

**1. Add the following note after Para 3042(B):-**

- Note-** (1) While calculating the period, year and month of concerned record or year or month in which records are destroyed, shall not be counted. Such related records in which enquiry is pending shall not be destroyed unless approval of Divisional Railway Manager is taken.
- (2) However, Train Signal Register, Station Diary and Station Memo Book of the stations where case of untoward incident has been reported shall be preserved for the period of 3 years from the date of last entry.

**2. Replace Chapter XXIV- “STATION WORKING RULES” with the following :**

**24001. Object of Station Working Rules:**

- (a) The General and Subsidiary rules contain rules for general applicability on the railway as a whole and are mandatory. The Station Working Rules deal with special features of a particular station in respect of yard lay-out. Equipment of signaling, interlocking etc. and lay down specific and detailed procedures for reception and despatch of trains at and from such station in accordance with General and Subsidiary rules and approved special instructions of Commissioner of Railway Safety as well as of Authorised Officer.
- (b) The Station Working Rules must be read in conjunction with General and Subsidiary rules and other instructions issued by the administration in the form of manuals or otherwise and are legally binding on the staff.
- (c) Every station except ‘D’ class station must be equipped with Station Working Rules together with a Rule Diagram enclosed therewith.

**24002. Approval of Commissioner of Railway Safety:**

- (a) The following are some of the works the commencement and opening of which require the sanction of the Commissioner of Railway Safety :
- (i) Additions, extensions or alterations to running lines.
  - (ii) Alterations to points and crossings in running lines.
  - (iii) New signaling and interlocking installations or alterations to existing installations.
  - (iv) New stations, temporary or permanent.
  - (v) New bridges or extensions of existing ones, girder spans, whether additional or in replacement of existing ones including temporary girders.
  - (vi) Heavy re-grading of running lines.
  - (vii) Provision of new level crossing on running lines.
  - (viii) Temporary diversions.
  - (ix) Addition or alterations to the electrical installations of tracks equipped for electric traction.
- (b) If, the Station Working Rules are being framed on the opening of a new station or are being revised as a result of any of the items listed in para (a) above, they require the prior approval of the Commissioner of Railway Safety.

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Amendment Slip No. 01 dated 29 -09-2015  
(in 03 items)

- (c) Along with proposed Station Working Rules of the new station, Divisional Railway Manager shall furnish to the Commissioner of Railway Safety, Lucknow, at least one month in advance of the proposed date of opening of the station, the following documents:-
- (i) Tabulated details;
  - (ii) Index plan and section of the railway;
  - (iii) Drawings of works;
  - (iv) List of questions and answers;
  - (v) Certificates;
  - (vi) List of infringements of maximum and minimum dimensions; and
  - (vii) Diagrams of proposed testing train ( the first train to be passed at the station).
- (d) The Commissioner of Railway Safety in according his sanction may or may not propose to inspect the work on its completion. Should the C.R.S. decide not to inspect the work prior to its opening, the “safety certificate” form shall be completed, signed and submitted before the station is opened and a telegram sent jointly by the civil, signal and telecommunication, electrical or mechanical engineers in –charge (according to the circumstances) to the CRS, COM, CE, CSTE, CME, DRM, Divisional officers concerned, control and the concerned station.

**24003: (1) General Principles for the Preparation/Revision of Station Working Rules:-**

- (a) Station Working Rules should be as precise and clear as possible.
- (b) The number of General and Subsidiary Rules applicable should be quoted; it is not necessary to reproduce the extract of any rule.
- (c) At stations where cabins work independently, separate rules complete in themselves should be issued for each cabin. Any one taking up duty at such a cabin should only have to read and sign the assurance for the working rules for that cabin only. A copy of the Station Working Rules or relevant extract thereof shall be kept at cabins not working independently and at concerned level crossing also.
- (d) The same sequence should be used in preparing all station working rules irrespective of class or size.
- (e) The main body of station working rules should be signed jointly by Sr.DOM/DOM and Sr.DSTE/DSTE. Appendix ‘D’ should be signed only by Sr.DOM/DOM and Appendix ‘B’ only by Sr.DSTE/DSTE.
- (f) Copies of all Station Working Rules and yard diagrams shall be sent both to General Manager(Operating) and Commissioner of Railway Safety for information and record.
- (g) SWR should be issued afresh after every **five years** or after issue of **five** amendment slips and reviewed as and when required. However, any **master amendment slip/slips** issued to the SWRs will not be included in the **five** amendment slips and will be in addition to them.
- (h) The SWR should normally contain only three correction slips. If, however, it is felt necessary to issue more than three Correction Slips subsequently, the Division shall first approach Headquarters for permission to do so. The permission shall be accorded by the Headquarters for incorporating two more Correction Slips only so that the total number of correction slips to the SWR does not exceed **Five**. In the event of more than five correction slips having to be issued, the SWR should be reissued.
- (i) Special instructions shall be embodied in the Station Working Rule for all traffic level crossing gates located between the outer most stop signals and also those Engineering level crossing gates located beyond

