-do-	Junior Scale Officers Committee
C-4	Trains not carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property OR/and interruption to traffic is more than threshold value.	-do-	-do-	-do-

<b>Derailment</b>				
D-1	Derailment of a train carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to railway property of the value exceeding Rs. 2 crore and/or (iii) interruption of any important through line of communication for at least 24 hours.	-do-	-do-	-do-
D-2	Derailments of a train <b>NOT</b> carrying passengers resulting in loss of human life and/or grievous hurt and/or damage to Railway property of the value exceeding Rs 25,00,000 and/or interruption of any important through line of communication for at least 24 hours.	-do-	DM or DC, SP,OLDP, AI,GRP, SPR SOGR,HC GRP if accident occurs in UP, S R P, I R P, S I GRP,ASI, GRP if accident occurs in Bihar. Also to PMG, SRMS if Govt .Mails are involved or delayed,PMG, DET, SDOT, EST,LM, DTE, TIP if Govt. Telegraph installation share involved.	JA Grade Inquiry Committee.
D-3	Derailments of a train carrying passengers, not falling under D-1 & D-2 above.	CRS,RLYS/NDRB, GM,COM/CSO,AEN, TI, LF, LI, TXR, PWI/APWI, DCON, ASTE, STI/ASTI, ESM, MSM if signaling equipment is involved.	DM or CD, SP, OLD, HP, DP, AIGRP SRP, SOGRP, HCGRP if accident occurs in UP. SIGRP, ASI/GRP if accident occurs in Bihar.	JA Grade or Senior Scale Officer Committee.
D-4	Derailments of a train <b>NOT</b> carrying passengers, <b>NOT</b> falling under D-2 above but loss to Railway property and/or interruption to traffic is more than the threshold value	-do-	-do-	-do-

<b>Miscellaneous</b>				
E-1	Train running over or against any obstruction including fixed structure other than included under class "C" resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.	CRS,RLYS/NDRB, GM, COM/CSO, DRM,CPRO, IRFS, TI, LF, LI, TXR, PWI/APWI, DCON, DMO, AMO if medical aid is required ASTE, SI, ASI, ESM, MSM if signaling and block equipments are involved. AEE, TLI if electrical equipments involved.	DM or CD, SP, OLD,HP,DP, A I G R P , SRP,SOGRP,,HCGRP if accident occurs in UP,SI GRP, ASI/GRP if accident occurs in Bihar	CRS or JA Grade Inquiry Committee.
<b>(b) Other train accidents :</b>				
B-5	Fire in a train carrying passengers not falling under B-1 or B-3 above.	COM/CSO, DRM, TI,LF, TXR,PWI/APWI,IRSF, DCON, DMO, AMO if medical aid is required. CRS,CPRO if the accident result in loss of human life and/or grievous hurt and/or serious interruption to traffic.	A I G R P , SRP, SOGRP, HC,GRP if accident occurs in UP, SRP, IRP,SIGRP,ASI/GRP if accident occurs in Bihar. Also to PMG,, DET,SDGT, EST, LM, DTE, TIP if Govt telegraph installations are involved PMG,SRM if mails are likely to be delayed for more than 4 hrs. DM or DC, SP,OLDP,HCDP if the accdt results in loss of human life and/or grievous hurt and/or serious damage to property and/or serious interruption to traffic.	JA Grade or Senior scale Inquiry Committee
B-6	Fire in a train not carrying passengers and not falling under B-2 or B-4 above	COM/CSO, DRM, TI, LI,PWI/APWI,DCON	AIGRP,SRP SOGRP, HC,GRP, if accident occurs in UP,SRP,IRP SIGRP,ASIGRP if accdt occurs in Bihar. Also to PMG,DET SDGT, EST, LM, DTE, TIP, if Govt, telegraph installations are involved PMG,SRM if mails are likely to bedelayed for more than 4 hrs. DM or DC,SP, OLDP, HCDP,if the accdt.results in loss of human life and / or grievous hurt and / or serious damage to property and / or serious interruption to traffic.	JA Grade or Senior scale Inquiry Committee
B-7	Fire occuring in shunting, marshaling yards, loco yards and sidings etc. involving rolling stock but not involving train	COM/CSO, DRM, TI, LI,PWI/APWI,DEN	- do-	Senior Supervisors

C-5	Trains carrying passengers running into road traffic and/or traffic running into such trains at manned L-xing but not falling under C-1	COM/CSO, DRM, CRS, TI, LF, LI, PWI/APWI, STI/ASTI DCON	DM Or DC, SPAI GRP of accident occurs in UP, SRP if accdt occurs in Bihar.	-do-
C-6	Trains not carrying passengers running into road traffic and/or traffic running into such trains at manned level crossings but not falling under	COM/CSO, DRM, CRS, TI, LF, LI, PWI/A PWI, STI/ASTI, DCON	DM or DC, SPAI GRP of accident in UP, SRP if accdt. occurs in Bihar.	-do-
C-7	Trains carrying passengers running into road traffic and/or traffic running into such trains at U/M LC but not falling under C-3	COM/CSO, DRM, CRS, TI, LF, LI, PWI / APWI, STI/ASTI, DCON	DM or DC, SPAI GRP of accident in UP, SRP if accdt. occurs in Bihar.	Junior scale Officer Committee.
C-8	Trains not carrying passengers running into road traffic and/or traffic running into such trains at manned level crossings but not falling under C-4	COM/CSO, DRM, CRS, TI, LF, LI, PWI/APWI, STI/ASTI, DCON	DM or DC, SRP/GRP	-do-
D-5	Derailment of a train NOT carrying passengers not falling either under D-2 or D-4 above.	-do-	-do-	-do-
E-2	Trains running into any obstruction including fixed structure but not covered up under Class "C" or "E-1"	-do-	-do-	-do-
<b>Yard Accident</b>				
A-5	Other collisions i.e. collisions occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train.	COM, CSO, DRM, DSO, AEN, ASTE, AME/CDO, TXR, PWI, TI	DM or DC, SRP/GRP	Committee of Senior Supervisors.
B-7	Fire occurring in shunting, marshalling yards, loco yards and siding etc. involving rolling stock but not involving a train.	-do-	-do-	-do-
C-9	Shunting engine with or without vehicles or loose vehicles running into road traffic and/or traffic running into shunting engine with or without vehicles or loose vehicles at level crossings.	-do-	-do-	-do-

D-6	Other derailments i.e. derailments occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train.	-do-	-do-	ari
<b>Indicative Accident</b>				
F-1	Averted collision between trains at least one of which is carrying passengers.	COM,CSO,DRM, TI, LI, SI, PWI, CRS	DM,SP,SRP/GRP	Committee of Junior Supervisors.
F-2	Averted collision between a train carrying passengers and an obstruction.	-do-	-do-	-do-
F-3	Averted collision between trains NOT carrying passengers.	-do-	-do-	-do-
F-4	Averted collision between trains NOT carrying passengers and an obstruction.	-do-	-do-	-do-
G-1	Train carrying passengers, entering a block section without any authority or without a proper "Authority to proceed".	-do-	-do-	-do-
G-2	Train NOT carrying passengers, entering a block section without any authority or without proper "Authority to proceed"	-do-	-do-	-do-
G-3	Train received on a blocked line, not constituting an averted collision.	-do-	-do-	-do-
G-4	Train received on or entering a wrong line at a station or catch or Slip Siding or Sand Hump etc.	-do-	-do-	-do-
H-1	Train carrying passenger running past a "Stop" signal at danger without proper authority.	-do-	-do-	-do-
H-2	Train NOT carrying passenger running past a "Stop" signal at danger without proper authority.	-do-	-do-	-do-

Equipment failure				
J-1	Failure of Engine hauling a train carrying passengers.	COM, CSO, DRM, TI,SI,LI,PWI	DM,SP,SRP/GRP	Senior Supervisors.
J-2	Failure of engine hauling a train not carrying passengers or light engine.	-do-	-do-	-do-
J-3	Parting of train carrying passengers.	-do-	-do-	-do-
J-4	Parting of train not carrying passengers	-do-	-do-	-do-
J-5	Failure of rolling stock such as failure of tyres,wheels,axles or braking apparatus etc on a passenger carrying train/leading to detachment of rolling stock/stocks from the train.	-do-	-do-	-do-
J-6	Failure of rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on train not carrying passenger/ leading to detachment of rolling stock/ stocks from the train	-do-	-do-	-do-
J-7	Failure of rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on passenger carrying trains, not leading to detachment of rolling stock/ stocks from the train	-do-	-do-	-do-
J-8	Failure of rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on train not carrying passenger, not leading to detachment of rolling stock/ stocks from the train	-do-	-do-	-do-
J-9	A train or portion of a train running away out of control	-do-	-do-	-do-
J-10	Poor brake power in a train but not covered in Class J-9	-do-	-do-	-do-
K-1	Buckling of track	-do-	-do-	-do-
K-2	Weld failure	-do-	-do-	-do-



K-3	Rail fracture	COM, CSO, DRM, TI, SI, LI, PWI	DM, SP, SRP/GRP	Senior Supervisors.
K-4	An unusually slack or rough running or heavy lurch experienced by drivers of running trains while passing over any length of permanent way leading blockage of communication.	-do-	-do-	-do-
K-5	Failure of Railway tunnel, bridge, viaduct/formation/cutting and culvert etc.	-do-	-do-	-do-
K-6	Damage to track of such a nature other than those covered under Class K-1 to K-5 so as to render it temporarily unsafe for passage of trains or likely to cause delay to traffic for period above threshold value.	-do-	-do-	-do-
K-7	Damage to track of such a nature as to render it temporarily unsafe for the passage of trains or likely to cause delays to traffic not covered up in K-1 to K-6	-do-	-do-	-do-
L-1	Snapping or any damage to OHE wire needing switching off OHE for more than three minutes.	-do-	-do-	-do-
L-2	No tension in OHE for more than three minutes.	-do-	-do-	-do-
L-3	Pantograph entanglement not covered up under J-1 and J-2	-do-	-do-	-do-
L-4	Defect in AC or other electrical equipment leading to detachment of a rolling stock/s from a train.	-do-	-do-	-do-
M-1	Failure of part or complete Panel/RRI.	-do-	-do-	-do-
M-2	Failure of Interlocking/Track Circuit or Axle Counter	-do-	-do-	-do-

M-3	Failure of Block Instrument	COM, CSO, DRM, TI, SI, LI, PWI	DM, SP, SRP/GRP	Senior Supervisors.
M-4	Failure of Point Machine and Equipment.	-do-	-do-	-do-
M-5	Failure of Signal/Point	-do-	-do-	-do-
M-6	Failure of control/ station communication for more than fifteen minutes.	-do-	-do-	-do-
M-7	Failure of station to station or station to level crossing gate communication for more than fifteen minutes.	-do-	-do-	-do-
<b>Unusual Incidents</b>				
N-1	Attempted wrecking of or bomb blast or explosion or hijacking or sabotage to a train carrying passengers with or without loss of human life and or grievous hurt and/or damage to railway property.	CRS,COM, CSO, DRM, CSC/RPF	DM, SP, SRP/GRP	Senior Supervisors.
N-2	Attempted wrecking of or bomb blast or explosion or hijacking or sabotage to to a train <b>NOT</b> carrying passengers with or without loss of human life and or grievous hurt and/or damage to railway property.	-do-	-do-	-do-
N-3	Attempted wrecking of or bomb blast or explosion or sabotage to signaling and track or forceful confinement of train running staff on duty and/or passengers but not involving a train.	-do-	-do-	-do-
P-1	Person or persons falling out of running train resulting in grievous hurt to or loss of human life.	-do-	-do-	-do-
P-2	Person or persons run over or knocked down by a train resulting in grievous hurt to or loss of human life.	-do-	-do-	-do-

P-3	Person or persons falling out of a running train or knocked down by a train or engine or railway vehicle resulting in grievous hurt to or loss of human life.	CRS,COM, CSO, DRM, CSC/RPF	DM, SP, SRP/GRP	Senior Supervisors.
Q-1	Accidental or natural death or grievous hurt to any person whether passenger, railway employee or trespasser (or any other person), within railway premises (excluding railway quarters).	-do-	-do-	-do-
Q-2	Murder or suicide in a train or within railway premises	-do-	-do-	-do-
Q-3	Robbery, attempted robbery, theft or attempted theft in Railway premises, including trains.	-do-	-do-	-do-
Q-4	Fire or explosion within Railway premises but not involving trains.	-do-	-do-	-do-
Q-5	Fire or explosion resulting in damage to railway bridge and viaduct etc.	-do-	-do-	-do-
Q-6	Blockade to train services due to agitation.	-do-	-do-	-do-
R-1	Vehicle or vehicles running away.	CRS,COM,CSO, DRM, CSC/RPF	DM, SP, SRP/GRP	Senior Supervisors.
R-2	Train running over cattle.	-do-	-do-	-do-
R-3	Floods, Breaches and landslides etc. resulting in interruption of an important through line of communication more than the threshold value.	-do-	-do-	-do-
R-4	Other cases of floods, breaches, landslides etc. resulting in interruption to traffic.	-do-	-do-	-do-
R-5	Any accident not included in the foregoing classifications. XR	-do-	-do-	-do-

**APPENDIX-1  
N.E. RAILWAY**

**N.E.R. GA-3**

**ACCIDENT REPORT FROM**

**Department .....**

**Station .....**

**Class.....**

1.	Mileage at which the accident occurred and name of the nearest station to the spot	Sketch is attached
2.	Date and time of accident	
3. (a)	No. and description of train, name and service number of the Loco Pilot and Engine number.	
(b)	Speed of train.	
(c)	State if accident occurred on straight road or curve, on level or on a grade. If on a grade whether it was with or against train.	
(d)	Weather condition and visibility	
4.	Nature and cause of accident.	
5.	Persons injured, nature and extent of their injuries :-	
(a)	Names and address, No. of tickets held, station from and to which travelling, No. and class of carriage in which travelling, caste, sex, approximate age and occupation.	
(b)	The result of medical examination, caste, sex, approximate age, occupation, tickets No., Station from and to, etc. to be given.	
(c)	What became of the injured persons ?	
(d)	If a Railway servant is injured on duty how long on duty at the time of accident, the probable time to resume duty may be stated .	
6.	Individual No. of vehicles damaged, extent of damage :-	
(a)	Position of vehicle or vehicles in relation to engine.	
(b)	How disabled vehicles were disposed of ?	
7.	Approximate cost of damages giving list:-	
(a)	Permanent way	Rs.....
(b)	Locomotive	Rs.....
(c)	Rolling stock	Rs.....
(d)	Signalling and Interlocking	Rs.....
(e)	Electrical equipment	Rs.....
(f)	To property in train or within station limits	Rs.....

(a)	What was the cause of obstruction?	
(b)	Did it appear willful or accidental ?	
(c)	Is any one suspected ?	
(d)	Was the line fenced ?	
(e)	If so, the state of the fencing	
(f)	Was the engine fitted with a cow catcher or cattle guard ?	
(g)	Has obstruction been removed ?	
9.	In case of trains parting, broken tyres, wheels, axles, rails, hot axels, fires in trains:-	
(a)	Composition of the train , details of load.	
(b)	How far was vehicle from engine, motor coach number and owning Railway.	
(c)	Was engine fitted with a spark arrester, if so, pattern ?	
(d)	Class of fuel	
(e)	Description of the content of the vehicles.	
(f)	What was the cause of the breakage of tyres, wheels, axles and rails ?	
(g)	Condition of broken metal, how disposed of ?	
(h)	In case of persons falling out or fires, etc in passenger trains, state if chain alarm was pulled ?	
10.	In case of deaths in trains:-	
(a)	Give description of deceased, caste, name, age and sex whether Railway servant , Passenger or trespasser, residence, employment or vocation.	
(b)	If passenger, No. and class of tickets	
(c)	Number of persons in same compartment.	
(d)	Number,type and class of carriage. If the death is due to infectious disease, whether carriage was detached and fumigated ?	
(e)	Cause of death	
(f)	List of property belonging to deceased and how disposed of ?	
(g)	State what has been done with body, whether made over to the relatives or police or sent to Civil Surgeon ?	
(h)	In case of persons injured by open doors or falling out of carriage, say if there was any latrine in carriages ?	
(i)	Whether depositor has been taken by Police, Station Staff ?	

11.	In case of dead bodies of injured persons discovered on line or within Station limits:-	
(a)	State in what position body was lying and give details of any apparent injury to the body or other circumstances which may have caused, death or injury ?	
(b)	Whether passenger, Railway servant, Trespasser or suicide ?	
12.	If person run over:-	
(a)	Did the Engine crew see the person ?	
(b)	Was the Loco Pilot's or Asstt. Loco Pilot's view at the Site of the accident obstructed ?	
(c)	Was it day light or dark at the time ?	
(d)	If it was not definitely known, by what train the person had been run over, was the Loco Foreman at both end of the engine run told to examine engine, for traces of blood marks or other evidence.	
13.	In case of derailments, trains put on a wrong line, Collision or point burst:-	
(a)	Number, owning Railway and type of vehicles derailed or damaged and position of vehicle on train.	
(b)	State whether points and Signals were properly fastened or set in the right direction and Signals observed , also whether lights were visible, flags properly exhibited, etc.	
(c)	State if points or Signals were interlocked	
13 A	In case of averted Collisions, state:-	
(a)	Load of train.	
(b)	No. of Air/Vacuum-braked vehicles.	
(c)	Speed of train when obstruction or danger was observed	
(d)	Distance from engine to obstruction when latter was first observed.	
(e)	Time and visibility	
14	In case of Engine passing Signals at danger:-	
(a)	If Signals are Interlocked ?	
(b)	By what length did the Loco Pilot pass the Signal at danger ?	
(c)	If danger Signals exhibited and by whom ?	
(d)	Was the block section occupied and when did the last train leave ?	
15	If vehicles blown away from stations, state how the vehicles were fastened and how they broke adrift.	

16.	Detention to trains affected and further probable detention if no more running is yet resumed. .	
17	(a) How long was road blocked and to what extent ?	
	(b) If transshipment was necessary , what arrangements were made ?	
18	What system of Block working is enforced and was every thing regular ? if not, give details?	
19	Measures taken to re-establish traffic .	
20	Time, assistance sent for and time arrived.	
21	Station arrived from .	
22.	Cause of delay, if any, in getting assistance.	
23	Report by Guard.	
24.	Report by Loco Pilot.	
25.	In case of serious accident:-	
	(a) Whether R.M.S. authorities advised (in case of accident to a train carrying mails)?	
	(b) Whether Local Government authorities duly advised (if accident comes within the purview of Section 113 of the Railway Act)?	
26.	Action taken in regard to staff responsible, name and designation and the department the staff belongs to should be stated (statement of staff responsible to be attached).	

**Description and cause of accident**

No.....

Date.....

Forwarded to the..... for information.

Station.....

Signature.....

Date.....

Designation .....

**NOTE :—** If additional space is required add a sheet.

## ACCIDENT FORMAT

**Category of Accident.-**

**Class of Accident -**

1. Date and Time of accident				
2. Division				
3. Section				
4. Block Section				
5. At Station/Mid Section				
6. Gauge (BG/MG/NG)				
7. Traction (Elect./Non Elec.)				
8. Type of Route				
9. System of Working				
10. Class of Station, Type of Signaling, Standard of Interlocking.				
11. Train Particulars	Train No.	Engine No	load	
12. Brief Particulars				
13. Train Working condition (Normal/Abnormal) (in Brief)				
14. Procedural failure, any(in brief)				
15. Causality	Killed- Grievous Injured Simple Injured			
16. Relief Arrangements	ARME/	ordered at	left at	At site
	ART/	ordered at	left at	At site
	Crane	ordered at	left at	At site
17. Officers visiting site				
18. Restoration	Rerailment completed at -- hrs/date Track fit -- hrs/date OHE fit at ----- hrs./date, S&T fit at hrs./date			
19. Time of first train passed on the affected line/lines.				
20. Prima Face cause				
21. Gate Particulars	Annexure-A			
22. Driver Particulars	Annexure-A			
23. State/District				
24. Other information, if any				

**(Officer reporting the Accident)**



**GATE PARTICULARS**

Traffic/Engineering gate- .	Class-	Gate No. -	Kms.-
Lifting Barrier-	/Flap-		/Chain-
TVU-	Year –		
Interlocked-		Or	Non interlocked-
Telephone provided-		Or	Not provided -
Normal position of gate-	Open to road traffic-		Closed to road traffic-
Road signs-	Speed Breaker -		Whistle board-
Type of road-	Pucca-	Pucca	Kuccha-
Visibility (in meters)-			
Gradient if any-			
No.of accidents during last two years-			

**Driver's Particulars**

Name	
Date of Birth	
Family members	
Qualification	.
Headquarter	
Grade	
Breathanalyser test	
(Positive- Intoxication)	
(Negative- Without toxication)	At this time of signing on = After accident –
Date of Appointment	As
Promoted as Asstt. Driver	
Promoted as Goods Driver	
Promoted as Pass. Driver	
Promoted as Mail/Exp.	
Date of Medical Examination	Passed – Next Due –
With or without glasses	
Date of Refresher	Passed Next Due-
Safety Camp	Passed - Next Due- -
Competency ( Automatic Section)	
Ghat Section	
Safety category grading	
Psycho Test	
Awards/Punishment	
Nominated Loco Inspector	.
Signing on/off	
Rest availed before duty	
Last trip on the section	
Previous history of accident if any	

Authority. Railway Board's letter No. 2000/Safety(A&R)/3/5 dt. 14.3.2006.

## CHAPTER - III

### PREPAREDNESS FOR ACCIDENT MANAGEMENT (DIVISIONAL DISASTER MANAGEMENT PLAN)

1. Accident Management Mechanism in Railways should be maintained at a high level of preparedness and efficiency by keeping all resources readily available and in good fettle. Resources imply both railway and non-railway men and material including medical personnel, transport, volunteers, villagers, police, Army and fire services, etc. Details of the resources, their location, contact numbers should be compiled and a data bank should be made available as Disaster Management Plan on Railway website as well as with the Officers and Supervisors nominated for Disaster Management
2. **Grouping of Resource units** - Different resources may be grouped in the following units -
  - A. Resource Unit I** – Resources available on the train and that nearby surroundings like —
    - (i) First-aid box with the Guard, TS and Pantry car.
    - (ii) Portable telephones and Fire Extinguishers in Brake Van and loco motive.
    - (iii) Walkie-Talkie with Guard, Driver and Other departmental Supervisor/Staff.
    - (iv) Cell phones/Mobile with the passengers.
    - (v) Medical Practitioners, Railway Officers and staff whether on duty or leave travelling by the train.
    - (vi) Volunteers from Passengers and nearby villages and towns.
    - (vii) Transport facilities available at site or passing through nearby LC gate, Tractors with trollies from nearby villages.
    - (viii) Engineering gangs and other departmental staff available nearby.
    - (ix) Medical and communication facilities (PCO's) available nearby.
  - B. Resource Unit II** — Resources available at ART/ARME depots and elsewhere within the division including Railway medical and departmental resources.
  - C. Resource Unit III** — Resources available at ART/ARME, Tower Wagon, Rail Cum Road Vehicle, Crane and Bull dozer depots and elsewhere on adjoining zones and divisions including Railway medical and departmental resources.
  - D. Resource Unit IV** – Non-Railway resources available within or outside the division including list of Doctors, Hospitals and other medical practitioners with their telephone numbers, locations and means of communication to reach them
3. **List and Checklist availability** – A detailed list of all resources, their location along with Telephone numbers, E-mail address, etc. should be available in the disaster management plan and must be updated from time to time. Safety department of the Railway is the nodal agency for this work

This should also be available on Railway's website for each division and hard copies in nominated offices.

4. **Accident Management Plan**

In open line, production units, workshops, loco sheds, Carriage depots, stations and yards, Railway administration always have to make satisfactory preparedness along with the details of the resources their location, contact telephone nos., contingency and emergency plans and other necessary details should be identified, compiled and placed in a 'Data Bank'. The copies of such plan must always be readily available with the officials, supervisors, staff and at Relief centres who are nominated for accident and disaster management, providing first-aid, medical assistance, relief, rescue and Succor to victims and affected persons. It should be prepared by the division, zone and other units not only

for their jurisdiction but for adjacent nearby area of other's jurisdiction. These information should also be made available on Railway's website for each division and hard copies in nominated offices.

Details of Disaster Management Plan must be updated from time to time and the Safety department of the Railway is the nodal agency for this work.

**5. Training of onboard staff, supervisors and officials of all the departments**

- (a) First aid training to be made mandatory for all Railway personnel specially the intensive training be given to onboard train staff including ticket checking staff, gangmen and station staff who are usually first available at site and this training should be provided during their initial / refresher courses
- (b) Intensive training in fire fighting should also be given to Railway personnel preferably the railway staff who always reach first at site.
- (c) Intensive training of rescuing the trapped passengers should be given to the railway staff (Gangmen & ART staff) who always reach first at site.
- (d) Arrangements should be made to make the ART staff aware regarding the latest rescue extrication techniques and medical relief.
- (e) Proper practical training should be given to ART and other concerned departmental personnel who has to execute the assigned works at site.
- (f) At adequate intervals refresher training must be given to all concerned to keep their knowledge upto date with updated inputs.
- (g) In those frontline services which are privatized, private operators must ensure that his staff is intensively trained in the first aid rescue and other techniques of relief and rescue and give a certificate to this effect .and such staff can also be sent to railway institutes for refresher courses.
- (h) The assistance of reputed training institutes like St. John Ambulance, Red Cross or any other agencies and Civil Defence organization including Scouts and Guides may be arranged by Railways for providing periodical training to frontline staff, gangmen and ART staff.

**6. To equip the activity centres :**

The following are the main activity centres where relief, rescue and restoration activities are to take place.

- (a) Accident site
- (b) At adjacent stations
- (c) Divisional and Zonal control offices
- (d) Medical hospitals
- (e) Location where siren/hooter is provided
- (f) Station/Yard where ART/ARME/SPART is based
- (g) Lobby
- (h) Track depot.
- (i) RPF post
- (j) Tower Wagon Depot
- (k) Loco sheds
- (l) RCRV depots
- (m) Other track machine depots

These activity centres must be fully equipped with the equipments, manpower and materials. Hard copies of disaster management plans along with Railnet for access to electronic version of plans should be readily available. Action should be taken for the resource capacity enhancement by co-ordinating at village level – State/District Disaster Management Plans.

**7. Inspection of ARTs, ARMEs including SPART**

Periodical inspections of ARTs, ARMEs, Tower Wagons, RCRVs, ERTs including SPART should be conducted effectively and quick action should be taken in elimination the deficiencies and shortcoming noticed. Special attention should be taken at following items :

- (a) Availability of equipments as per prescribed list.
- (b) All equipments in working condition.
- (c) Expiry date of medicines & eatables and cleanliness in ARME
- (d) Training and working knowledge of nominated staff.

- (e) Fitness of Stock deployed in ART/ARME, Tower Wagons, RCRVs, ERTs /SPART.
- (f) Availability of sufficient imprest with the incharge of ART/ARME, Tower Wagons, RCRVs, ERTs /SPART.

8. **Coordination with Civil state officials, non government organizations, civil defence, scouts and St. John ambulance like organisations of the Railway and non Railway**

Close coordination with these organizations should be maintained and the details of their Officials, Volunteers with their address and contact numbers should be indicated in the Disaster Management Plan. Civil Defence organization in the Railways and in the state, districts are having their CD plans and trained volunteers in relief, rescue and restoration work. Their cooperation and association in managing accidents will be effective and result oriented.

9. **Accident drills and mock drills Accident drills :**

To ensure that all staff required to attend the breakdown trains and ARME in case of an accident are alert and are conversant with what they are expected to do at the time of accident, accident drills should be conducted once every three months, if there is no real accident within that quarter. During such drills, the ARME and the break down trains should be actually turned out and made to proceed to a nearby station. The Railway Doctors and other medical staff and the usual break down staff should travel by these trains exactly as they would have to in case of an accident. Movement by road should also be done to check the preparedness of railway vehicles nominated for accident management. Conscious decision of movement by road of Officers and staff and mobile brake down equipment should be taken by incharge of control on a case to case basis. The Railway Ambulance vans should also be turned out. The officers and staff of such other departments who have specific duties to perform in case of accidents but may not have to accompany such trains shall also have to participate. The drill should be conducted under the direct supervision of Sr DSO/DSO/ADSO and a complete secrecy should be maintained about the mission of mock drill.

**Full scale Mock drills :**

Disaster Management essentially necessitates a state of preparedness under all circumstances and the efficacy of arrangements therein can be assessed only by conducting periodical full scale mock drills.

- (i) Objective of the full scale mock drill is to :
  - gauge the preparedness of Accident Management system including detailed planning and keeping of all equipment in good fettle.
  - integrate the operational response to measure overall performance of the exercise.
  - measure performance with regard to accident restoration.
- (ii) During these full scale mock drill, following aspects shall be closely watched :
  - Turning out of ARME/ART within the prescribed time.
  - Speed of the specials.
  - Assembly of staff.
  - Handling of ART, HRDs, HREs and other rescue equipment.
  - Logging of events.
  - Functioning of field telephones and communication network.
  - Functioning of generator sets, lighting equipment.
  - Preparedness of first-aiders and availability of medical equipment.
  - Preparedness of commercial department to mobilize adequate manpower.
- (iii) On completion of the drill, a detailed report shall be prepared detailing deficiencies noticed, corrective measures initiated and improvements required.
- (iv) Concerned Civil authorities at appropriate level to be informed.

**Seminars/Workshops :** Seminars should be periodically conducted on accident preparedness and the accident management plan. at important activities centres and heaving concentration of staff of various departments, so that the staff can be trained in team work also.

