CHAPTER II

RULES APPLYING TO RAILWAY SERVANTS GENERALLY

2.01. Supply of copies of rules – The Railway Administration shall supply –

(a) A copy of these rules –

(i) to each station,

(ii) to each locomotive running shed, and

(iii) to such other offices as it may prescribe,

(b) to each railway servant on whom any definite responsibility is placed by the said rules, a copy of the rules, or of such portions thereof as relate to his duties, and

(c) to any railway servant a copy of these rules or translation of the said rules or of such portions, thereof as relate to his duties, as may be prescribed by special instruction.

SR. 2.01:

(i) Station Masters shall be responsible for explaining to staff concerned, whether permanent or temporary, at their stations, the rules for working Fixed Signals and the use of Hand Signals and Detonator.

2.02. Upkeep of the copy of rules – Each railway servant, who has been supplied with a copy of these rules, as prescribed under rule 2.01 shall –

(a) keep it posted with all corrections,

(b) produce the same on demand by any of his superiors,

(c) obtain a new copy from his superior in case his copy is lost or defaced, and

(d) ensure that the staff working under him are supplied with all corrections and that they also comply with the provisions of this rule.

2.03. Knowledge of rules – Every railway servant shall –

(a) be conversant with the rules relating to his duties whether supplied or not with a copy or translation of the rules relating to his duties and the Railway Administration shall ensure that he does so,

(b) pass the prescribed examinations, if any,

(c) satisfy himself that staff working under him have complied with (a) and (b), and

(d) if necessary, explain to the staff working under him, the rules so far as these apply to them.

SR. 2.03:-

(i) The train working staff of another Railway who are required to work on this Railway, must be examined for their knowledge of the subsidiary rules and local instructions of this Railway by T.I's. A written declaration from the staff to the effect that they are acquainted with the rules of this Railway should be obtained.

(ii) Railway employees concerned with train operation for whom glasses have been prescribed for the proper performance of their duties must be equipped with a pair of glasses when coming on duty. They must wear them when actually on duty. Running staff must be in possession of two pairs of glasses while they are on duty.

(iii) All the Railway staff concerning train operation must go through the vision test as prescribed for the Periodical Medical Examination.

2.04. Assistance in observance of rule – Every railway servant shall render assistance in carrying out these rules and report promptly any breach thereof, which may come to his notice, to his superior officer and other authority concerned.

2.05. Prevention of tress pass, damage or loss –

(1) Every railway servant is responsible for the security and protection of the property of the Railway Administration under his charge.

(2) Every railway servant shall endeavor to prevent –

(a) tress pass on railway premises,

(b) theft, damage or loss of railway property,

(c) injury to himself and others, and

(d) fire in railway premises.

2.06 Obedience to rules and orders – Every railway servant shall promptly observe and obey –

(a) all rules and special instructions, and

(b) all lawful orders given by his superiors.

2.07. Attendance for duty – Every railway servant shall be in attendance for duty at such times and places for such periods as may be fixed in this behalf by the Railway Administration and shall also attend at any other time and place at which his services may be required.

2.08. Absence from duty –

(1) No railway servant shall, without the permission of his superior, absent himself from duty or alter his appointed hours of attendance or exchange duty with any other railway servant or leave his charge of duty unless properly relieved.

(2) If any railway servant while on duty desires to absent himself from duty on the ground of illness, he shall immediately report the matter to his superior and shall not leave his duty until a competent railway servant has been placed in charge thereof.

SR. 2.08 :-

(i) Station Master, Cabin Assistant Station Master or Switchman leaving Block Offices or Cabins during the hours of duty –

(a) If a station Master, or Cabin Assistant Station Master or Switchman has to leave his Block Office or Cabin in order to comply safety rules for a few minutes, for any unavoidable reason, he should on uncontrolled section, advise the stations on either side on the block telephone, of the fact. On a Controlled section, the controller's

permission must first be obtained. At stations where a lock-up lever is provided, he must also lock the levers in whatever position they may be, by means of lock-up lever and keep the key of that lever in his possession. At stations where central panel/end panel is provided, the Station Master/Switchman on duty shall lock the panel and keep the key of the panel in his possession. The Station Master on duty shall also lock the block instruments, slide instruments and keep the keys and also the Private Number sheet in his personal custody whenever he has the occasion to leave the Office or Cabin.

(b) If the Station Master on either side or the Controller knows that line clear will be required for a train, he should advise the Station Master who wishes to leave his office temporarily of the impending approach of a train.

(c) A responsible railway servant should be left in Block Office or Cabin to summon the Station Master when required. The person must not operate the Block or Slide Instrument nor allow unauthorized person to operate them.

2.09. Taking alcoholic drink, sedative, narcotic, stimulant drug or preparation –

(1) While on duty, no railway servant shall, whether he is directly connected with the working of train or not, be in state of intoxication or in a state in which, by reason of his having taken or used any alcoholic drink, sedative, narcotic or stimulant drug or preparation, his capacity to perform his duties is impaired.

