

- d) Time at which the station received the application.
- e) Action taken by the station.
- f) Time of arrival of assistance.
- g) Particulars of assistance received.
- h) Reasons for undue delay, if any, in the receipt of assistance.
- vii. In case of averted collisions, the exact distance by which collision was averted should be indicated in the inquiry proceedings.
- viii. In case of accidents in which a running train runs into road traffic at level crossings, the inquiry proceedings should contain the following information
  - a) Distance at which the level crossing becomes visible to the Loco Pilot of an approaching train from the direction concerned.
  - b) Particulars of visibility of the track in the direction concerned to the approaching road user.

**928 Report of inquiry to the Head of the Railway Administration:**

- a) As soon as any joint or inter departmental inquiry has been completed, the President of the Committee of Railway Officers or the Head of the Department, as the case may be, shall send to the Head of the Railway Administration concerned a report which, shall contain:
  - i. Brief description of the accident ;
  - ii. Description of the locality of the accident ;
  - iii. Detailed statement of the evidence taken;
  - iv. The conclusions arrived at together with a note of dissent, if any;
  - v. Reasons for conclusions arrived at ;
  - vi. The nature and extent of the damage caused;
  - vii. Where necessary, a sketch illustrative of the accident;
  - viii. The number of passengers killed or injured;
  - ix. The number of railway employees killed or injured;
  - x. An appendix containing extracts of the rules violated by the staff responsible for the accident.
- b) The Head of the Railway Administration concerned shall forward, with his remarks as to the action intended to be taken in regard to the staff responsible for the accident or for the revision of the rules or the system of working, a copy of the report –
  - i. To the Commissioner of Railway Safety for the section of the railway on which the accident occurred;
  - ii. If no Inquiry or Investigation has been made (under rule 216) or if a Joint or inter Departmental Inquiry has been held first, to the District Magistrate or the Officer appointed under clause (a) of Sub-rule (1) of rule 213 and
  - iii. If any Judicial Inquiry is being made, to the Magistrate making such Inquiry.
- c) The copy of the report aforesaid shall be accompanied.
  - i. In the case referred to in clause (b) of sub-rule (2), by a statement of the persons involved in the accident whose prosecution the Head of the Railway Administration concerned considers to be desirable;
  - ii. in the case referred to in clause (c) of sub-rule (2) by a copy of the evidence taken at the Inquiry.
- d). The President of the Committee shall arrange for
  - i Typed copies of the proceedings to be taken while the Joint or Inter-departmental Inquiry is in Progress. When completed, the copies, after verification, shall be signed by each member of the Committee, and the President shall send sufficient number of copies to the Divisional Railway Manager. The Divisional Railway Manager shall forward copies of proceedings in triplicate or as directed to the Chief Safety Officer with his remarks.

- ii. Neither the inquiry proceedings nor the covering letter forwarding them, nor remarks on inquiry proceedings shall contain any reference to the disciplinary action to be taken against the staff held responsible. While forwarding the inquiry proceedings, the Divisional Railway Manager besides indicating whether he agrees with the cause of the accident or not, should also mention if in his opinion there is *prima-facie* cause for instituting disciplinary proceedings against staff, if any, held responsible. Only on receipt of the orders of the Chief Safety Officer regarding the finding in the inquiry proceedings, shall disciplinary action be taken by the appropriate authorities in accordance with Discipline and Appeal Rules. The actual punishment imposed on the staff shall be communicated to the Chief Safety Officer within the stipulated time.
- iii. In all cases where inquiries are conducted under the Railways (Notices of and Inquiries into accidents) Rules, 1973 and where, there is *prima-facie* suspicion of sabotage having been committed, the Security Commissioner of the Division should invariably be associated with such inquiries and the findings in such cases invariably be routed through the Chief Security Commissioner and vetted jointly by Chief Security Commissioner and Chief Safety Officer.
- iv. If the Magistracy or the Railway Police or the Local Police require a copy of the Inquiry Proceedings or the findings, they have to apply to the Chief Safety Officer. Neither the Inquiry Committee nor any other official is authorised to comply with such requests.

**929 Acceptance of Findings:** The findings of Inquiries into accident cases should be accepted by DRM / GM

- a) If the findings are not accepted by the DRM / GM, a fresh inquiry shall be ordered.
- b) If the findings of Sr. Supervisors of inquiry Committee are not accepted, an inquiry at Officers level should be ordered by the DRM.
- c) In the case of a joint inquiry, if findings are not accepted, the matter may be referred to the same committee or a new committee may be constituted.
- (d) Accident Inquiry Reports with staff of foreign railway responsibility should be put to AGM directly being the Accepting Authority in such cases. If the post of AGM is not available, SDGM may be nominated as the Accepting Authority. In the absence of SDGM post also, the Chief Safety Officer will act as the Accepting Authority for such accident inquiry reports, wherein staff of foreign Railway is held responsible.

**930 Reports of inquiries to Commissioner of Railway Safety :**

- a) Whenever any , not of the nature specified in section 113 of the Act, such as averted collisions, breach of block rules or other technical accidents, occur in the course of working a railway, the Railway Administration concerned may cause an inquiry either Jointly or Departmentally to be held into the accident.
- b) Where an inquiry is held as provided above, the Head of the Railway Administration concerned shall forward a copy of the report of the inquiry to the Commissioner of Railway Safety.

**931 Submission of Inquiry Reports:**

- a) Submission of Inquiry report to DRM by President of the inquiry committee: The President of the Inquiry Committee shall be responsible for the timely preparation and submission of the inquiry report. The inquiry report shall be submitted to the DRM through Sr.DSO / DSO within 7 days from the date of accident. The Sr.DSO / DSO will put up the inquiry report with his observations to the DRM for acceptance.