10. **Display of detailed road map at important junction stations and in control offices in Details of these resources, their location, contact telephone numbers and other details should be identified, compiled and placed in a 'Data Bank'. This Data Bank should be available in the divisional Disaster Management Plans of divisions and should also be put on Railway Web Site for ready access.**

11. **Adoption of Latest Technological inputs in ARMEs and ARTs :**  
ARMEs and ARTs should be equipped with the advance and the latest technological inputs to provide effective convenient and efficient services in providing relief, rescue and restoration work & convenience to passengers.
12. **Special emphasis in preparedness**  
In preparedness of onboard Railway staff, at stations/adjoining stations, divisional/area control, HQ control, Railway hospital, ARMEs and ARTs, the special emphasis should be given on the following :
- (a) Personal equipment of the staff
  - (b) Emergency equipments including on the trains.
  - (c) Information availability of railway officials, doctors on the trains.
  - (d) List of resources Railway and non-Railway with their contact number and addresses.
  - (e) Methodology of recouperment of consumed items.
  - (f) Inspection and maintenance schedule.
  - (g) Training and mock drills.
  - (h) Roadmaps

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## CHAPTER – IV

### PROTECTION OF ACCIDENT SITE AND REPORTING OF ACCIDENT

1. **Protection of Site** : The first endeavour should be to prevent further damage to the accidental train/ trains and to avoid accident to the other trains and lives and property for which the protection of the train and site in accordance with G&SR and instructions on the subject immediately after an accident takes place. This must be ensured on top priority by the —
  - (i) Driver, Asstt. Driver, Asstt. Guard and Guard of the affected train and any other Supervisory staff on foot plate or brakevan and traveling in train service.
  - (ii) Station Masters and other available staff of P.Way, S&T & TRD of adjacent stations
  - (iii) Section Controller

**Note** : In the event of casualty or incapacitation of any train staff, their duties must be carried out by the available competent staff.

  - (iv) TPC will switch off OHE in case it has not tripped. OHE will not be restored even on adjacent line unless confirmation has been received from site that adjacent line is not obstructed and OHE is alright.
2. **Reporting of Accident** : Every Railway servant shall report without loss of time every ‘**accident**’ or ‘**unusual occurrence**’ in the course of working the Railway which may come to his notice, to the nearest Station Master, or, where there is no Station Master, to the railway servant Incharge of the section of the railway on which the accident has occurred, through any or more available quickest means.
3. **Relaying/Sending First Information from the site of accident:-** After a rapid assessment first information should be sent by the Guard of the train, Driver & assistant driver & any other train staff to control or nearest adjacent station by quickest means. The information must contain the following in brief so that the relief may be mobilized and assistance moved without loss of time —
  - (a) Time and description of train involved in accident.
  - (b) Location of accident indicating Kilometerage and location of Engine and Brakevan of affected train.
  - (c) Approx. No. of persons suspected killed and/or injured (if not sure the remark should be passed as not known/suspected).
  - (d) Assistance required in brief and whether the adjacent line is affected or not.

**Supplementary Message** should be given later on stating the details of accident, confirmation of casualties/injuries and enhanced assistance required including medical and ART etc. for relief, rescue and restoration.

**An Additional Message** may also be given incorporating any additional information gathered and updating the previous relayed data, if any and specially related to the accident and expected time of restoration.
4. **Communication by the SM/incharge of the section/Station Master of adjacent station receiving advice of an accident** : He shall immediately take action for :
  - (a) Protecting the block section and advising to station master of the other end for doing same.
  - (b) informing local nearest GRP and RPF officials and all concerned including SSE/P.Way, S&T/Telecom, TRD and other concerned Officers and Supervisor to provide protection to the site of accident and render all required assistance to the injured and stranded passengers.
  - (c) Advising the section controller (Safety Controller if deployed in Control Office) on controlled section, regarding the accident and nature of assistance required.
  - (d) Alerting the local doctors and hospitals as per the list available in his office for providing immediate medical aid to the injured passengers. In case of fire, fire brigade should be requisitioned.

- (e) Call the off duty SMs, Porters and other station staff to help in the management of accident.
- (f) Informing the Control regarding the extent of damage due to accident and severity of the accident after talking with Guard and Driver on walkie-talkie.
- (g) Immediately stop the movement on the other line till the confirmation that the other line is clear of obstruction by the competent railway authority.

**5. Communication by Control Office Immediately on Receipt of the Information About an Accident :**

Immediately on receipt of the information the control shall –

- (a) Protect the section and movement on the adjacent line.
- (b) Alert ARME,ART, Tower Wagons, RCRVs, Medical department, adjacent station masters and all relief centres.
- (c) Inform all sub-controls such as power control, mechanical control, signal control, electrical control, commercial control, security control, safety control, engineering control, etc. who in turn will advise their departmental concerned officials and relief centres.
- (d) Advise all concerned officials in order of prescribed order.
- (e) Inform central control HQ without waiting for further details which should be supplemented.
- (f) Inform police officials and district magistrate if such advise is required.
- (g) Advise RMS authorities,military officials, adjacent divisions/Railways as the case may be.
- (h) Inform the PRO, AIR, Doordarshan, Police control room, local civil authorities, as the case may be with due consultation with PRO.

**7. Reporting of accidents by Central Control:-** Central Control shall keep record of the information in the Accident Register in the prescribed Proforma and inform all prescribed nominated officials of all relevant departments. In case of serious accidents set up Emergency Control who shall advise all divisions/Railways with detailed list of casualties and injured and for regulation of traffic.A log of events has to be maintained meticulously till the restoration is done.

Central control must inform CPRO who shall arrange for release of Press Note to media.

**8. Reporting of accidents at joint station :** In the event of an accident occurring at a joint Station or to a train of one Railway working over a section of another Railway, the Accident must be reported to the appropriate officials, of the Railway working the Station or section and also of the Railway owning the train, a local officers and supervisor of the other railway also who can help in immediate mobilization of resources at the accident site and management of crowd if a passenger train is involved. The accident will be included in the returns of the Railway owning the station or section.

**9. Accidents reportable to Commissioner of Railway Safety :** In case of reportable train accidents, the CRS shall be promptly informed about the accident by HQ Safety department's nominated officials/officers or in their absence by other officer nominated for the purpose.

**10. Accidents reportable to Railway Board :**

- (1) Following categories of accidents will be reported to Railway Board by the HQ central control
  - (a) All consequential train Accidents.
  - (b) Any yard accident having serious repercussion on movement of traffic on through / Main line resulting in dislocation of traffic more than the threshold value.
  - (c) Land slides, breaches, OHE breakdown etc. which result in dislocation of traffic more than the threshold value.
  - (d) Averted collisions.

- (e) Driver passing signal at danger.
- (2) (a) Nominated officers of HQ Safety department should thereafter inform nominated officer of Safety Directorate of Railway Board on prescribed format. At board level safety directorate shall issue the message and take follow up action.
- (b) In case of land slide, breaches, OHE break down etc. which result in dislocation of traffic more than threshold value and also cases due to public agitation shall be reported by Headquarters Control Office to Punctuality Cell of Railway Board and dealt with by the coaching directorate.
- (c) Cases falling under N, P and Q except Q-6 i.e.; blockade of train services due to public agitation; which shall be dealt with by Security Directorate.

In addition to this periodic (monthly) statement of Accidents in all categories shall be submitted to Railway Board in prescribed Performa.

#### **11. Reporting of accident to State Government :**

**A.** In case of reportable accidents, the notice of accidents, required under Section-113 of the Act, to be sent without delay by the Railway Administration, shall be sent to the State Government-

(a) by the quickest mode in the case of-

- (i) Accidents deemed, under the Explanation to Rule-3, to be serious by reason involving of loss of human life;
- (ii) Accidents involving damage to by reason of which the permanent way is likely to be blocked for more than twenty four hours; and
- (iii) Train wrecking or attempted train-wrecking, sabotage or bomb blast; and

(b) by letter in all other cases

**B. Particulars to be given in the notices:-** The notices mentioned in Section-113 of the Railways Act, 1989 (24 of 1989) (hereinafter referred to as the Act), shall contain the following particulars, namely-

- (i) Kilometrage, or station or both, at which the accident occurred;
- (ii) Time and date of the accident;
- (iii) Number and description of the train; or trains;
- (iv) Nature of the accident;
- (v) Number of people killed or injured, as far as is known;
- (vi) Cause of the accident, as far as is known; and
- (vii) Probable detention to traffic.

**12. Reporting of Accidents in Non Traffic sidings or premises:-** Accidents occurring in premises or sidings exclusively under the control of departments other than Traffic, shall be reported to the Officer in Charge of such premises or sidings as well as DRM/ADRM of the Division, and the officials shall observe the rules for reporting accident laid down for Station Masters.

**13. All concerned accident messages to be sent by the Station Masters :** The Station Master shall issue all concerned accident messages at the opportune time. The messages should be classified as "ACCIDENT MESSAGE" "TOP PRIORITY" should be given to the serious accidents and "PRIORITY" to other cases.

The Station Master of the Station nearest to the site of Accident is the reporting authority for all accidents under the rules. The presence of a superior officer does not absolve the Station master of his responsibility. On a station of the Railway where there is no Station Master, the Railway Servant incharge is responsible for carrying out the duties of Station master. Even the driver/Guard can report the accident directly to control by using Emergency Telephone from remote socket

**14. Accident falling in more than one class :** In the event of an accident falling under more than one class, it must be reported under the higher class. and this should be decided by Safety Officer in consultation with DRM and ADRM of the division.

**15. Reclassification of Accidents :** If after the issue of the all concerned accident message, further information becomes available to show that the accident has been wrongly classified, a fresh All Concerned Message must be issued by the site incharge.



- 16. Accidents at Joint Station and on running power, etc. :** In the event of an accident occurring at a joint Station or to a train of one Railway working over a section of another Railway, the Accident must be reported to the appropriate officials, of the Railway working the Station or section and also of the Railway owning the train, a local officers and supervisor of the other railway also who can help in immediate mobilization of resources at the accident site and management of crowd if a passenger train is involved. The accident will be included in the returns of the Railway owning the station or section.
- 17. Report of accidents on the storage, handling and transport of explosives and inflammable oils and substances:-** In the event of a serious explosion or conflagration and reports of all accidents in the storage, handling and transport of explosive and inflammable oils and substances, the Divisional Railway Manager must see that a copy of the message is addressed to the Chief Inspector of Explosives in India, Nagpur code 'Explosives' and the Inspector of Explosives of the area. All debris should, if possible, be allowed to remain un-removed if the Inspector wishes to hold an Enquiry. The cases of leakage of Gas and other inflammable liquids and derailments of tank wagons should also be advised to Chief Inspector of Explosives in India, Nagpur.
- 18. Advising of Postal Authorities :-** In the event of an accident to a train carrying Mail necessitating transshipment or diversion or involving, detention to traffic, or in the event of interruption of through communication, the DRM and the Chief Controller or Incharge of the control must ensure that the Superintendent, RMS concerned has been duly advised.
- 19. Format for Accident information to be conveyed to Board on Telephone**
- A. Format for reporting of accidents by Head Quarter to Railway Board**

#### ACCIDENT FORMAT

Category of Accident.-	Class of Accident -
1. Date and Time of accident	
2. Division	
3. Section	
4. Block Section	
5. At Station/Mid Section	
6. Gauge (BG/MG/NG)	
7. Traction (Elect./Non Elec.)	
8. Type of Route	
9. System of Working	
10. Class of Station, Type of Signaling, Standard of Interlocking.	
11. Train Particulars	Train No.                      Engine No                      load
12. Brief Particulars	
13. Train Working condition (Normal/Abnormal) (in Brief)	
14. Procedural failure, any (in brief)	
15. Causality	Killed-
	Grievous Injured
	Simple Injured
16. Relief Arrangements	ARME/ ordered at = hrs left at = hrs at site hrs
	ART/ ordered at = hrs left at = hrs at site hrs
	Crane ordered at = hrs left at = hrs at site hrs

17. Officers visiting site	
18. Restoration	Rerailment completed at = hrs/date    Track fit = hrs/date OHE fit at    hrs./date, S&T fit at    hrs./date
19. Time of first train passed on the affected line/lines.	
20. Prima Face cause	
21. Gate Particulars	Annexure-A
22. Driver Particulars	Annexure-A
23. State/District	
24. Other information, if any	

Officer reporting the Accident)

<b>Gate Particulars - (Manned/Unmanned)</b>			
Traffic/Engineering gate-	Class	Gate No.	Kms.
Lifting Barrier-	/Flap		/Chain
TVU	Year		
Interlocked-	Or		Non interlocked
Telephone provided	Or		Not provided
Normal position of gate-	Open to road traffic		Closed to road traffic
Road signs	Speed Breaker		Whistle board-
Type of road	Pucca	Pucca	Kuccha
Visibility (in meters)-			
Gradient if any-			
No.of accidents during last two years-			
<b>Driver's Particulars</b>			
Name			
Date of Birth			
Family members			
Qualification			
Headquarter			
Grade			
Breathalyser test (Positive- Intoxication)			
(Negative- Without	At this time of signing	on =	Afteraccident toxication)
Date of Appointment	As		
Promoted as Asstt. Driver			
Promoted as Goods Driver			
Promoted as Pass. Driver			
Promoted as Mail/Exp.			
Date of Medical Examination	Passed –		Next Due –
With or without glasses			
Date of Refresher	Passed		Next Due-
Safety Camp	Passed		Next Due-
Competency	Automatic Section)		Ghat Section
Safety category grading			
Psycho Test			
Awards/Punishment			
Nominated Loco Inspector			
Signing on/off			
Rest availed before duty			
Last trip on the section			
Previous history of accident if any			

**Authority. Railway Board's letter No. 2000/Safety(A&R)/3/5 dt. 14.3.2006.**  
**Accident message**

—X—

- B.** Apart from brief description of accident, casualties, extent and cost of damage, relief measures, prima facie cause and expected time of restoration, information as per above format may be collected for onward transmission to the Board :-

**1. Collisions**

**At Station :**

- (i) Classification of the station.
- (ii) Type of signals and standard of interlocking and track circuiting.
- (iii) System of line nomination for reception (line labels and badges keys etc. or line nomination book etc).

**In Mid-Section :**

- (i) Whether flasher light of the engine was in working order?
- (ii) Whether there was enough margin for protection of the train and what protection was done?

**Collisions where driver may be prima-facie responsible for the accident, passing signal at danger, not observing precautions after passing an automatic signal at danger or losing control of the train:**

- (i) Driver's duty hours, time of signing on, originating station, rest availed at Headquarter/out station. Details of Learning Road of the Section.
- (ii) Result of Breathanalyser test (a) at originating station, (b) after the accident.
- (iii) Bio-data of the driver i.e. date of birth, date of appointment, educational qualification, date of promotion as a Driver, date of last Refresher course passed, whether in possession of competency certificate for working in automatic signaling territories, date of last medical examination, involvement in past accidents with punishments, his performance index and card.
- (iv) Brake power of the train as certified in vacuum certificate and as found after the accident, station where last intensive examination was done.
- (v) Number of signals passed at danger.
- (vi) Driver's version as ascertained through his interrogation by DRM or any other senior officer.
- (vii) Any other feature contributing to the accident.

**Where SMs/Switchmen Cabin Master/Cabin Man may be prima-facie responsible:**

- (i) Duty hours of the staff with last rest availed.
- (ii) Bio-data on the similar lines as in case of the driver.
- (iii) Working experience (since when working at the station).
- (iv) Whether any abnormal working was being done for movement of trains?
- (v) Whether the staff was in state of intoxication?
- (vi) When was last inspection of the station done by the Safety/Operating Officers and Transportation Inspectors?
- (vii) Whether the staff has been given the learning to work at that particular station/cabin and their assurance was obtained or not?
- (viii) Whether the staff is trained in the working of slide box/block instrument/panel interlocking/central panel or end panel etc or not and is not due for PME/Refresher course or safety camp.

**Where signaling staff is prima-facie responsible:**

- (i) Nature of defect/fault?
- (ii) Any evidence of short cut method for maintenance/repair of the equipment.
- (iii) Date of last overhauling of Blocks (Token/Tokenless) instruments, route relay system, and cabin.
- (iv) Whether the staff is trained in the maintenance of slide box/block instrument/panel interlocking central panel or end panel etc or not and is not due for PME/Refresher course or safety camp.
- (v) Authorised disconnection memo was offered and accepted by Station Master and affected gears were written in the disconnection memo.
- (vi) Whether the S&T staff was attending any failure at the time of accident.
- (vii) Whether any pre N.I or N.I work was under taken and on hand.

2. **Derailment :**

If the derailment is as a result of Driver's Passing signal at danger, the information regarding the Driver as required in case of collisions, shall be given.

Curve, Gradient (Rising/falling, alignment whether cutting. In case of derailment as station whether point is involved (facing or trailing).

**If the prima-facie cause of the derailment is rolling stock the following information is to be furnished :**

- (i). PRO/ROH particulars of the wagons.
- (ii). Originating station.
- (iii). Station where last examination was done. and type of examination.
- (iv). Whether it was possible to detect hot axle, roller bearing seizure, by the station staff exchanging alright signals?
- (v). Date and shop where ultrasonic testing of the axle was last done (in case of axle breakage).
- (vi) Whether the train originated from a non-TXR point and on a joint BPC made by Guard and Driver
- (vii) Last rolling in examination station.

3. **LEVEL CROSSING ACCIDENTS :**

(A) AT MANNED LEVEL CROSSING:

- (i). Classification of the gate and location.
- (ii). Curve, Gradient (rising\ falling), cutting, if any, nearby.
- (iii). Normal position of the gate. Whether gate signals, interlocking lifting barriers, telephone and other safety aids are provided. Number of gatemen in 24 hours. ( in case of manned level crossings only).
- (iv). Condition of the visibility for both rail traffic and road user.  
(Distance to be advised in meters)
- (v). Whether the head light of the engine was burning.
- (vi). Any accident at the level crossing during the last two years.
- (vii) Whistling by the driver from appropriate distance.
- (viii) Whether the gate was not deep screened in the day time.
- (ix) Whether authorized and trained gateman was deployed at the gate?
- (x) The particular of road vehicle noted by the Gateman.

**(B) AT UN- MANNED LEVEL CROSSING:**

(vii). **Additional information in case of UN-MANNED LEVEL CROSSING :-**

- (i) Whether road signs, whistle board/s are provided?
- (ii) Whether kutchha road or metalled road?
- (iii) What are the last census figures alongwith the month and year of last census?
- (iv) Whether buses are plying regularly?
- (v) Whether the traffic census justified manning and whether it is programmed for manning ?
- (vi) Any other special feature.
- (vii) Whether the gate is vulnerable or accident prone?
- (viii) Whether the visibility is obscure?

**Note :** Details of persons (Passengers, Railway staff and other including/road users), if any injured./dead-name and address if known and details of medical aid shall be given in case of all type of accidents.

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## CHAPTER V MANAGEMENT AT ACCIDENT SITE

1. The accident site is the prime place where utmost concentration is required to provide relief, rescue and all assistance to victims and stranded passengers **without loss of any time.**

2. **Officer Commanding at site (OC site) :**

The senior most official of the division available at site assumes the function of site incharge. He has to take all command of the situation in his hand and supervise management at accident site with the coordination of all the departments under him, civil police and state officials, volunteers from non-government organization and public of nearby areas. He should also mobilize the assistance from social organizations like Civil Defence, St John Ambulance, Scouts and Guides, etc.

Any Railway Officer / Supervisor who is on foot plate or traveling in the train or Guard of the involved train and train superintendent/conductor in his absence should function as OC site till some responsible official of the division reaches at site.

OC site may seek guidance from Sr HQ officers visiting at site if required so but his decision will be final.

In case of serious accident or accident of passengers carrying trains, DRM and his absence ADRM should immediately proceed to site and function as OC site – Accident Site Manager.

In case some official of other division/Railway is travelling by the involved train he must supervise the accident site till some officials of the affected division reaches at site.

3. **Protection of train and First information Report :**

As soon as the train meets with an accident, first and foremost duty of the Guard of the train is to note down the time of accident and arrange immediate protection of the train preferring the protection of adjacent lines, if any. Guard may take assistance of any competent Railway staff available at site, thereafter first information report in brief but quickly should be sent to nearest station master and/or to control by available means. i.e. on PCP/available cellphone /walkie-talkie set, by stopping any train on adjacent line, by through any road vehicle and/or by sending a reliable messenger.

The Crew of the train will immediately switch on the flasher light in of the locomotive and switch off the head light if night. He will also arrange protection of not only this train but on adjacent lines. Crew will assist the Guard in sending the first information of the accident. In case Guard is not available or not in a position to respond the duties of Guard will be carried out by driver and train superintendent.

4. **Phases of Accident Management at Site :**

Response in case of a railway accident, can be divided into 3 phases. These 3 phases are governed by the time factor, as also by the extent of specialized assistance available at the site of accident.

- (i) Spontaneous reaction of onboard staff and men available on the train & at site at the time of the accident.
- (ii) Rescue and relief work by men and material made available locally in nearby areas of the accident site.
- (iii) Relief, rescue and restoration work by the trained Accident Management teams on arrival at site.

### **Spontaneous reaction of onboard staff and men available on the train & at site at the time of the accident**

1. **Basic steps by onboard staff for quick and effective rescue and relief operations :**

Onboard staff includes Guard, Driver, Assistant Driver, Train Suptd., Conductors, TTEs, AC coach attendant, RPF/GRP escort, travelling Safaiwala, travelling carriage fitter, Pantry car staff including privatized Pantry car, Officers, Supervisors and staff travelling by the train.

- (a) Rapid access to the site of accident.
- (b) Quick extrication of victims and effective on-site medical management.

- (c) Stabilization of condition.
- (d) Expeditious extraction and shifting to rescue vehicle(s).
- (e) Speedy transportation to hospital.

**2. Assistance of Gang staff to be taken at site :**

Availability of Engineering Gang staff deputed in the beat of accident site and in adjacent beats are the most convenient. They should be given intensive training and kept always prepared to provide the first aid, relief, rescue and assistance in extricating injured passengers from the coaches and transporting them to the nearest hospitals. They should also be utilized to ensure that track alignment or lines are not disturbed. On getting information gang staff must immediately report to OC site.

On double/multiple line section gang staff to stop any other train approaching the accident area by showing hand danger signal.

**3. Wearing of Badges by relief/rescue/Railway volunteers at site :**

Adequate number of badges are available with the guards of the train and in ART/ARME which should be worn by the staff utilized to provide medical assistance, relief, rescue and other assistance at the site so that injured and stranded passengers may recognize them easily for relief and assistance.

**4. Works at accident site in order of priority :**

- A.** To save life and provide Medical aid to injured and trapped passengers.
- B.** To provide relief, rescue and all assistance to stranded passengers and arrange for their clearance from site and onward journey.
- C.** To arrange protection of property of passengers and of the Railway.
- D.** To preserve clues and collect evidences
- E.** To obtain clearance by Civil Authorities.
- F.** To prepare the correct list of dead / injured and shifting the injured to the hospitals, so that their lives can be saved.
- G.** To restore normal traffic and running of trains.

**5. Utmost priority to save life :**

In site management the utmost priority by the onboard staff including Railway officials, supervisors and staff travelling by the train whether on leave or on duty and volunteers of nearby area & train available at site is to be given to trauma management so that the life of the injured and those who are trapped may be saved.

In trauma management providing immediate first aid and medical assistance must be given top priority without loss of any time as the basic principle of trauma management is **speed and expediency**. Surgical intervention, stopping of bleeding effectively and restoration of blood pressure within one hour of the accident (Golden hour) is crucial for increasing the patients chances of survival. In rendering first aid and providing medical assistance the onboard staff preferably Train Superintendent, Conductor and TTEs must ascertain if any doctor is available on train by seeing the reservation chart, by verbal enquiry and medical assistance available in nearby area and getting medical aid for injured.

**6. Rescue of trapped passengers :**

All possible efforts have to be made by onboard staff and other trained staff reaching at site, in rescuing the trapped passengers from coaches and debris at site. Proper first aid and medical assistance should also be simultaneously provided to such passengers.

**7. Crowd control and managing Law and Order at site :**

RPF staff available in the train and reaching at site with the help of GRP personnel & escorts and local police should cordoned off area of the accident site so that unwanted crowd do not disrupt the rescue and relief operations. The team of RPF should play an active role in managing law and order at site. The help of scout & guide, civil defence and St. John Ambulance can be taken in managing the crowd, so that RPF can be deployed to protect the railway property.



## **Rescue and relief work by men and material available locally in nearby areas of the accident site**

1. **Safe custody and appropriate disposal of the luggage and property :**  
RPF and Commercial staff at the site of accident should coordinate their activities regarding safe custody and appropriate disposal of the luggage of the dead and the injured passengers. Commercial staff should properly label and stack the luggage. This luggage should be guarded by RPF personnel and thereafter can be handed over to the rightful claimants.
2. **Hiring of Vehicles at site :**  
Adequate numbers of road vehicles at an accident site should be hired from state administration/private bus transport companies on Railways cost for transporting injured passengers to hospitals and taking doctors and other officials to hospitals on priority.  
Road vehicles may also be hired as per requirement for arranging clearance of stranded passengers from site, taking dead bodies to mortuaries, taking relatives to hospitals and mortuaries, transporting relief materials and manpower to accident site.
3. **Arrangement of Coolies and labour for shifting and transshipment of passengers luggage and evacuation :**  
All assistance should be provided to passengers in their evacuation and shifting of luggage from the coaches for which emergency exit window may also be used. Special care should be taken while evacuating the old, infants and children in order to ensure that they are not separated from their family members. Extrication of critically injured should be done with due care so that no further damage takes place. If possible this should be done under medical and Mechanical supervision.
4. **Arrangement of drinking water, refreshment and eatables for stranded passengers :**  
As a result of accident initially during the golden hour it is essential that the trauma of the passenger is minimized as they are liable to become panicky and suffer with the shock. Every effort should be done to calm them and build up their confidence. Refreshment, food, beverages and drinking water may be supplied free of charge to the affected passengers, injured, uninjured or stranded passengers. These may be arranged from the Railway and/or outside sources as necessary. Assistance of local agencies/NGOs/Social & religious organizations may also be accepted immediately.
5. **Communication facilities to injured and stranded passengers :**  
Adequate communication facilities free of charge should be provided by the Railway to injured and stranded passengers so that they can contact their residence or relatives conveying their welfare and condition. Cell phones available with the Officers and in the ARTs may be utilized for this purpose. Cell phones may be hired also if required and available PCOs at nearby areas may be utilized for the purpose. Necessary payments will be borne by the Railway.

## **Relief, rescue and restoration work by the trained Accident Management teams on arrival at site**

1. **Opening of temporary May I help you counter at site :**  
The OC site will arrange to set up a temporary “**May I help you counter**” with the assistance of commercial officers, supervisors and staff at suitable location with proper telephone facilities and PA system to satisfy the queries and give necessary information about dead, injured – their details and relief, rescue arrangements made.  
They shall also guide the passengers and must behave with utmost courtesy, sympathy and give proper information regarding the alternate mode of transport being made available for the stranded passengers and arrangements regarding running of special trains.
2. **Proper upkeep of details of injured and dead :**  
Medical department with the help of Commercial department including checking staff should prepare the list of injured and dead and their full detail particulars along with ticket number/PNR number if available indicating originating and destination station.  
The list should be handed over to OC site, civil administration and passed to all concerned for information to their relatives, families and public. The list also be displayed on PC and Railway’s website (number ?) and important junction stations enroute.

It is the responsibility of the medical department to coordinate with the hospitals where injured are getting treatment to, closely watch their progress and take necessary steps for their better treatment. DRM and HQ must be advised time to time by CMS and CMD with the situation and progress.

3. **Care of dead bodies :**

In the case of serious accident, the senior most Railway Officer on the spot should discuss the question of disposal of dead bodies with the senior most Police Officer at the site of the accident and they should jointly determine the place for keeping the dead bodies under the control of a responsible officer of Commercial department. The Police have to take charge of the dead bodies and they should be given the requisite facilities for their transport to well protected places where they could be kept pending completion of formalities or until claimed by the next of kin. Sufficient quantity of ice should be made available for keeping the dead bodies from the station earnings. It may be stressed that respect for the dead should be the primary consideration and in any case, no dead body should be kept uncared and exposed to the weather.

4. **Communication arrangements at site :**

Signal and Telecommunication Official shall proceed to the accident site immediately on receiving an accident message and should immediately provide communication with control, adjacent stations, HQ control. In addition to Railway administrative phone, other public telephones with STD facilities (BSNL/MTNL etc.) must be provided in adequate numbers. Sufficient Walkie Talkie and PA system should also be made available.

S&T department should depute qualified staff to man the communication network provided at the accident site. S&T staff deployed to man the communication shall keep the railway and public directories. PC/Lap top and fax machine available in ART should be activated immediately for easy transmission of information from site to HQ and where required.

Satellite phone communication provided in ART should also be put to use if required.

5. **Photography :**

Prior to starting restoration work at an accident site, divisions should undertake suitable video film coverage to the extent feasible. Still photography by digital camera should also be undertaken extensively for its obvious advantages. The photograph should be taken from a vantage point and from as many angles as possible so as to give a bird's eye view as also close up photographs. Such photographs should clearly indicate severity of the accident and illustrate the damage to P-Way, Rolling Stock, Signal, OHE and other structures and equipment. Separate set of photographs to be taken to preserve clues and evidence of sabotage if suspected.

Victims and unidentified bodies should also be extensively photographed. The main emphasis of the photography should be to extract and preserve all the clues available at site and the practical difficulties faced by the restoration team due to severity of the accident and factors affecting restoration.

**Note-**"The video cassette of the serious accident should be prepared not by taking clippings here and there but in a continuous manner by specifically showing the position of coaches, engines, under gears of coaches and engines, rails , track, etc. and clues which may in turn provide some information to the inquiring authority, Similarly, still photographs should also be taken in a judicious manner."

6. **Lighting arrangement at site :**

Electrical department is to timely arrange to provide adequate lighting at site so that relief, rescue and restoration work may not suffer. Sufficient generating sets should be made available along with adequate illumination facilities and lighting fixtures.

Sufficient quantity of Petrol and Diesel should be kept in stock to continue on generator supply, if power supply is not available. Efforts should be made to tap direct power supply if available in nearby area.

Electrical department TRD teams must take adequate precautions and care of OHE at site. Arrangements for halogen and inflatable lights for a coverage of one kilometre should be planned in the ARTs for sufficient coverage of accident site.

7. **Ex-gratia payments to the injured or to the next of kin of the deceased**

Commercial department should make arrangements for the payment of ex-gratia amount at prescribed rate to the injured or to the next of the kin of the deceased victims who are eligible for ex-gratia. It will be made on the basis of categorization of their injuries made out by doctors at site. No ex-gratia

payment is admissible to trespassers, person electrocuted by OHE and Road users at unmanned level crossing.

Ex-gratia amount is to be paid in cash but in case enhanced ex-gratia is announced by the Hon'ble MR then the enhanced amount be paid by cheque by Accounts department.

Commercial department (Sr DCM/DCM) to ensure availability of sufficient cash for ex-gratia even by withdrawal from station earnings.

No ex-gratia will be paid to the passengers or rail users who suffered trivial injuries. Authority of Railway Board's circular to be quoted.

