

3.16. Delivery of token ('Authority to Proceed') to the Driver:

a) Token is the 'Authority to proceed' for the Driver when the token Block Instruments are in working order. The Station Master shall deliver the token personally to the Driver and if it is not possible for any reason, it may be delivered to the Driver through a competent railway servant. The outgoing token shall be delivered to the Driver only after he surrenders the incoming token.

b) Delivery of token to the Driver of a stopping train:

- i) In case of trains booked to stop at stations for more than five minutes, the outgoing token shall be delivered to the Driver just before the train is due to start at the place where the engine usually comes to a stand.
- ii) In case of trains booked to stop for five minutes or less, the outgoing token shall be delivered opposite to the Station Master's office.
- iii) The outgoing token shall not be delivered to the Driver of a train which has to perform shunting at the station, until the shunting is completed and the train is ready to start.
- iv) When more than one train is to be despatched, the Station Master shall not send more than one token at a time through the same person for delivering to the Drivers. The Station Master shall, in such circumstances, specially ensure that the correct token is delivered to the Driver of the correct train.

c) Delivery of token to the Driver of a non-stopping train:

The token shall be delivered to the Driver opposite to the Station Master's office or at the nominated pick-up points. A lighted torch shall be exhibited during night to enable the Driver to pickup the token.

d) Delivery of 'Authority to proceed' when two engines are on train:

If two engines are coupled together or if one engine is in front and another in rear of the train, the 'Authority to proceed' shall be given to the Driver of the leading engine.

e) Driver to examine 'Authority to proceed' - (G.R. 14.09):

- i) The Driver shall ensure that the 'Authority to proceed' given to him is the proper authority under the 'system of working' and refers to the block section he is about to enter, and if the said authority is in writing, that it is complete in all respects and duly signed in full in ink.

- ii) If the conditions mentioned above are not complied with, the Driver shall not take his train past or start from the station until the mistake or the omission is rectified.
 - iii) A damaged token shall not be accepted as 'Authority to proceed'. A damaged token is a token which cannot be inserted into or extracted from the Block Instrument or which has the class or the number or the station code initials defaced beyond recognition.
- f) Train in block section without 'Authority to proceed' (G.R.6.06):
- i) If a Driver enters a block section without an authority to proceed or without a proper authority to proceed, after taking action as stipulated in GR 6.06 (1) and (2), the report of occurrence explaining the circumstances shall be sent to the Station Master of nearest station through the Brakesman or the Assistant Driver.
 - ii) When the report is sent to the station in rear, the Station Master shall arrange to send a Paper Line Clear Ticket to the Driver of the train to proceed to the next station duly suspending the block working. Proper entries should be recorded in the Train Signal Register.
 - iii) In case the report is sent to the station in advance, the Station Master shall immediately inform the control and the Station Master at the other end of the block section and send a caution order for the train to come to his station duly suspending the block working. Proper entries should be recorded in the Train Signal Register.
 - iv) On arrival of the train, the Station Master shall intimate the station at the other end of the block section by a message supported by a Private Number of the complete arrival of the train at his station.
 - v) Before starting forward with Paper Line Clear Ticket or the Caution order, the Driver should pick up the detonators placed in front for protecting the train.
 - vi) If the token or the Line Clear Ticket is lost or mislaid on the run , or if the Token cannot be extracted from the Train key Lock or the Token Exchanger Box in a Siding on the block section , the Driver may proceed to the next block station and report the occurrence to the Station Master.

g) Token Territory Indication Boards:

In order to remind Drivers that they are in possession of a token or a written authority when passing from a block section worked by token less block instruments or Double Line Block Instruments to a block section worked by token block instruments 'Token territory' indication boards are provided on the line leading into such block sections.

3.17. 'Train entering block section' signal:

- a) On the departure of the train from 'X' the 'Train entering block section' signal shall be sent by 'X' to 'Y', the station in advance and 'Y' shall acknowledge it.
- b) When so acknowledged, the block section shall be deemed to be blocked against any other train.

3.18. Surrendering of Token by the Driver at station:

- a) The Driver shall drop the incoming token opposite the Station Master's office or at the place specifically nominated for the purpose. The Station Master shall himself pick up or depute a competent railway servant to pick up the incoming token immediately after it is dropped by the Driver.
- b) If the incoming token is a naked one, i.e. without a pouch, it shall not be dropped but handed over personally to the Station Master or to a competent railway servant, non- stopping trains being stopped out of course at the station for this purpose.

3.19. Insertion of Token in the Block Instrument:

- a) Before the Station Master inserts the incoming token in the block instrument, he shall-
 - i) satisfy himself that the train has arrived complete,
 - ii) ensure that all the reception signals taken 'OFF' for the train are put back to 'ON',
 - iii) ensure that the token is correct in all respects and not damaged in any way, and
 - iv) Remove dirt, if any, from the token.
- b) The Station Master shall then insert the token in the instrument and clear the section as detailed for each instrument.