

5. Such Caution Order messages shall also be communicated to the official in-charge at the divisional headquarters responsible for preparing Caution Orders.
6. The official in-charge who is responsible for the preparation of Caution Orders shall ensure the despatch of cyclostyled / computer print outs from the divisional headquarters to the respective 'Notice Stations' by nominated trains.

In case on-line facility is available, the Caution Order messages shall be fed in the system and need not be sent by nominated trains.

3. Method of obtaining acknowledgement from the Station Master of 'Notice Station':

1. When the 'Notice Station' is situated in the same control section: The Station Master of the block station controlling the entry of the train into the section where speed restrictions are to be observed / modified, shall call upon the Station Master of the 'Notice Station' concerned and transmit the message notifying / modifying the speed restrictions supported by a private number and initials. The Station Master of 'Notice Station' shall acknowledge the same supported by a private number and initials. In case of notification of a new restriction or modification of an existing one, the Station Master of 'Notice Station' shall also indicate the number and description of the first train to which such Caution Order / modified Caution Order will be issued. Where auto phones are provided, these messages may be exchanged by Station Masters duly advising the SCOR. Accordingly, the SCOR shall then issue a Control Order to the Station Master of the block station immediately in rear of the affected block section, indicating the number and description of all trains which are on the run between the 'Notice Station' and such block station, to which Caution Order shall be issued.
2. When the 'Notice Station' is situated on a different Control Section/different Division: The Station Master of the block station controlling the entry of the train into the section where speed restrictions are to be observed/modified shall inform this with his initials and private number to the SCOR of his section. It is the responsibility of the SCOR to inform this message to the 'Notice Station' along with initials and private number and obtain the acknowledgement with initials and private number from Station Master of 'Notice Station' of next control section/division. And then SCOR shall inform these initials and private number along with a Control Order to the Station Master of the block station immediately in rear of the affected block section, indicating the number and description of all trains which are on the run between the 'Notice Station' and such block station, to which Caution Order shall be issued. Where auto phones are provided, these messages may be exchanged by Station Masters duly advising the SCOR.

4. List of 'Notice Stations':

The 'Notice Stations' or any other stations where Divisional Caution Orders shall be issued are specified in the respective Divisional Working Time Tables.

5. Description and preparation of Caution Order:

1. Caution Order forms should be serially numbered and the name of the station issuing it shall be stamped on each copy.
2. A Caution Order should have space enough at least for four restrictions. No entries should be made on the back side of the Caution Order sheet. If more than one Caution Order form is used, pages should be serially numbered as Page-1, Page-2, page-3 etc.
3. It shall specify the kilometreage, the station at which or the stations between which caution is required to be observed, the reasons there for and the speed at which the train will travel on the restricted length. Names of the stations concerned should be written in full. Codes should not be used. The Caution Order should have all the speed restrictions (permanent and temporary) in force in a geographical order in relation to the direction of movement upto the next 'Notice Station'.