8. **A. To preserve clues and collect evidences :**

All necessary precautions and steps should be taken at site by the onboard staff and officials/supervisors reaching to site of the accident so that it may be helpful in ascertaining the cause of the accident.

Onboard commercial staff and commercial department must take special care in recording the statements of passengers and of persons of nearby area which has its own importance as a preliminary evidence. The names and addresses of the passengers and other persons should be kept on record who can give their statements at later stage.

The OC site and his management team must critically observe the site to find out the clues and evidences and make their best efforts to preserve them. In case the cause is not clear a committee of concerned Officers can be made to analyze the factors and give a consensus cause of the accident. Similarly a committee of supervisors should be nominated for taking joint readings / measurements which are a pre-requisite for the joint note for fixation of responsibility and acts as the basis for the CRS enquiry if ordered. The joint note shall be initiated and co-ordinated by Traffic Supervisors / Inspectors. / Station Managers/Supdt. Joint note team should classify the accident as per accident manual.

The supervisors of operating Engineering and signal departments should jointly prepare a joint note and sign briefly describing the accident its condition and cause of the accident. The supervisor of any other department may also be associated in joint Note preparation according to situation demands. However, the joint note should immediately be relayed to the control office after informing the site incharge.

The concerned train passing records and speedograph of the locomotive and concerned material should immediately be seized, sealed under joint note committee's signatures and shall be kept in safe custody of. Safety organization.

**B. No tampering with the evidence unless joint observations are taken :** There should be no tampering with the evidence unless joint observations are taken. However, in order to save life or to clear the track for passing coaches carrying injured passengers or for any other reason to be recorded in writing, the Senior most Officer, not below the rank of Senior scale, can order and authorize through control phone or from site, that certain vehicle be moved or certain point disconnected or certain portion of distorted track be repaired after the sketch is made or photograph is taken.

**Note-** "Supervisors should record evidence fully and preserve material. Analysis at the time of collecting evidence is not considered desirable as it can result in leaving out some evidence as not relevant, but which, later on, may be required for analysis and arriving at the correct conclusion."

9. **Measurements at site of accident :**

The measurement of the track, involved coaches and wagons, locomotive, points and crossings, position of signals, position of track circuits, points and signal indications and position of operating switches, position of levers, etc in the panel and cabin should be taken and recorded on the prescribed format jointly by the officials/supervisors of the concerned departments. as per prescribed proforma. A sketch not to the scale of accident site indicating the position of accident should be prepared by the Engineering department.

10. (i) **Accident Management team at site :**

Accident Management Team normally comprises members of following departments :

(a) Trained railway men from Medical, Commercial, Safety, Electrical, S&T, Mechanical, Engineering, Security, Traffic and other departments.

(b) In case of fire accidents, trained fire service personnel shall form part of this unit in addition the officers of local fire stations can be involved to record the observations and their opinion can also be taken in regard to establish the cause of the fire.

(c) In case of an accident on water body, divers and naval cadets will also be part of the team.

(d) In case of sabotage or bomb explosion, bomb disposal squads and GRP/Local Police will also be involved.

(e) Various rescue unit shall accompany ARMEs, ARTs or move by road as quickly as possible.

(ii) **Group Formation : The OC site**

should from groups of officers present at the site and assign specific duties, in case of serious accident involving large number of casualties, the Groups can be divided as:-

Gr. A : Doctors and para medical staff looking after injured for medical aid and allied matters.

Gr. B.: Commercial Officers and staff- taking care of the stranded passengers, making arrangements for their onward journey, transshipment and allied matters etc. and relaying conveying messages regarding their welfare and condition.

Gr. C. S&T Officer and staff providing and manning communication facilities and conveying message to control officer other places as required by other groups.

Gr. D. Safety and Operating Officers and Staff- Co-coordinating with control and site for relief train movement to and fro the site.

Gr. E. Mechanical Officer and Staff- taking care of trapped people and clearing vehicle from track.

Gr. F. Commercial Officers (with Accounts Officer if necessary ) – in case of prolonged interruption of traffic –Arranging sufficient cash to make all urgent local expenditure and keep accounts.

Gr.G. Group of Operating, Mechanical, Civil Engineering (Electrical and S&T if necessary) officials for taking readings and joint observations.

**11. Onboard staff and other officials, supervisors & staff not to leave site of accident :**

Onboard staff especially driver, assistant driver, guard, train superintendent, AC attendant, Safaiwalas, on duty mechanical staff on the train, RPF & GRP escort, catering staff including pantry car contractor's staff and all other officials, supervisors and staff available at site must not leave unless they are properly relieved or permitted by OC site.

Sufficient relieving teams of official supervisors and staff of all the departments should be formed to relieve the staff and work in shifts so that effectiveness of relief, rescue and restoration work should not lost.

**12. Special precaution during suspected sabotage :**

**A.** The control and the SM of the station adjacent to the site of suspected sabotage or train wrecking must inform the local Civil Police, GRP and RPF authorities by the quickest means available and give them all possible assistance to reach the site as early as possible .

**B.** The statements of the staff concerned shall be recorded and necessary steps shall be taken to record or preserve evidence, which subsequently might not be available. It would be preferable also to get the statements of as many independent eyewitnesses as possible and record their names and addresses.

**C.** The restoration work shall not be commenced till the arrival of the Police officials and necessary photographs/videograph of relevant clues are taken. Unless the intention is to save human life, in all such cases, the clearance and restoration operations are not to commence till the arrival of the Police and till they authorise the railway officials to commence.

**D.** Whenever there is delay in the arrival of Civil and Police officials at the site of suspected sabotage or train wrecking, the Senior most railway official at the site may, at his discretion, jack up any portion of a coach or shift any property to the minimum extent necessary, after noting its original position by sketch, to extricate human beings trapped under. Normal traffic, should however, not be permitted without consulting the police.

**E.** While proceeding to the site of suspected sabotage or train wrecking, Engineering supervisor shall take the following precautions :-

(1) Instruct the Gangmen proceeding to the site, in the first instance, not to carry any tools with them.

(2) Ensure that tool boxes of Gangmen sent to the site are not opened until they have been checked by the Police.

(3) Instruct them not to touch or remove any portions of the track, rails, fishplates, bolts and other fittings within the area of suspected sabotage or train wrecking till they have been inspected by the Railway, Civil and Police authorities and photographs etc. taken.

**F.** Prepare sketches of the accident. Make arrangements for Photography/ videography of the portion of the permanent way, track, rails, fish-plates, bolts, and other fittings and the Engine and bogies of the affected train as early as possible by Local Photographer / Videographer.

**G.** (1) The senior most Railway Officer at the site of suspected sabotage or train wrecking must make a detailed investigation of the cause of the accident including a thorough survey of the site for at least 800 metres in the rear, with the assistance of representatives of Departments concerned in conjunction with senior Civil and Police Officials.

(2) While carrying out the examination, the position of vehicles, track fittings etc., should not be disturbed as far as possible. Arrangements must be made with the assistance of the police to keep staff and outsiders who are not concerned with the examination away from the site. Precisely worded notes should be prepared specifying the various features coming to notice.

(3) The senior most officer at the site in consultation with the police must decide what materials should be preserved for further examination. These materials should be stored under the joint custody of the police and the Railway at a safer place. As far as possible, all small fittings should be put into a box or a gunny bag and sealed jointly by the police and the Railway. A receipt must be obtained for whatever material the police has taken charge of before dismantling the damaged track, the different components should be carefully numbered or match-marked so that the whole scene can be reconstructed if required later for the enquiry.

(4) A factual note of the condition obtaining at the site after an accident suspected to have been caused due to sabotage or train wrecking should be prepared and signed jointly by the senior most police and Railway Official at the site. In case of any difference of opinion between the police and the Railway Officials, such difference of opinion may be recorded in the joint factual note.

### **13. Precautions in case of Fire accidents :**

- (a) As soon as it comes to knowledge of driver, guard or any other staff of the train regarding fire he should make all out efforts to arrange so that train may stop immediately even pull the Alarm Chain and stop the train.
- (b) The unaffected portion of the train should be detached and stop at such a distance that fire may not spread from affected coach to others.
- (c) Try and put out the fire before it becomes a big blaze by using either water or blankets etc.
- (d) More people expire due to suffocation from smoke rather than due to actual burning.
- (e) Advise passengers to take a cloth, wet it in their drinking water and cover their nostrils.
- (f) Instruct passengers to go to the other end of the coach which is away from the fire and if possible cross over to the next coach through the vestibule.
- (g) Insist that passengers should save themselves first and not to bother about their luggage which can be retrieved later on.
- (h) Make sure that no passenger lies down on the floor.
- (i) After train has stopped, passengers should come down from the coach immediately.
- (j) Building up confidence of injured passengers by suitable advice is of great importance.

### **14. Important duties of OC site :**

- (a) Protection of the site and reporting of the accident.
- (b) First aid and trauma management.
- (b) Arrange to provide all possible medical assistance to injured and trapped passengers.
- (c) To arrange rescue of the trapped passengers.
- (d) To arrange fire fighting and use of fire equipments in case of accident due to fire.
- (e) To arrange relief and rescue of stranded passengers and arrange their onward journey.
- (f) To take special precaution in case there is suspected sabotage.
- (g) To arrange protection of the passengers as well as Railway's property.
- (h) To arrange the opening and manning of enquiry booth / May I help you booth for giving correct and reliable information including guidance to public.
- (i) To coordinate with civil and state officials including police officers in managing the relief and rescue and providing assistance to passengers.

- (j) To arrange to maintain a logbook of events and relay the progress of arrangements made and of relief, rescue work to divisional control. He must remain in touch with divisional and control offices.
- (k) To brief the media persons as and when required.
- (l) To assess a probable time of restoration and advise to control so that regulation of passenger carrying trains and freight trains accordingly.
- (m) To arrange and supervise the restoration work including ART working.
- (n) To arrange restoration of normal traffic as early as possible.
- (o) The site incharge will leave the site after the first train passes the site after restoration.
- (p) To organize engineering labour and staff of other departments if the restoration is expected beyond 24 hours and also make arrangement for post restoration works for raising of speed at the accident site.

**15. Departmental responsibilities of accident management work :**

- (a) Preparation and implementation of plan – GM for zonal railway and DRM for Divisional railway.
- (b) Requisition and movement of ART/ARME/Brakedown Crane, Tower Wagon, Bull dozer & RCRV etc. – Operating department.
- (c) Ordering of ART/ARME/Brakedown Crane – Mechanical department.
- (d) Senior most Railway officer of the division – OC site/Site manager.
- (e) Management of rescue operation – Primarily mechanical and medical departments. Assistance to be provided by all Railway men as per need irrespective of their departments.
- (f) Relief Operations including care for the dead persons – Commercial medical and RPF departments.
- (g) Communication network – Telecommunication department.
- (h) Crowd control and Law and order at site - RPF.
- (i) State police clearance for restoration – RPF
- (j) Restoration operations – for rolling stock – Mechanical department.
- (k) Fixed infrastructure like track, signaling system, OHE, etc. – concerned departments.
- (l) Maintenance of SPART/ART/ARME Rolling stock/Brakedown cranes including Rail-cum-Road and road mobile emergency vehicles, etc – Mechanical department.
- (m) Maintenance of equipments kept in SPART/ART/ARME for rescue and restoration operations – Concerned departments.
- (n) Media management at site –
  - (a) Site manager will be the chief spokesman at site assisted by concerned Branch officers, if needed.
  - (b) Public relation Officer/Commercial Officer to look after the media need at site.

**16. Department-wise important duties.**

All the departments have to function as a team in accident management. However, some Important duties of each department are as under :

**A. Duties of Medical Department :**

- (a) Carrying injured passengers from accident involved coaches.
- (b) Attending to injured passengers and giving them First Aid.
- (c) Preparing list of injured passengers.
- (d) Classification of their injuries.
- (e) Transporting them to hospitals and getting them admitted.
- (f) Taking an initial round of hospitals and assessment of situation.
- (g) Post admittance hospital care of the injured.
- (h) Dealing with dead bodies.
- (i) Preservation of dead bodies.

- (j) Closely monitoring the progress of each and every injured hospitalized and issue daily progress report and apprised DRM and GM.
- (k) Referring the patients to specialized hospitals on case to case basis.

**B. Duties of Commercial Department :**

- (a) Withdrawal of cash from station earnings for various expenditures including ex-gratia payments and refunds.
- (b) Hiring of road vehicles.
- (c) Providing drinking water, beverages and catering to injured and uninjured passengers.
- (d) Initial round of hospitals and assessment of situation.
- (e) Preparing list of injured passengers.
- (f) Transporting them to hospitals and getting them admitted.
- (g) Payment of ex-gratia to injured and next of kin of dead after verification and commercial formalities.
- (h) Dealing with refund and claims compensation formalities and providing the necessary papers to the kin of injured and dead.
- (i) Taking charge of luggage and consignments.
- (j) Post admittance hospital care of the injured.
- (k) Taking care of relatives.
- (l) Manning of enquiry booths /May I help you booth at site, stations and in emergency cell.
- (m) Making catering arrangements for officers involved in restoration from time to time.
- (n) Arranging labour for unloading of wagons if required for restoration.
- (o) Arranging meal allowances for the departmental staff working at accident site.

**C. Duties of Mechanical Department :**

1. Working of accident relief train an operation of ART equipments.
2. Extricating injured passengers & dead bodies from coaches with the assistance of medical and engineering departments and toppling those coaches whose search has been completed.
3. Off tracking of coaches. Maximum number of coaches should be tackled simultaneously, except those that have climbed on top or have telescoped into one another.
4. Be cautious in using rescue tools like gas cutters, cold cutters, spreaders, hydraulic jacks etc. so that passengers trapped inside or buried under the debris do not get hurt.
5. Ensure marshalling of ART according to site requirement before it is sent into the accident involved block section.
6. Supervision of cranes for lifting the disabled wagons and coaches and clearance of site for restoration by engineering department.
7. Supervision of bull dozer for leveling and clearing the site for restoration by engineering department.
8. Supervision of dumpers / JCB / road crane engaged from out side to clear the site for restoration by engineering department.

**D. Duties of Security Department :**

- (a) Co-ordination with GRP and Local Police.
- (b) Crowd management.
- (c) Protection of luggage.
- (d) Protection of railway property.

- (e) To establish RPF assistance post so that people needing help can approach RPF.
- (f) Cordoning of the site with the rope, so that the interference of the outsiders can be tackled.
- (g) Protection of clues and search of clues.

**E. Duties of Electrical Department :**

1. Providing adequate illumination at site and on priority along the track where rescue, relief and restoration work is going on. Arrangements for halogen and inflatable lights for coverage of one kilometre should be planned in the ARTs for sufficient coverage of accident site.
2. Managing the OHE and to ensure erection of temporary portals without delay.
3. To ensure that the section is earthed before the staff starts working near OHE. To arrange for sufficient additional generating sets and lighting fixtures.

**F. Duties of Signal & Telecommunication Department :**

1. Duties of S&T department consists of providing sufficient and reliable means of communication at the accident site and other work centers such as Satellite phones, BSNL, mobiles, walkie talkie sets, Railway Telephones, PA system with sufficient handsets and mega mikes.
2. Ensure availability of adequate copies of Disaster Management telephone directory containing important telephone numbers.
3. Adequate number of Mobile Battery Chargers along with number of spare batteries.

**G. Duties of Engineering Department :**

1. To collect men, rescue tools and arrive at site by fastest means possible.
2. Setup UCC, CAC and LCCs at the accident site.
3. Assist Medical/Mechanical Department in rescue work.
4. If necessary contact Army/Navy/Air Base and collect required personnel like Divers for rescue operation
5. If necessary hire Private Road Cranes, Bulldozers, Earth movers etc.
6. To form Engineering specials, one from each end, carrying engineering material and gangmen from the section.
7. Additional requirements of track materials, if any, should be called for immediately from other railway sources within the division, well in time.
8. In case divisional sources are inadequate, then sources from other divisions should be tapped.
9. Plan for coordinated working and movement of track machine for quick restoration in consultation with TRD and operating officials.
10. Lay alternate track if required.

**H. Duties of Operating Department :**

1. Sectional TI and Supervisory SAs and Safety Counsellors of different departments as required by Sr.DSO should reach the accident site by first available means as ordered by Sr.DOM & Sr.DSO.
2. Protection of site and section.
3. To arrange additional LR and RG staff for stations adjacent to site.
4. To supervise movements at site.
5. To ensure dispatch of special trains in accident affected block section.
6. To ensure proper marshalling of Cranes and ART according to requirement.
7. Prompt clearance of stranded passengers at the site.
8. To coordinate with the control and adjacent station from the site and give requirement from site.
9. Diversion and regulation of traffic.
10. To arrange wagons and coaches, their placements and movement for loading and moving men and material.
11. To obtain track, C&W and S&T fit certificates before permitting movement in affected section.
12. To assist in maintenance of logbook at site.
13. To run the trains on adjacent line after ascertaining the clearance by a competent railway authority.



14. To apprise the progress to HQ and Railway Board.

**I. Duties of Safety Department :**

- (i) Preserve all clues and evidences regarding probable cause of the accident and ensure that these do not get disturbed till police clearance is received.
- (ii) Ensure that video/still photographs by digital cameras are taken as required.
- (iii) Ensure that joint measurements, observations are recorded in the prescribed Performa before restoration work begins.
- (iv) Ensure that unaffected rolling stock is moved away from the site and thereafter stabled at convenient location for further examination during accident inquiry.
- (v) Ensure that evidence of train staff, station staff and public are recorded on the spot.
- (vi) Addresses of passengers willing to give statements later should also be obtained.
- (vii) Ensure that special trains are sent into the accident affected block section according to the sequence detailed in Chapter V.

**J. Duties of Personal Department :**

- (i) Sr. DPO shall proceed to accident site along with all WLIs.
- (ii) Assist Doctors in collecting details of injured/dead and shifting them to hospitals.
- (iii) WLIs shall be available round the clock in shift duty to look after the welfare of injured persons in each hospital.
- (iv) Issue complimentary return journey passes to relatives for escorting injured and taking them back home.
- (v) Man personnel branch counters in CAC.

**K. Duties of Accounts Department :**

- (i) Making available sufficient amount of cash for meeting emergent expenses.
- (ii) Opening of current account in a local bank and getting permission for over draft facilities so that large amount of cash is not required to be carried from far off stations.
- (iii) Issue of cheques for making of enhanced ex-gratia payments, if so announced at accident site by Hon'ble MR.

**L. Duties of IT Department :**

- (i) To provide PC at site and connect with divisional and HQ emergency cell which should be connected with railnet and the e-mail addresses are already configured into them should be activated.
- (ii) PCs in various Helpline Enquiry Booths at different stations should all be made functional, connected to railnet and made ready for receiving and sending E-Mails.
- (iii) Following information should be updated on the Railway website as quickly as possible
  - (a) **List of injured and deceased passengers :**
    - Names of stations where Helpline Enquiry Booths have been opened along with their telephone numbers.
    - Accident details would include, number of injured passengers rescued.
    - Break up of type of injuries, such as grievous, simple etc.
    - Disposal of injured passengers in various hospitals.
    - Names of injured passengers – coach wise.
    - Number of dead bodies recovered.
    - Number of dead bodies identified.
    - Names of deceased passengers.
  - (b) Details of trains which have been diverted, regulated, short terminated, cancelled or rescheduled.
  - (c) **Details of special trains which are to be run :**
    - Passenger special carrying passengers of front portion of accident involved train.
    - Passenger special carrying passengers of rear portion of accident involved train.
    - Relatives special from originating and terminating stations of the accident involved train.

## CHAPTER VI

### MANAGEMENT IN CONTROL OFFICES AND AT ADJACENT STATIONS

#### Part I

##### Management in Divisional control office

1. **Role of Control office :** The divisional control office plays a vital role in accident management and performs the following important functions :
  - (i) Ensure Protection of site through rushing of GRP/RPF from adjoining stations, if not available at the accident site.
  - (ii) Reporting and advise of accident to Officers of HQ and Railway Board
  - (iii) Requisitioning of the assistance required and mobilizing the all available resources according to first information report.
  - (i) Regulation and diversion of trains on the basis of expected time to restoration relayed by a Senior and matured Officer / OC from the site.
  - (ii) Information to public and concerned stations of the railway and adjoining railways regarding the damage to Railway properly and loss of life if any and belonging to the other railways.
  - (iii) Monitoring and mobilization of all relief, rescue and restoration work.
  - (iv) Close Coordination and liaison with the OC at site various assisting departments of Railways and different agencies, relief centres, police and state government officials, medical and para medical, Military, RMS, etc.
  - (v) Running of relief trains and special trains for clearance of stranded passengers and planning alternate track / movement via wrong line if possible at site.
  - (vi) Opening and shift-wise manning of emergency cells till the restoration and passage of first train on the affected track and the normal working is restored.
  - (vii) Maintenance of accident logbook in the control office as well as at the site.
2. **Sounding of accident alarm/siren/hooter :** Alarm siren or hooter is provided at Stations/yards where accident relief train/Medical Van are stabled. The accident alarm siren/hooter must be sounded immediately after notice of accident is received requiring Medical Van/Break down train / tower wagon. Following codes are prescribed for sounding the accident alarm siren/ hooter:

	<b>Circumstances</b>	<b>No. of hooters/sirens to be sounded</b>
1.	When an accident takes place in the loco shed or traffic and adjoining loco shed.	2 long
2.	When an accident takes place at outstation but main line is clear.	3 long
3.	When an accident takes place at outstation but main line is clear and relief train is to be turned out with ARME.	3 long and 1short
4.	When an accident takes place at outstation and main line is blocked and relief train is to be turned out without ARME.	4 long
5.	When an accident takes place at outstation and main line is blocked and relief train is to be turned out with ARME.	4 long and 1 short
5.	When an accident takes place at outstation and main line is blocked and relief train is to be turned out with ARME.	4 long and 1 short

**Note :** Each hooter/siren shall be sounded for 45 seconds duration with 5 seconds break in between and it shall be repeated twice after an interval of 5 minutes.

3. **Action to be taken when accident alarm siren/hooter is sounded :** Immediately after the accident alarm siren/hooter is sounded, all staff earmarked for accident relief train shall report at the nominated place and others at the station. All officials concerned shall report at the Medical Van if ordered, and proceed with the medical van or to undertake any other duty that may be assigned to them. The Loco Foreman /Lobby In-Charge/TPC/TLC on-duty shall immediately take action to:-
  - (a) arrange for locomotive. Any locomotive available should be utilized, preferably Diesel Loco, in OHE Territory and Dy. Operations and Power Controller should be involved closely in this exercise

for the arrangement of right locomotive there bring vacuum / pressure stock of wagon and coaches running on the railways.

- (b) call the loco crew and accident train relief staff.
- (c) turn out the accident relief train quickly to be despatched to the site of the accident.
- (d) Target time for turning out the Medical Van:-

In case of double exit siding	–	15 Minutes
In case of single exit sidings	–	20 Minutes.

The time is reckoned from the time of ordering to the time of despatch.

- (e) Target time for turning out the Break down trains:-

During Day	–	30 Minutes
During Night	–	45 minutes

The time is reckoned from the time of ordering to the time of leaving the shed.

- (f) An accident relief train when proceeding to the site of accident will have precedence over all other trains. A break down train/Tower wagon must not be detained for Guard, and must leave with the In-charge of Breakdown train if the Guard is not arranged timely. A Guard must be quickly arranged later and sent by road also if no other alternative is available.

- 4. Nominated officers of all the departments to attend and remain in control office :** As soon as the information of accident is received, the nominated officials of all the departments must immediately report to DRM/ADRM, GM/AGM at HQ/division and follow the orders of rushing to site or to Divl. / zonal central control as the case may be and assist to OC control and coordinate with their respective departmental sub-controls functioning there.

They will plan for arranging adequate relief on the basis of receipt of information regarding damage to railway property and rescue measures and arrange to mobilize the resources without loss of time. They will also assist in arranging sufficient manpower and material for quick restoration of normal working and give the requirement of coaches /wagons to the control incharge for the movement of manpower and material to site of accident.

They will maintain proper liaison with the HQ officers and their counterparts in the zonal control and also with the state officials and NGOs if their assistant is also pressed into service.

- 5. Dealing of Accident in the Control office :** As soon as the information of accident is received, chief controller/dy. chief controller/ Operation as he is senior most and matured Controller / Supervisor in the control office) will take command of dealing an accident in the control office and record the message in the accident logbook. Simultaneously he will inform to the power control and other sub-controls working in the divisional control office by attracting their attention through accident alarm/red signal lighted in control office. He will specifically advise to keep ARME and ART alert and to move in accordance with requisition. Chief controller will immediately take the supervisory charge of the affected section and ensure –

- (a) Protection of the site is ensured by section controller and both the adjacent station have been informed.
- (b) Advise of the accident has been sent to all concerned in order of priority Power control, mechanical C&W control, commercial control, S&T control, Engineering control, security control, electrical control and safety control will simultaneously advise to officials of their departments and order for supervisors to rush up for site and control as per situation.
- (c) Medical relief is arranged as promptly as possible. By sending ARME & sending the Doctors by road and arranging the Doctors locally also.
- (d) Ensure that relief requisition is moved for site on priority and without loss of time and manpower should be mobilized for this purpose at war footing.
- (e) providing first aid and arrange and ensure the transporting of injured to nearest available medical point.

- (f) arrange and ensure that trapped passengers has been rescued and medical assistance provided.
- (g) Arrange and ensure that proper arrangements for clearance of stranded passengers has been done by arranging road vehicles / buses from state / private administration and by running the scratch rake of few coaches.
- (h) To arrange regulation and diversion of trains including cancellation and termination as per need and advise the train regulation plan to all concerned including adjacent divisions and concerned Railways. Also to ensure that wide publicity amongst travelling public and in media.

**6. Duties of Officer-in-Charge of the divisional Control Office:-** The Sr.DOM and in his absence, the DOM/AOM shall take charge of the control office. In case DRM goes to the site, then ADRM will rush to the control and he will be responsible for:-

- (i) keeping in touch with the Site manager at the site of accident to ascertain assistance required at the site and making arrangements for it.
- (ii) passing on supplementary informations regarding the accident or clearing operations to the Head Quarters Office; this information will include particulars of the dead and injured.
- (iii) maintaining constant liaison with the HQ with latest information and obtain general guidance.
- (iv) ensuring that food and tea /coffee etc. is sent to the site of accident, and making arrangements for evacuation of stranded passengers.
- (v) To ensure that a chronological log of all information is maintain and action taken connected directly or indirectly with the accident.
- (vi) To ensure that detailed information regarding the causalities/injuries including names, identification, ticket PNR Nos. etc. is conveyed by commercial department to the all concerned including adjacent stations.
- (vii) the Officer in-charge of the control office will arrange to convey the same to Central Control for passing it on to other divisions/Railways concerned originating/destination stations as also to all the stations where the train had scheduled halts over his jurisdiction. Railway Board will also be advised.
- (viii) regulating traffic by diverting/canceling the trains, running duplicate trains or restricting booking or arranging for transshipment as circumstances may require after obtaining reliable information from the site with regard to probable detention to traffic and advising all concerned Railways and Railway Board.

**7. Duties of Officer Commanding (OC) Control :** The senior most officer of the division in the control is to work as OC control. His important main functions are –

- (a) To coordinate and remain in regular contact with the OC site.
- (b) To ascertain the relief, rescue and restoration works going on at site and their progress time to time.
- (c) To coordinate with the departments of the division and have a watch on the relief, rescue arrangements to be arranged by them and their progress. He is also suppose to guide them as and when required.
- (d) To maintain close liaison with the HQ, Central Control and HQ PHODs/HODs and interact with them.
- (e) To arrange for adequate manpower and relief material required at site. He should plan and arrange their movement well in advance so that relief work at site may not delay on account of manpower and material.
- (f) To apprise the situation and progress to high officials of HQ time to time.
- (g) To advise PRO/Commercial department with the brief details of the accident and train regulation plan for timely wide publicity through press and media.
- (h) To remain in close contact with Medical officers and collect the details and progress of injured which should also be relayed to HQ for onward transmission.
- (i) In case of passenger train accident, to arrange checking staff for manning / watching the luggage of injured / dead passengers till the arrival of GRP/RPF.

**8. Duties of Commercial Control :-**

- (i) To collect details of dead and injured (simple and grievous both) especially the details that which of the injured are where hospitalized, released after first aid and nature of injury suffered by the individuals. The list is to be conveyed to HQ, adjacent stations, originating and terminating and enroute stopping stations Railways of the train and the Railway through which the train passes.
- (ii) To ensure that adequate arrangements have been made for drinking water and refreshments free of charge for injured, uninjured and stranded passengers.
- (iii) To arrange for sufficient coolies and labours for shifting and transporting the luggage, parcels and goods, if any.
  - (i) To arrange clearance of stranded passengers
  - (ii) To arrange disbursement of ex-gratia at site.
  - (iii) To arrange to assist Railway doctors and other medical officials in providing first aid and medical assistance at site.
  - (iv) To arrange for refunds to the passengers
  - (v) To issue the advise to the station and control office for issue of free passes to the next of the kin of dead and injured.
  - (vi) To arrange to open and mann enquiry offices and helplines at site, adjacent stations and halt stations of the train.
  - (vii) To arrange for buses and vehicles as per requirement.
  - (viii) To arrange for inventory of the parcels damaged and advise to CCO.
  - (ix) Keep in touch with the progress of patients in the hospitals.
  - (x) Issue press and handouts after prior approval of the DRM.
  - (xi) To look after the comforts of the passengers.
  - (xii) To arrange ice for dead bodies.
  - (xiii) To arrange cash for purchase of items required for restoration and providing meal allowance to staff, so that precious time is not lost on these petty issues.

**9. Duties of Engineering Control :**

- (i) To ensure that section P.way and P.way staff has immediately proceeded to site of accident.
- (ii) To ensure that track is protected.
- (iii) To arrange adequate labour with tools and track materials as required and at night also to arrange adequate number of Petromax/Portable electric generators.
- (iv) To arrange for joint observations/measurements of track and sketches of the accident site are accurately drawn out.
- (v) To arrange to ensure that inspection notes, diaries, AEN, PWI, gang charts, maintenance records, etc. are seized and secured.
- (vi) To arrange for level crossing gates particulars in case of LC gate accident.
- (vii) To provide assistance to other departments in clearance of lines and ensure that track is rendered fit and certified at the earliest.

