

- 22 a) Always authorise the SI/ESM in writing whenever emergency cancellation of a route is required by operating the 'EUYN' button.
- b) No platform sweepings and drain water should be let out on track circuited lines.
- 23 When axle counter fails, ensure by physical verification that the concerned line is free from obstruction before using emergency button to reset the same.
- 24 Ensure proper and regular entries in the register whenever axle counters are reset by emergency buttons.

'Don'ts for Station Masters:

Do not -

1. Allow unauthorised persons to operate the panel.
2. Compromise on disconnection of points, signals or other gears without disconnection notice.
3. Forget to lock the panel with SM's key whenever you leave the station office.
4. Forget to use button collars as per rules.
5. Set the route when the point indication is not available.
6. Operate the points when free indication is not available.
7. Operate 'EWN' button without first ensuring that the concerned track circuit section is clear of obstruction.
8. Keep crank handle box unsealed after the work is over.
9. Forget to clamp and padlock points operated by crank handle.
10. Meddle with crank handle button after taking 'off' signals.
11. Operate two points simultaneously.
12. Depend on track indications to ensure complete arrival of the train.
13. Operate the signal button while receiving the train for activating LVT, on section with tokenless block instrument on single line when track circuit fails between the Starter and Home signal, as this will lock the route.

'Dos' for S&T Staff:

- 1 Give Disconnection Notice before interfering with points, signals track circuit etc., or for taking out crank handle.
- 2 Replace the signal bulbs periodically without waiting for their getting fused.
- 3 a) Take current and voltage readings of the point machines periodically.
- b) Obstruction test should be carried out on the points regularly. Also disengaging of the clutch during the obstruction test should be verified.
- c) Track locking should be verified on the point machines. The operating time of the point machines should also be checked.
- 4 a) Ensure correct voltages at signals and check their focusing periodically and avoid phantom indications.
- b) Ensure proper cleaning of signal lenses.
- 5 Test signal bulbs for a minimum of half an hour continuously before using them on the signals.
- 6 Check track circuits for proper performance; dropping of track relay with the minimum train shunt should also be verified.

- 7 Ensure that all the seals on the emergency buttons on the panel are intact.
- 8 Ensure that anti-tilting arrangements are available for track relays.
- 9 Ensure staggering of polarity of track circuits.
- 10 Ensure that cables are meggered once in a year.
- 11 Check records of Line Clear cancellations, emergency route cancellations, issue of pilot memos, use of emergency crank handles, resetting of axle counters and other emergency counters.
- 12
 - a) Ensure proper drainage around the track circuits area and the requisite clearance of the ballast from the rail flange should be ensured.
 - b) Check intactness of block joint insulation/stretchers bar insulation and also the insulation of the gauge tie plates, rodding etc.
- 13 Ensure proper packing of all the interlocked points.
- 14 Maintain track circuit and battery history cards.
- 15 Examine over-energisation of track relays.
- 16 Remove brake dust and rust and burr formation at block joints.
- 17 Check intactness of bond wire, jumper wire connections and secure long jumper connections firmly with sleepers.
- 18 Report to PWI or IOW for defective water pipes and leakage of hydrants/water columns on track circuited portions.

'Don'ts' for S & T Staff :

Do not -

- 1 Adopt any short cut methods.
- 2 Bridge any relay contacts under any circumstances.
- 3 Interfere with points, signals and track circuits after the signals are cleared for movements.
- 4 Tilt shelf type relays for making contacts.
- 5 Manually operate plug-in-type relays.
- 6 Energize relays by false or direct feed.
- 7 Over-energize track relays.
- 8 Operate signals, points, motors, etc., by false or direct feed.
- 9 Bridge detector contacts.
- 10 Undertake any work on points, signals, track circuits, etc., without giving proper disconnection notice.
- 11 Give reconnection notice without completing the job and properly testing the concerned gear for proper operation.
- 12 Leave block instruments and relay rooms without double locking.

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