

Station registers, books & forms

In order to streamline day to day working in stations and to ensure due procedure, proper documentation of events, a set of books & forms and registers are warranted to be maintained in stations. Station Master should see to that all registers, forms and charts are properly and neatly maintained and that they are not used for purpose other than those for which they are printed and supplied. These registers form a record of performance of the station for the assessment and improvement of the working of train operations and facilities available at the station. Registers must be placed on shelves and almirah in dry and secure places where they shall be safe from irregular handling or removal by unauthorized person. The completed registers must be archived and maintained till their designated period of preservation. On completion of that period, they can be destroyed duly recording their details in a register.

The following is the list of registers to be maintained at station:

Train Passing Registers

Train Signals Register: In this register, the on duty SM records the timings of various train passing operations and events in the station for every train. Timings of various events from the time of granting line clear to rear station up to section clearance at the advance station are mentioned in this register. Other important information like failure of block instruments, Maintenance blocks in force, PN obtained from guard regarding complete arrival etc. are also entered in TSR. Each block instrument mandates a separate TSR. With the enhancement of technology, some of the stations are provided with C-TSR/E-TSR where, SM is required to input the required entries of TSR in a computerized system.

Train Intact arrival Register: At stations where BPAC is not available/not working and trains are worked without guard/BV or walkie talkie of Guard is not functioning, the PN issued by Guard/Pointsman indicating the complete arrival of the trains is mentioned in this register.

Gate PN exchange Register: Entries pertaining to exchange of PN with the gateman as per GWIs are mentioned here. It is maintained both at station and at the gate lodge. With the development of technology, Auto PN Generating system has been provided at some of the gates. This system provides for automatic generation and transmission of the PN by the SM to the Gatemen through an ANDROID TAB asking him/her to close the gate and Gateman provided with a similar TAB has to acknowledge. The system is so designed that generation and exchange of PN by the gateman to SM is initiated only when the gate has been closed.

Route Cancellation, Emergency Calling-on Cancellation registers: These registers are maintained by the on duty SM where he/she is required to furnish the reasons for such operation. When the respective buttons are operated, it gets logged on the panel/block instruments in the form of veeder counters. These counter numbers form a part of handing over/taking over and should be mentioned in the station diary.

Control Order Register: Instructions/orders issued by the control office are recorded and same are informed while handing/taking over of duties by the SMs.

Stable Load and Clearance Register: Whenever trains are stabled at the station, the SM is required to mention the stock and particulars of the train stabled in this register. After securing the required number of vehicles, the shunting staff/guard/LP to mention the particulars of vehicles secured and put their signature and record & issues a PN to the SCOR.

Caution Order message registers: Caution order messages received directly from the concerned department inspectors or from SMs, are entered or pasted in this register along with PNs exchanged.

Caution Order Registers (Up and Down): Every Monday at 00.00 hrs., SM on duty has to bring forward all the existing caution orders in geographical order. Whenever a new caution order is issued in that week, SM has to enter in this register duly assigning a serial number. All the caution orders entered in caution order message register should be reflected in this register and the same should be tallied / cross checked during inspection.

Station Diary: A shift wise record maintained at all the stations, where outgoing on duty SM appraises the incoming reliever SM while handing/taking over of the duties, the position of safety aspects, failures/unusals occurred and orders/instructions/messages received during his shift is called Station Diary. Visit of various officers/inspectors, cleanliness and safety aspects inspected by the in-charge SM are mentioned in this diary. The motor trolley permit given, surrendered at the next station after clearing the block section to be pasted in the station diary. The track fit certificate or fit certificate of the vehicle/loco issued by the concerned officials after the accident taken place to be pasted in the diary.

Private Number sheets issue register: The details of PN sheets issued by the Traffic Inspector are entered along with the order in which they are to be used is entered in the register duly signed by the TI.

Power Block Register: In electrified stations, whenever power blocks are availed, the procedure and details are logged in this register in order to ensure safety and planning of train operations.

Pilot Movement Register: In station with pilot operations in sidings, this register is mandated as per the system of working in force in the siding.

Sick Wagon Register: In case, a rolling stock is marked sick and detached at the station, SM has to mention the particulars of the stock and date and time of detachment/dispatch in this register.

Staff Registers

Staff attendance register: Staff performing the duty has to sign this register duly mentioning the timing of their shifts.

SWR Declaration/Assurance Register: As per SR 5.06.12 & 13, staff are required to declare that they have understood the station working and append their signatures with date and time in this register. Without assurance, staff is not allowed to carry out duties.

Assurance Register for Amendments to Rule Books: As per SR 2.03.3, staff are required to acknowledge the knowledge of the amendments issued to various manuals in this register.

Fog Signal Register: In this register, the following are recorded - the receipt of detonators, names of fog signal men and their assurance of knowledge regarding protection and whether the station is in continuous fog prevailing area is available at the station. The format for the register is provided in the Appendix VII of G&SR.

Staff Bio-Data Register: It has particulars of the staff at the station including name, designation, date of appointment, date of joining the station, date of attending refresher/PME with due dates and gradation.

Acknowledgement Register: This is for Fortnight Gazettes, Circulars, Safety Bulletins, Vigils, Fly leaves. Contents of these literature received from the safety department are explained to all the staff by the in-charge of the station and their acknowledgement obtained.

General Standing Order Book: Any common instructions required to be given by the in-charge of the station to the staff is advised through this register and acknowledgement obtained.

S&T Registers

S&T Failure Message Book: In case an S&T gear becomes defective, the Station Master shall issue a message and obtain the acknowledgement by the S&T staff in

this register. On completion of attention, a joint restoration message is also issued and recorded.