**10. Duties of S&T Control :**

- (i) To ensure that S&T officials have proceeded to site of accident, and ensure that portable control phone, field telephone railway and DOT telephone, land line telephone and satellite phone are fitted at the site promptly and manned continuously.
- (ii) To establish adequate communication between the site and division/HQ.
- (iii) To arrange the detailed records which are having all evidence bearing all the accident so far S&T and interlocking are concerned.
- (iv) To arrange that clues are preserved and relevant equipment is sealed if required.
- (v) To restore the signaling and interlocking for normal working.
- (vi) To arrange sufficient number of walkie-talkies with provision of charging the batteries for various departments for officers and supervisors at the site of accident.
- (vii) To arrange adequate cell phones with charging facility for officers at site.
- (viii) Charging of batteries of walkie-talkie and cell phones should be manned by a nominated staff of S&T department.

**11. Duties of Electrical Control :**

- (i) To ensure the proper adequate lighting arrangements are provided at the site.
- (ii) In case of fire in coaches arrange to immediately collect/record of evidence of passengers.
- (iii) To arrange examination of the coach jointly to ascertain the cause and damage.
- (iv) To arrange for adequate number of OHE, Brakedown staff, Tower wagon and arrange some officers to proceed to the site of accident by the quickest available means.
- (v) Arrange to ensure that a OHE is made dead and is slewed as required.
- (vi) Arrange to supervise restoration of OHE expeditiously.
- (vii) Where EMU or Electrical locomotive is involved, arrange to call the relief train if required. And arrange to note down joint observation regarding Loco and EMU.
- (viii) Arrangements for halogen and inflatable lights for a coverage of one kilometere should be planned in the ARTs for sufficient coverage of accident site.

**12. Duties of Mechanical Control (C&W) :**

- (i) Arrange experienced officers and supervisors to proceed the site of accident.
- (ii) Arrange to record the details regarding Brake power and other aspects of rolling stock in accordance with prescribed format.
- (iii) To ensure that joint measurement of the rolling stock taken.
- (iv) To ensure and check the fitness of the stock supposed to move from the site.
- (v) Arrange to assist in clearance/rescue operations.
- (vi) Arrange crane, road cranes, bul dozers, brake down cranes and dumpers from the same railway, well as adjacent division / railway.

**13. Duties of Power Control :**

- (i) Arrange experienced officers to proceed the site of accident.
- (ii) Arrange to record the details and measurements regarding involved Loco and other aspects of rolling stock in accordance with prescribed format.
- (iii) Arrange to ensure that speedograph, Engine repair books and all relevant records in the shed are ceased and sealed.
- (iv) Arrange to supervise working of cranes and clearance/rescue operations.
- (v) Arrange to remain in touch with the site and coordinate with the required agencies for assistance.

**14. Duties of Security Control :**

- (i) Arrange to post adequate number of RPF staff at the site of accident to protect the clues, railway property and at any other place where assistance from his department may be required.
- (ii) Arrange some security officer to proceed to the site by the quickest available means.
- (iii) Liaison with the local police at site.
- (iv) Ensure security of passengers' belonging and security of parcels, damaged goods and parcels vans etc. at site.
- (v) Arranging the cordoning the site of accident, so that the rescue operation by crane etc. is not hampered by the public interference.
- (vi) In case of the accident at the L-Xing, the diversion of traffic is ensured with the help of state government.
- (v) In case of explosion, arrange dog squad to assist in ascertain the cause of explosion etc.

**15. Duties of Safety Control :**

- (i) Arrange officers of Safety department to proceed the site of accident by first available means.
- (ii) Arrange to preserve the clues and ensure that all relevant records are ceased and sealed by arranging traffic supervisors / station Supdt from other stations.
- (iii) Ensure joint measurements etc. is recorded by concerned departments in prescribe proforma.

- (iv) To ensure that evidence / statement of train staff, station staff and public is taken on the spot. Address of passengers, who are willing to give statements later should also be obtained.
- (v) To ensure for efficient movement of ART, ARME, labour and material special, engine, tower wagon, etc. between site and station for quicker restoration.
- (vi) Ensure that the log diary at the site and also in control is maintained properly with details as per instructions.
- (vii) Ensure the recording of statement of eye witnesses along with address and phone numbers and Produce public witnesses and advise S.P. and DM in time, issue press notification in local press when advised by CSO, in case of CRS Enquiry.
- (viii) Ensure videography of the whole process of restoration, so that establishment of cause of accident and factors related to delay in restoration of accidents can be properly analyzed later by the accident enquiry committee.

**16. Duties of Operating Control :**

- (i) To arrange protection of site.
- (ii) To advise all concerned about accident in order of prescribed preference and also to mobilize all resources for relief, rescue and restoration
- (iii) Ensure that ARME and ART reach the site without delay.
- (iv) Plan for trains for the prompt transport of stranded passenger at site and clearance of passenger held up at other stations.
- (v) Plan for regulation of Passenger, Mail/Express trains, cancellation, diversion, termination short of destination in consultation with HQrs. Passenger carrying trains should be regulated/controlled at such convenient stations where passengers amenities and facilities of drinking water, refreshment and food are available to travelling passengers. Probable period of regulation/control be informed to passengers.
- (vi) Check that information regarding passengers, dead, injured (grievous and simple) is verified by Railway Doctor and approved by senior most officer at the site.
- (vii) Details of the dead, injured-sustaining grievous or simple injury, their originating and destination station, ticket No. Hospitals to which sent for treatment and also particulars of next kith and kin to be obtained from the site and arrange to relay to Emergency Control, CSO etc by Commercial control.
- (viii) See that chronological log of all events and items of information and action taken connected directly or indirectly with accident is maintained properly.
- (ix) To ensure that front and rear portion are cleared from the site.
- (x) To ensure the desired marshalling of the crane before the ART reaches at the site.
- (xi) To plan for efficient movement of ART, Engine, Tower wagon, etc. between site and station for quicker restoration.
- (xi) To ensure that the accident log diary in the control is maintained by Chief Controller/Dy Chief Controller (Punctuality) properly with details.
- (xii) To use satellite telephones for communication.
- (xiii) Keep liaison with Site, adjacent stations, adjacent divisions and Headquarters.
- (xiv) To ensure that adequate number of ASM, Shunting staff, TI/Supervisor are deployed to assist in abnormal working on either side and also for safe operation and placement of accident material and other maintenance vehicles.
- (xv) To ensure the clearance of loop lines, sidings etc. at the last three stations.
- (xvi) To ensure that traffic officers/supervisors are deployed round the clock at the site of accident for arranging shunting to needs of restoration team as per requirement of site incharge.

## Part II

### Management in Zonal (Central) Control Office

#### 1. Duties of Operating Control :

- (i) As soon as the information of accident is received from divisional control or any other source immediately the attention of sub-controls functioning there will be attracted by chief control/ deputy chief Controller (Punctuality) by sounding accident alarm and switching on the accident light.
- (ii) He will also arrange to advise the all nominated officers in order of priority giving the information of accident received.
- (iii) Chief Freight Transportation Manager (CFTM) and in his absence Dy. COM (Freight) is to attend Central control immediately.
- (iv) Nominated officers of all the departments are also referred to immediately attend the control and assist the affected division.
- (v) Chief Controller/ Dy. Chief Controller (punctuality) is to maintain accident logbook as per instructions with the details received/collected from the division and site.
- (vi) He will also collect the basic details Of accident on prescribed format and relay to Railway Board after informing the officers of HQ including AGM/G.M and details of relief sent to site and resources mobilized for the site to provide relief, rescue and other assistance to injured & stranded passengers.
- (vii) On the instructions of General Manager he will also arrange for the HQ officers to visit the site without delay..
- (viii) All the cases of reportable accidents to Board will be advised on prescribed format by the officer of Safety department and in his absence by the officer of traffic department.
- (ix) Nominated Officer of Coaching department is not only to monitor the medical management at site but also plan for regulation of trains including truncation, cancellation and diversion.  
  
He will also advise to all concerned divisional and zonal Railways with the train regulation plan timely for wide publicity.  
  
Nominated officer of Freight department is to plan for stabling and regulation of Freight trains at interchange points with the consultation of adjacent Railways and Railway Board.
- (x) To arrange operation of emergency cell manned by officials of all concerned departments in shifts.

#### 2. Officer Commanding (OC) in Central Control : Senior most official available in control will function as OC Control. His main functions are –

- (i) To keep liaison with concerned division and remain in close touch to collect the factual position of accident site including details of injured and dead, relief mobilized.
- (ii) To keep the high officials apprised with the situation and progress of relief, rescue and restoration work time to time.
- (iii) To coordinate with the Rly Board and apprised the position time to time.
- (iv) To coordinate with the State Govt. Officials, Military, Paramilitary and Airline authorities for mobilizing their resources, if required.
- (v) To coordinate with the adjacent division and other divisions, concerned zonal Railways for seeking their assistance in relief, rescue and restoration work.



- (vi) To assist and guide the involved division and provide assistance as and when required.
- (vii) To issue press release to CPRO detailing a brief description, assistance provided, trains regulation plan, helpline numbers of different enquiry booths and probable period of restoration and updated position regarding the progress of restoration work on the basis of information received from the site and also the information regarding the cause and ordering of accident enquiry by the railway administration.
- (viii) Safety department to issue notification for CRS Enquiry if any and make necessary arrangements for the same.
- (ix) To assist in providing coaches and wagon for running of special trains and loading & transporting relief material to site.
- (x) To ensure that clues and evidences are preserved by the all concerned.

**3. Duties of Sub-control :** The duties of all the sub-control functioning in central control are almost similar to that of divisional control. At central control the sub-controls are required to maintain close coordination with their counterparts in the division and provide all assistance resource mobilization and diversion of emergency material along with required technical guidance.

## Part III

### Management at adjacent stations

1. **Duties of Station Master of Adjacent Station** :On getting information of accident, the SM of the adjacent station shall ensure that no other train enters the affected section and take other necessary measures for protection of the site.

Some of important duties are as under :

**(i) Protection:**

- (a) Protect adjacent lines and the same line on either side.
- (b) Note and record the position of signals, levers etc. and note the position of points etc., and clamp the points against the line on which the train is affected
- (c) Put back all signals / slots referring to the line on which accident has occurred to prevent further mishap.
- (d) Put "Line Blocked" lever collars in the cabin/SM's slide control from where the levers were operated.
- (e) Advise cabins not to grant line clear.
- (f) Advise/ gates to ensure protection.
- (g) In electrified sections, ensure correct isolation of SM switch, SP/SSP etc. for working by right and wrong lines.

**(ii) Conveying of information :**

- (a) Report the accident to Station Master at the other end. He should be asked to call all off duty staff at his station and send them to the accident site.
- (b) Report the accident to Section Controller.
- (c) Control to be advised regarding –
  - (i) Time and nature of accident.
  - (ii) Brief description of accident.
  - (iii) Adjacent lines clear or not.
  - (iv) Damage to rolling stock.
  - (v) Damage to track in terms of telegraph posts.
  - (vi) OHE masts damaged or not, and extent of damage.
  - (vii) Approximate number of dead and injured (grievous, simple) to be obtained from the TS/TTEs.
  - (viii) Location of engine and brakevan, so that while sending the engine the actual Km can be recorded on caution order.
- (d) Following functionaries should be advised regarding the accident :
  - (i) All off duty LR & RG railway staff posted at that station.
  - (ii) SS of Junction stations at either end.
  - (iii) Supervisors of Operating, Commercial, P.Way, TRD, C&W, S&T, RPF, GRP departments.
  - (iv) Nearest fire station, NGOs & Doctors.
- (e) Inform civil authorities, village/town/city representatives and volunteers of social organization for possible relief assistance.

- (f) Supervisory Station Manager of the nearest Jn. station shall proceed to accident site with ASM, shunting staff, flags, hand signal lamps and clamps and cotter bolts and padlocks.
- (iii) Medical assistance :**
- (a) Call for assistance from local Doctors, St. John Ambulance, Civil and Army Hospitals.
  - (b) Arrange adequate number of First Aid boxes and stretchers.
  - (c) Mobilize local medical team and send it to site to render First Aid to the injured.
  - (d) Quickly transport ARME Scale – II equipment to the site of the accident.
  - (e) Call mobile hospital / dispensaries.
  - (f) Call specialist private practitioners.
  - (g) Call ambulance if available in nearby.
- (iv) Passenger assistance :**
- (a) Arrange drinking water, beverages and refreshments, either from Refreshment Room or local sources.
  - (b) Supply beverages and refreshments free of cost to stranded passengers.
  - (c) Open an emergency counter & enquiry booths and display necessary information.
  - (d) Collect information on dead/injured and convey it whenever asked for.
  - (e) Make frequent announcements about diversion, cancellation, regulation of train services.
  - (f) Arrange for refund of fares as per extant rules.
  - (g) Make comfort stay arrangements for stranded passengers by opening retiring rooms, inspector rest house and relieving lodges etc. for the time being till the front and rear portions are cleared.
- (v) Transport assistance :**
- (a) Arrange for transport from local resources, if available, for transporting injured passengers to nearest hospitals by fastest possible means.
  - (b) For this purpose, apart from tractor trolleys, even trucks passing on the highway can be utilized.
  - (c) Stranded passengers to be transported from the accident spot by arranging transshipment either by train or by hiring road vehicles.
- (vi) Security assistance :**
- (a) Advise RPF/GRP/State Police to provide security to passengers, their belongings and railway property and passengers luggage.
  - (b) They should also be asked to assist in rescue and relief work.
  - (c) They should preserve clues of accident or help in searching clues.
- (vii) Communication Assistance :**
- (a) Direct passengers to PCO booths available nearby and allow them to use the DOT phone available at the station.
  - (b) Issue free telegrams and make available STD phone to relatives of dead/injured.
  - (c) In case when restoration work is likely to take time, STD on station's BSNL phone should be got opened.
- (viii) Sending manpower for site :**
- (a) Proceed to site of the accident by quickest means with trolleys, coolies, lamps, vendors and any other equipment that is considered necessary.
  - (b) Till relieved by a Traffic Inspector or Divisional Officers be in charge of site and carryout rescue/relief operations.
- (ix) Preservation of clues and evidences :**
- (a) TI/SM first reaching the site shall take action to preserve clues and evidences.
  - (b) Secure records related to accident in the Station/Cabin.
  - (c) Seal slides, levers, knobs and Relay room, if accident takes place within the Station limit.
  - (d) Immediately arrange Photography / videography of accident site and whole process of restoration.

2. **Duties of Controlling Station Master** : The controlling station master must proceed to the site of the accident with ASM, shunting staff, flags, hand signal lamps and clamps and cotter bolts and paclocks. by the quickest means. He must take with him trolleys, coolies, lamps, vendors and any other equipment that he considers necessary. Till relieved by a Traffic Inspector or Officer, he will be responsible for regulating the traffic, attending to the injured, making a note of all evidence which may prove useful in ascertaining the cause of the accident and taking general charge of the situation.
  
3. **Duties at stations enroute where stoppage of involved train are provided and at important junction stations of nearby area of site** : Helpline numbers should be displayed on the media and also publicize through print media. The list of dead and injured with the details where they are hospitalized, train regulation plan should be made available at enquiry counters at stations enroute where stoppage of involved train are provided and at important junction stations of nearby area of site.

## CHAPTER VII

### ACTION TO BE TAKEN IN CASE OF UNUSUAL OCCURRENCES

1. Every Railway servant, whether on duty or not, who notices anything unusual or dangerous on a train such as hot axle, spring broken, flat tyre, brake binding, load falling off, fire, any part of the vehicle detached or hanging loose part etc. in dangerous condition and also on track notices any dangerous condition must at once take steps to stop the train and warn the Guard and the Driver by the use of any red sign in form of paper, cloth, lamps, indicators etc. If he cannot stop the train he must immediately inform the nearest SM/Gateman or any railway official through any communication means of available. In electrified section train should be stopped by switching off the OHE. On noticing any unsafe condition on train or after receiving such advice, the Railway official shall immediately exhibit danger hand signal to the driver and guard and make all efforts to stop the train at once and if possible, by putting back the signals to 'ON' position, advising the TPC to switch off the OHE supply. Simultaneously, the SM of the nearest station shall be informed who in turn shall also inform the section controller and the SM of the station ahead. All out efforts shall be made to stop the train running with unsafe condition and also on unsafe track.
2. **Defects in Track :**
  - (i) In the event of the Loco pilot and/or Guard experiencing any abnormal condition in the track over which his train has passed and he considers that the portion of the track over which his train has passed is detrimental for safe running of subsequent train will take action as under:-
    - (a) Stop his train at next block station without clearing the block section and inform the Station Master through available means of communication not to permit any train from either end of the affected block section in case of single line and from the rear in case of double line. In case of IBS and automatic block territories, the Loco pilot must inform the station master and Loco pilot of trains already left station in rear through available means of communications to stop movement of trains;
    - (b) Proceed further, only after satisfying himself that Station Master has clearly understood so as not to permit further movement over the line until a written memo indicating the details of the occurrence is received by Station Master from the Loco pilot. He will then again stop at the station at a convenient place so as to deliver the written memo to the Station Master;
    - (c) the Station Masters on receipt of such a memo must issue a message addressed to the Station Master of the block station at the other end of the block section, and Junior Engineer/Section Engineer(P.Way), Assistant Engineer, Divisional Engineer, Chief Controller and Divisional Operations Manager;
    - (d) arrange to dispatch by rail maintenance machine/tower wagon/light engine or in their absence a train accompanied by an engineering official with a caution order to the effect to stop dead sufficiently short of the expected portion of the track. The engineering official accompanying will inspect the track and shall allow the train to pass only after satisfying that the track is safe for the passage of train. He will advise the condition of the track and any restriction of speed to be imposed to the Station Master personally or through written memo which may be sent through the Loco pilot.
    - (e) in the absence of engineering officials the train with a caution order instructing the Loco pilot to stop dead before the affected kilometers and after satisfying himself about the condition of track pass over the track in question at 10 kilometers per hour or if he finds the line unsafe to pass, return to station in rear. If the Loco pilot is not able to detect anything doubtful, subsequent trains shall be dispatched with a speed restriction of 10 kilometers per hour till the track is certified to be safe by engineering officials.
    - (f) if the condition as reported earlier is confirmed by the Loco pilot, no train movement shall be allowed till certified to be safe by engineering officials;

Note: In case the Guard of the train experiences any abnormal occurrence in the track while working his train, he must inform the Loco pilot of his train through walkie-talkie or other available means of communication between the Loco pilot and the Guard about the occurrence, after which the Loco

pilot shall take action as mentioned in para (i) (a) above. In the event of Guard unable to contact the Loco pilot, he should take action to stop the train and inform the Loco pilot.

(ii) As soon as information of sabotage or likely sabotage, bomb blast explosion etc. to the track, bridges, or other fixed installation is received, the Station Master who becomes aware of it, will stop movement of trains in the affected block section as well as on adjacent lines on double/multiple line sections and will take action as per para (i) (d) above in consultation with the Section Controller except that only rail maintenance machine/tower wagon/light engine shall be sent to ascertain for the line to be safe for the movement of the train.

(iii) In the event of the Loco pilot and /or Guard experiencing any obstruction or any other unsafe condition, on or near the track adjacent to the line over which his train has passed and which in his opinion is detrimental to safe train running, will take the following remedial action:-

- (a) Immediately switch on the flasher light of his loco;
- (b) Inform the Station Master(s) concerned/control through the available means of communication, and concurrently;
- (c) stop his train and proceed with danger hand signals to protect the line in question in terms of GR 3.62
- (d) thereafter, he will continue journey to the next station cautiously keeping flasher light on; and
- (e) be prepared to stop any incoming train approaching on the affected portion by communicating on walkie talkie or other available means of communication and exhibiting danger hand signal;
- (f) on arrival at the next station he shall inform the Station Master through a written memo about the occurrence;
- (g) on receipt of such information the Station Master must take action as per para (i) (c) to (f) above.

### **3 Defects in 25 K.V.OHE:**

- (i) Engine crews of all trains shall keep a sharp look out while a train is in motion and watch the OHE of the same line and as well as on the adjacent line and report any defect noticed to the S.M of the next station immediately and to the Driver and Guard in section running on the other line. TPC of the next stop who will take appropriate action for safety precautions and to remove defects of OHE. by getting it attended.
- (ii) In case of a major breakdown to OHE requiring trains to be stopped, the driver noticing such a breakdown shall advise the TPC through the nearest emergency telephone circuit giving details of the breakdown and in case circuit is not available convey the information through the nearest SM of CASM or any other telephone circuit. TPC shall use his discretion regarding movement of traffic and otherwise the nearest traction officer. The TPC can restrict the number of trains in section for movement and impose a speed restriction for running of trains for a particular location and will get the location attended by taking OHE block in the normal corridor block.
- (iii) In case of breakage of an Overhead transmission line, the Railway employee detecting it shall ensure that no person comes into contact with the line until an authorized person arrives on the spot. The authorized person will take immediate action to make affected line dead and earth by advising available OHE staff and TPC.

**4 Defective Engine:** In the event of a driver noticing that the running of his locomotive or tender is abnormal he must suitably reduce the speed of the train and advise the power controller /TLC that he is doing so and may request for a relief engine, if considered necessary. He will subsequently make a full report to the Loco Foreman. He should take all precautions and run the engine / train in such a manner, so that block section is cleared at a speed which he considers right.

**5 Detached parts of engine or vehicle on track:** If any part of an engine or a vehicle becomes detached and this information is given to the driver by the driver or guard or any other railway staff working on adjacent line then the driver should stop the train and get the under gears of engine examined and run the train accordingly. If he finds deficiency / fresh marks of detachment of any part of the under gears of the engine he will report this matter to the Station Master of nearest station and give a memo for movement of the train only after the track has been checked and clearance of the track that no obstruction is on the track. .

The SM must repeat the information to all concerned including the SM at the other end of the Block section. It will be the duty of the SM concerned to issue a caution order to the driver of the first train proceeding into the block section to be on the look out for the missing part and inform the PWI, G/man etc. for clearance of track on the information given by the driver.

- 6 Protecting places under repair :** Whenever platforms, building, roads etc., are under repairs and there is a possibility of any one falling into opening or over obstruction, the staff employed on the work must protect it with barriers or warning boards and with lamps in the night as mentioned in the manuals of the concerned departments. The Supervisor incharge must ensure that this is done without fail.
- 7 Material fouling the track :-** On completion of unloading, Station Masters and Engineering Officials must see that there are no heaps of material or other obstruction on or fouling the line which may cause derailment or endanger train safety in any way. In case Commercial staff in the form of Goods Supervisor is posted, this responsibility will shouldered by him and release of the wagon / rake will be given only when the track is clear of the obstruction.
- 8 Explosion on track or train :**
  - (i) On hearing an explosion the driver shall stop his train as soon as possible and examine the track along with Guard at the site of explosion to ascertain the extent of the damage. If the Driver does not bring the train to a stand within a reasonable time, the Guard shall draw the attention of the driver on walkie-talkie and by continuously applying the vacuum/pressure brake by operating the Guard's break van valve.
  - (ii) The Driver shall also examine the train along with the Guard and if little or no damage has been caused to the train, track & OHE , and if it is found safe for the train to proceed to the next block station, the train will be taken ahead to the next block station, where the Guard and Driver will jointly report the occurrence to the Station Master on duty.
  - (iii) If the damage to the track is so serious as to render the track unsafe, a competent Railway servant will be left at the site with detonators to protect the site in accordance with General rules 6.03. and the movement of the train will be done on the fitness given by the competent authority.
  - (iv) The Station Master, shall immediately issue a message to the Station Master at the other end under exchange of private number and also inform to Section Controller who will inform to all concern..
  - (v) The Station Masters at both ends of the reported section must stop all trains and issue caution orders to Drivers, notifying the kilometerage and the speed restriction till the track is restored either at normal speed or with speed restriction by the competent P.Way official.
  - (vi) No train shall pass over the affected location at a speed not exceeding 15 K.M. per hour or such less speed as the reporting Driver may have specified, until the Permanent Way Inspector or the Asstt. Engineer has certified the track safe for any higher speed only then the Station Master will issue an "all concerned" message to all those originally advised.
- 9. Action to be taken by Railway staff regarding injured persons or corpses found on or near the Track:**
  - (1) When life is not extinct:-**
    - (a) When a railway employee finds an injured person on or near the track, he should do his best to revive him / her by rendering first aid or in the alternative summon medical help as early as possible. He should also arrange to inform the police through the nearest SM or any other person in the vicinity.
    - (b) When a person is run over or knocked down by a train is found by the staff of the same train or of a subsequent train, first aid by the SM. When a station with medical facilities is situated nearer in the opposite direction and a train is also available in that direction, the person may be sent to that station for treatment Any train can be stopped for this purpose by exchanging private number with the Control.
    - (c) If the condition of the person is found to be critical, the dying declaration should be recorded by the TS/Guard/TTE/Conductor or by the Railway servant who happens to find the injured person. The name, father's name, residence, how it happened, how the wounds were inflicted etc. particulars should be recorded. The statement should be signed by the Guard or other Railway employee who recorded it and some other responsible witness and made over to the

SM of the nearest station for onward transmission to the police authorities. Along with the statement, a memo showing the time and place where the injured person was found and the further disposal there of, should be attached. In case, the Railway servant who finds the injured person is illiterate, he should seek the assistance of some responsible person for obtaining the dying declaration.

**(2) When life is extinct:**

- (a) The main requirement when a dead body is found on or near the track, by any railway servant is to keep the evidence intact. Utmost respect should be shown while handling the dead body. Handling of the dead body by multiple persons should be avoided as the finger prints which may be available near the site of occurrence may be disturbed. Similarly, the dead body should not be removed until the arrival of the police as the chances of some clues which may lead to detection of cases may be interfered with. However, to clear the line for the movement of subsequent trains, the body may be removed from the line, but in doing so the movement should be the minimum required.
- (b) The body may thereafter be left in the charge of village Chowkider or any responsible person in the vicinity. In case the body is found by a railway staff not working a train, he shall, unless he himself is in a position to advise the police authorities, take immediate steps to advise any responsible person, in the vicinity of the place of the accident, to enable the latter to take further action.

**(3) When a train has been stopped owing to a person thrown out of a train, the Guard will make a report on the incident comprising of the following particulars for the concerned authorities in addition to that the action to be taken as indicated in para 1 and 2 above :-**

- (a) Kilometrage at which the passenger fell or person was knocked down.
- (b) Was the accident noticed by the Guard/Driver and the train stopped or was the alarm chain pulled to stop the train ?
- (c) Was the train backed to the accident spot ?
- (d) How the injured person was disposed off ?
- (e) Further information in the case of a passenger falling out:-
  - (i) Name, age, sex and address of the passenger, the particulars of the ticket held (if any).
  - (ii) If a child, also the name relationship and address of the guardian.
  - (iii) Where was the person/child seated or standing at the time last seen by fellow passengers?
- (f) Owing Railway, painted number, compartment number, type description and position of the carriage from the engine.
- (g) Condition of doors, door handles, shutters, safety latch, and window fastening in the carriage. Particular details should be given of the door or window through which the passenger fell.
- (h) Was there any GRP / RPF staff on the train ?
- (i) Brief statement of the injured person giving :-
  - (i) Possible cause of the accident shall be recorded, in presence of the Railway Police Constable, and countersigned by him. If the Railway police Constable is not present, the signature of passengers in whose presence the statement is recorded should be obtained.
  - (ii) In the case of a child, the statement of the guardian should be recorded duly attested by the Railway Police Constable (or in his absence by two passengers present at the time of recording the statement).

**10. Passengers getting sick in the train requires medical assistance :** On request from the passenger getting sick in the train, Guard/Train Suptd./Conductor/TTEs / are required to inform in advance nearest station master to arrange for medical assistance. Passenger should however be informed that he may be required to pay for the medical assistance given. Train Supdt carries a first aid box and the medicines can be supplied to the passengers on demand. Train Supdt should also look for the available Doctors in the train after verifying from the reservation charts and request the Doctor to attend suchailing passengers.

**11. Statement of Crew in run over cases :** In the case of persons run-over, the statement of the engine crew must always be obtained by the Loco Foreman (or other loco official in-charge) of the



shed at which the Driver ends his journey and sent to all concerned. The Loco Official in-charge must arrange for examination of the engine and the vehicle for blood marks and report the results to all concerned.

**Note :** The Guard/Crew must note down all relevant particulars including action taken by them. The train engine should be changed at the first available point and should be got examined on the pit line.

**12. Procedure to be adopted when deaths occur in trains and within Railway premises:-** In case of dead body found in train or within station premises, Station Master should report such cases to the Police and Railway Doctor if necessary. Police will arrange disposal of dead body Post mortem examination if required. In order to dispose the unidentified bodies a prescribed amount from station earnings should be given by Station Master / Booking Clerk as per extant Commercial circulars prescribed by the Railways.

**13. Murder on running trains:** If a crime of a serious nature such as murder or serious assault is committed in Railway carriage on a running train, the following action will be taken by the staff with a view to help the Police officials in their investigation:-

- (a) The Guard of the train will have the compartment emptied and locked up after all shutters have been closed from outside immediately so that blood-stains, marks of struggle, footprints, finger impressions, etc. remain undisturbed.
- (b) If the crime took place in a railway compartment, the compartment will be immediately locked up and the carriage allowed to proceed to the nearest station where it can be replaced. At this station, a member of the Railway Police will watch it until a Police Officer arrives.
- (c) No one, either a Railway employee or an outsider, must be allowed to enter the compartment until the police arrives and except in so far as is necessary to attend to injured persons unable to leave the compartment without assistance.
- (d) The Railway Police station concerned will be advised at what station the carriage has been or will be detached. After the carriage is taken over by the police, it should not be removed or otherwise utilised without the written authority of the Police Officer conducting the investigation. If an abnormal delay takes place on the part of the Police in releasing the carriage, the matter shall be reported by SM to control office for further directions.

**14. Care of dead bodies in run over/accidents cases:** The seniors Railway official in the spot should discuss the question of disposal of dead bodies with senior most police officer at the scene of the accident and they should jointly determine the place for keeping the dead bodies under the control of a responsible office. The police have to take charge of the dead bodies and they should be given the requisite facilities for their transport to well protected places where they could be kept pending completion of formalities or until claimed by the next of kin. It may be stressed that respect for the dead should be the primary consideration and in any case, no case, no dead body should be kept exposed to the weather.

