

Orders in force every Monday at 00.00 hours in geographical order in relation to the direction of movement.

2. All entries in the Caution Order register shall be made by the Station Master on duty in his own hand writing. No codes shall be used while making entries in the Caution Order registers which should always be kept with the Station Master on duty. The Station Master shall record in the station diary the serial numbers of all the Caution Orders in force at the time of signing off duty. These entries shall also be checked and countersigned by the incoming Station Master while signing on duty.
3. Serial numbers shall be used for both imposition and cancellation of speed restrictions in the Caution Order message register throughout the year commencing from the 1st January to 31st December.
4. The Caution Orders which are still in force on 31st December shall be brought forward into the new register being opened from 0000 hours of 1st January. The closing summary of the Caution Orders in force in the old register (31st Dec) shall become opening summary of the new register (1st Jan). Accordingly, the Caution Orders that are brought forward shall begin with serial No.1 (together with the reference of old serial number) and the subsequent restrictions, in force from 1st January, shall be given the next serial numbers for posting.
5. Caution Order records should be kept at other places like Control Offices, Crew booking lobbies/cells etc. For this purpose a register shall be maintained separately for each section and the speed restrictions in force be posted in geographical sequence according to kilometreage. Loco Pilots and Guards of outgoing trains shall carefully read and thoroughly acquaint themselves with the speed restrictions in force in the section from the registers and Caution Order indication boards maintained in the Crew booking lobby/cell.

13. Preservation of Caution Orders:

1. At 'Notice Stations', instead of preserving train-wise record copies, one master copy of Caution Order for each direction for each day (duly maintaining the changes if any) should be preserved.
2. At Notice Stations/Crew control lobbies', acknowledgement of Loco Pilot / Co-Loco Pilot, Assistant Loco Pilot (Loco Pilot and Assistant Loco Pilot of assisting engine / banking engine etc.) and Guard may be obtained in a separate register maintained direction-wise.
3. Record foils of the Caution Orders shall be preserved for a period of six months after use

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