S&T Failure Register: In this register, SM has to enter the particulars of S&T failure along with rectification time, gear at fault and detentions caused to the trains. The S&T staff shall mention the cause and how the failure was rectified duly affixing their signature.

Disconnection and Reconnection Register: Whenever S&T staff undertakes Group “C” works or failure restoration; they need to do the works only after disconnecting the gear. For this purpose they issue disconnection notice to the SM duly mentioning the gear to be disconnected along with the signals that will not be available for operations. On rectification or attention followed by correspondence test, S&T staff shall convey the completion of the work to the SM on duty by issue of Reconnection notice. SM shall resume normal working after receiving the reconnection notice and test the reconnected gear for proper functioning. SM has to paste these notices and write particulars of date and time of issue and details of trains detained in this register.

Crank Handle Register: In case of Point failure or for testing, when crank handle is removed from HKT, an entry is made in this register along with the date and time and reason for extracting.

Relay Room key Register: Relay room housing the relays of interlocking between the panel and signals are available at the station with the provision of double locking. One key shall be available with S&T staff and another with SM on duty. When the authorized S&T staff requires the Relay room key provided with SM, they have to furnish details along with signature in this register. SM on duty handing over the key should also affix his/her signature in the register.

Block Instrument keys Register: Whenever the S&T staff requires the Block instrument key, they mention the date, and reason for the same duly affixing their signatures. After giving the key available with on duty SM, he/she also affix signature.

The following registers are to be maintained where Guards are Headquartered/Terminating/Originating stations:

- 1) Guards equipment register,
- 2) Guards Call Book,
- 3) Guards signing On / Signing Off Register,
- 4) Guards (Standing Order Book),
- 5) Breathalyser test register,
- 6) LTM register.

The following books and notices are maintained at level crossing gate provided with gate lodge.

- 1) A book showing the list of equipment.
- 2) Duty Rosters.
- 3) A copy of duty list with translation in regional language.
- 4) Level crossing working instructions in regional language, which should appear as separate appendix to SWR.
- 5) Public Complaint Book;
- 6) Vision Test and Competency Certificate of the Gateman.
- 7) Results of last Traffic Census.
- 8) Inspection Books.

Operating Forms

As a part of executing train operations in the station, SM in his duties is required to issue written authorities and instructions to the loco pilot, guards and other staff. A standard format of such common instructions / authorities is provided in printed books with numbered folios. These operating forms are usually prefixed with letter "T" and issued to staff after filling the specific details duly signed by the on duty SM. Some forms are issued in the normal working of trains like caution orders and shunting instructions. Some forms are issued during the abnormal working like failure of block instruments - PLCT, failure of signals-T.369(3b), temporary single line working on double line sections - T/D.602, etc.

Non-interlocked working

Any modification of station yard resulting in alteration to working of signalling and interlocking, has to be executed through a process of non-interlocked working as per Appendix III of G&SR. Before NI working is commenced, the in-charge for the NI working has to ensure that all the staff involved in NI working have read the Temporary working instructions and acknowledged in the assurance register.

Temporary Working Instructions (TWI)

When NI is undertaken, interlocking provisions stipulated in SWR are no longer available. So the SWR in its existing form cannot be used and a set of Temporary Working Instructions has to be issued. TWI is prepared in conjunction with G&SR and Block Working Manual covering all aspects of train operations during the period in which it will be in force. TWI should list out number of Goomties and portions of yard that each would control. It should also specify the duties of each staff involved for reception/departure of a train on/from different lines. TWI should list out different conditions required to be fulfilled for reception/dispatch of train, duly assigning specific responsibility to individual staff covering the following...

- 1) Procedure for granting/obtaining Line Clear;
- 2) Procedure for ensuring clearance of nominated line;
- 3) Procedure for closure of level crossing gates, if any;
- 4) Procedure for setting of route;
- 5) Description of series of points involved, from trailing end;
- 6) Description of the position of each point (Normal/Reverse) to be set;
- 7) Conditions to be fulfilled before taking off signals;
- 8) Procedure for taking off signals.

Station Management

Depending on the importance and workload of the station, the station management is headed by Station Director/Station Manager/Station Master in-charge. At bigger stations, Station Masters in shifts are exclusively assigned for train passing duties. In wayside stations with less traffic, Station Masters are also entrusted with duties like ticketing, announcement and other station management duties. All station staff work under the supervision of SD/SMR/SM in-charge. Apart from the station staff, other departmental staff of Commercial, Security, Mechanical, Electrical, S&T, Loco (running) and Engineering are also deputed at stations for carrying out the duties pertaining to their respective department.

Station Director/Manager/SM in-charge

The in-charge of station is responsible for smooth functioning of the station in all areas - safety, train operations, passenger amenities etc. Safety & train operation duties include proper maintenance of registers; ensuring that station staff follow and carryout all the responsibilities and duties mentioned in Appendix 'D' of SWR of the station; award grades to the staff working under them. He/she is personally responsible to see that the Rule books are kept up to date and are available to station staff for reference (G&SR 2.01, 5.02 & 5.03).

In case of abnormal working, they need to attend and render all possible assistance for passenger needs and traffic restoration. In case of major stations, where maintenance of coaching and goods stock are carried out, they are required to coordinate with division/control and other department for achieving efficient utilization and timely operations.

Apart from duties related to train running, he/she is also to ensure updating of various commercial registers, exhibit and maintain various statistics, charts and other information pertaining to the station. He/she is also to ensure proper working of passenger amenities, general cleanliness of the station through proper coordination with other departments.