**15. Action in case of fire in trains :** In the event of a fire being discovered in a train, the train must be stopped immediately and movement on the adjacent line should also be stopped till the clearance of track / OHE is given by the competent P.Way and Electric Traction officials:-

In the event of a fire being noticed in a train, the train shall be stopped immediately:

- (i) The portion of the train behind the vehicle, which is on fire, shall be detached and front portion drawn ahead to a safe distance. The vehicles shall then be detached and the vehicle in front of it drawn ahead to a safe distance with the help all available railway staff traveling in the train.
- (ii) Every endeavour shall be made to extinguish the fire by the use of the fire extinguishers, if provided, and by throwing water and sand on it. Fire brigade shall be called immediately without fail. The report of Fire Officer regarding the cause of fire should also be taken by the railway supervisors without fail.
- (iii) If water is available within a short distance the Driver may, in consultation with the Guard, draw forward the front portion together with the vehicle, which is on fire after detaching the rear portion.

- NOTE:** 1. Water and steam shall not be used to extinguish petrol or oil fires or electrical fires. 2. Staff must keep themselves up to date about fire fighting instructions, contingency plans etc.
- (i) If the fire is in a vehicle carrying passengers, the safety of the passengers shall be the first consideration.
  - (ii) If a Postal Van were on fire, every effort shall be made to save the mail.
  - (iii) The train shall be protected in accordance with G.R. and S.R. 6.03.

**NOTE:** In the case of fires attributed to sparks from the engine it shall be stated whether the engine was fitted with a spark arrestor and, if so, of what pattern, as also the description of the fuel used. In cases where there is reason to suppose that the spark escaped from the ash pan, it shall be stated what precautions have been taken to arrest the escape of sparks from the ash pan. In the case of fire to a passenger coach, the battery boxes under the coach shall be specially examined to see whether or not the fire had originated there.

**16. Fire on Track:** A Guard or a Driver who sees fire must stop the train and extinguish the fire. He must also advise the nearest permanent Way Gang mate and the Station Master.

**17. Action to be taken in case of fire in LPG tank wagons :**

- (i) Isolate wagons not on fire within safe distance by uncoupling. Call fire brigade etc.
- (ii) Give warning to people living in adjoining area to evacuate for at least one KM radius.
- (iii) For small fire use Dry Chemical Powder/Halon extinguisher and for large fire-water spray or fog be used.
- (iv) Stay away from ends of tanks as tanks normally burst from the ends.
- (v) Cool tanks that are exposed to flames with water from the sides well after fire is out.
- (vi) Withdraw immediately in case of rising sound from venting safety device or any discolouration of tank due to fire.
- (vii) If a goods train carrying petroleum products catches fire, immediate information is given to nearby IOC and other Petroleum officials and also the Inspector of Explosives for taking necessary immediate follow up action.

**Note :** Summing up there are two most important aspects of disaster management in case of LPG fire.

- a. Evacuate people to Save Life.
- b. Segregate Unaffected Tanks Quickly.

**18. Trains Running Away Out Of Control:** In the case of accidents connected with trains approaching or entering or passing through a station out of control, the Station Master or the Guard shall immediately on the train coming to a stand, examine the brake blocks of the first few vehicles from the train engine fitted with vacuum or air brake and enter in the Station Diary/Combined Train Report the result, i.e., whether the brake blocks are cool, luke-warm, hot, etc., and get the signature of the Guard and the Driver. If train is running with Electric Engine, OHE should be switched off immediately to control the train and if the train is running with Diesel Engine Driver should immediately be contacted on walkie-talkie and throwing stones in the driver's cab to draw his attention if he is not responding on walkie-talkie.

**19. Train Passing Signal At Danger:**

**Action to be taken when a driver overshoots signal/signals –**

- (1) **Reception Signals :** As soon as the Station Master becomes aware of the fact that a driver has overshoot reception signals, the following action shall be taken :-
  - (a) Try to stop the train by showing red hand danger signal, or then by switching off the OHE in the electrified section. If the driver after over shooting the reception signals, comes to a stop at the place at which the train usually come to a stop i.e. at the starter signal :-
    - (i) A memo shall be served to the Driver with a copy to the Guard, advising that he has disregarded reception signals. Section Control shall be advised of the incident with the relevant details.
    - (ii) The Driver/Asst. Driver/Diesel Asstt. should be booked "Off" and their relief arranged if the same is readily available at the station where the driver has overshoot the signals. In case of overshooting of a passenger carrying train, the crew may be replaced

by stabling any goods train running in the vicinity. In case crew has to be called from an outstation and the train is likely to be detained too much, the train may be allowed to proceed ahead where the crew can be conveniently changed. A Caution order under such circumstances should be issued to the driver instructing him to regulate the speed of his train in such a way that no mishap/disregard of signals take place.

(iii) In the meanwhile, concerned officials should be advised to reach at the station where the train is being detained or recording statements of the crew, joint check of brake power and for preparing the joint note.

(iv) The Goods train may be stabled and passenger carrying train detained if the circumstances so warrant but care being taken to ensure that such stabling/detention does not lead to blockage of passage of other trains.

(v) Engine crew should be subjected to medical examination as prescribed in this Manual.

(b) **When a driver after overshooting Outer signal stops short of the Home signal :**

(i) Trains shall be piloted into the station and brought upto the place where the trains usually come to a stop i.e. at the starter signal on the authority of T-369 (3b). Rest of the procedure shall be the same as detailed in para (a) above.

(c) **When a driver after overshooting Reception signals, stops either short of platform or jamming the points :**

(i) The train shall be shunted upto its berthing place on the authority of T-806 (Shunting order). Rest of the procedure shall be the same as detailed in para (a) above.

(2) **Departure Signals :**

(i) If the driver overshoots the starter signal and come to a stop between starter and advance starter signals, or, beyond the advance starter signal at a place from where the train can be easily backed to the station, the train shall be back to its berthing place on the authority of T-806 (Shunting Order). Action shall thereafter be taken as para (i) (a) above.

(ii) If the driver after disregarding the departure signals, enters the block signals, action should be taken as per provisions given in G & SR for treating a runaway train. Action as per para 1(a) shall be initiated against the crew at the station at which the train comes to a stop.

20. **Averted Collisions :** In the case of averted collisions, inside station limits, for e.g., between two trains, the Station Master shall immediately reckon the distance in terms of vehicle/wagon or rail length between the two trains, after they have come to a stand and the information regarding the Kilometrage giving the exact location of engine and brakevan will be obtained from Driver and Guard on the walkie-talkie and, in the presence of the Guards and Drivers of both the trains, and enter it in the Station Diary and obtain their signatures. In the case of averted collisions, outside station limits, for e.g., between two trains, the Guards of the trains shall, in the presence of the Drivers of both the trains, reckon the distance in terms of vehicle/wagon or rail length or OHE mast, telegraph posts between the two trains, after they have come to a stand and enter the distance in their Combined Train Report.

21. **Breach of Block Working Rules :** In the case of an accident under Classes G-1 and G-2, when a train has entered a block section without any authority to proceed or without proper authority to proceed, a preliminary fact finding enquiry shall be instituted. But in all other cases of trains entering the block section without any authority to proceed or with an incorrect authority to proceed such occurrence shall be enquired into by a committee of Officers and the proceedings of the Enquiry sent to Chief Safety Officer..

22. **DERAILMENTS WHERE TRAIN WRECKING IS SUSPECTED :** In all cases of derailments where train wrecking is suspected the Guard and other train crew should after attending to the foremost duties like, protecting the adjacent lines and the train, rendering assistance to the injured and reporting of the accidents, etc., proceed to inspect the track and keep a note of the clues which may be indicative of the cause of the accident and endeavour to have such clues preserved and guarded till the arrival of senior Railway Officers and Police.

23. **Action to be taken in case of Flat tyre in rolling stock :** No rolling stock should be permitted to move if flat tyre is exceeding the permissible limit. If station master, gateman, train examiner and

## CHAPTER VIII

### ENQUIRIES INTO ACCIDENTS

#### 1. Railways Act provisions for Enquiries into Accidents :

**Section 114** : On getting notice of Railway accident under Section 113, enquiry by Commission to be held and fix up and communicate the day, time and place of enquiry and in case commissioner is not able to hold, he shall notify the Railway administration accordingly.

**Section 115** : If no enquiry is held by commissioner under Section 114, the Railway administration within whose jurisdiction the accident occurs shall hold an enquiry in prescribed manner.

**Section 120** : For accidents not cover under S. 113, Railway administration. should cause holding of enquiry into the causes of accidents.

**Section 119** : No enquiry, investigation, etc. to be made if the commission of enquiry is appointed.

#### 2. Object of Accident Enquiries

1. To ascertain the cause of accident – in addition to root cause.
2. To fix responsibility for accident – Primary, secondary and blameworthy. Also to fix individual responsibility.
3. To identify the rules, instructions and procedure violated.
4. To determine whether there was general laxity in working, which has also attributed.
5. To examine whether there was any delay and laxity in providing relief, rescue and restoration.
6. To suggest improvement in system, procedures & practices.

#### 3. Classification of Accident Enquiries :

##### A. Enquiries by non Railway authorities

**(I) Commission of Enquiry** – The central govt may appoint a commission of enquiry in a very serious accident.

**(II) Commissioner of Rly Safety Enquiry** – The CRS may order and personally conduct an enquiry into an accident which he considers to be of a sufficiently serious nature or necessary to enquire by himself.

**(III) Magisterial Enquiry** – In case of reportable train accident, DM or his depute authorised police officials may conduct. If magistrate considers necessary may arrange for judicial enquiry.

##### B. Enquiries by Railway Officials :

**(I) Joint Enquiry** – An enquiry into an accident by a committee of Rly Officers of concerned Rly departments in case of reportable accidents falling in purview of Indian Railways Act

**(II) Inter-departmental enquiry** – An enquiry into an accident by team of officers/supervisors of concerned Rly departments for non reportable accidents is known as inter departmental enquiry. It is same as Joint Enquiry.

**(III) Departmental Enquiry** – The enquiry conducted by the departmental of Railway only which has accepted all the responsibilities in the accident. This is done for both reportable and non reportable accidents.

**(IV) Preliminary Enquiry** may be conducted prior to enquiry, evidences considered and clues of accident may be preserved for the enquiry committee.

#### 4. Joint Enquiries – when dispensed with :

- (I) If any enquiry is to be held by CRS or by a commission or by any other authority appointed by the Central Govt. delegating the power of commission of Enquiry Act, or

- (II) If there is no reasonable doubt as to the cause of accident, or
- (III) If any department of the Railway administration. concerned intimates that it accepts all responsibility in the matter.

In case of above dispensation, only departmental enquiry is to be conducted with the approval of Head of the department of the Railway administration responsible.

**5. Levels of Enquiries :**

- (I) Senior administrative grade level
- (II) Junior administrative grade level
- (III) Senior Scale level
- (IV) Junior Scale level
- (V) Senior Supervisor level, and
- (VI) Supervisor level

According to the seriousness in nature of accident different level of enquiry is ordered. The level can be upgraded by the competent authority.

**6. Ordering of Enquiries :**

- (I) In division DRM is competent authority to order the enquiry specifying the level and nominating the officials of concerned departments.
- (II) At HQ GM is competent authority to order the enquiry specifying the level and nominating the officials of concerned departments.

**7. Inquiries, composition of :-**

- (1) Inquiry committee will normally consist of the officers from Safety, Mechanical and Engineering Department. Other departments may also be represented when necessary.
- (2) When staff or engine of another division is involved, representative of that division may also be included in the inquiry committee.
- (3) In case of fire accident the representative of RPF and Commercial departments should also be associated.
- (4) No Officer or a Subordinate official whose evidence is required to be recorded before an inquiry committee should be appointed as a Member of that committee except when allowed only under the personal orders of the CSO/DRM.

**8. President of Inquiry Committee :-**

- (1) At a joint or Officers' inquiry, the senior most officer in the highest grade among those present at the inquiry will preside, seniority in the same grade among Officers belonging to different departments being reckoned on the total length of service and among officers of the same department, from the date of appointment to the grade. In the event of the date for increment on junior time scale being the same in the case of two Officers of the same rank, the basic pay shall decide seniority; if the basic pay is also the same, the length of service in the rank shall decide seniority; if the length of service in that rank is also the same age shall decide seniority. Group A Officers shall rank higher than Group B Officers. In case of any dispute the decision of DRM through Personnel branch will be final.
- (2) At a Sr. Supervisors inquiry, the senior most subordinate in the highest grade among those present at the Inquiry will preside, seniority as between Sub-ordinates belonging to different departments in the same grade being reckoned on the total length of service, and as between subordinates belonging to the same department, the respective seniority in the Department.

**9. Arranging Of Joint And Inter Departmental Enquiries:**

- (i) When a Joint or Interdepartmental Enquiry is ordered and the date of the enquiry is not fixed, the Divisional Railway Manager shall settle the date and place, in consent with and, as far as can be arranged, to suit the convenience of all departments; but, in all cases, the enquiry shall be held at the station nearest to the site of the accident and within three days after the accident.

- (ii) The date once fixed shall not be changed except in case of absolute necessity.
- (iii) The representative of each department shall be responsible for summoning and arranging for the attendance at the enquiry of the staff of his own department who may be able to give evidence in the case.
- (iv) The Presiding Officer shall arrange for the attendance of any other witness whose presence he considers desirable or whom any other member of the committee wishes to have examined.
- (v) Sr.DSO /Safety Branch and Safety Control will co-ordinate for early finalization of enquiry and settle the place and arrange all the secretariat services for the enquiry. Sr.DSO himself will be part of the enquiry as nominated by DRM.

**10. Failure to attend inquiry :** If a member of the Inquiry Committee fails to attend the inquiry due to any reason, he shall submit his written explanation to the President of the Inquiry Committee. When an officer or a Subordinate is unable to attend an inquiry at which his presence is essential on account of the technical knowledge or knowledge of other facts which he possesses and it is not desirable to postpone the inquiry, an Officer or a Subordinate Officer of similar standing should, if possible, represent him and the Divisional Officer or Head of the Department, as the case may be, must be approached in order that this may be arranged. Witnesses who are summoned for an inquiry and fail to appear must similarly explain the absence. The concern branch officers will ensure the attendance of all the witnesses required from their departments.

**11. Postponing of an inquiry :** An inquiry will not ordinarily be postponed owing to the absence of a witness, but if after recording all other evidences, a decision cannot be arrived at, the inquiry may be adjourned till the witness is available. In case of a witness being sick, the President of the inquiry committee will advise the medical authorities to instruct the witness to attend the inquiry, and if the witness is unable to attend himself, he may depute a representative to record his evidence, subject to the concurrence of the Medical Officer.

**12. Notice of Enquiries :**

In Notification of enquiry the following should clearly be mentioned :

- (I) Date of Enquiry
- (II) Place of Enquiry – Full Address
- (III) Time of Enquiry
- (IV) Authority conducting the Enquiry

An advance notice be may published in English, Hindi and in regional local languages of the leading local newspapers of the area where accidents has took place for the accident where public is also supposed to attend and produce evidence, if any. For CRS enquiry such notification be published by CSO of concerned railway.

**13. Composition of Enquiry Committee :**

- (I) Enquiry committee will normally be consist of the officers from Safety, Mechanical and Engineering departments. Officers from other concerned departments may also be associated as a member if found necessary specially in case of fire and OHE break downs and failure of interlocking.
- (II) When staff/Rolling stock of another division is involved the representative of that division may also be associated in the committee
- (III) In fire accidents representative of RPF, Commercial and Electrical department should also be included.
- (IV) Normally the officer or subordinate whose evidence is to be recorded should not be nominated in the committee.

The senior most officer/supervisors of the committee will preside as chairman.

- 14. Enquiry Report :** Report of the proceedings shall be written by the president or his nominated representative for the purpose.

The following should be mentioned in the report :

1. List of members composing the committee.
2. Description of site of accident, adjoining station/concerned station and brief history of the accident.
3. A list of witnesses in the order of examination.
4. The evidence of each witness with his name, designation, rate of pay, date of appointment, last refresher course attended, PME, date of birth and length of service.
5. The findings arrived at by the committee and fixing the individual responsibility – Primary, secondary and blameworthy.
6. The reasons for the findings.
7. A statement showing the cost of damage to P. Way, locomotive, rolling stock, S&T gears, OHE, Luggage, parcel and goods, if any.
8. List of passengers or Railway servants killed or injured – grievous & simple.
9. Extract of relevant documents, if necessary.
10. Rules violated.
11. Sketch of the site of the accident indicating north point.
12. Recommendations.
13. Suggestions for system improvement, if any.
14. Other matters brought to light.
15. In case of any dissent the dissenting member shall record his opinion separately and sign thereunder. President will give a re-joinder accordingly. At start in the report one page brief summary be mentioned.

Summary be mentioned in such a fashion that the scene of site of accident may come in the mind of person reading the report.

In Enquiry report the main items included are as under :

Date	No. of Tracks
Time	Gradient
Railway	Alignment
Gauge	Weather
Location	Visibility
Nature of Accident	Cost of Damage
Train involved	Causality – Killed and Injured
Speed	Relief and medical arrangements
System of Operation	Cause
Persons held responsible	Important recommendations
System failure	Impractical rules.

- 15. Particulars to be furnished in the Enquiry proceedings :**

**(i) In the case of accidents at level crossings:**

- (a) In case road vehicles are run into, particulars regarding number, position and damage to vehicles.
- (b) Level crossings are manned or unmanned.

- (c) (1) Condition of the gates- single or double leaf or lifting Barrier
- (2) Normal position of the gate to road traffic (Open / Close)
- (3) Description of the signals in case gates are protected by signals.
- (4) If the gates are not protected with signals, The normal position of the gates, i.e. usually kept open for road traffic or otherwise.
- (5) The Gates are lighted at night and if yes how lighted.
- (6) Description of the scene of occurrence: -
  - (a) On Straight or curve.(b) Length of clear view for the road user obtainable in both directions.(c) The line is fenced or not.
- (7) The engine was fitted with electric headlight.
- (8) Particulars of road vehicles involved damaged or not. Position of vehicles, if comprised in a string passing over a level crossing.
- (9) The distance at which the gate is visible to the Driver of the approaching train.
- (10) Provision of bell or telephone with the adjacent block station at level crossing gate.
- (11) Colour painted on discs on the gates of the level crossings.
- (12) The arrangements of opening and closing of gates electrically or mechanically or by hand.
- (13) Location of gates at station or between stations.
- (14) The level crossing is situated on level surface or on a gradient. If on a gradient, indicate the gradient with reference to the direction of movement of the train.
- (15) The level crossing is provided with road signs on road approaches or not.
- (16) Location of level crossing on a curve; and its clear visibility for the road users at 5 metres from the center of the track on both up and down directions for the Drivers of all trains is available or not.
- (17) Provision of whistle boards.
- (18) Result of last census
- (19) Deep screening/ overhauling of the gate done or not done of the day of accident.
- (20) No and classification of the gate and roster of the gate and department responsible.
- (21) History of breaking of booms of the gates.
- (22) History of complaints against the Gateman.
- (23) Pending proposal of upgradation/ re-classification/ provision of ROB/RUB
- (24) Last accident at the gate and reasons thereof.

**(ii) In the case of accidents in which the signaling is particularly involved :**

- (a) Standard of station interlocking.
- (b) Visibility of Signals from the place of operation if not, the arrangement of their repetition.
- (c) The distance from which signal is visible to the driver.
- (d) Details of locking the points provided.
- (e) The points provided with point indicators or protected by signals.
- (f) The points and signals worked from ground frame or from end cabins or from central cabin or from Station Master's control panel.
- (g) The points operated by rodding or by double wire or by power.
- (h) (1) Type of signals semaphore or colour light.  
(2) In case signals are of semaphore type than it is Lower quadrant or Upper quadrant and means of operation whether single wire or double wire or by motor.
- (i) Location of the signal.
- (j) Last authorized maintenance by S&T staff
- (k) Last failure of gear and entries regarding opening of the relay room.
- (l) Failure of track circuiting at the station.
- (m) Last work of S&T commissioned at the station.
- (n) The status of SWR specially in regard to the failing gear.
- (o) Status of PME, refresher due of the Electrical/Mechanical maintenance.
- (p) Last joint inspection with P.Way and follow up status of deficiencies recorded.
- (q) Follow up of last inspection by inspecting officials, supervisor or Officer.
- (r) Details of disconnection memo i.e. total number offered/accepted/non-accepted for particular gear involved in accident.
- (s) Any pre-N.I or N.I work was on progress?



- (iii) In the case of over speeding of trains where the adequacy or the efficiency of the brake power is in question:**
- (a) The composition, number of axles and weight of the train.
  - (b) The normal composition and weight.
  - (c) The class of engine which worked the train at the time of the occurrence and the normal load of this class on the section in question.
  - (d) The number and braking capacity of the brake vans on the train, the number of wheels braked, the nature of the engine brakes and the number of wheels braked by them.
  - (e) Type of Brake Air or Vacuum.
  - (f) Working conditions of the brakes.
  - (g) Gradients.
  - (h) The distance between the last OPRS/MV-5 issuing station and the station reporting less brake power.
  - (i) Count of brake blocks and number of missing brake blocks and worn out brake blocks.
  - (j) No of train piped wagons permitted in the rake and isolated wagons permitted in the rake.
  - (k) Any Loco, C&W, on special foot plating was deputing due to less brake power.
  - (l) Any caution order issued to the driver and authority for issuing caution order.
- (iv) In the case of parting of trains resulting from the breakage of coupling gear :**
- (a) Maximum gradient of the section at which the train parted.
  - (b) Number of vehicles on train in terms of units.
  - (c) Total tonnage of vehicles.
  - (d) Tonnage behind breakage.
  - (e) Type of coupling.
  - (f) Manufacturers name.
  - (g) Period in use.
  - (h) Train worked with vacuum / air brake or not.
  - (i) Distance by which, the rear parted portion rolled back.
  - (j) Distance between the parted portions.
  - (k) Type of the loco and authorized haulage capacity of the loco.
  - (l) Location of train parting
  - (m) Distance between last stoppage of train and location of train parting.
  - (n) Analysis of the section from law and order point of view in which train parting has been reported.
  - (o) Any railway colony specialy of loco staff before the location of train parting.
  - (p) Engine end / Guard end breakage of the coupling and location from engine.
  - (q) Availability of anti theft devices providing in the coupling / couplers of the rake and their deficiencies.
  - (r) Availability of "L" clamp between engine and first coach / wagon.
  - (s) Condition loaded / empty handles of individual wagons of the rake.
- (v) In the case of rail fracture on main or running line :**
- (a) Length of rail.
  - (b) Weight per metre.
  - (c) Brand and stamp marks.
  - (d) Distance; centre to centre, of the sleepers on either side of the breakage and from each of these to the next sleeper.
  - (e) The probable date the broken rail was laid.
  - (f) The heaviest class of engine using the rail.
  - (g) Information regarding the position of rail, description of ballast, curvature of track, etc.
  - (h) A sketch (blue print) to foolscap size, to show the position of the fracture, in which a section to the full size of the worn rail and the profile of a new rail of the same section to indicate the wear, shall be embodied.
    - (i) Date of last USFD testing of the affected section.
    - (j) Whether the track is track circuited or not.

- (k) Whether the affected rail is position or negative.
- (l) Last report of running of flat tyre reported in the section and action taken thereupon.
- (m) Whether rail is LWR or the station yard or fish plated track.
- (n) Last replacement of the face of the rail and date.
- (o) Last jerk reported in the section by driver or any other foot plate official and action taken.
- (p) Condition of packing at the site.
- (q) Date of last distressing of the track and the temperature at which distressing was done.

**(vi) In the case of fractures of axles of engines or vehicles :**

- (a) Drawing or sketch showing the position of fracture.
- (b) Position and nature of fracture.
- (c) Stamps on the axle showing makers name, contract number, cast number, name of steel, date, etc.
- (d) If a vehicle axle, diameter of broken journal; if an engine axle, kilometreage run.
- (e) Date of issue.
- (f) Particulars of last trip schedule, AOH & POH of the axle/engine.
- (g) Any cattle run over before the report of fracture of axle of the engine.
- (h) Grading of the enginemanship of the driver.
- (i) Last out of course attention of the axle at any other shed than the nominated shed due to reasons on run.
- (j) Last date / topping up of the grease in the axle and the quality control check of the grease available in the other journal of the wagon / vehicle.
- (k) Condition and observations regarding the axle cover / face plate of the journal.
- (l) Condition and observations regarding studs of the journal.
- (m) Colour of the face plate / axle cover after the breakage of the journal and location of face plate / axle cover found.

**(vii) In the case of accidents attributable to breakage of journals of vehicles, etc :**

- (a) The last P.O.H. date of the vehicle.
- (b) The tare weight.
- (c) The carrying capacity.
- (d) Last ROH of the vehicle.
- (e) Last report of neutral TXR
- (f) Particulars of last 5 to 10 loading trips.
- (g) Report of the person reporting the breakage of journal.
- (h) Last date / topping up of the grease in the axle and the quality control check of the grease available in the other journal of the wagon / vehicle.
- (i) Condition and observations regarding the axle cover / face plate of the journal.
- (j) Condition and observations regarding studs of the journal.
- (k) Colour of the face plate / axle cover after the breakage of the journal and location of face plate / axle cover found.
- (l) Condition loaded / empty handles of individual wagons of the rake.

**(viii) In the case of public knocked over or run over by trains or vehicles :**

- (a) The scene of the accident is level crossing or not.
- (b) If the scene of the accident is not a level crossing, the nearest level crossing.
- (c) The level crossing is manned or not.
- (d) The train was worked with vacuum/air brake or not.
- (e) The accident was noticed by the Driver or not.
- (f) The engine was fitted with headlight or not. If yes then its working condition.
- (g) Particulars of fencing at the site of the accident.
- (h) The Driver was whistling continuously or not.

- (ix)** In accident, involving persons falling out of trains, the description, type, and number of the carriage from which the person fell out, the condition of the door and its fastenings and the fact whether warning notices were exhibited shall be mentioned.

**NOTE:** In the case of persons falling out of trains, etc, the party's statement shall be obtained. When the party's statement could not be obtained and recorded immediately after the accident, due to the injuries sustained by the party or for any other reason, the statements of witnesses on the train shall be obtained. If the statements of the witnesses also could not be obtained, the party's statement shall be obtained subsequently, as early as possible either through the hospital authorities or the Railway Police.

- (x) In the accidents involving falling of shutters, the condition of the shutter and the fact whether warning notice was exhibited shall be specially furnished.
- (xi) (a) In the case of fires attributed to sparks from the engine it shall be stated whether the engine was fitted with a spark arrestor and if so, of what pattern, as also the description of the fuel used.  
 (b) In cases where there a reason to suppose that the spark escaped from the ash pan it shall be stated what precautions have been taken to arrest the escape of sparks from the ash pan.  
 (c) In the case of fire to a passenger coach, the battery boxes under the coach shall be specially examined to see whether or not the fire had originated there.
- (xii) In all cases of actual collisions between running trains or between a running train and another train or vehicles, the actual lengths of the concerned trains and vehicles shall be mentioned.
- (xiii) In all cases of deaths caused by accidents, in which an Inquest is held by the Police, the Inquest Proceedings shall be obtained by the Divisional Officer concerned and the verdict at the Inquest indicated in his report.
- (xiv) In all cases of accidents, in which application for assistance was made, the special report or enquiry proceedings shall indicate the following:
  - (a) Time application was made out and by whom?
  - (b) Station to which and means by which application was sent.
  - (c) Particulars of assistance asked for.
  - (d) Time at which the station received the application.
  - (e) Action taken by the station.
  - (f) Time of arrival of assistance.
  - (g) Particulars of assistance received.
  - (h) Reason for undue delay, if any, in the receipt of assistance.

In the case of averted collisions, the exact distance by which collision was averted shall be indicated in the enquiry proceedings.

#### **16. Submission of Enquiry Report :**

1. The enquiry should start within D+3 days. Submission of report to DRM/GM by the president of the committee through Sr.DSO/DSO within seven days of DOA.
2. Submission of report to the CSO by Sr.DSO/DSO, after acceptance by DRM within ten days from the DOA.
 

A.	All reportable train accidents	4 copies
B.	Train accidents and fire cases	2 copies
C.	All other accidents	1 copy
3. Submission of report to PHOD/HOD after accepting by DRM it shall be submitted to HOD concerned.
4. Submission of report to Railway Board by CSO. The reports on all accidents reportable to Rly Board will be submitted to Rly Board by CSO with views of PHODs/HODs if necessary indicating whether the findings accepted or not with proposed action against responsible staff.

5. **Forwarding the report to CRS** – CSO to forward the copy of report of reportable train accidents to CRS after acceptance by the General Manager.
6. **Forwarding the report to CCO** – In cases where likelihood of claims materialising will be sent to CCO by DRM..
7. **Forwarding the report to CSC** – In cases of fire a copy will be sent to CSC by the DRM.

**17. Acceptance of Findings :**

1. The acceptance of accident enquiry of passenger trains is done by GM and of goods train and other accidents by DRM.
2. CSO will advise the DRM of the acceptance of the findings with direction to take follow up action.
3. If the findings are not accepted by DRM/GM , a fresh enquiry shall be ordered.
4. If the findings of a Sr. Supervisor's Enquiry Committee are not accepted, officers level enquiry should be ordered by the DRM/GM.
5. In joint enquiry if findings not accepted the matter may be referred back to Committee or fresh enquiry by new committee.
6. All serious Accident shall be inquired into by the Commissioner of Railway Safety .
7. In case CRS is or CCRS is not in a position to enquire into serious accident cases the Inquiry shall be done atleast by a committee of JA Grade Officers, formed in consultation with CRS/CCRS.
8. All cases of collisions falling under A-1 to A-4 categories shall be inquired into by a Committee of SAG officers with General Manager as the accepting authority unless the same is being inquired into by CRS.
- 9- All other consequential train accidents except Unmanned level crossing accidents shall be inquired into by a committee of JA grade officers and in its absence by Branch Officers. DRM shall be the accepting authority for these inquiries subject to the review by the CSO.
- 10- Consequential unmanned Level crossing accidents and all other train accidents shall be inquired into by a committee of Senior scale or Junior Scale officers as decided by respective DRMs with DRM as the accepting authority.
- 11- All Yard accidents shall be inquired into by a committee of senior supervisors with Sr. DSO DSO as accepting authority.
- 12- All cases of indicative accidents shall be inquired into by a committee of Senior or Junior scale officers with DRM as the accepting authority.
- 13- General Manager or DRM can have the inquiry conducted by a committee of higher levels of officers than the above mentioned levels depending upon the seriousness of accident.
- 14- All accident inquiry cases, where DRM is the accepting authority and involve Foreign Railway staff(Primary and Secondary responsible) will be accepted by AGM and in the absence of the post of AGM, the senior most PHOD shall be nominated to discharge his duty. In case where Foreign Railway staff is held blameworthy only, the Accident Inquiry case may be accepted by DRM.
- 15- All cases of equipment failure shall be inquired into by Senior Supervisors/Supervisors of respective departments.
- 16- All inquiries will be ordered by the concerned DRM except for inquiries into collisions as per item(iii) as above wherein General Manager will order the inquiries.