the outer most stop signals, but provided with telephonic communications. The Gate Working instructions for non-interlocked traffic gates shall be prepared by Operating department, for non-interlocked engineering gates by Engineering department and for interlocked(Traffic and Engineering both) level crossing gates by Signal department. The draft shall be put up to Sr.DOM/DOM for approval and incorporation in the SWR of that particular station. Action to be taken by Gateman/SM in the event of failure of communication between the level crossing and the station /cabin should specially be mentioned in such rules/instructions. A copy of these rules/relevant extract from the Station Working Rules should be provided at the gate lodge at manned level crossing.

- (j) SWRs are the functional rules governing the working of stations. These need to be prepared with care and attention as any deficiency in these rules can endanger safety, in which case the Officers signing the SWRs shall also be held responsible along with other staff for breach of safety rules.
- (k) It is obligatory that Rule Diagram of the ground conditions are compared at the site to confirm accuracy of R.D. In absence of officials signing the SWR having verified it personally, the Traffic Inspector and the SE/Signal will, after having jointly inspected the site shall certify in writing that the actual layout conforms to what is shown in the Rule Diagram and the number of points and signals quoted therein are correct.

**(2) Procedure for Preparation of SWR:-**

- i) The rule diagram and Signaling Appendix (for interlocked stations only) and Pull Sheet ( for interlocked and such non-interlocked stations where ground lever frames are erected) should be furnished by the Sr.DSTE/DSTE to the Sr.DOM/DOM for framing Station Working Rules.
- ii) Since the Rule Diagram has the vital bearing on the preparation of SWRs, the Sr.DOM/DOM will scrutinize the Rule Diagram and Signaling Appendices, if any, and have these checked at the site.
- iii) On receipt of the Rule Diagram from Sr.DSTE/DSTE, Sr.DOM/DOM will arrange for preparation of the Draft Working Rules by the Traffic Inspector in the standard format, after which these will be checked by AOM(G) or AOM(M). After this it will be further scrutinized by Sr.DOM/DOM personally and if found correct will be signed by him and sent to Sr.DSTE/DSTE for his signatures. Sr.DEE/DEE(TRD) shall also be associated in electrified sections.
- iv) The Sr.DSTE/DSTE after checking and signing all the copies of the SWR will return them to Sr.DOM/DOM concerned.
- v) If necessity arises to modify the contents of SWR, it will be done by issuing the correction slips. Whenever any correction/alteration is required to be incorporated in the SWR, the relevant pages of the SWR shall be replaced and shall bear on top of the page the number of correction slip and date and shall be signed at the bottom by the concerned officers.
- vi) If there is a 'D'(Flag/Halt station) and/or 'DK'(Flag/Halt station with siding) between two Block Stations, the SWRs of the Block Stations on either side shall contain a reference to such D/DK class station(on Appendix 'F' of the SWR). In the case of a DK class station, the special instructions for working the siding will also be incorporated in the SWRs of the Block Stations situated on the either side of the 'DK' class station. A copy of these special instructions along with the Rule Diagram will be provided at such 'DK' class Stations.

