

After having satisfied himself that the train has arrived complete and after receiving the Guard's signal, the Cabinman/Leverman will inform the Station Master on duty accordingly and give a Private Number to the Station Master and until the Station Master receives the Private Number, he shall not send the 'Train out of block section' signal.

- e) At other stations, except those having two or more cabins, the Guard of the train, after verifying that the last vehicle is standing clear of the fouling mark, shall give an 'All right' signal to the Station Master on duty by waving his arm by day and a white light by night.

The Station Master on duty shall send the 'Train out of block section' signal only on seeing the hand signal of the Guard.

In all cases where the train has arrived complete but without a tail lamp/ flashing tail lamp / tail board on the last vehicle, it is the personal responsibility of the Guard to bring the fact to the notice of the Station Master on duty without delay.

- f) At stations where due to the physical location of cabins or station building, it is not possible either for the cabin staff or Station Master to observe the tail lamp/tail board or the 'All right' signal of the Guard, the Station Master on duty shall depute a Points man in advance towards the fouling mark who would relay the 'All right' signal displayed by the Guard to the Station Master to operate the 'Train out of block section' signal. At such stations the procedure to be adopted for giving the 'Train out of block section' signal should be incorporated in the Station Working Rules.

- g) In the absence of the Guard, these duties will devolve on the Driver or other person in charge of the train

3.13. Private Numbers:

- a) Two PN sheets shall be supplied to each Station Master and the sheets issued shall be numbered by the Traffic Inspector in the order in which they are to be used and shall bear the signature of Traffic Inspector. The PN sheets shall be kept under lock and key in the personal custody of the Station Master to whom they are issued. A page of the PN sheet is given below as a specimen:–

Note: Train Number is represented as TN.

Date		Date		Date		Date	
PN	TN	PN	TN	PN	TN	PN	TN
25		24		21		18	

Date		Date		Date		Date	
32		15		64		29	
29		16		34		57	
37		27		18		21	
23		39		15		42	
12		43		22		18	
31		58		26		35	
10		14		38		42	
14		10		47		66	
56		11		55		48	
18		17		69		74	
44		32		12		83	

- b) A Private Number shall be given for each train for which the Station Master grants 'Line Clear' to the Station Master applying for 'Line Clear'. Both Station Masters shall record the Private Numbers given and received for the train in the Train Signal Register. Numbers shall be allotted to the successive trains in the order in which the numbers are printed in the sheet in use. When a number is allotted to a train, it shall be scored out with a line drawn horizontally through it, the number of the train for which it is issued and the date on which it is issued being entered in the columns provided for the purpose. If a Private Number has been allotted to a train the running of which is subsequently cancelled, the same Private Number shall not be re-allotted to any succeeding train.
- c) If the next number to be used is the same as the one last issued, the sender shall cancel the number in his sheet, add the remark 'same as last PN', sign it and issue the next number. If the similar number had already been given before it is detected, the station to which the number has been given shall be advised so that the number can be cancelled and the next number issued. The Station Master receiving the Private number shall be held responsible for seeing that no two consecutive Private Numbers are received from the same station giving Line Clear.
- d) No person (except Traffic Inspector) shall be allowed to have access to it. Each sheet, when exhausted, shall be sent in a sealed cover to the Traffic Inspector of the section who shall replace it by another.
- e) Only one sheet shall be in use at a time. Care shall be taken to see that adjacent stations are supplied with PN sheets bearing different numbers. The PN sheets shall not be issued to individuals and shall be issued to a post. Not more than two PN sheets shall be available with staff on duty. PN sheets shall be serially numbered before issue.

- f) Traffic Inspectors when visiting stations shall see that Private Numbers are scored out correctly and that the train number and date are entered against each.
- g) When a PN sheet in use is lost or mislaid, the Station Master shall utilise, if available, the PN sheet supplied for future use. The Station Master shall also immediately write to the Traffic Inspector for a fresh PN sheet stating the reasons.
- h) Used-up PN sheets shall be preserved for 6 months after the half year in which they are completed and after that they shall be treated as old records and disposed off.