- 18. Schedule of procedure for completion of accident enquiry at Zonal Railway level :**  
In order to ensure timely completion of accident enquiry report/DAR following model time schedule should be adopted :

**SCHEDULE OF PROCEDURE FOR COMPLETION OF ACCIDENT ENQUIRY AT ZONAL RAILWAY LEVEL:-**

<i>Sl. No</i>	<i>Model Time</i>	<i>Remarks</i>
1.	D	<b>Date of Accident</b>
2.	D + 1	<b>DRM/GM* shall order the enquiry, if no particular department accepts the responsibility.</b>
3.	D + 3	<b>Committee shall convene the enquiry into the accident.</b>
4.	D + 7	<b>Committee shall submit the enquiry report to DRM/ GM*</b>
5.	D + 10	<b>Acceptance of enquiry report by the Sr. DSO(only for yard accident)/ DRM/ GM*</b>
6.	D + 15	<b>Enquiry reports will be finalized by CSO/AGM</b>
7.	D + 20	<b>Submission of enquiry report to CRS for the section of the Railways on which the accident occurred with the remarks. A copy of findings of the Enquiry Report to be sent to Railway Board.</b>
8.	D + 90	<b>DAR action against responsible officials to be completed.</b>

\* For SAG Level Inquiries.

- Note :**
- (i) DRM/GM may decide to have the enquiry conducted even if a particular department accepts the responsibility for enabling through review of associated systems involved in the accident.
  - (ii) Time limits prescribed above are the maximum period of time. Railway should make efforts to finalise the enquiry report and D&AR action as early as possible but not beyond the prescribed time limits

**19. Questionnaire and Information for CRS Enquiry :**

INFORMATION TO BE FURNISHED BY THE CIVIL ENGINEERING DEPARTMENT

1. (a) Brief description of damage to P.Way  
(b) Cost of damage to P.Way.
2. **Description of site :**
  - (a) Kilometre of site, in between stations- section, single/double line.
  - (b) Civil District
  - (c) Nature of country around the site (Open, cultivated, plain/undulating, etc.)
  - (d) Direction of the track at site (North to south, etc.)
  - (e) Straight, curve, gradients with distances etc., in the vicinity (Index plan and section to be attached)
  - (f) Height of bank/cutting
  - (g) Kind of soil
  - (h) Details of bridges and level crossings within one Km on either side of the site (to the extent they are relevant to the inquiry)
3. **Permanent Way :**
  - (a) Rails-weight, length, age, wear, if welded, LWR, CWR, SWR, etc.
  - (b) (i) Sleepers – type, age, density  
(ii) Percentage of U/S sleepers in track in the vicinity of the accident site.
  - (c) Fish-plates – weight, length, number of holes with dia
  - (d) Fish-bolts – weight, length, dia, weather any spring / other washers used and number used per joint
  - (e) Spikes – of wooden sleepers – number of spikes on each sleeper, how many inside and how many outside
  - (f) Bearing plates – if used, type, number of holes, weight, etc.
  - (g) Ballast – its kind, section, depth below sleeper, cubic metres per metre run
  - (h) Policy followed in driving the keys
  - (i) Anti-sabotage measures adopted in the vicinity
4. Kilometre and T.P. of important stations and points on the section and number of T.P.s per Km and how numbered? (Important stations points may be taken from the CRS)
5. (a) Headquarters and jurisdiction of DEN/AEN/SE/JE(P.Way)  
(b) Gang – Headquarters, jurisdiction, strength, location of tool box and gang hut  
(c) Details of casual labour employed and discharged in the last three months
6. (a) Maximum permissive speed on this section  
(b) Permanent speed restrictions in the vicinity  
(c) Temporary speed restrictions in force on the day of the accident in the vicinity  
(d) Where there any reports of over speeding in the recent past
7. (a) Whether monsoon patrolling has been in force and if so give details  
(b) Whether Security/Police patrolling has been in force and if so give details  
(c) Furnish copies of patrol diagrams
8. (a) (i) Creep  
(ii) Extent of expansion gaps in joints 1/2 Km before and after the point of accident  
(iii) Time when observations have been made  
(b) Date when crack last attended to, around the accident spot and the details of work done  
(c) (i) Date when JE/SE(P.Way)/AEN and DEN inspected the track last prior to the accident  
(ii) If any defects had been noted by them  
(iii) If so, give details and action taken, if any  
(d) If the track at site required frequent attention in the past – old records to be looked up and dates furnished with details of work done

- (e) Results of last run of Amsler/Hallade/RTRC etc.
  - (f) Reports of rough running by the Drivers
9. **Rainfall :**
- (a) Record of last three months with the name of the recording station and its distance from the site
  - (b) Daily record of seven days prior to the accident
  - (c) Comments on the rainfall (as compared to mean rainfall)
10. Details of marks on rails, sleepers and whether any indication of any obstruction on line. Wheel mounting marks to be specifically noted.
11. Site plan (30 cm wide and length as required) with damaged vehicles, etc. All measurements to be connected and gradients shown. (in case of an accident in yard, yard plan to be attached)

**NOTE:** *Site plan to include location plan, north point, direction of travel of trains, kms/T.P.s, etc.*

12. Produce the following registers relevant to the inquiry;
- (a) Gang chart/diary
  - (b) Curve register
  - (c) Points and crossing register
  - (d) JE/SE (P.Way)/AEN's note book of inspection
  - (e) Creep register
  - (f) Bridge inspection register
  - (g) Section register
13. Quote Code, Rules, Instruction in Way and Works Manual and circulars relevant to this accident
14. Enclose particulars of track jointly taken after the accident
15. Where there any similar accidents in the vicinity in the last ten years?
16. What is the probable cause of the accident according to you?
17. Bio-data of the staff involved (date of appointment, promotion, punishments and awards – in brief)
18. Do you suggest any improved methods of working or improvements to equipment as a result of this accident?
19. In the case of level crossing accidents, the following information may be furnished.
- (a) Number of trains and vehicles passing through the level crossing on an average per day as per the census taken last (date of taking census may be given)
  - (b) A longitudinal section along the road.

**NOTE :** If some of the above particulars are given in the accident sketch, the same need not be repeated in the above accident.

**INFORMATION TO BE FURNISHED BY THE LOCO DEPARTMENT (MECHANICAL FOR STEAM & DIESEL, AND ELECTRICAL FOR AC LOCO)**

1. **Loco :**
  - (a) Type
  - (b) Number, Home shed.
  - (c) Year and place of manufacture
  - (d) Date of commissioning
  - (e) Whether provided with headlight, speedometer & speed recorder, vigilance control device and whether they were in working order
  - (f) Whether running engine foremost/tender foremost/short hood leading / long hood leading cab 1 or cab 2 leading
  - (g) Length and weight of the loco
  - (h) Braking force on the loco and the type of brakes provided on the loco
  - (i) Date of last POH/IOH
  - (j) Kilometres earned after last POH/IOH
  - (k) Date and place of last trip inspection
  - (l) Whether any schedules are overdue?
  - (m) Comments on the brakes available on the locomotive
2. Give brief particulars of the safety items not provided and provided but missing /not working
3.
  - (a) Damage to the loco (brief description)
  - (b) Cost of damage to the loco (in Rs.)
4. Engine diagram in cases where loco is derailed
5.
  - (a) Position of control handles, regulators, etc., after the accident
  - (b) Condition of synchronising valve
  - (c) Position of brake blocks after the accident, whether applied or not
6. Enclose the particulars / observations of the locomotive jointly recorded after the accident
  1. Extracts from engine log book
  2. Last eye test of the engine crew and next when due
  3. Bio-data of engine crew (date of first appointment, promotions, punishments and awards – in brief and their “Grading”)
  4. Quote instructions from manuals and circulars relevant to the accident
  5. Submit the following:-
    - (a) Speed recorder chart
    - (b) Brake power certificate issued to the Driver
  6. Were there any similar accidents involving the type of loco in the last 10 years?
  7. What is the probable cause of the accident according to you?
  8. Do you suggest any improved methods of working or improvements to equipment as a result of this accident?

**INFORMATION TO BE FURNISHED BY THE CARRIAGE AND WAGON DEPARTMENT**

1. Damage and disposition may be given in the following proforma:

Sl. No. from the engine	Coach No.	Disposition	Damage (brief description)



2. **Marshalling order of the train(s) in the following form:**

Sl. No. from the engine	Coach No.	Body & type (ICF,IRS, BEML,etc) AT or non AT	Year built	Date of last POH	Date of Return	Remarks
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3.
  - (a) Total length of coaches/train excluding the engine
  - (b) Total weight of train excluding engine
  - (c) Total brake force of train excluding the loco
  - (d) Whether fully vacuum braked/air braked or not
  - (e) Number of cylinders per coach and total number of active/inactive cylinders on the train and % of brake power
4. Cost of damage to rolling stock
5.
  - (a) Position of brake blocks/handles after the accident
  - (b) Maximum and minimum piston strokes
6. Enclose the particulars of C&W jointly recorded after the accident
7.
  - (a) Maintenance – last train examining / safe to pass exam / repacking of boxes
  - (b) Extracts from the register maintained by the JE(C&W), etc.
8. Quote instructions from Manuals, Conference Rules, and circulars relevant to the accident
9. Bio-data of the staff involved ( dates of first appointment, promotions, punishments and awards – in brief )
10. Where there any similar accidents involving the same type of rolling stock in the last ten years
11. What is the probable cause of the accident according to you ?
12. Do you suggest any improved methods of working or improvements to equipment as a result of this accident ?

**INFORMATION TO BE FURNISHED BY  
TRANSPORTATION DEPARTMENT**

1. Accident
  - (a) Date and time of accident
  - (b) Train numbers involved
  - (c) Kilometre of accident, between stations and section
2.
  - (a) Speed of train at the time of the accident
  - (b) Time of departure and arrival of the ill-fated train at the last 3 stations and at last stopping station
  - (c) Time when previous 3 trains passed over the accident site
  - (d) Was the ill-fated train running late, if so how much?
3. Weather and visibility at the time of the accident.
4. Capacity of the train and number of passengers in occupation at the time of accident (as estimated)
5.
  - (a) First information about the accident, who conveyed and how and at what time?
  - (b) How were the injured passengers dealt with ?
  - (c) Disposal of dead and injured with time of removal from the site and admission in hospitals

6. ARME VANS and Accident Relief Trains. (Details to be furnished separately for each station)
  - (a) Time of ordering
  - (b) Time of sounding the siren
  - (c) Time of arrival at bahar line
  - (d) Time of despatch from the station
  - (e) Time of arrival at the station immediately in the rear of the accident site and at accident site
7. Time of arrival of various officials including Police
8. Interruption to traffic
  - (a) Details of delay to trains, termination and cancellation of trains and running of duplicate trains etc.
  - (b) Time of clearance and through running

Passenger complaint, if any (loss of property, etc.) and how they have been dealt. Guard and other station staff – date of last vision test, refresher course passing and first aid and date when next due  
In the case of accident at a station copy of SWR with rule diagram

Details of any special dispensations obtained from CRS by the railway administration and approved special instructions issued, if any

Name and designation of Administrative Officers, Police Officers, etc., attending the CRS inquiry on each day.

Log of various activities undertaken by the railway administration arising out of the accident (Give as an annexure)

Brief details of ex-gratia payments arranged

Bio-data of the traffic staff involved (date of appointment, promotions, punishments and awards)

17.
  - (a) Enclose press cutting of news published in connection with the accident
  - (b) Press notification and advertisements issued in connection with the inquiry
  - (c) Messages issued to the Police and the Civil authorities regarding the accident inquiry
18. Were there any similar accidents in the vicinity in the last 10 years
19. Do you suggest any improved methods of working as a result of this accident

## INFORMATION TO BE FURNISHED BY THE MEDICAL DEPARTMENT

### Casualties:

- (a) Number killed
- (b) Number grievously hurt
- (c) Number with simple injuries
- (d) Number with trivial injuries

Timings of the arrival of the first doctor (Railway or otherwise) at the site and other doctors subsequently

Timings of :

- (a) the receipt of the accident message at the station where medical van is stabled
  - (b) despatch of the medical van from that station
  - (c) arrival of the medical van with the injured from the site
  - (d) departure of the medical van with the injured from the site
  - (e) arrival of the medical van with the injured at the hospital station; and
  - (f) admission of the patients into the hospital
4. (a) Details of the medical aid rendered and whether any surgical treatment resorted to at site  
(b) Give reasons for delay in rendering medical aid
5. Whether any pain relieving drug administered such as Morphia and if so how many ?
6. Disposal of the injured and the dead with timings
7. List of casualties (dead/injured) with details of names, their address and particulars of admission and discharge in various hospitals till the date of the inquiry
8. (a) Did you receive full co-operation from the doctors of the civil hospitals ?  
(b) If not, where was the failure?  
What difficulties have been encountered while dealing with the injured ?
10. Have you any suggestions to make to improve the methods of rendering medical aid to the injured ?

## INFORMATION TO BE FURNISHED BY THE ELECTRICAL DEPARTMENT

OHE :

- (i) Timings of power supply interruption and shut down
- (ii) Action taken to safeguard passengers
- (iii) Record of last inspection of OHE at site

COACHES :

- (i) Condition of electric equipment
- (ii) Particulars of electric protection
- (iii) Record of last inspections Whether supply for fans and lights was switched on

DAMAGES :

- (a) Brief description
- (b) Cost

What is the cause of the accident according to you ? (in case of fire, etc.)

What are the Code, rules, circulars pertinent to this accident ?

Bio-date of staff involved (dates of appointment, promotions, punishments and awards)

Where there any similar accidents in the last 10 years involving electrical equipment? Give details

Do you suggest any improved methods of working or improvements to equipment as a result of this accident?

**INFORMATION TO BE FURNISHED BY THE  
SIGNAL ENGINEERING DEPARTMENT**

1. **Damage to S&T assets :**
  - (a) Brief descriptions
  - (b) Cost of damage.
2. A detailed note on signalling and interlocking arrangements in the area and at the station in the case of yard accident.
3. Head quarters, jurisdiction of signal maintenance staff including officers.
4. In the case of an accident in a yard signal plan of the yard to be furnished.
5. Date of last overhaul of block instruments, lever frame etc.
6.
  - (a) Date of last testing by Inspectors/ASTE /DSTE, prior to the accident.
  - (b) Results of their tests and action taken
7.
  - (a) Details of signal failures at the station in the last three months.
  - (b) Details of unsafe failures.
  - (a) Produce the relevant registers for scrutiny.
8. Instructions from the Signal Engineering Manual etc.
9. Bio data of staff involved (Date of appointments, promotions, punishments and awards.)
10.
  - (a) What are the possibilities of failure of S&T equipment in this case ?
  - (b) How do you eliminate these possibilities ?
11. Where there any similar accidents involving signalling in the last 10 Years? Give details.
12. Do you suggest any improved methods of working or improvements to equipment as a result of this accident ?

## CHAPTER-IX

### ACCIDENT RETURNS AND STATISTICS

#### 1 **Accident Returns – Section 121 Of The Railways Act, 1989 :**

Every Railway Administration shall send to the Central Government, a return of accidents occurring on its railway, whether attended with injury to any person or not, in such form and manner and at such intervals as may be prescribed.

#### 2 **Rules For The Preparation Of Accident Returns :**

- (1) Accidents to trains shall be accounted for by the Railway which exercises jurisdiction over the site of accident. Engine failures shall be accounted for by the Railway owning the engines.
- (2) A train intended solely or partly for the carriage of passengers shall be treated as passenger train. All other trains will come under the category of other trains.
- (3) Statistical returns in the prescribed proforma showing cumulative data till the end of the month should be submitted so as to reach Board's Office not later than 7<sup>th</sup> day of the next month.
- (4) Only those accidents which have occurred during the period to which the returns relate shall be included in the relevant returns. With regard to accidents where details are not available at the time of forwarding the returns for any reasons, such accidents are to be included in the statement with a clear indication that further details would follow.
- (5) Each accident must be shown only once and in the event of an accident falling in more than one category, it should be treated as an accident in the higher category.
- (6) Derailment or bumping during reversing or shunting operations etc. on an incoming, outgoing or any other load, including a sectional carriage, etc, shall be deemed to be a 'train accident' only when the train engine or a vehicle still forming a part of the train derails or as a result of bumping, causality (including injuries) or loss to Railway property takes place, irrespective of whether the shunting was being done by the train engine or by a shunting engine.
- (7) Duration of 'interruption' is defined as duration from the time of accident till starting of first Commercial train (Goods or Passenger) on line clear from adjacent station for movement over the affected line in that section.
- (8) The statistics of fire should include all cases of physical fire or smoke emission resulting in death or injury or damage to property amount to Rupees 5000 (Rupees Five thousand only) and above.
- (9) The equipment failures shall include all failures irrespective of date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable category.
- (10) Details and statistics for accident cases falling under Unusual incident class "N", "P" and "Q" shall be maintained and provided by Security (RPF) branch.
- (11) DRM at the Divisional level and the General Manager at the Zonal Headquarters level will ensure the correct reporting of the accidents to the Zonal Headquarters and the Railway Board respectively.

#### 3 **Authorities Responsible For Compilation And Submission Of Accident Returns And Statistics:**

Authorities responsible for compilation and submission of accident returns and statistics are-

- (i) For all accidents occurring in the division, the Divisional Railway Manager must ensure that all returns and statements are submitted in time to the Chief Safety Officer.
- (ii) For all accidents occurring on the railway, the Chief Safety Officer must ensure that all returns and statements are received, consolidated and submitted to the Railway Board, and the Commissioner of Railway Safety within the dates prescribed for each.

#### 4 **Accident Statistics To Be Maintained At Stations :**

**Accident Register :** At every station a record of all accidents occurring at the station is maintained in the Accident Register. This register shall contain the following particulars:

- (i) Date
- (ii) Time
- (iii) Brief details of the accident

- (iv) Point number or exact site of the accident
- (v) Lighting conditions, if at night
- (vi) Weather conditions
- (vii) Names and designation of the station staff involved
- (viii) Guard's name
- (ix) Driver's name
- (x) Nature of enquiry held
- (xi) Staff held responsible and quantum of punishment awarded.
- (xii) Cost of damage
- (xiii) Time taken to finalise the case.
- (xiv) Status of review of punishments if any

This register should be analysed and scrutinised to see if accidents are occurring during the duties of particular staff or at a particular time. This will help in deciding preventive measures, which have to be adopted and also serves as a check in regard to the time taken to finalise the case.

5 **Monthly Statements Of Accident To Be Submitted By The Divisional Railway Manager To Zonal Headquarters:**

<b>Class</b>	<b>Description</b>	<b>To whom</b>	<b>Time schedule</b>	<b>Form</b>
A-5	Other collisions, i.e., collisions occurring in shunting, marshalling yards, loco yards and sidings, etc., but not involving a train.	CSO	Not later than 15 <sup>th</sup> of the following month	Acc. 14
D-6	Other derailments, i.e., derailments occurring in shunting, marshalling yards, loco yards and sidings, etc., not involving a train. Note: Derailments involving light engines are to be classified under B-5 only.	CSO	Not later than 15 <sup>th</sup> of the following month	Acc. 16
J-1	Failure of engine hauling a train carrying passengers.	CME or CEE	————	Consolidated monthly statement
J-2	Failure of engine hauling a train not carrying passengers or light engine	CME or CEE	————	Consolidated monthly statement
J-5 to J-8	Failure of rolling stock on running trains, such as failure of tyres, wheels, axles or braking apparatus, etc.	CME or CEE	————	Consolidated monthly statement
P-1	Person or persons falling out of running train resulting in grievous hurt to or loss of human life.	CSO	Not later than 12 <sup>th</sup> of the following month	Acc. 17
P-2	Person or persons run over or knocked down by a train resulting in grievous hurt to or loss of human life.	CSO	Not later than 12 <sup>th</sup> of the following month	Acc. 13
P-3	Person or persons falling out of a running train or knocked down by a train or engine or railway vehicle, not resulting in grievous hurt to, or loss of human life.	CSO	Not later than 12 <sup>th</sup> of the following month	Acc. 17
R-2	Train running over cattle. Note: The term cattle do not include sheep, goat, pigs, dogs, asses, rams, ewes, lambs and kids.	CSO	Not later than 7 <sup>th</sup> of the following month	Monthly statement
Q-1	Accidental or natural death or grievous hurt to any person, whether passenger, railway employee or trespasser (or any other person) within railway premises (excluding railway quarters).	CSO	Not later than 12 <sup>th</sup> of the following month	Acc. 12 in case of trespassers Acc. 15 in case

6. **Fortnightly Report To Railway Board :**
- (i) A fortnightly report shall be submitted regularly on railway accidents indicating clearly the trains involved, engines/coaches/wagons affected/damaged, time of accident, dislocation caused, number of train curtailed/diverted and the time taken to restore partial/full traffic.
  - (ii) The nature of the accident, the causes and the remedial measures taken to prevent occurrence of such accidents in future may also be indicated in the report.
  - (iii) This report shall be sent as per the following schedule;
    - (a) For the period from 1<sup>st</sup> to 15<sup>th</sup> of the month – by 18<sup>th</sup> of the month
    - (b) For the period from 16<sup>th</sup> to the last day of the month – by 3<sup>rd</sup> of the following month.
  - (iv) Information regarding number of trains cancelled/diverted, time taken for partial/full restoration of traffic, cause (prima facie cause, if final cause if not available) and immediate action taken may also be communicated while indicating the accident.
7. **Collection, Compilation And Monthly Statement Of Accident Statistics :**
- (a) Information about train accidents, yard accidents and indicative accidents falling under classification A, B, C, D, E, F, G and H will be compiled by the Safety Branch at Divisional and zonal Railways.
  - (b) Equipment failures falling under classification J, K, L and M will be compiled by the Divisional control on daily basis and shall be handed over to Safety Branch. Every equipment failure shall be classified under the category of avoidable and unavoidable by the Branch Officers concerned and summary shall be handed over to Safety Department of the division. It is further clarified that all equipment failures should be taken into account irrespective of the date of last schedule or examination and shall be subsequently be. The Safety Branch shall forward the monthly summary to Chief Safety Officer of respective zonal Railways. Chief Safety Officers after compilation of statement shall forward monthly statement to the Safety Directorate of Railway Board.
  - (c) Unusual incidents falling under classification N, P and Q shall be collected and compiled by the Security (RPF) Branch at Divisional level and they shall take subsequent follow up action. Daily position will be given to the Safety Branch of the Division who after compilation of statistics shall forward monthly statement to Chief Safety Officer of zonal Railways concerned. Chief Safety Officers after compilation of statement shall forward monthly statement to the Safety Directorate of Railway Board.
8. **Following System Will Be Followed For Reporting Of Accident To Railway Board :**
- (a) Information regarding consequential train accident and any yard accident leading to serious repercussion shall be reported by Divisional Control to Headquarters Central Control of Zonal Railway Headquarters. Central Control shall in turn inform all concerned at Headquarters office including GM, PHODs etc.,
  - (b) In case of accidents as in para (a) above, Chief Safety Officer/Dy. COM (Safety) should thereafter inform nominated officer of Safety Directorate of Railway Board. At Board level Safety Directorate shall issue the message and take follow up action.
  - (c) In case of landslide, breaches, OHE break down etc. which result in dislocation of more than threshold value and also cases due to public agitation shall be reported by Headquarters Control Office to Punctuality Cell of Railway Board and dealt with by the coaching Directorate.
  - (d) Cases falling under N, P, and Q except Q-6 i.e., blockade of train services due to public agitation; shall be dealt with by Security Directorate.
9. **Monthly Statement Of Train Accidents To Be Sent To Railway Board :**

- (i) The Divisional Railway Manager shall prepare in the prescribed form a monthly statement of train accidents and send it to the Chief Safety Officer so as to reach him not later than 7<sup>th</sup> of the following month.
- (ii) The Chief Safety Officer shall send a consolidated statement in the prescribed form, so as to reach the Railway Board not later than 10<sup>th</sup> of the month following to which the statement relates.
- (iii) Every Officer dealing with accidents shall endeavour his utmost to collect and furnish all the information required for the preparation of the statement. But if any information is not available at the time of submission of the statement the remark 'will follow' shall be made against the relevant items. Information with regard to such items shall be collected and a complete list, giving details about all items not originally furnished in each monthly statement, shall be submitted to the Chief Safety Officer without delay.
- (iv) The monthly statement of train accidents shall include all cases of accidents to trains coming under the following cases :

A -1 to A-4	-	Collisions
D -1 to D-4	-	Derailments
F-1 to F-4	-	Averted collisions
H -1 & H-2	-	Trains passing engineering stop indicator or fixed stop signal at danger or running into banner flag.
G -1 & G-2	-	Entry of a train into a block section without any authority without a proper authority to proceed.
G -3 & G-4	-	Reception of a train on a wrong line, whether clear or Obstructed, and train entering into a catch or slip siding or Sand hump.
C -1 & C-2	-	Trains running into road traffic at level crossing to be Described as such and not as collisions.
N -1 to N-3	-	Cases of tampering with track or equipment discovered in Time to avert an accident in a separate statement.

**10 Monthly Statement Of Accidents To The Commissioner Of Railway Safety:** The Chief Safety Officer shall submit to the Commissioner of Railway Safety a consolidated monthly statement of accidents coming under the following classes-

- P - 1 Person or persons falling out of a running train resulting in grievous hurt to or loss of human life.
- P - 2 Person or persons run over or knocked down by a train resulting in grievous hurt to or loss of human life.
- P - 3 Person or persons falling out of a train or knocked down by a train not resulting in grievous hurt to or loss of human life.
- Q - 1 In the case of railway servants killed or seriously injured.
- R - 5 Person or persons injured due to bumping of an engine-either train engine, banking engine or shunting engine, with or without a shunting load or a vehicle/vehicles- against a rake/train.

**This should also cover the following items:**

- (i) A passenger rake with passengers in a siding bumping against a buffer stock or other vehicles causing injuries to passengers.



A shunting engine colliding with a coaching stock in a siding or along a platform line causing death or injuries to the passengers in the rake.

**11. SUBMISSION OF ACCIDENT STATEMENTS BY THE CHIEF SAFETY OFFICER::**

Sl. No.	Statements	Submitted to	Periodicity
1.	Advance intimation	Railway Board	1 <sup>st</sup> working day of the next month
2.	Fortnightly statement	Railway Board	18 <sup>th</sup> of the month and 3 <sup>rd</sup> of the following month
3.	P.C.D.O.	Railway Board	10 <sup>th</sup> of the next month
4.	D.A.R. and punishments	Railway Board	7 <sup>th</sup> of the next month
5.	Nominated Yards	Railway Board	10 <sup>th</sup> of the next month
6.	'A' Statement	Railway Board	20 <sup>th</sup> of the next month
7.	'B' Statement	Railway Board	45 <sup>th</sup> day after the completion of the month
8.	'C' Statement	Railway Board	Quarterly
9.	Cumulative Statistics	Railway Board	Quarterly
10.	Details of train accidents falling under section 113 of the Railways Act, 1989 for the previous month	CRS	10 <sup>th</sup> of every month
11.	Monthly statement	CRS	10 <sup>th</sup> of every month
12.	Annual Report to CRS	CRS	Annual
13.	General Manager's Annual Narrative Report	G Branch	Annual
14.	Annexure IV to CRB	G Branch	Every month

**12. CASES TO BE SHOWN IN THE ANNUAL RETURNS:**

- (i) Cases in which a railway servant sustains personal injuries by an accident which incapacitates him from resuming his normal duties for over two days have to be taken into account for the purpose of Annual Returns submitted by the Chief Safety Officer to the Railway Board.
- (ii) The following instructions shall be adhered to in the matter of sending advice of sick leave granted to railway servants to Chief Safety Officer and Chief Personnel Officer.
  - (a) In the covering letter forwarding the Special Report or enquiry proceedings, it shall be specifically stated how much leave has been granted to the railway servant at the outset.
  - (b) Advice of further extension of sick leave upto a limit of less than 20 days shall not be sent, except where the railway servant resumes duty within that period, having sustained permanent (partial or total) disablement, and consequent loss in his earning capacity.
  - (c) In every case, when the period of sick leave granted to a railway servant extends to 20 days or more, an advice shall always be sent. Subsequent extensions of the leave, if any, granted to him shall not be advised and only a final advice, giving the following particulars shall be sent:

Total period of sick leave granted, whether the railway servant has resumed duty or been declared unfit for further service, and whether or not the railway servant has sustained permanent (partial or total) disablement and consequent loss in his earning capacity.

## CHAPTER X

### ACCIDENT RELIEF TRAINS AND EQUIPMENT

#### 1. Trains Unusually Delayed:

- (i) When a train carrying passengers fail to reach any station within 10 minutes of its due arrival there and a train not carrying passengers within 20 minutes, the Station Master on duty at either end of the block section shall immediately
  - (a) Inform the Station Master at the other end and the Controller on duty, if control working is in operation, of the position.
  - (b) Ask the driver and Guard on walkie-talkie about the reasons and any assistance required. Take such other action as may be deemed necessary on the merits of each case.
- (ii) On receipt of such advice, the Controller shall immediately warn the stations where Break-Down trains, Medical Relief Van and Medical Relief Equipment are located to arrange to keep them in readiness to be moved immediately on receipt of further advice and keep himself constantly in touch with the situation thereafter and take such further action as may be necessary.

**Note:** The above limits of time upto, which the train may be awaited, pending action are not intended to prevent initiative being taken earlier should the circumstances of the case warrant.