**(3) Time schedule for Preparation and Disposal of Station Working Rules-**

(a)	For preparation of signaling plan, locking tables and charts etc.	After receipt of Engineering Plan for road site station - 2 weeks & for junction station – 4/6 weeks.
(b)	For preparation of Rule Diagram and Signaling Appendices.	10 days in Sr. DSTE/DSTE's Office.
(c)	For preparation of Station Working Rules by Sr.DOM/DOM's office.	10 days for road site stations and 15 days for large and junction station (after receipt of Rule Diagram along with Signaling Appendix)
(d)	For checking and signatures by the Sr.DSTE /DSTE.	7 days
(e)	Transit Time	3 days for each transaction when the Signaling Plans or Station Working Rules have to be dispatched from one office to another, not situated at the same station and 1 day when at the same station.

**24004: Standard Proforma for Station Working Rules of Station:-**

Station Working Rules of station should be prepared in accordance with the following standard proforma:-

-----RAILWAY  
 ----- DIVISION  
 No-----  
 STATION WORKING RULES OF ----- (Name of the station)  
 ----- (BG/MG/NG)  
 Date of issue -----  
 Date brought in force-----

**NOTE:**

- (i) The Station working rules (SWR) must be reach in conjunction with General &Subsidiary Rules. These rules do not in any way supersede any rule in the above book. The language of SWR should be simple, brief and unambiguous applying provision of rules to the specific conditions at the relevant station, These rules must be in simple language intelligible to ordinary railwaymen, however GR/SR numbers may be mentioned in the brackets.
- (ii) The SWR must be page numbered with the station name code written on each page and signed by the Divisional Operations Manager and Divisional Signal & Telecom Engineer at interlocked stations and at non-interlocked stations by Divisional Operations Manager and Divisional Engineer should sign each page.
- (iii) The SWR should be issued afresh after every five year or after issue of five amendment slip and reviewed as and when required.
- (iv) Any new innovations introduced to facilitate train operation should be incorporated in SWR.

**1- Station Working Rule diagram :**

SWR Diagram No. ----- based on CSTE/----- Railway and Signal Interlocking Plan No. -----  
 -- should show the complete layout of the yard, Points, Signal, Gradients and interlocking arrangements of the station including the non-interlocked siding, exact and actual holding capacity of all the individual lines in metres, actual inter signal (demarcation point) distances, names of adjacent station and IBH signals, where provided, on either side of the station with their respective distances from the centre line of the station building to the central line of the adjacent stations and any other information necessary in the day to day operation of trains. The particulars of date up to which it is corrected should also be mentioned. SWR diagram should show actual distances and not the minimum prescribed. It should be signed by the Divisional Operations Manager, Divisional Signal & Telecom Engineer and Divisional Engineer. The detection table, lever Collar Chart and Pull Sheet may be provided in appendix 'B'. Pull sheet should be reproduced on a board brightly pointed in the cabins to be placed above the lever Frames.

**2- Description of Station**

**2.1 General (Location)**

------(Name of the station) is a ----- class station on the -----(Name of the section) double/single line Electrified/non-electrified (BG/MG/NG ) section of -----Railway on ----- route. It is situated at KM -----from ----- (a nominated point on the Railway ) The number of cabins should be furnished.

**2.2 BLOCK STATIONS, IBH, IBS ON EITHER SIDE AND THEIR DISTANCE AND OUTLYING SIDINGS**

----- Station is situated between ----- (Name of adjacent station on one side) in the ----- North /South /East/West) side at a distance of ----- km and ----- (Name of adjacent station on the other side) in the ----- (North /South /East/West) at a distance of ----- km.

In case of IBS signal being provided in the adjacent section the mention of the same need to be made be follows' The section between ----- (Name of the section on which the IBS is provided) has been split into two Block sections by providing Track Circuit/Axle Counters and intermediate Block Stop Signal at Km ----- and km ----- on Up and Dn lines respectively, which are controlled by Track Circuit/Electronic Axle Counter and Double Line Block instrument.

In case the adjacent section is provided with the automatic signals, necessary mention of the same need to be made in the SWR literature.

In case of outlying sidings/DK station taking off from the section its name and Km in UP/Dn direction should be mentioned. Their detailed working instructions should be given in Appendix 'E'.

**2.3 BLOCK SECTION LIMITS ON EITHER SIDE OF THE STATION ON DIFFERENT DIRECTIONS.**

Points up to which block section in rear terminates and the point from which the block section in advance starts should be indicated in the following tabular format.

