

## Train operations at station

The station is operated by station staff duly following the rules for operating trains in the station as provided in SWR – Station working rules, which are framed in compliance to G&SR, taking into consideration the station's layout, signalling plan and table of control. In case of yard modifications and new station commissioning, a temporary set of working instructions (TWI) are issued, which needs to be followed during the period of work. Apart from the SWR, instructions through Divisional Circulars and Joint Procedure Orders are also issued regarding certain specific operations.

## Station Staff

The staff involved in train operations like Station Master, Shunting Jamedar, Pointsman and Train clerks are referred to as station staff. They are bound to carry out their duties and responsibilities prescribed under G&SR, Block Working Manual, Accident Manual and Station Working Rules.

### Station Master

As per GR 1.02 (53), "Station Master" means the person on duty who is for the time being responsible for the working of the traffic within station limits, and includes any person who is for the time being in independent charge of the working of any signals and responsible for the working of trains under the system of working in force". Thus, the Station Master is responsible for safe & efficient working of the station in his/her shift. SM shall update and maintain all train passing documents/registers during their shifts correctly. They have to properly appraise the position of various equipment, lines, block sections, speed restrictions, shunting operations, etc. to their reliever. SMs should have updated their knowledge regarding various rule books, manuals with latest amendments and safety literature issued to them. In case of abnormal situations & circumstances, they are required to ensure safe, efficient operations keeping detentions to a minimum and enable quick restoration. They need to bring out any deficiency in safety equipment or procedures deviated/abnormality in the working of trains immediately to Station Manager and concerned officials as required.

### Shunting Master/Shunting Jamedar

At major stations having continuous shunting operations, a separate supervisor for carrying out shunting is provided as Shunting Master/Jamedar. He/she is responsible for safe and timely shunting by duly ensuring all the proper procedures are followed by the shunting staff working under him/her rigorously.

### Pointsman/Assistant Pointsman

Pointsmen are deputed at stations for duties like performing shunting, exchange of all right signals, manning traffic LC gates, observing any abnormality in train, points, signals, track, OHE in station premises, clamping & padlocking of points in case of signal/point failure, cleanliness of SM office/cabins and other miscellaneous works. While working as gateman, he/she needs to follow the GWI and is responsible for closing/opening of the LC gates duly observing safe running of trains. They have to ensure cleanliness of the gate lodge and rails on the road. They have to initiate action and report to Station Master/official immediately whenever any abnormalities in the working of trains are noticed.

### Trains Clerks (TNC)

They assist the SM on duty in obtaining the rolling stock position, availability & location at the station yard, preparation of vehicle guidance to be handed over to the guard of the train and entering the required data in the FOIS & ICMS at a station. They also assist in maintenance of statistics and concerned registers.

### Medical fitness of staff

All station staff needs to be medically fit to carry out their duties. The rules regarding the medical fitness of a railway employee is provided in the para 514 of IRMM (Indian Railway Medical Manual) as below...

### Periodical Re-examination of serving Railway employees

In order to ensure the continuous ability of Railway employees in class A-1, A-2, A-3, B-1 and B-2 to discharge their duties with safety, they will be required to appear for re-examination at the following stated intervals throughout their service.

### Classification of staff

For the purpose of visual acuity and physical ability of candidates/serving railway employees, medical standards for the Non-Gazetted Railway services are divided into the following categories.

(A) Category: A-1, A-2, A-3

A-1	Foot plate staff, Rail car drivers and Navigating staff.
A-2	Station Masters, Guards, Shunting staff, Pointsmen.
A-3	Loco, signal and Transportation Inspectors, staff authorized to work trolleys, Yard supervisory staff, Road motor drivers and gate keepers on level crossings.

Age (as on the date PME)	Next PME due
Up to 45 years	Every 4 years
Above 45 & up to 55 Years	Every 2 years
Above 55 Years	Every 1 year

- (B) Any Railway employee in service may be required to undergo tests for vision and general physical examination in the event of his failure to comply with signals.
- (C) Special Medical Examination: The staff in the categories A-1, A-2, A-3 should be sent for special medical examination in the interest of safety under the following circumstances unless they have been under the treatment of a Railway Medical Officer:
  - (a) Having undergone any treatment or operation for eye irrespective of the duration of sickness.
  - (b) Absence from duty for a period in excess of 90 days. In case of A-1, A-2 and A-3 the employee may be asked to give an undertaking to his supervisor when reporting back to duty after leave or absence, irrespective of the period, that he/she has not suffered from any eye disease or undergone an eye operation.

## **Roster & Attendance**

Station staff working hours are as per approved roster assigned to them, which is made based on the workload and in accordance with HOER. The rosters are issued by division office duly vetted by personnel branch. The staff shall handover charge at the end of the hours of duty as prescribed at the station/yard to their proper reliever. The assigned duty hours should not be changed without the permission of Station in charge.

All the staff shall sign in the appearance register and mention the duty timings performed. The Station in-charge or the person authorized should endorse the attendance of staff at his station by closing the muster every day. He/she has to send the muster copy for the nominated period to SrDPO office of the division through the courier along with statements of NDA, NHA, OT etc.

## **Station Working Rules (SWR)**

As every station has its unique features of station yard like running lines, isolation, gradients, facilities like shunting neck, sidings, different standards of interlocking, etc., the rules on how trains are to be dealt in the station is provided as Station Working Rules. GR 5.06 mandates that in addition to the General Rules for Indian Railways and Subsidiary Rules of a Railway, each station shall be provided with Station Working Rules applicable to the station, issued under special instructions. The procedure for preparation of SWR has been provided in SR 5.06 & a standard format has been provided in Appendix XIV of G&SR. The objective of issuing SWR is to inform all staff about the procedure to be followed in train operations in the station as well as the special features of the station to ensure safety. These rules also cover details and procedures with respect to block sections, adjacent block stations, level crossings etc.