

in order to maintain an effective supervision over the said staff, frequently visit the signal cabins.

- (2) The Station Master shall ensure that the prescribed equipment is readily available in signal cabins and maintained in good working order.**
- (3) Signal cabins shall be kept neat and clean and no unauthorised person shall be permitted to enter such cabins.**

5.05. Report of neglect of duty.—

The Station Master shall report, without delay, to his superior, all neglect of duty on the part of any railway servant who is under his orders.

5.06. Station Working Rules.—

- (1) 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.**
- (2) A copy of the Station Working Rules or relevant extracts thereof shall be kept at cabins and level crossings concerned.**

S.R. 5.06.1. The Station Working Rules shall be read in conjunction with General and Subsidiary Rules and Block Working Manuals. The Station Working Rules in no way supersede any rule in the above books. The language of SWR should be simple, brief and unambiguous applying provision of rules to the specific condition at the relevant station. Extracts of GRs and SRs shall not be reproduced. However, relevant GR/SR numbers may be mentioned in the brackets against relevant para. The SWR shall be carefully checked up at the stations to see that they are correct and are in accordance with the conditions at site. The Authorised Officer may, however be approached for any technical advice.

S.R. 5.06.2. The SWR must be page numbered with station name code written on each page and signed by either Sr. Divisional Operations Manager or Divisional Operations Manager and either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal & Telecommunication Engineer at interlocked stations and at non-interlocked stations by either Sr. DOM or DOM and either Sr. DEN or DEN.

S.R. 5.06.3. All temporary working instructions during non-interlocked working shall be signed on each page by either Sr. Divisional Operations Manager or Divisional Operations Manager, either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal & Telecommunication Engineer and either Sr. Divisional Engineer or Divisional Engineer without exemption.

S.R. 5.06.4. SWR diagram should be signed by either Sr. Divisional Operations Manager or Divisional Operations Manager, either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal & Telecommunication Engineer and either Sr. Divisional Engineer or Divisional Engineer.

S.R. 5.06.5. The SWRs of all stations including stations to be newly opened and the Amendment Slips thereto shall be issued by either Sr. DOM or DOM and either Sr. DSTE or DSTE who will be responsible to ensure that these are correct, current and complete in all respects.

S.R. 5.06.6. Rules for working of trains in Electrified section shall be dealt in Appendix 'G' and jointly signed by either Sr. Divisional Operations Manager or Divisional Operations Manager and either Sr. Divisional Electrical Engineer (TRD) or Divisional Electrical Engineer (TRD) and either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal &

Telecommunication Engineer. Similarly they shall be signed whenever amendment is issued to Appendix 'G'.

S.R. 5.06.7. Approval of the Commissioner of Railway Safety shall be obtained while issuing Station Working Rules involving condonation by CRS or any exemption is required under Approved Special Instructions as per General Rules.

S.R. 5.06.8. SWR should be issued afresh once in five years or after issue of five Amendment Slips, whichever is earlier and reviewed as and when required.

S.R. 5.06.9. The Amendments to General &Subsidiary Rules, Block Working Manual or any Special Instructions issued from time to time necessitating Amendments to SWRs should be issued immediately.

S.R. 5.06.10. The SWR shall contain all the necessary information as per SWR format.

S.R. 5.06.11. At stations where cabins are worked independently, working rules should be issued separately for such cabins. At stations where more than one Station Master is on duty, independent duties of each of the staff shall be specified with regard to trains working.

S.R. 5.06.12. All the staff required to take up independent duties at the station shall sign a declaration in the declaration register/staff assurance register to the effect that they have read and understood the SWR and other instructions pertaining to their duties at the station. In the case of illiterate staff, the Station Master shall personally explain the relevant portion of the rules in vernacular language and their duties and obtain their acknowledgements in token of their having understood the instructions. The Station Master shall also certify that they fully understood the relevant instructions.

S.R. 5.06.13. Fresh declaration shall be obtained from the staff concerned in the following cases:-

- (i) A new member of such staff joins the station.
- (ii) There is any change in the SWR and
- (iii) A member of the staff resumes duty at a station after an absence of 15 consecutive days or more.

S.R. 5.06.14. The working rules for the level crossing gates situated outside the station Stop signals and also the procedure to be followed by the Gateman for protection of the level crossings shall be issued by the Engineering branch and a copy of the same shall be posted at the gate lodge. A copy of the relevant portion of the working rules in the regional language should be made available at each level crossing gate. Where a level crossing is provided with gate Stop signals, a copy of the signalling and interlocking diagram shall also be exhibited at the gate lodge.

S.R. 5.06.15. Traffic Inspector/SWR of the Division shall prepare/update the SWR. After preparing draft instruction, Traffic Inspector/SWR may go to the concerned station to compare with approved Signalling Diagram and actual layout and also discuss with Station Manager/ Station Superintendent/Station Master. Then the SWR will be finalised and submitted for the signature of concerned Officers.

S.R. 5.06.16. One copy of SWR together with signalling plan shall be sent to CRS for approval. Two copies of SWR of each station shall be sent to COM.

Note: See Appendix - XIV for standard format of SWR and its preparation.

5.07. Forms.—

- (1) All messages and written authorities mentioned in these rules shall be prepared on prescribed forms laid down in these rules or prescribed under special instructions and shall be stamped with the station stamp.**