Between Stations	The point from which the "Block section" commences	The point at which the "Block Section" ends
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**2.4 GRADIENTS IF ANY**

The gradients in the yard and the adjacent block sections should be mentioned with their locations. Any Gradient which are steep enough to warrant special precaution in train operation should be mentioned.

## 2.5 **LAY OUT**

Under this head, information pertaining to the number of running lines in the main yard. (namely Up Loop, Up Main, DN Main and Common loop etc.) Goods sheds/siding. Hot Axle siding, passing sidings, engineering sidings, sidings taking off from the yard with the details whether electrified etc. and how they are isolated from the running lines should be mentioned. The information in relation to provision of low/high level platforms on the running lines/goods siding should be given.

### 2.5.1 **RUNNING LINES DIRECTION OF MOVEMENT & HOLDING CAPACITY IN CSR.**

The direction of movements on all the lines and Clear Standing Room of running lines in terms of metres need to be specified.

### 2.5.2 **NON RUNNING LINES AND THEIR CAPACITY IN CSR**

### 2.5.3 **ANY SPECIAL FEATURE IN THE LAYOUT**

Any Special feature of the yard such as catch siding, slip siding non-standard turnouts curves, spring points etc. having bearing on the operation of trains need to be mentioned.

## 2.6 **LEVEL CROSSINGS:**

Detailed working of the gate along with the particulars regarding LC gate No. location, class, normal position, whether interlocked or non-interlocked whether communication provided or not and whether Train Actuated Warning Device (TAWD) provided or not, how the gate is operated etc. need to be mentioned in Appendix "A"

## 3- **SYSTEM AND MEANS OF WORKING**

System of working in force – absolute/Automatic by using Double line/Single line Token/Tokenless Block instruments, whether co-operative, the staff responsible for their operation and custody of Keys should be clearly mentioned. Mention should also be made of the availability of block telephone at the station and Telephone provided at IBS posts to establish contact by the Loco Pilot with Station Master in rear, in case of any necessity.

## 4. **SYSTEM OF SIGNALLING AND INTERLOCKING**

- 4.1 The standard of interlocking, type of signaling (MLQ/TALQ/MAUQ/MACLS) mention of operating the signals/points from lever Frames/Control Panel/VDU/CTC, provision of axle counters/track circuits on running lines, calling On Signals/IBS, special signaling features such as fixed Warner, stop boards at terminal stations, emergency cross-overs, permanently locked points, motor operated points at otherwise mechanically working stations, emergency/crank handle keys and their custody, indications (electric/banner type) of points/trap points, signals/track circuit/axle counters need to be mentioned. The detailed description of the lever frame/control panel/video Display Unit for route setting using points/signal/gate control switches individual operation of points, operations of gates within the station limit, setting of points using the crank handle and the maintenance of proper records of emergency operation counters provided with Train Protection and Warning System and Anti collision Device need to be mentioned. The procedure for resetting of the system in case of failure of Axle counter on berthing portion as well as IBS section

emergency operation of points, emergency route cancellation, clearing of block etc. also need to be mentioned from operation point of view.

(Details of signaling interlocking should, however, be given in Appendix 'B' and details of Anti Collision device, if provided, be given in Appendix 'C')

**4.2 CUSTODY OF RELAY ROOM KEY AND PROCEDURE FOR ITS HANDING OVER AND TAKING OVER BETWEEN STATION MASTER AND S&T MAINTENANCE STAFF.**

**4.3 POWER SUPPLY**

The sources of Power supply for signaling such as Dn AT/Up AT/Local supply (State Electricity Board)/Diesel Generator/ UPS/Integrated Power Supply etc. supply etc. should be mentioned here. It should be clearly mentioned whether the changeover from one source of supply to the other shall be automatic or manual in case of failure of normal source of supply. The procedure for manual changeover should be described.

**5. TELECOMMUNICATION**

The availability of telecommunication facilities at the station and their operational aspects should be clearly defined:

- (i) Section control/Dy. Control/ Traction Power control Telephone etc.
- (ii) Auto/DOT Telephones.
- (iii) Magneto Telephone with the cabins/gates.
- (iv) IBS Telephone with IBS at Km.....
- (v) Telephone with Axle Counter reset boxes
- (vi) Telephone for yard communication.
- (vii) VHF Sets and
- (viii) Mobile Train Radio Communication (MTRC)

The action to be taken in case of failure of communication given above to be clearly spelt out.