#### 2. Sounding Of Accident Alarm Signals:

#### 3. Long Range Electric Sirens:

- (i) As means of giving immediate warning to the staff of the various departments, in the event of a serious accident, a Long Range Electric Siren has been installed at important stations. GM/DRMs of concerned zone/division shall decide the stations at which sirens shall be installed.
- (ii)
  - (a) Each siren is provided with
    - 1. A delayed action switch (the tumbler switch marked 'Accident Warning') and
    - 2. A check switch (marked 'Test Push')
  - (b) The delayed action switch (the tumbler switch marked "Accident Warning') is designed to give call of  $\frac{3}{4}$  minute duration, each with  $\frac{1}{2}$  minute interval between two successive calls. This switch shall be switched **ON** and left in the that position for a period of approximately 20 minutes to give the emergency call and then switched **OFF** when the call will cease.
  - (c) The check switch (marked 'Test Push') is for checking whether the siren and motor are in good working order. For testing the siren the push button of the check switch shall be pressed and kept in the ON position until the siren gives a continuous blast extending to not less than 30 seconds and then released.
  - (d) If, for any reason, the delayed action switch fails to function, the emergency call shall be given by manually operating the check switch to give calls of  $\frac{3}{4}$  minute duration with  $\frac{1}{2}$  minute interval between two successive calls for a period of approximately 20 minutes
- (iii) Both the delayed action switch and the check switch are provided with locking arrangements. The key of the delayed action switch and the duplicate key of the check switch shall be kept in a sealed glass fronted case. The original key of the check switch shall be kept by the electrical staff. In case of emergency the seal or glass shall be broken and the key taken out to give the emergency call. After the emergency is over and the key restored to the box, arrangements shall be made to replace the broken glass and/or to reseal the box.
- (iv) The check switch shall be operated by the Electrical Department once a month.
- (v) If any accident is of such a serious nature as to necessitate the issue of an emergency call the senior official of the Transportation (Traffic) department present in the Control Office shall act in the name of the Divisional Railway Manager and arrange and be responsible for the issue of the emergency call.

- (vi) On hearing the emergency call the staff nominated to turn out for such calls by the respective Heads of Departments shall do so and take up the positions and duties allotted to them. The staff concerned shall respond to the call with alacrity. Indifference in responding or failure to respond to the call will be dealt with seriously.
- (vii) At stations where long range electric sirens have been installed the wireless staff nominated to turn out for such calls by the Head of Department shall take up positions with the portable emergency wireless set to proceed to the accident spot by the first available means.

**Sounding of engine whistle/hooter/Station Bell:**

- (i) In the event of the long range electric siren getting out of order, the emergency call must be given as indicated below-

The whistle/hooter of engine shall be sounded, so as to give 5 whistles/hootings or calls of 1 minute duration each, with ½ minute interval between two successive whistles/ hootings, this being repeated twice at an interval of 3 minutes.

In case a engine is not available at the time to give the emergency call, the emergency call shall be given by the violent ringing of station bell. The Station Master or the senior official of the Transportation (Traffic) department present at the station shall in addition send out runners to call the Transportation (Traffic), Medical, Mechanical, Electrical, Engineering and other staff.

- (ii) At all other stations, the emergency call shall be given by sounding the whistle of an engine, so as to give 5 whistles or calls of 1 minute duration each, with ½ minute interval between two successive calls, this being repeated twice, at an interval of 3 minutes

The Station Master or the senior official of the Transportation (Traffic) department present at the station shall arrange and be responsible for the issue of the emergency call.

**5. Accident Relief Medical Equipment:**

- (i) Types of Medical Equipment: There are two types of Medical Equipment namely, Scale I and Scale II. Scale I equipment is stored in special Medical Relief Vans and Scale II equipment is stored in boxes in special rooms on the station platform. This equipment will be called Accident Relief Medical Equipment.
- (ii) The special Medical Relief Vans containing Scale I equipment are marked 'Accident Relief Medical Equipment' and bear on each side a red cross against a white back ground, each unit of the cross being 80 cm long and 15 cm wide.
- (iii) The special room containing the Scale II equipment is marked on atleast two sides by a Red Cross against a white background as mentioned in the above rule.
- (iv) A copy of the list enumerating the equipment Scale I and II shall be exhibited on the wall inside the Special Medical Relief Vans and the special room respectively for ready reference.

**6. Location of A.R.M.E. Scale -I & Scale-II:**

Div.	ARME				
	Location	BG	MG	EXIT	
				SINGLE	DOUBLE
<b>Lucknow</b>	<b>Gorakhpur Jn.</b>	<b>SPARMV</b>	<b>Scale -1</b>	-	<b>Double</b>
	Gonda Jn.	Scale-I	Scale-I	-	"
	Mailani	-	Scale-I	"	
	Aishbagh	-	Scale-I	Single	-
	Sitapur	-	Scale-II	-	-
	Kanpur Anwarganj	Scale-II	-	-	-
	Nanpara	Scale-II	-	-	-
	Basti	Scale-II	-	-	-
	Barhni	-	Scale-II	-	-
	Burhwal	Scale-II	-	-	-
<b>Izzatnagar</b>	<b>Bareilly City</b>	-	<b>Scale-I</b>	-	<b>Double</b>
	Fatehgarh	Scale-II	-	-	-
	Kashipur	Scale-II	-	-	-
	Mathura	Scale-II	-	-	-
	Lal Kuan	Scale-II	-	-	-
	Kasganj	-	Scale-I	-	Double
	Pilibhit	Scale-I	-	-	-
<b>Varanasi</b>	<b>Chhapra Jn.</b>	<b>Scale-I</b>	<b>Scale-I</b>	-	-
	Manduadih	Scale-I	-	-	Double
	Mau	Scale-I	-	-	Double
	Allahabad City	Scale-II	-	-	-
	Sivan	Scale-II	-	-	-
	Ballia	Scale-II	-	-	-
	Aunrihar	Scale-II	-	-	-
	Bhatni	Scale-II	-	-	-

**7. Ordering and despatch of A.R.M.E. Scale I :**

- (i) On receipt of advice of an accident to a train not carrying passengers resulting in injuries to persons, and in case of accident to a train carrying passengers always, the Chief Controller shall advise immediately by telephone or other means, the Station Master of the station at which a Medical Relief Van is stabled on each side of the site of the accident to send the A.R.M.E. Scale I equipment to the site of the accident.
- (ii) Each of the Station Masters on receiving the advice of casualty, he shall immediately advise the nominated officers / Senior officials of Medical and Mechanical departments headquartered at his station.
- (iii) The nominated Medical Officials on receiving the advice shall assemble his staff with their emergency boxes, at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the senior Transportation (Traffic) official present.
- (iv) The nominated Mechanical Officials on receiving the advice shall assemble his staff at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the senior Transportation (Traffic) official present.
- (v) The senior Transportation (Traffic) official shall arrange to send the Medical Relief Special with the first available engine. The Power Controller/Traction Loco Controller shall nominate the locomotive to work the Medical Relief Special.
- (vi) The senior Transportation (Traffic) official shall arrange for a competent Guard to work the Medical Relief Special and also arrange to send by the train as many licensed porters and Group D staff as possible.
- (vii) In case of accident to a train carrying passengers, if it is considered that further movement of Medical Relief Special is not necessary for obvious reasons, the same may be cancelled only under the personal orders of the Divisional Railway Manager.

## 8. Target Time:

The target time of turning out the Medical Relief Special is as under :

**15 Minutes** – for stations where the Medical Relief Van is stabled on a siding with exit from both ends:

**20 Minutes** - for stations where the Medical Relief Van is stabled on single exit siding subject to the remarks furnished below.

Sl. No.	Stations with double exit siding	Division	Target Time	Remarks
01	Gorakhpur Jn.	Lucknow	15 Mts	
02	Gonda Jn.	"	20 "	
03	Aishbagh	"	25 "	
04	Mailani	"	15 "	
05	Pilibhit	Izzatnagar	25 "	
06	Kashipur	"	20 "	
07	Bareilly City	"	30 "	
08	Kasganj	"	30 "	
09	Mau Jn.	Varanasi	25 "	
10	Chhapra Jn.	"	30 "	
11	Manduadih	"	15 "	

This target time is reckoned from the time the siren is sounded till the Medical Relief Special is berthed ready in all respects to start.

### Maintenance :

The Medical Relief Vans and the second class carriages shall be maintained in the same way as other coaching stock in regular use, in that all running gear shall be periodically attended to and axle boxes oiled and replaced in accordance with the orders in force. The electrical equipment, including batteries, shall also receive periodical attention and re-charging. If the cells are removed for recharging, they shall immediately be replaced by a fresh set so that the Medical Relief Special may be ready to be put into service at a short notice. The electrical official in charge shall also be responsible for the maintenance of the lights and fans and the battery, by weekly checks. The Mechanical and Electrical departments shall be responsible for the proper maintenance of the Medical Relief Special on the mechanical and electrical sides, respectively; and the Loco Foreman shall check the Medical Relief Vans once a week with the Train Examiner and Electrical official in charge.

### Inspection of Accident Relief Medical Equipment :

- (i) An inspection book is provided in the Medical Relief Van and in the Scale II equipment room. All inspecting officials shall attest their signature in this book together with any remarks they wish to offer with regard to the equipment. This book shall be neatly maintained.
- (ii) Monthly inspection of Medical Relief Vans and Scale II equipment:
  - (a) The A.R.M.E. Scale I (Medical Relief Van) shall be inspected monthly by the following officials jointly:  
Station Manager / Station Superintendent  
Assistant Divisional Medical Officer  
Section Engineer/Signal and Telecommunication  
Section Engineer/Carriage and Wagon  
Electrical Official in charge.

The keys of ARME Scale-I should be available with nominated Medical Officer. Inspections should be conducted in presence of nominated Medical Officer.

- (b) The Section Engineer/Junior Engineer (Carriage & Wagon) shall personally examine that the Medical Relief Van is in good working order on the mechanical side and then certify as to the mechanical fitness of the Medical Relief Van. The electrical official shall personally examine and ensure that the electrical portion of the Medical Relief Van is in good working order.
  - (c) The Section Engineer/Junior Engineer (Carriage & Wagon) shall in conjunction with the Fire Extinguisher Fitters, see that the Soda Acid type fire extinguishers are opened up for inspection quarterly, and tested by discharge annually from the date on which they were last tested or were used at a Fire Pressure testing. Testing of these fire extinguishers to a pressure test of 25 Kg/Cm<sup>2</sup> shall also be carried out once in every two years. They shall ensure that these fire extinguishers are kept in good working order at all times and also that spare refill is available.
  - (d) The Assistant Divisional Medical Officer shall check the medical equipment and he shall be responsible for the immediate replacement of articles found unserviceable or damaged. He shall ensure that articles marked with a time of expiry are replaced well in advance of that date by addressing his Divisional Medical Officer. All milk tins, tea and coffee should be sent to the Divisional Medical Officer for use in the Divisional Headquarters Hospital or condemnation, as the case may be. The Assistant Divisional Medical Officer also shall check up the Scale II equipment once a month.
  - (e) The Section Engineer/Junior Engineer (Signal and Telecommunication) shall thoroughly test the portable telephone equipment, the loudspeakers and Public address equipment and ensure that they are in good working order and ready for use in an emergency. He shall also ensure that the staff of the other departments who will be called upon to use this portable telephone equipment are competent to do so.
  - (f) After each monthly inspection, a joint report shall be submitted by the officials to the Divisional Railway Manager with a copy to their respective Divisional Officers. The Assistant Divisional Medical Officer shall send a certificate in duplicate, each month to the Divisional Medical Officer that the Joint Inspection has been made and that he has checked the medical equipment etc., together with a list of articles replaced or being replaced. The Divisional Medical Officer shall forward one of these certificates to the Chief Divisional Medical Officer with his remarks.
- (iii) **Inspection of Scale I and II equipment by Divisional Medical Officer:** The Divisional Medical Officer shall inspect the A.R.M.E. scale I (Medical Relief Van) at least once in 3 months and Scale II equipment at least once a year during his usual Divisional Inspections and shall enter his remarks in the Inspection Book. He shall submit a quarterly report to the Chief Medical Director with special reference to the following: -
- The condition of the equipment with special reference to consumable stores and rugs with limited period of efficacy.
  - The condition of the roof and sides of the Medical Relief Van, especially in respect of leakage.
  - The knowledge of the Medical Officer-in-charge with regard to the articles, their location in the equipment and their use.

**Location of the Medical relief Van and its accessibility for easy despatch in an emergency.**

The arrangements regarding storage of water and the arrangements regarding lights and fans.

**Maintenance of keys :**

- (i) **Medical Relief Vans – Scale I :**  
The keys of locks of the Medical Relief Vans shall be in duplicate. One set of the keys shall be in the custody of the Loco Foreman/Station Master accordingly as the A.R.M.E. is stabled respectively in the loco yard or the traffic yard. The second set of duplicate keys shall be kept in the custody of the Doctor in charge of the station where the Medical Relief Van is stabled. These keys shall be secured in a sealed glass fronted case fixed in the office of the respective officials.

- (ii) The keys of all the locks inside the Medical Relief Van shall also be in duplicate. One set of these keys shall be secured in a glass-fronted case fixed inside the Relief Van duly sealed by the Medical Officer in charge. The other set shall be retained in the custody of the Medical Officer in charge.

**Periodical trial run of Medical Relief Van :** To ensure that all the bearings, etc., are in good condition, the Section Engineer/Carriage & Wagon shall arrange for the Medical Relief Special to be taken out on a trail run periodically (at least once a quarter) on a passenger train to the nearest junction station where it may be detached and brought back. This shall be arranged by the Section Engineer/Carriage & Wagon and the Station Manager/Station Superintendent in conjunction with the Control and in consultation with the Assistant Divisional Medical Officer.

**NOTE :** It is imperative that the movements of the Medical Relief Special are immediately advised to the concerned Assistant Divisional Medical Officer by the Station Manager/ Station Superintendent.

13. **Water drums in medical relief special :** The water drums kept in the Medical Relief special shall always be kept filled with water up to the brim by the Junior Engineer (Carriage & Wagon). Chlorinating shall be done by the Asstt. Divl. Engineer only when an order to work the Medical Relief special to an accident spot is issued. The drums shall be prevented from becoming rust by filling them to the brim. The water shall be replaced every week by the Section Engineer/Junior Engineer/Engineering (Works).
14. **Promptness in movement of A.R.M.E.- Scale I :** The Assistant Divisional Medical Officer at a place where special A.R.M.E. – Scale I (Medical Relief Van) is provided shall immediately assemble the necessary men at the station and advise the Station Master of his readiness to move to the accident spot with the Medical Relief special and his staff. The Station Master shall at once advise Control. It shall be the responsibility of the Transportation (Traffic) department to move the Medical Relief special and staff to the accident spot as early as possible. Although a Break-Down special from the station may be turned out, if it is possible to send the Medical Relief special and staff by an earlier train to the accident spot, this shall be arranged by the Transportation (Traffic) department. The Assistant Divisional Medical Officer shall also take with him his line box, medical bag and emergency box supplied.
15. **A.R.M.E. SCALE II :** The boxes of the Accident Relief Medical Equipment – Scale II shall be sealed by the Medical Officer in charge of the station where the equipment is stored. They should not have any locks. The complete equipment shall be kept in a separate room either in the station building or adjacent to it. This room shall be locked, the lock being provided with duplicate keys. The keys shall be secured in a sealed glass fronted case, one in the Station Master's Office and the other in the Office of the Medical Officer in charge.
16. **ENTRY IN TOOLS AND PLANTS REGISTER :**The articles in the A.R.M.E. Scale I (Medical Relief Van) and the Scale II equipment room shall be borne on the Tools and Plants Register of the concerned Assistant Divisional Medical Officer.
17. **INSPECTION BOOK :** An Inspection Book is provided in the Medical Relief Van and in the Scale II equipment room. All inspecting officials shall attest their signature in this book together with any remarks they wish to offer with regard to the equipment. This shall be neatly maintained.
18. **FIRST AID EQUIPMENT AND STRETCHERS :** The Medical department shall immediately arrange for first aid boxes and stretchers available at stations and on trains, on either side of the site of the accident, to be sent to the site of the accident, by the quickest possible means.  
  
Every first aider should remember that almost all the Guards of passenger carrying trains are provided with fully equipped first aid boxes for any emergency and every first aider should be thoroughly acquainted with their contents and know how to use them.
19. **EQUIPMENT CONSIDERED NECESSARY IN ANY ACCIDENT :**The following equipment are considered absolutely necessary in any accident:

Emergency electric lights and petromax lanterns if the accident is at night or if relief work is expected to go into the night.

- (a) Canvas shelters depending upon the weather.
- (b) Haversacks with first field dressings, etc., which shall always be carried and
- (c) Splints.

20. **BREAK-DOWN SPECIALS :**

A. **Stabling :** Break-down specials shall be stabled complete, with crane and vehicles coupled together, on suitable siding set apart exclusively for the purpose.

The Divisional Railway Manager, Divisional Operations Manager, Divisional Engineers, Divisional Mechanical Engineers and Assistant Officers of the Transportation, Engineering and Mechanical departments and the Control Office may order out a break-down special when required. In ordering break-down specials, it is desirable to indicate the nature of the work required to be done and the number and type of engine and rolling stock to be dealt with.

B. **Break down Gang :** In the selection of staff for break down gang, Loco Foreman shall as far as possible, select staff who are accommodated in Railway quarters or live with easy call in case of emergency. The Foreman shall have a list posted in the shed showing the names of the staff and particulars of the quarters occupied. The selected staff shall be warned to notify the Loco Foreman whenever they are leaving their quarters for period of one hour or over or leave word at home to that effect where they will be found in case of emergency.

C. **Break-down specials – Location and Composition :** The following table shows the stations where Break-down specials/MFD are stabled and the particulars of travelling cranes :

**Note :** NER has only 140 T diesel hydraulic break down crane at Gorakhpur of Lucknow Division .

D. **Maintenance :** The break-down specials shall be inspected monthly by the senior supervisors of the station to see that all equipment are available as per schedule and are in good working order. The vehicles also shall be checked for their good fettle.

E. **Inspection of break-down specials :**

- (i) The break-down special shall be inspected monthly by the following officials jointly:
  - a. The Station Manager/Station Superintendent
  - b. The Loco Foreman
  - c. The Section Engineer/Junior Engineer (Carriage & Wagon)
  - d. The Electrical Foreman, in case of generator plant
  - e. The Section Engineer/Junior Engineer (Permanent Way), if there is an engineering tool van
  - f. The Section Engineer/Junior Engineer (Signal and Telecommunication)
  - g. The Assistant Divisional Medical Officer, if there is Medical Relief Equipment
  - h. The Chief Traction Foreman/OHE, in case of traction break-down vehicles
- (ii) The Loco Foreman and the Section Engineer/Junior Engineer (Carriage & Wagon) shall examine the mechanical portion, inclusive of the mechanical condition of the crane and rolling stock.
- (iii) The Section Engineer/Junior Engineer (Permanent Way) shall examine the engineering tool van.
- (iv) The Section Engineer/Junior Engineer (Signal and Telecommunication) shall thoroughly test the portable telephone equipment and ensure that it is in good working order and ready for use in an emergency. He shall also ensure that the staff of the portable telephone equipment are competent to do so. He shall ensure that the loud speakers, Public Address equipment, etc., are in good working order.



- (v) The Assistant Divisional Medical Officer shall examine the medical relief equipment.
- (vi) The Chief Traction Foreman/OHE shall examine traction break-down vehicles for the correctness of tool and equipment.
- (vii) A joint report of the inspection shall be submitted by the officials to their respective Divisional Officers and Divisional Railway Manager.

**F. Keys :**

- (i) The key of the Engineering Tool Van and that of the Mechanical Tool van shall be kept in the Section Engineer/Junior Engineer (Permanent Way) Office and the Loco shed respectively, for normal use. A duplicate key of the Engineering Tool Van and that of the Mechanical Tool Van shall be kept in separate sealed glass fronted boxes (Which shall be suitably marked to indicate the contents) in a conspicuous place in the Station Master's Office, for emergency use, i.e., when the key in the Section Engineer/Junior Engineer (Permanent Way) Office or the Loco shed cannot be obtained readily for any reason. In such an emergency, the seal or the glass of the box shall be broken and the key taken out for use. After use, the key shall immediately be put back in the box (which shall be provided with fresh glass front) and sealed forthwith. For periodical inspection of the Engineering and Mechanical Tool Vans, the seal of the box shall be broken and the key taken out by the inspecting official. After the inspection is over, the inspecting official shall put back the key in the box and reseal the box.
- (ii) Whenever the key of the Engineering or the Mechanical Tool Van in the Station Master's Office is taken out of the box and put back in the box, the Station Master shall enter the fact in the Station Diary, noting the date and time and the reason.

**G. Portable Generating Plant :**

- (i) Generating sets comprising oil engine driven dynamos mounted in wagons are marshalled with the break-down specials.
- (ii) These plants are used mainly to provide lighting at the accident spot by means of portable lamps with trailing cable etc.
- (iii) The vehicle in which the generating set is mounted shall be maintained in the same way as other coaching stock in regular use and shall be inspected monthly by the Electrical official in charge and the Junior Engineer (Carriage & Wagon).
- (iv) The Electrical official in charge shall inspect the generating plant and the portable lighting equipment to ensure that all equipment are in good working order and in readiness to meet emergencies.  
Particulars of inspections and maintenance work carried out shall be entered in an inspection book provided with the plant.
- (v) The Divisional/Assistant Electrical Engineer shall inspect the plant during his inspections of the station and check the inspection book and the generating and other equipment atleast once a quarter. He should also assure himself that the staff, who are earmarked for the operation of the plant etc., are fully competent and conversant with the requirements.

**28. Joint Inspection Of Entire Accident Relief Machinery By Divisional Officers :**

- (i) The entire accident relief machinery as a whole, i.e., the A.R.M.E. Scale I (Medical Relief Van) and the break-down special shall be inspected by a committee consisting of the Senior Divisional Safety Officer the Senior Divisional Engineer, the Divisional Medical Supdt, Senior.Divisional Electrical Engineer and the Senior.Divisional Signal and Telecommunication Engineer once in three months and a joint report shall be submitted regarding the results of the inspection to the Divisional Railway Manager. The Senior.Divisional Safety Officer shall act as the Secretary of the committee and shall be responsible for convening the periodical meeting and submitting the joint report to the Divisional Railway Manager. Only in regard to matters concerning change in policy, equipment or stabling arrangement, if any, the Divisional Railway Manager shall

address the Chief Safety Officer for orders or approval; and in all other respects he shall dispose of the case. A consolidated statement showing the dates on which the joint inspection was made shall be submitted by the Divisional Railway Manager to the Chief Safety Officer, by the end of the month following each quarter.

- (ii) In inspecting periodically Medical Relief Equipment of any type, the Medical Official in charge shall pay special attention to the condition of dressings and articles liable to deteriorate and perish. He shall replace consumable articles and drugs with limited period of efficacy from their boxes not longer than quarterly, aired for above three hours and replaced in their boxes with a quantity of naphthalene balls between the folds to avoid damage by insects. The Assistant Divisional Medical Officer concerned shall specially ensure that the petromax and other lights are in proper working order by actually burning them and shall also see that there is sufficient quantity of oil, mantles and matches. He shall also specially see that the arrangements for water are all right.
- (iii) Emergent indents in Form MO 3A shall be placed by the Assistant Divisional Medical Officer for the replacement of articles and the indents shall also be endorsed in red ink for Accident Relief Medical Equipment. As far as possible, the Medical Official in charge shall replace immediately any damaged article from the stock available in the hospital or dispensary, without waiting for the indent to be complied with.
- (iv) The seal of the box containing the keys may be broken for the purpose of inspection. After each inspection the concerned official shall restore the keys to the box kept for this purpose and reseal it. In an emergency, the glass front can be broken and the keys taken. After replacing, the concerned official shall see that the glass front is replaced by contacting the local Junior Engineer/Section Engineer (Permanent Way).

## ANNEXURE

### PROFORMA FOR OBSERVATIONS DURING DERAILMENT

#### 1. Details of the Accident

- (1) The Proforma given in this appendix are required to be filled at the site by the Sr. Supervisors of the respective department in presence of the TI/Representative of traffic department and signed jointly by them and countersigned by the senior most Officer present at the site.
- (2) The Proforma should form a part of the proceedings of the inquiry.

#### 2. The sketch of site of the accident : The engineering representative should prepare dimensioned sketches adequate for the preparation of a scale plan covering the entire site of the accident. In preparing the sketch due care should be paid to the following instructions : -

- (1) The sketch giving train number, date, kilometrage of the site of accident should be properly labeled.
- (2) The north point should be indicated.
- (3) It should indicate prominently the direction of movement and also the names of stations in rear and advance of the accident site.
- (4) It should cover a length of about 300 meters behind the point of mount and almost an equal distance in front.
- (5) A pair of the lines must denote each track of the P. WAY.
- (6) The position of the level crossing, Telegraph post/OHE Masts, Bridges, tunnels, gradient, post with gradient symbols, curves, de-marking the beginning and end length of transitions should be indicated. It should also indicate:-
  - (a) The position of the all derailed vehicles and the marks left by them either on sleepers, rails or ballast.
  - (b) Point of mount with position of rail joints on either side.
  - (c) Point of drop.
  - (d) The pair of the wheels of the first derailed vehicle.
  - (e) The position in which every displaced rail/wagon or part of a rail/wagon and detachable components were found.
  - (f) In all cases dimension form nearest kilometer post and centre line of track should be given.
- (7) In case of accident within station limit, sufficient details about the station layout should be shown in order to fully explain the movement of the affected train in relation to the topography of the place. The signal aspects at the time of accident should be correctly depicted.
- (8) The distance of the site of accident from a permanent structure to fix the site of accident precisely should be indicated.
- (9) The distances should be indicated to show the extent of the disturbance caused in the P. Way or train composition on account of the accident.
- (10) A good sketch should always accompany the proceedings duly signed by the president. If necessary, more than one sketch should be enclosed, one clarifying the yard layout and the system of working it and other giving details, such as, position of wheels, wheel marks, etc. In the former, one line should be used to represent both rails of a track and as such portion of the station yard (In case of accident within station limit) should be covered as may be necessary. All necessary details relevant to the issue must be embodied in the sketch. The terminal station on the Down side should be mentioned on the right extremity of the sketch, the terminal station on the up side being mentioned on the left extremely. If the accident takes place within station limits the shorter sketch should be based on the SWR diagram.
- (11) Any other details considered necessary.

## **APPENDIX-I**

### **Proforma to be filled in case of Derailment**

#### **Details of the accident**

- (1) The Proforma given in this appendix are required to be filled at the Site by the Sr. Supervisors of the respective department in presence of the TI/Representative of traffic department and Signed jointly by them and countersigned by the senior most Officer present at the Site.
- (2) The Proforma should form a part of the proceedings of the enquiry.

#### **The sketch of Site of the accident**

The engineering representative should prepare dimensioned sketches adequate for the preparation of a scale plan covering the entire Site of the accident. In preparing the sketch due care should be paid to the following instructions:-

- (1) The sketch giving train number, date, kilometerage of the Site of accident should be properly labeled.
- (2) The North Point should be indicated.
- (3) It should indicated prominently the direction of movement and also the names of stations in rear and advance of the accident site.
- (4) It should cover a length of about 300 meters behind the point of mount and almost an equal distance in front.
- (5) A pair of the lines must denote each track of the P.Way.
- (6) The position of the level crossing, Telegraph post/OHE Masts, Bridges, tunnels, gradient, post with gradient symbols, curves, demarking the beginning and end giving details of degree of curvature prescribed, super-elevation and length of transitions should be indicated. It should also indicate:-
  - (a) The position of all the derailed vehicles and the marks left by them either on sleepers, rails or ballast.
  - (b) Point of mount with position of rail joints on either Side.
  - (c) Point of drop.
  - (d) The pair of the wheels of the first derailed vehicle.
  - (e) The position in which every displaced rail/wagon or part of a rail/wagon and detachable components were found.
  - (f) In all cases dimension form nearest kilometer post and centre line of track should be given.
- (7) In case of accident within station limit, sufficient details about the station layout should be shown in order to fully explain the movement of the affected train in relation to the topography of the place. The Signal aspects at the time of accident should be correctly depicted.
- (8) The distance of the Site of accident from a permanent structure to fix the Site of accident precisely should be indicated.
- (9) The distances should be indicated to show the extent of the disturbance caused in the P.Way or train composition on account of the accident.
- (10) Any marks on sleepers or other track fittings should be clearly indicated in their exact position in relation to the track or vehicles.
- (11) Broken parts or other extraneous material, if found on the site of accident, should be shown in the sketch, giving their precise position in relation to track.
- (12) A good sketch should always accompany the proceedings duly Signed by the President. If necessary, more than one sketch should be enclosed, one clarifying the yard layout and the

system of working it and other giving details, such as, position of wheels, wheel marks, etc. In the former, one line should be used to represent both rails of a track and as much portion of the station yard (in case of accidents within station limits) should be covered as may be necessary. All necessary details relevant to the issue must be embodied in the sketch. The terminal station on the Down Side should be mentioned on the right extremity of the sketch, the terminal station on the Up Side being mentioned on the left extremity. If the accident takes place within station limits the shorter sketch should be based on the SWR diagram.

- (13) Examine the derailed vehicle or vehicles, for defects not caused by the derailment, but which may have been the cause of derailment and make notes.
- (14) Examine the gang chart/diary book to ascertain the date when the track was last attended.
- (15) Any other details considered necessary.

### Permanent Way

<b>SOIL</b>				
SL. No. loam Clay,	Type e.g. Sandy, wet, Slushy etc Moorum, Black Cotton etc.	Condition-Firm,	Formation	Rainfall
1	2	3	4	5

<b>BALLAST</b>							
Type-Stone, Moorum, Sand, Ash etc.	Depth below sleeper bottom in cms. Stating whether cleaned or choked.	Drainage	Packing loose or sound	Width of shoulder in cm.From Rail outside of Sleeper			
				Left	Right	Left	Right
6	7	8	9	10	11	12	13

<b>SLEEPER</b>				<b>RAILS</b>	
Type- Wooden, CST 9, steel trough etc.	Condition- New, second hand, damaged, unserviceable etc.	Density	Square or not	Weight	Condition of wear (attach rail profile if wear is large)
14	15	16	17	18	19

<b>Rail fastenings like dog spikes keys, tie-bars, cotterds, loose jaws etc.</b>		<b>Rail Joints</b>		
Number per sleeper seat	Condition: tight or loose	Condition: Hogged, Battered, low etc.	Staggered or square	Extent of creep in the affected section
20	21	22	23	24

General remarks about cracks or fractured of fish plates, fish bolts and other components.	Description of anti sabotage measures like reversed jaws welded rails etc.	Location of point of mount		Location of point of Derailment	
		Whether on straight, curve or transition	Whether on a falling grade, level or rising grade & on sag.	Whether on straight, curve or transition	Whether on a falling grade, level or rising grade & on sag.
25	26	27	28	29	30

- Note:**
- (1) Left and right are with respect to direction of Train movement.
  - (2) The data in col. (2) to (25) need not be collected when the defect is obviously and indisputably on account of sabotage and/or obstruction on track.
  - (3) Only broken track material which is not indisputably established to be broken after the accident should be included in col.(25) and should be preserved.
  - (4) Col. (26) need be filled in only when there is a suspicion about sabotage being the cause of derailment.
  - (5) Sag extends 90 metres on either Side of theoretical junction of the grade lines (Col. 28 and 30).
  - (6) Entry in col. 14.and 15 must invariably be filled for wooden sleepers in case of derailment on curves indicating further whether bearing plates were provided.