(2) No railway servant, directly connected with the working of trains, shall take or use any alcoholic drink, sedative, narcotic or stimulant drug or preparation within eight hours before the commencement of his duty or take or use any such drink, drug or preparation when on duty.

SR. 2.09 :-

(i) Supervisory staff should ensure that staff appearing on duty and while on duty are not under the influence of any alcoholic drink, sedative, narcotic or stimulant drug or preparation. When any railway servant is found or suspected to be under the influence of any alcoholic drink, sedative, narcotic or stimulant drug or preparation, the official in-charge will make arrangements for his immediate relief and have him examined by a Doctor as soon as possible. If possible, written evidence of two independent witnesses should also be obtained.

2.10. Conduct of railway servants – A railway servant shall –

(a) wear the badge and uniform, if prescribed, and be neat and tidy in his appearance while on duty,

(b) be prompt, civil and courteous,

(c) not solicit or accept illegal gratification,

(d) give all reasonable assistance and be careful to give correct information to the public, and

(e) when asked, give his name and designation without hesitation.

2.11. Duty for securing safety –

(1) 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 or obstruction.

(2) Every railway servant who observes –

(a) That any signal is defective,

(b) Any obstruction, failure or threatened failure of any part of the way or works,

(c) Anything wrong with a train, or

(d) Any unusual circumstances likely to interfere with the safe running of the train, or the safety of public,

Shall take immediate steps, such as the circumstances of the case may demand , to prevent accident; and where necessary, advice the nearest Station Master by the quickest possible means;

Provided that in case of a train having parted, he shall not show a Stop hand signal but shall endeavour to attract the attention of the Loco Pilot or Guard by shouting, gesticulating or other means.

SR. 2.11:-

(1) Precautions to be taken for working of trains during storm and strong wind:-

(i) When the warning message forecasting cyclone, storm or strong wind has been received from the Meteorological Department and /or there is a reasonable doubt that severe storm is going to break out endangering the safety of passengers, trains, etc. ,the Station Master shall, in consultation with the Guard and the Loco pilot of the train, detain the train and also refuse to grant line clear to a train coming to his station until storm abates and he considers movement of trains safe.

(ii) Should a train be caught on the run in a cyclone, storm or strong wind of an intensity which, in the opinion of the Loco pilot, is likely to endanger the safety of the train, he shall immediately control the speed of his train and bring it to stop at the first convenient place taking care as far as possible to avoid stoppage of the train at place like sharp curves, high embankments and bridges (including approaches thereof). In controlling the speed and bringing the train to a halt, the Loco pilot shall stop his train carefully and without a jerk. He shall restart the train in consultation with the Guard only after the cyclone, storm or strong wind abates and it is considered, safe to proceed.

(iii) The Guard and the Loco pilot of the train in co-operation with the railway staff travelling in the train shall try to see that doors and windows of the coaches are kept open by the passengers to allow free passage of the wind through the coaches.

***(2) Anemometers –** In case of vulnerable locations and specially selected bridges where anemometers are installed at one of the stations adjacent to bridges, the Station Master shall take the following action if the anemometer is indicating wind velocity higher than the danger level as prescribed by special instructions:-*

(i) Station Master shall inform the Section controller and the Station Master at the other side immediately about the need to control the movement of trains.

(ii) The Station Master shall not start or allow the movement of trains through his station and also not grant line clear to the trains waiting at the adjacent station for his station.

(iii) He shall resume normal running of trains in consultation with the section Controller and the Station Master at the adjacent station after the wind velocity is again below the danger level as prescribed by Special instructions.

***NOTE:** In addition to above mentioned precautions, SR. 4.35 (1) shall also be complied with.*

(3) *(i) In case of necessity of observing speed restrictions or special precautions to be observed by the Loco pilot of a train, the SE (P.Way)/ Station Master or any other authorized Railway Official will intimate the last stopping station of all UP and DN trains also Loco Foreman of the nearest Engine Changing Station on either side in this respect besides the Station Master of the adjacent stations on both sides of the block section.*

(ii) In the event of train parting, the attention of the Loco pilot and Guard must be attracted by shouting, moving a Green flag by day, and white light by night up and down vertically as high and low as possible.

(4) *(i) All Railwaymen on duty or otherwise travelling by the train involved in an accident should report to the Guard without any delay what so ever to render their services in relief/ rescue operation.*

(ii) All staff at accident site should wear armbands. The armbands should be a minimum of 9 inches wide and orange in colour. The armbands should have legend "Accident Relief" inscribed thereon in English or Hindi. Ten armbands should be available with the Guards of all passenger carrying trains. Sufficient quantity of armbands should also be provided in Medical Vans and Break Down Trains. The armbands provided for Doctors and Para Medical staff should have a red cross on the bands.

❐❐❐