(Details of working should be given in appendix 'B')

**6. SYSTEM OF TRAIN WORKING**

**6.1 DUTIES OF TRAIN WORKING STAFF**

The duties of the train working operational staff such as station master, Switchman, Cabinman, Leverman, Pointsman, Platform porter, Gateman for train operation should be mentioned in detail in Appendix 'D' giving specific references to the G&SR of the Railway and the Block Working Manual.

**6.1.1 TRAIN WORKING STAFF IN EACH SHIFT**

The availability of above operation staff provided at the Station in each shift with their duties for working of trains should be mentioned in Appendix 'D'

**6.1.2 RESPONSIBILITY FOR ASCERTAINING CLEARANCE OF THE LINES AND ZONES OF RESPONSIBILITY:**

Responsibility for ascertaining clearance of lines and zones of responsibility of each of the staff on duty should be clearly mentioned here, mention should be made that Private Number Book should be under the custody of train passing staff who is authorized to use it.

**6.1.3 ASSURANCE OF STAFF IN THE ASSURANCE REGISTER.**

Every train passing staff posted newly at the station or leave reserve staff at the station or regular staff who has resumed his duties after more than 15 days absence must to through Station Working Rules inforce and give assurance in the prescribed Assurance Register.

## 6.2 **CONDITIONS FOR GRANTING LINE CLEAR**

Under this head, principles of the System of Working in force on the station should be described briefly and clearly as application to the station, Specific points on the track up to which the line is required to be kept clear must be indicated. Mention of outlay siding, if involved, may also be made.

### 6.2.1 **ANY SPECIAL CONDITIONS TO BE OBSERVED WHILE RECEIVING OR DESPATCHING A TRAIN**

6.2.1.1 Setting of points against block line.

6.2.1.2 Reception of train on blocked line

6.2.1.3 Reception of train on non-signalled line

6.2.1.4 Despatch of train from non signaled line

6.2.1.5 Despatch of train from line provided with common starter signal.

6.2.1.6 Any other special conditions should be mentioned giving reference to the G&SR.

### 6.3 **CONDITIONS FOR TAKING 'OFF' APPROACH SIGNALS;**

This needs to be mentioned here giving reference to the relevant provisions of the G&SR.

### 6.3.1 **RESPONSIBILITY OF STATION MASTER FOR RESTORATION OF SIGNALS TO 'ON':**

Station master should ensure that signal is put back to 'ON' after passage of the train as per GR 3.36(b).

## 6.4 **SIMULTANEOUS RECEPTION/DESPATCH, CROSSING AND PRECEDENCE OF TRAINS:**

This Should mention the specific setting of points and traps for the purpose of achieving the desired signal overlaps/isolations to Sand Humps/sidings etc. while receiving trains simultaneously, crossing and giving precedence to trains at the station.

## 6.5 **COMPLETE ARRIVAL OF TRAINS**

Responsibility for verification of complete arrival of trains before closing the block section should be made clear, in case Block Proving by Axle Counter (BPAC) installed on the section, the procedure of block working should be mentioned, giving reference to the relevant

## 6.6 **DESPATCH OF TRAINS**

Particulars regarding starting of trains from running lines, non signaled lines, issue of caution orders etc. should be mentioned giving reference to the provision of G&SR and Block Working Manual. In case IBVS is provided the procedure for despatch of trains up to the IBS and thereafter to the next station should be clearly defined.

## 6.7 **TRAINS RUNNING THROUGH**

The provisions given in G&SR should be mentioned.

## 6.8 **WORKING IN CASE OF FAILURE**



Working in case of failure of track circuits, points, signals block instruments, axle counters, Axle Counter Block procedure for working over damaged points, reception of trains on obstructed lines, non-signalled line including failure to read the occupation of line by trolley or light engine etc. should be mentioned in details here.