Track Measurements							Versine			Cross level in mm (+) High (-) Low	
Station No.	Distance apart in meters	Gauge Slack or tight from the exact, correct to 3 mm	Cross level in mm (+) High (-) Low			Grinding or rubbing marks on rails	On 62ft. or 40ft. (12m.) chord depending on practice prevalent on the railway for flat curves	On 31ft. or such shorter chord as considered necessary for sharp curves (sharper than 30 on BG & MG)	Remarks regarding length of transition degree of curve and specified super elevation general alignment etc		
			Under no load condition	Under load condition	Marks on sleepers or rail top						
1	2	3	4	5	6	7	8	9	10		

### Locomotive (Diesel & Electric)

#### Performa to be filled in case of Accident Derailment when Loco is involved in Accident (Information to be furnished by the Loco dept)

1. Basic Information:
  - (a) Date of Accident
  - (b) Train No.
  - (c) Loco Class
  - (d) Loco Number.
  - (e) Loco manufacturing Year and Place.
  - (f) Base Shed of Loco.
  - (g) Date & place last POH.
  - (h) Kilometers earned after last POH.
  - (I) Date and Place of last major inspection.
  - (j) Date and Place of last schedule inspection.
  - (k) Whether any schedule are over due.?
  
2. Give brief particulars of the safety items not provided or provided but missing/ not working. Whether Loco is provided with:

Safety Fitting	Provided	Working
Head Light		
Speedometer		
Speed Recorder		
Flasher Light		
Horn		
Brake system		
Particulars of electrical protection (For electric loco in case of fire only)		
Relay	Working / Not working / Isolated	
Earth fault in auxiliary circuit (QOA)		
Over current in power circuit (QLM)		
Over circuit in rectifier block (QRSI)		
Earth fault in power circuit (QOP)		
Time lag relay (Q44)		

3.
  - (a) Damage to the loco (brief description).
  - (b) Cost of damage to the loco (in Rs.).
  
4. Check and Record the observations as follows:
  - (a) Position of control handles, cutout cocks etc. after the accident.
  - (b) Functioning of brake synchronizing valve-Whether working or not.
  - (c) Position of brake blocks after the accident-whether applied or not.
  - (d) Condition of cattle guard.
  - (e) Any Sign of seizure of roller bearing in axle box.
  - (f) Comments if any coil spring is broken or displaced.
  - (g) Any other observation in respect to mechanical defect of the locomotive, which might have any bearing on safe running of loco.



To be jointly Signed by		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

**5. Measurement of wheels for all classes of locomotives**

Sl.	Description	Observed value (in mm)		Remarks
		Left	Right	
1.	Diameter of wheel at tread	1		Wheel size below condemning limit is relevant only in case of wheel breakage due to lesser rim thickness.
		2		
		3		
		4		
		5		
		6		
2.	Wheel flange thickness	1		Information is normally relevant in case of two road case.
		2		
		3		
		4		
		5		
		6		

3.	Wheel root wear.	1		
		2		
		3		
		4		
		5		
		6		
4.	Tread wear.	1		Tread wear should be measured from trend at 63.5 mm from wheel gauge face (from back face of flange) in BG and at 57 mm from wheel gauge face (from the back face of flange) in MG.
		2		
		3		
		4		
		5		
		6		
5.	UST of axle Give the date of last UST test done.	1		Information is relevant in case of axle breakage.
		2		
		3		
		4		
		5		
		6		
6.	<b>Wheel gauge</b> : For checking wheel gauge, average of three measurements at equal spacing on the inner periphery of the two wheels on the same axle is to be recorded.	1		All measurements shall be taken on a level tangent un-canted track. These measurements are for un-loaded wheels, should be taken in workshop after dismantling. Information is relevant in case of wheel disc shifting/bent axle only. For Safety, Similar limits as applicable for track gauge are relevant for wheel gauge also.
		2		
		3		
		4		
		5		
		6		

**Note :** (1) Wheel number one is the outer end axle of truck under the Short hood and wheel count increases towards the Long hood on diesel loco, where as for Electric loco, wheel number one is the outer end Side under Cab-1 (Cab 1 is that Side of the loco which has the compressors and Cab-2 is that Side of the loco which has the ARNO converter) and wheel count increases towards the Cab-2.

- (2) The measurements of wheels are to be done using wheel gauges to RDSO drawing No. SK. DL. 3592 for all BG locomotives except WAG, except WAP 5 locos. For WAP 5 locos RDSO's drawing No. SKDL 4446 and SKDL 4447 may be followed.
- (3) All measurements are to be taken in shed on a level, un-canted track.
- (4) Service limits given in the Maintenance Manual are for good maintenance practice and these are not safety limits.

<b>To be jointly signed by</b>		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.way)

6. Proforma for measurement of electric and diesel locomotives after accident (Locomotives which are not mentioned in this proforma, may be measured in similar manner)

SI.	Description	Observed Value (in mm)	Remarks
1.	Buffer Height		All measurement shall be taken on a level tangent un-canted track. This measurement is required to be taken only in case of trailing stock is with buffers.
2.	Lateral clearance	End Axles (1,3,4 & 6)	Applicable for WDM 2, WDM 2c, WDG 4, WDS6, WAM4, WCG2, YDM4, WCAM1, WCAM2, YDM4A, WDG2, WCAM3, WAG5, WAG9, WAG7, WAP1, WCAG1 & WAP4 Locomotives only.
		Middle Axles (2&5)	Applicable for WDM 2, WDM 2c, WDG 4, WDS6, WAM4, WCG2, YDM4, WCAM1, WCAM2, YDM4A, WDG2, WCAM3, WAG5, WAG7, WAG9, WAP1, WAP4, WDP2, WAP3, WAP6 & WCAG1 Locomotives only.
3.	Lateral clearance	End Axles (1,3,4 & 6)	Applicable for WDP 1 & WAP 5 locomotives only.
4.	Longitudinal clearance between axle box and pedestal liner-(for all axles)		Applicable for WDM 2, WDM 2c, WDM5, WDS6, WAM4, WCG2, WAG5, YDM4, YDM4A, WDG2, WCAM3, WAG7, WAP4, WDP1, WCAG 1 and WAP1 locomotives only.
5.	Longitudinal clearance between axle box and pedestal liner-(for middle axle)		Applicable for WAP3, WAP6, WDP2 locomotives only.
6.	Height of Rail Guard from rail level.		

<b>To be jointly Signed by</b>		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

#### **MEASUREMENT TABLE FOR COACHES INVOLVED IN ACCIDENT**

- Note :-** Details regarding all derailed vehicles should be given except:-
- (1) When vehicles have derailed due to locomotive derailment.
  - (2) When the first derailed vehicle is obvious from examination of marks on wheel, then the details for first derailed vehicle need only be given.
  - (3) When the obvious and indisputable cause is sabotage or an obstruction on track.

Sr. No.	Date of Incident	Train No.	Details of BPC along with the name of station where it is issued and Engineer (C&W) who issued it.	Coach No.	Type	Mech. Code	Tare in tons	Carrying capacity	Built Date	Return Date
1	2	3	4	5	6	7	8	9	10	11

To be jointly Signed by		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

POH Particulars		'C' Schedule/IOH Particulars		Type of Brake Air/Vacuum	Position from Engine	Wheel and axle Face Particulars (In case of breakage of any wheel/axle)	
Date	Shop	Date	Shop			Axle face particulars	Ultrasonic particulars on the hub of the disc.
12	13	14	15	16	17	18	19
						1L	1L
						1R	1R
						2L	2L
						2R	2R
						3L	3L
						3R	3R
						4L	4L

To be jointly Signed by		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

<b>WHEEL AND AXLE</b>			
Stamping particulars on wheel discs regarding Manufacturer / RA/RD (In case of breakage of any wheel/axle)	Wheel gauge in mm * (Taken in four places)	Any indication of bent axle or wheel having shifted on axle.	Observation after measuring the wheel profile with tyre defect gauge (Good/Rejectable)**
20	21	22	23
<b>1L</b>	<b>1</b>		<b>1L</b>
<b>1R</b>			<b>1R</b>
<b>2L</b>	<b>2</b>		<b>2L</b>
<b>2R</b>			<b>2R</b>
<b>3L</b>	<b>3</b>		<b>3L</b>
<b>3R</b>			<b>3R</b>
<b>4L</b>	<b>4</b>		<b>4L</b>
<b>4R</b>			<b>4R</b>

\* The wheel gauge is to be measured at the horizontal plate passing through the center of axle.

\*\* The wheel profile is to be checked with tyre defect gauge only (Ref:IRCA Pt. IV Rule No. 2.95, 3.2.2 and S4 22.1, Plate No. 45 to 53)

<b>To be jointly Signed by</b>		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

**ROLLER BEARING**  
(When Roller Bearing is involved as cause)

Position of axle box, rear front covers	Condition of face cover plate	Condition of locking plate and studs	Condition of Roller bearing and its components
24	25	26	27

<b>To be jointly Signed by</b>		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

Buffer height (to be measured on a level track in mm after uncoupling & rerailing)	Details of broken parts giving locations w.r.t. point of mount and derailment and whether breakage considered due to accident.	Any other defect in the coach contributed to or cause the derailment.	List of damages to the coach due to a accident	Other observations
28	29	30	31	32
End 1 L				
End 1 R				
End 2 L				
End 2 R				

<b>To be jointly Signed by</b>		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

### MEASUREMENT TABLE FOR WAGON INVOLVED IN ACCIDEN

**Note :** Details regarding all derailed vehicles should be given except:-

- (1) When vehicles have derailed due to locomotive derailment.
- (2) When the first derailed vehicle is obvious from examination of marks on wheel, then the details for first derailed vehicle need only be given
- (3) When the obvious and indisputable cause is sabotage or an obstruction on track.

Sr. No.	Date of Incident	Train No.	Details of BPC along with the name of station where it is issued and Engineer (C&W) who issued it.	Wagon No.	Type	Mech. Code	Tare in tonnes	Carrying capacity	Built Date	Return Date
1	2	3	4	5	6	7	8	9	10	11

To be jointly Signed by		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

POH Particulars		ROH Particulars		Pay Load in Tones		Commodity Loaded	Station		Position from Engine
Date	Shop	Date	Depot	From Labels	From Actual Weighment		From	To	
12	13	14	15	16	17	18	19	20	21

To be jointly Signed by		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

BUFFER HEIGHT	WHEEL AND AXLE FACE PARTICULARS (IN CASE OF BREAKAGE OF ANY WHEEL/AXLE)			
	(To be taken after uncoupling & rerailling on uncanted level track)	Axle face particulars	Ultrasonic particulars on the hub of the disc	Stamping particulars on wheel disc regarding Manufacturer/RA/RD`
22	23	24	25	
End 1 L	1L	1L	1L	
	1R	1R	1R	
End 1 R	2L	2L	2L	
	2R	2R	2R	
End 2 L	3L	3L	3L	
	3R	3R	3R	
End 2 R	4L	4L	4L	
	4R	4R	4R	

To be jointly Signed by		
<b>Supervisor (Loco)</b>	<b>Supervisor (Traffic)</b>	<b>Supervisor (P.Way)</b>

WHEEL AND AXLE	
Wheel gauge in mm* (Taken in four places)	Observation after the measuring the wheel profile with tyre defect gauge (Good/Rejectable)**
26	27
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	

\* The wheel guage is to be measured in empty condition and at the horizontal plane passing through the center of axle.

\*\* The wheel profile is to be checked with tyre defect gauge only (Ref; IRCA Pt. III Rule No. 3.2.2 (d) and 4.18.1, Plate No. 57 to 66)

To be jointly Signed by		
<b>Supervisor (Loco)</b>	<b>Supervisor (Traffic)</b>	<b>Supervisor (P.Way)</b>

<b>AXLE BOX (FOR IRS STOCK ONLY)</b> (To be recorded only when failure of plain bearing is involved as cause)				
<b>Brass thickness in mm,</b>	<b>Condition of box and brass</b>	<b>Condition of sole plate</b>	<b>Condition of journal</b>	<b>Clearance between brass and collar of journal in mm,</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>

To be jointly Signed by

<b>Supervisor (Loco)</b>	<b>Supervisor (Loco)</b>	<b>Supervisor (Loco)</b>
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<b>AXLE GUARD (FOR IRS STOCK ONLY)</b> (To be recorded only when failure of plain bearing is involved as cause)				<b>ROLLER BEARING</b> (When Roller Bearing is involved as a cause)		
<b>Lateral clearance between axle box and axle guard in mm</b>	<b>Whether axle guard can work clear of axle box</b>	<b>Are the axle guard bent or otherwise damaged to prevent free movement of axle box</b>	<b>Remarks regarding bridle bar</b>	<b>Condition of face cover plate</b>	<b>Condition of locking plate and studs</b>	<b>Condition of Roller bearing and its components</b>
<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>

To be jointly Signed by

<b>Supervisor (Loco)</b>	<b>Supervisor (Traffic)</b>	<b>Supervisor (P.Way)</b>
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**SPRING AND SPRING GEAR (FOR ITS STOCK ONLY)**

<b>Any broken/cracked/missing shackle and shackle pin</b>	<b>Camber of spring in mm, under tare after re-railling on a level uncanted track (for laminated spring only)</b>	<b>Axle load</b>
<b>40</b>	<b>41</b>	<b>42</b>

To be jointly Signed by

<b>Supervisor (Loco)</b>	<b>Supervisor (Traffic)</b>	<b>Supervisor (P.Way)</b>
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<b>BOGIE</b>		
Vertical clearance at Side bearers in mm, (For stock having clearance type Side bearers only)	Whether a load is placed on more than one wagon	Any other defect in vehicles which may have contributed to or caused the derailment
<b>43</b>	<b>44</b>	<b>45</b>

To be jointly Signed by		
<b>Supervisor (Loco)</b>	<b>Supervisor (Traffic)</b>	<b>Supervisor (P.Way)</b>

Details of broken parts giving locations w.r.t. point of mount and derailment	List of damages to the wagon due to accident	Other observations
<b>46</b>	<b>47</b>	<b>48</b>

To be jointly Signed by		
<b>Supervisor (Loco)</b>	<b>Supervisor (Traffic)</b>	<b>Supervisor (P.Way)</b>

### SIGNAL AND TELECOMMUNICATION (BLOCK)

Name of Station/Cabin

Block Section	System of train working-Type of Block instrument	Position of block instrument commutator/ slide at both station	Whether TSR taken in custody or not	Recorded entries in TSR of previous three movements in either direction	Any discrepancy or overwriting noticed in TSR
1	2	3	4	5	6

Whether last stop signal interlocked with block if so any defect noticed	Whether ESR OR MSR Provided & whether it was working satisfactory	Person manipulating block instruments B. S. Man or S.M. or other unauthorized person	On Single line Token Number and train Number involved Number of tokens in use on the section.	Any other irregularity of block working noticed.	Remarks
7	8	9	10	11	12

## SIGNAL AND TELECOMMUNICATION (POINTS& SIGNALS)

### Name of Station/Cabin

Particulars of damage	Whether Rod worked or D.W. worked or power operated	Whether fitted with key lock or E.F.P.L.	Whether fitted with lock bar or provided with track circuit	Whether fitted with linear detector or rotary detector (direct detector) or rotary detector (indirect detector) or electric detector	Position of levers of Points and/or detector
1	2	3	4	5	6

Position of signal levers protecting the points involved	Noted dimensions of point switch and lock slides	Last movement done over the points just before the accident and whether signalled or unsignalled	Position of signal arm and aspects displayed by signals concerned	Position of lock plunger whether fully plunged or otherwise with dimensions	Position of lock bar with reference to rail table with dimensions clearance etc.
7	8	9	10	11	12

Damage to stretcher bar/lock bar/detector road etc. with sketches of components affected	Any other abnormal features of the components or assembly of point noticed with details of abnormal clearances, if any	Any other abnormal features of the signal fittings and components noticed with details.	Remarks
13	14	15	16

**Note :-** In case of Panel/RRI/SSI, detail position to be furnished separately along with the data logger report.



## APPENDIX – II

### Punishment norms in Accident cases

(Ref.: Railway Board's letter no. 99/Safety (A&R)/6/1 dated 23.04.99)

- NOTE :- (i) 'D' Staff: Staff directly held responsible for the accident.  
'S' Staff: Staff who are found to have secondary responsibility. In their case, the penalty imposed will depend on the degree of their contribution to the accident/engine failure and the Disciplinary Authority will use its discretion in the matter.  
WIP-With holding of increment with cumulative effect.  
WIT-With holding of increment without cumulative effect.
- (ii) The Disciplinary authority must impose the minimum penalty if the responsibility of staff is clear. Factors, like the employee's past record of service may be taken into account by the Appellate Authority if and when an appeal is made to it. The Disciplinary Authority should deal with the case solely with regard to the facts and circumstances of the accident itself.

Nature of Accident	Minimum penalty
<b>1. Collisions involving a train-</b>	
<b>(a) Resulting in loss of human life.</b>	(a) 'D' staff-Dismissal
<b>(b) Not resulting in loss of human life.</b>	(b) 'S' staff-Major penalties (v), (vi) or(vii) (a) 'D' Staff- Removal from service (b) 'S' Major Penalty (v) or (vi)
<b>2. Averted Collisions involving a train.</b>	(a) 'D' staff-Removal from service. (b) 'S' staff-Major penalty (v) or (vi)
<b>3. Train passing Signal at danger-</b>	Removal or compulsory retirement where entirely due to neglect of Loco Pilot, reduction to a lower grade if there are contributory factors like loss of brake power on the run which he could not have detected when he took charge of the engine.
<b>4. Overspeeding by Loco Pilots (in cases other than Collisions, averted Collisions and passing Signals at danger for which penalties have been prescribed in items 1 to 3 above):-</b>	
(i) Resulting in derailment of passenger train involving loss of human life.	Dismissal, if there are no other contributory factors like track or rolling stock defects, removal, if there are such contributory factors.
(ii) Resulting in derailment of passenger trains not involving loss of human life.	Removal, if there are no other contributory factors like track or rolling stock defects; reduction to 'C' grade for 3 years if working substantively in

<p>(iii) <b>Resulting in derailment of goods trains on the main line in mid-section or within station limits.</b></p> <p>(iv) <b>Resulting in derailment of goods train in station yard on other than main line.</b></p>	<p>'C' or 'B' grade and reduction to Shunter for 3 years if working substantively in 'C' grade with loss of seniority in both cases. If there are such contributory factors. Reduction to grade of shunter for one to three years with loss of seniority. Reduction to Shunter for one to three years, depending on the extent of damage without loss of seniority on being restored to 'C' grade Loco Pilot.</p>
<p>5. Failure to detect hot axle or other defective wagon resulting in derailment for which Loco Pilot/Guard can be held responsible if it is within range of visibility.</p>	<p>Reduction to next lower grade in the case of passenger train. WIP for 3 years with loss of seniority in the case of goods train.</p>
<p>6. Failure to detect hot axle or other defective wagon resulting in derailment for which station staff/cabin staff can be held responsible or failure to stop the train on information regarding hot axle being given by the previous station for control.</p>	<p>Removal in the case of passenger train. Reduction to the next lower grade in the case of goods train, if working in lowest grade, WIP for 3 years.</p>
<p>7. Station derailments while shunting.</p> <p>(i) Due to Loco Pilot's fault in not obeying Signals including hand Signals or starting the train without authority to proceed.</p> <p>(ii) Due to Loco Pilot's failure to control the train.</p>	<p><b>WIT for 2 years.</b></p> <p><b>WIT for 2 years.</b></p>
<p>8. Breach of Block Rules (Which do not result in Collision or averted Collision) such as train entering the section without proper line clear, receiving trains on wrong line blocked for engineering work etc. Placing material trolley on line without block protection and so on.</p>	<p><b>Reduction to a lower stage in the time scale.</b></p>
<p>9. Accidents at Manned Level Crossings</p> <p>(i) Failure of Gateman to close the gate.</p> <p>(ii) Failure of SM/ASM to ensure closure of level crossing gates before allowing any movement where rules provide.</p>	<p>Dismissal if there is loss of human life, removal if there is no loss of human life.</p> <p>Reduction to a lower grade or post with loss of seniority (WIP 3 years, in case in the lowest grade)</p>

<p><b>(iii)</b> Failure of Loco Pilot in observing rules before passing a gate Signal in danger.</p> <p><b>(iv)</b> Where no breach of rules is proved but lack or vigilance on the part of Loco Pilot/guard of other staff is proved.</p>	<p>Reduction to a lower grade with loss of seniority. WIT upto 2 years 11 months.</p>
<p><b>10.</b> Accident at unmanned level crossings due to lack of vigilance on the part of Loco Pilot or failure to whistle on approaching the whistle board.</p> <p><b>(i)</b> Accident involving loss of human life.</p> <p><b>(ii)</b> Where no loss of human life is involved.</p>	<p>Reduction to a lower grade WIT for 1 year.</p>
<p><b>11.</b> Carriage &amp; Wagon defects or improper securing of loads or failure to detect improper securing of loads by SE/C&amp;W.</p> <p><b>(i)</b> Resulting in derailments on the Main line, Mid-section or within station limits.</p> <p><b>(ii)</b> Resulting in derailments in a station yard other than main line.</p>	<p>For the first offence WIT for 2 yrs 11 months. For the second offence reduction to a lower grade for 3 years with loss of seniority (If any staff such as SE/C&amp;W are in the lowest grade, reduction by three stages in the scale of pay with loss of seniority; if the staff are in the lower stages of pay where reduction by three stages is not possible WIP for three years with loss of seniority)</p> <p>Same as for item (i) above but without permanent effect and without loss of seniority.</p>
<p><b>12.</b> Locomotive defects</p> <p><b>(i)</b> Negligence in repairs or maintenance in shops or shed resulting in accidents.</p> <p><b>(ii)</b> Negligence in repairs or maintenance in shops or sheds or bad engineman ship by Loco Pilot resulting in engine failure.</p>	<p>Reduction to a lower stage in the time scale with loss of seniority for the first offence, reduction to a lower grade with loss of seniority for the second offence and removal for the third offence.</p> <p>For the first offence stoppage of Passes and PTOs for 1 year; the second offence WIT 1 year and for the third offence reduction to a lower grade for years.</p>
<p><b>13.</b> Traffic staff failure, resulting in accidents other than Collisions or averted Collisions.</p> <p><b>(i)</b> Wrong setting / manipulation of points.</p> <p><b>(ii)</b> Incorrect Signalling.</p> <p><b>(iii)</b> Wrong marshalling.</p> <p><b>(iv)</b> Excessive/ uneven loading or improper securing of loads.</p>	<p>Reduction to a lower grade with loss of seniority.</p> <p>WIP upto three years.</p> <p>Reduction to a lower stage in time scale of pay. WIT upto three years</p>

<p><b>14. Signal &amp; Interlocking failures, Signal and Interlocking defect for which maintenance staff are held responsible resulting :-</b></p> <p><b>(a)</b> Accidents of passenger train involving loss of human life.</p> <p><b>(b)</b> Accidents of passenger or goods train not involving loss of human life.</p> <p><b>(c)</b> Derailment of goods train on the main line in mid-section or within station limits.</p> <p><b>(d)</b> Derailment of goods train within station yard other than main line.</p>	<p><b>(i)</b> If due to causes where Interlocking has been short circuited/ made inoperative.  'D' staff - Dismissal  'S' staff- Major penalties under item (v), (vi), or (vii)</p> <p><b>(ii)</b> If due to causes where 'Interlocking' has deteriorated due to bad maintenance repairs.  'D' staff - Removal  'S' staff - Penalties under item (v) or (vi)</p> <p><b>(iii)</b> 'D' staff - Removal  'S' staff - penalties under item (v) or (vi)</p> <p><b>(iv)</b> 'D' staff - item (vi)  'S' staff - item (v)</p> <p><b>(v)</b> 'D' staff - item (vi)  'S' staff - item (iv) or (v)</p> <p><b>(vi)</b> 'D' staff - item (v)  'S' staff- item (iv)</p>
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<p><b>(iii)</b> Resulting in derailment of goods train in station yards on other than main line.</p>	<p><b>(a)</b> D staff-Reduction to a lower stage in time scale of pay of a period of 2 years without the effect of postponing future increment.</p> <p><b>(b)</b> S staff-WIT upto 2 years 11 months or with holding of Pass/PTOs for 2 years where the staff has reached the maximum of the grade.</p>
<p><b>2.</b> Other track defects like cross levels or low joints and defective alignment in curves etc.</p> <p><b>(i)</b> Resulting in derailment of passenger trains.</p>	<p><b>(a)</b> D staff-</p> <p><b>(i)</b> Removal from service if there is loss of human life.</p> <p><b>(ii)</b> Reduction to a lower grade for a period of 3 years with loss of seniority if no loss of life.</p> <p>If any staff such as JE (P.Way) are in the lowest grade, reduction by 3 stage in the scale of pay with loss of seniority. If the staff are in the lowest stage of pay where reduction by 3 stages is not possible. WIT for 3 years, with loss of seniority.</p> <p><b>(b)</b> S. Staff- Reduction to a lower stage in time scale of pay for a period of 3 years with effect of post postponing future increments on expiry of such period</p>
<p><b>(ii)</b> Resulting in derailment of goods train on the main line in mid section or within station limits.</p>	<p><b>(a)</b> D Staff-Reduction to a lower grade for one to three years with loss of seniority.</p> <p><b>(b)</b> S Staff-Reduction to a lower grade in time scale of pay for a period of one to 3 years without the increments.</p>
<p><b>(iii)</b> Resulting in derailment of goods train in station yard or other than main line.</p>	<p><b>(a)</b> D staff-Reduction to a lower stage in time scale of pay for a period of one to 3 years without the effect of postponing future increments.</p> <p><b>(b)</b> S staff-WIT for one year or with holding of passes and PTOs for one year if at maximum of grade.</p>



3. Miscellaneous cause like infringement of track by irregular unloading of ballast, track materials etc. due to neglect of P. Way staff or failure to protect track in case of destruction, opening of track, breach etc.	WIT upto 3 years of reduction to a lower grade or removal from service according to the gravity of accident and damages caused.
4. In respect of accidents during shunting operations in Sidings and other non running lines due to track defects.	WIT for one year or with holding of passes and PTOs where the staff has reached the maximum should be imposed depending on the extent of neglect of maintenance and other circumstances.

### For Staff of Electrical Department

<b>(a) Accidents to passenger train involving loss of human life.</b>	<b>Removal from service.</b>
<b>(b) Accidents to passenger train not involving loss of human life.</b>	<b>(i)</b> Reduction to lower grade. <b>(ii)</b> If the staff is in the lowest grade reduction to a lower stage.
<b>(c) Fire accidents involving loss of human life.</b>	Removal from service.
<b>(d) Fire accidents without loss of human life.</b>	<b>(i)</b> Reduction to lower grade. <b>(ii)</b> If the staff is in the lowest grade reduction to a lower stage.

Note:- Major Penalty norms as per Railway Servant(Discipline & Appeal Rules),1968

Major Penalties (Rule-6):-

- (v) Save as provided for in clause (iii-b) reduction to a lower stage in time-scale of pay for a specified period, with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the further increments of his pay.**
- (vi) Reduction to a lower time-scale of pay, grade, post or service, with or without further directions regarding conditions of restoration to the grade or post or service from which the Railway Servant was reduced and his seniority and pay on such restoration to that grade, post or service.**
- (vii) Compulsory Retirement.**
- (viii) Removal from service which shall not be a disqualification for future employment under the Government or Railway Administration.**
- (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government or Railway Administration.**

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**APPENDIX-III**  
**EX-GRATIA**

Relief to persons involved in train accidents or untoward incidents- Ex-gratia payments to victims-

- 1- The amount of ex-gratia payable to dependents of dead or injured bona fide passengers involved in **Train Accidents** as defined in Section 124 of Railways Act, 1989 and to the road users who met with an accident due to Railway's prima facie liability at **Manned Level Crossing Gate Accident** shall be as under:-

	Type of Accident	Amount of Ex-Gratia for Death	Amount of Ex-Gratia for Grievous Injury	Amount of Ex-Gratia for Simple Injury
1.	In case of Train Accident (as defined under Section 124 of the Act)	Rs. 50,000/- (Rupees Fifty thousand only)	Rs. 25,000/- (Rupees Twenty Five thousand only)	Rs. 5,000/- (Rupees Five thousand only)
2.	In case of Accident at Manned Level Crossing (due to Railway's prima facie liability)	Rs. 50,000/- (Rupees Fifty thousand only)	Rs. 25,000/- (Rupees Twenty Five thousand only)	Rs. 5,000/- (Rupees Five thousand only)

- 2- The rate of ex-gratia for death/injury in **Untoward Incident**, as defined under Section 124-A of the Railways Act, 1989 shall be as under-

- (i) In case of **death** Rs. **15,000/-**
- (ii) In case of **grievous injuries** Rs. **5000/-**
- (iii) In case of **simple injuries** Rs. **500/-**

- 3- No ex-gratia is admissible in case of accident at Unmanned Level Crossing.

- (i) No ex-gratia payment would be admissible to trespassers, persons electrocuted by OHE and road users at unmanned level crossings.
- (ii) The amount of ex-gratia relief admissible to road users who meet with an accident due to Railway's prima facie liability at Manned Level Crossing Gate Accident will be counted towards the amount of compensation payable, if action is tenable against the Railways under the Law of Torts and award is actually granted by a Court of Law.
- (iii) Ex-gratia payment should also be made to railway servants killed or injured while on duty by a moving train for example Gangman working on track run over accidentally by a moving train.
- (iv) Payment should be sanctioned/arranged preferably on the spot by a Senior Scale Officer nominated by the General Manager after making such enquiries as can be reasonably made on the spot after the immediate needs by way of medical attendance etc. to injured persons are attended to.

**NOTE-**These instructions are effective from 1st August/2012.

## Register For Corrections and Additions

No. of Memo	Date of Memo	Date of Receipt	Signature of Recipient	Reference to Rule and page in which correction or Addition has been made	
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