

- (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.

The following are some important documents that are part of SWR...

**Station working Rule Diagram:** It contains the complete layout of the yard, points, signals, gradients and interlocking arrangement of the station, holding capacity of all individual lines in meters, details of adjacent station and IBH signals where ever provided along with their respective distance.

**OHE Diagram:** In Electrified section, OHE diagram of the station is provided showing the elementary sections within the station as well as the adjacent block sections juxtaposed with the yard layout. This helps in understanding the impact of power blocks and OHE failures on train movements. OHE diagram also provides location of isolators. It shall be given in Appendix 'G' of SWR.

**Siding Diagram:** While the station working rule diagram gives the details of the station yard, the details of sidings and their layout is furnished in siding diagrams.

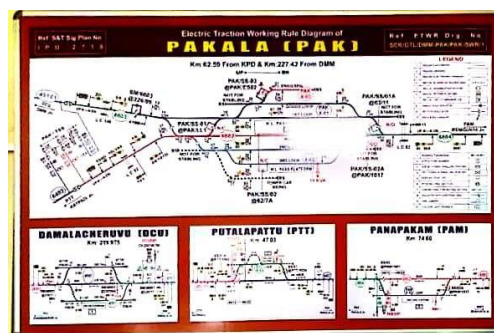
**List of Essential Safety Equipment:** List of essential equipment of stations along with descriptions and numbers is to be given in the chapter '11' and Appendix 'E' of SWR. The quantity and quality of the essential safety equipment of stations depends on the size of the station, nature and volume of traffic dealt. It shall be the duty of station in-charge to ensure that all the essential equipment is in good fettle so that as and when it is required it is available for use.

**Duties of Staff:** The duties assigned to each of the station staff like Station Master, Shunting Jamedar and Pointsman/Gateman is to be mentioned in the SWR. Where more than one Station Master is available in a shift, the duties of each Station Master are to be specifically given.

**Gate Working Instructions (GWI):** Instructions for Working of LC gates are to be given in Appendix 'A' of SWR. Copy of the GWI should be kept at the Gate lodge in English, Hindi & local language. GWI is prepared based on the guidelines issued in Appendix II of G&SR.

DISASTER MANAGEMENT (PAK)			
आपदा प्रबंधन-पाकाला			
S.NO	IMPORTANT AUTHORITIES	CONTACT NAME	PHONE NO WITH STD NO MOBILE NO
1	DISTRICT HEADQUARTERS	THIRUPATI	
2	STATE	ANDHRA PRADESH	
3	LOCAL MP	IN. SUBBARATH	9985841414
4	LOCAL MLA	IN. C.N. BHASKAR REDDY	9676699999
5	DISTRICT COLLECTOR	S. J. A. & B. REDDY	9491077061
6	DEPT. COLLECTOR	CHANDRA BHASKAR REDDY	0872-24389/369077062
7	MRO	SUB. BRADISH LAKSHMI	9491077061
8	MUNICIPAL COMMISSIONER		
9	MUNICIPAL CHAIRMAN		
10	ZILLA PARISHAD INCHARGE		
11	SUPERINTENDENT OF POLICE	S. CHANDRASEKHAR REDDY	9440796702
12	DEPUTY SGT. OF POLICE	S. J. C. REDDY	9440796747
13	LOCAL POLICE STATION	S. C. REDDY	9440796718
14	RURAL POLICE STATION	PAKALA	08585-222161
15	FIRE BRIGADE	DEPT. ENGINEER CTO	0872-23358/369223674
16	RTC DEPOT MANAGER	HEALTH UNIT PAKALA	26264
17	NEAREST RAILWAY HOSPITAL	PAKALA	8897861747
18	GOVERNMENT HOSPITAL	PAKALA	903275153
19	IMPORTANT PRIVATE HOSPITAL	RAJALAKSHMI PAKALA	903275153
20	TELECOM DEPARTMENT	SDOT / RAIL / CHITTOOR	0872-34488/34489
21	VOLUNTARY ORGANIZATION	LOVE CLUB PAKALA	9440128342
22	ROAD APPROACH TO STATION	200 MTS	

Disaster management board



OHE diagram



Safety clamps

## SM's Responsibility for assurance

Before an employee takes independent charge for the first time at any station, he/she must undergo learning at the end of which he/she must give a written assurance that he/she has understood the working rules of the station and is fully conversant with the duties he/she has to perform. Similar assurance is also to be obtained when there is a change of system/means of working of trains in the station. This learning has to cover all the shifts. The staff has to read the entire Station Working Rules, note down the salient features of working at that station like physical yard layout, Signalling and Telecommunication arrangements and system of working. During learning, the staff has to observe all the train/shunt movements carefully and the working pattern. At stations connected with sidings, the staff under learning has to accompany the pilots at least once, to and fro, as far as possible. During the visit to the siding, the staff has to observe salient features of siding yard, and placement, removals and other shunting procedures. Adequate number of days for learning has to be provided for covering all these aspects, an indicative table for which is given below...

Junction stations with Marshalling yard and lobby	10 days
Terminal stations with Marshalling yard and lobby	8 days
Large stations or Junction stations	5 days
Medium stations	4 days
Road side stations(Continuous roster)	3 days
Road side stations (EI roster)	2 days

Apart from the assurance, it must also be ensured that the employee possess the necessary competency certificates before allowing to take up duty. Necessary hand holding is also to be provided for new employees before allowing fully independent duties.

However, in emergencies and in cases where the duties are of a simple character and similar to those already performed by an employee at stations where he/she has worked before, the pickup period may be reduced by the SrDOM.

The Assurance shall be obtained in the Assurance Register which is maintained in three parts...

- Part A: Whenever new member joins or any amendment is issued to SWR or SWR is renewed, acknowledgement of all the Station staff should be taken in this part;
- Part B: Out-station staff before resuming duties at the station to acknowledge in this part and
- Part C: Station staff acknowledgement is obtained whenever he/she resumes duty after an absence of 15 consecutive days or more.