**6.9 PROVISIONS FOR WORKING OF TROLLY/MATERIAL LORRIES:**

Some of the precautions such as given below should be mentioned:

- (i) The section where axle counters are provided in lieu of track circuits, Trolleys, Motor Trolleys, Lorries etc..... which are not insulated, shall not be allowed to run except on line clear.
- (ii) Motor trolleys/Tower Wagon/Material Lorries are not likely to actuate the Axle counter correctly. When they are to run over the section split by Axle counters, the whole section to be treated as one and next train to be started after the last train has arrived complete.
- (iii) In all other respects the working of a light Motor trolley shall conform to the rules laid down for ordinary trolleys while running without block protection and to those laid down for motor trolleys while running under block protection or following another light motor trolley or a motor trolley.
- (iv) Any other restriction on movement of trolleys/motor trolley/material lorries/tower wagons etc.

**7. BLOCKING OF LINE:**

The precautions to be taken by the station Master, when lines are blocked by stabled vehicles or otherwise for maintenance works, to be detailed here.

**8- SHUNTING:**

8.1 General precautions

8.2 Shunting in the face of approaching train

8.3 Prohibition of shunting special features if any.

8.4 Shunting on single line.

Within station section

Between last Stop Signal and opposite First Stop Signal

Beyond opposite first Stop Signal

During failure of block instrument on single line

8.5 Shunting on double line.

Block back

Block forward

Following a train traveling away

Upto IBS

Beyond IBS

During failure of block instrument on double line.

8.6 Shunting in the siding taking off from station yard/goods yard.

**9. ABNORMAL CONDITIONS**

- (a) **The Rules to Be Observed in the Event Of Abnormal Conditions:**

The procedure to be followed in the event of following abnormal conditions should be specifically Mentioned.

- (i) During partial interruption/failure of Electrical communication instrument.
- (ii) The authority to proceed in the occupied block section in case of obstruction of line or accident etc.
- (iii) Trains delayed in block section
- (iv) Failure/passing of intermediate block stop signal t 'ON'
- (v) Failure of Axle Counter Block/BPAC
- (vi) Failure of MTRC

**(b) Procedure For Emergency Operation of Points By Crank Handle:**

- (i) The detailed procedure for emergency crank handle operation of motor operated points at different lines at the station from operation point of view should be mentioned here.
  - (ii) Procedure for Emergency operation of point with point zone axle counter/track circuit failure and emergency route release, giving reference to GR 3.39 and GR 3.77 should be mentioned here.
- (c) Certificate of clearance of Track Before calling On Signal Operation is initiated. Mention should be made that before taking off calling on signal during failure of tack circuit/axle Counter, the route and the clearance of the track over which train would pass to be verified by SM/ASM.**
- (d) i) Mention should be made that whenever there is a failure of points, track circuit/Axle Counter or any other interlocking gear at the station, the failure should be reported by SM/ASM on duty to the concerned Signaling Maintenance Staff on duty responsible for attending to the failure and only after receipt of the written memo from the signaling Maintainer for rectification of the fault, SM/ASM should restore the normal working.
  - (iii) The entries in failure register to be done with message to the Section Controller.

**9.1 TOTAL FAILURE OF COMMUNICATION**

Provision of the SR and instructions laid down in Block Working Manual relating to the working of trains during total failure of communication at the station should be briefly summed up giving the action to be taken and by whom and what precaution to be taken giving reference to the relevant provisions of the G&SR.

**9.2 TEMPORARY SINGLE LINE WORKING ON DOUBLE LINE SECTION;**

**9.3 DESPATCH OF TRAIN UNDER AUTHORITY TO PROCEED WITHOUT LINE CLEAR OR TO ASSIST THE CRIPPLED TRAIN;**

**10. VISIBILITY TEST OBJECT:**

Position of the Visibility Test Object in each Zone of operation and the officials authorised to check the V.T.O. from a nominated place at the station should be mentioned here.

**11. ESSENTIAL EQUIPMENTS AT THE STATION**

The list of the essential equipments should be given in Appendix "E".

**11.2 FOG SIGNAL MEN NOMINATED TO BE CALLED IN CASE OF FOG:**

In foggy or tempestuous weather or in dust storm when V.T.O. cannot be seen from the SM's Office, the SM shall send trained men to act as fog signalmen. Instructions regarding their selection from Traffic and Engineering Departments, entry of their names in the fog signal Register and taking assurance by the SM to be mentioned clearly.

**LIST OF APPENDICES**

APPENDIX 'A'	WORKING OF LEVEL CROSSING GATES .
APPENDIX 'B'	SYSTEM OF SIGNALING AND INTERLOCKING AND COMMUNICATION ARRANGEMENTS AT THE STATION.
APPENDIX 'C'	ANTI COLLISION DEVICE(RAKSHA KAVACH)
APPENDIX 'D'	DUTIES OF TRAIN PASSING STAFF IN EACH SHIFT.
APPENDIX 'E'	LIST OF ESSENTIAL EQUIPMENTS PROVIDED AT THE STATION.
APPENDIX 'F'	RULES FOR WORKING OF D.K. STATIONS, HALTS, I.B.H., I.B.S. AND OUTLYING SIDINGS.
APPENDIX 'G'	RULES FOR WORKING OF TRAINS IN ELECTRIFIED SECTIONS. {Jointly signed by Sr.DOM/DOM and Sr.DEE/DEE(TRD)}

**3- Add the following after item no. (iv) in Part 'C' of Para 4015: 'Additional duties for Guards while Working Trains' :**

**(v) – At Road side stations, where no special shunting staff are employed, the duties and responsibilities of Guard for shunting operation shall be as under :-**

- (a) General supervision.
- (b) Attaching and detaching of correct vehicles/wagons.
- (c) Correct marshalling.
- (d) Ensuring that couplings of vehicles /wagons are correctly secured.
- (e) Ensure correct setting and locking wherever required and also give signal.
- (f) Ensure that vehicles are secured before they are detached from a train.

Sd/-  
C.O.M./NER

1. Delete para 4011 and replace it with the following:-

**Equipment –**

(A): The list of prescribed equipment of Guards and Loco Pilots are given below:-

(1) Items for Guards working Mail/Express and Passenger trains:

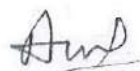
- (i) Tri color Hand Signal lamp
- (ii) Hand Signal Flags (Green-1, Red-2)
- (iii) LED based Tail Lamp
- (iv) Tail Board
- (v) First Aid Box
- (vi) A case of 10 Detonators
- (vii) Padlocks -2 (50mm-1, 35mm-1)
- (viii) Reference Books :
  - (a) Working Time Table
  - (b) Guard Certificate Book
  - (c) Rough Journal Book
  - (d) G&SR Book, Operating Manual and Accident Manual (in hard or in electronic form)
- (ix) Whistle
- (x) 10 Red color Arm Bands to enable easy identification of Railway Staff in case of Accident
- (xi) Walkie – talkie set
- (xii) Washers-3 (Only for MG/NG)

(2) Equipment for Guards working freight trains would be the same as for those working passenger trains, except that they need not carry First-Aid Box and Guard's Certificate Book. Vacuum Gauge/Detachable Pressure Gauge with adopters shall also be provided as Guard's personal equipment.

(3) Items for personal equipment for Loco Pilot:

- (i) Tri color Hand Signal lamp
- (ii) Hand Signal Flags (Green-1, Red-2)
- (iii) A case of 10 Detonators
- (iv) Washers-5 (Only for MG/NG)

- (v) Reference Books:
- (a) Working Time table
  - (b) G&SR Book, Operating manual and Operating Manual (in hard or in electronic form)
- (B) Station Masters of Guard Headquarters Station/Lobby incharge wherever provided shall personally check all the equipment of each Guard and Loco Pilot once in three months. Any deficiencies noticed either in articles or in the pasting of Amendments slips in the rule book must be reported to Sr.Divisional Operating Manager(G)/Divisional Operating Manager (G) or Sr.Divisional Mechanical Engineer(O&F)/Divisional Mechanical Engineer (O&F) who shall arranged to take up with the Guard/Loco Pilot and re-issue articles missing or found in dilapidated conditions.
- (C) Inspectors and Officers when on line must similarly check equipment of running staff as often as possible and must take initiative themselves to rectify shortcomings, if any expeditiously.



(Anil Kumar Singh)

P.C.O.M./NER

Operating Manual (2007 Edition)  
Amendment Slip No. 03 dated 13.07.2021  
(in 01 item)  
Last Amendment Slip No. 2 dated 09.04.2021

1. Replace the heading of para 4011 (1) (A) with the following:-

(A): The list of prescribed equipment of Guards and Loco Pilots (with him/her or in brake van/loco) are given below:-



(Anil Kumar Singh)

P.C.O.M./NER