

- a) DRM/GM may decide to have the inquiry conducted even in cases where a particular department accepts the responsibility for enabling thorough review of associated systems involved in the accident.
- b) Time limits prescribed are the upper limits. Railway should make efforts to finalize the Inquiry Report and DAR action as early as possible but not beyond the prescribed time limits.

908 Acceptance of responsibility by Departments concerned:

- a) Except as provided for in clause (b) below, and irrespective of whether a joint or Inter departmental Inquiry is ordered by the General Manager, the Sr.DSO of the division shall be advised within two days by the other divisional officers whether their department is accepting responsibility or not. If no department accepts responsibility, the Divisional Safety Officer shall at once put up the case to the Divisional Railway Manager who will, if necessary, order an Inter Departmental inquiry.
- b) No advice regarding acceptance of responsibility need be sent in case of accidents at level crossings resulting in no injury to persons and/or no damage to public property.

909 Special Report: A special report on an accident is a brief narrative report and it shall be submitted in cases indicated in Chapter-II. It shall contain only the facts of the case, relevant particulars from the statements of staff, the conclusions regarding the cause of accident and the responsibility of staff, together with the rules violated. When a special report contains any detail which is in supersession of what has already been furnished in the accident message, this shall be specifically indicated in the special report. The 'Matters Brought to Light' in the course of the investigation of the accident, and 'suggestions', if any, regarding the steps to be taken to avoid recurrence of the accident, shall be incorporated in the separate paragraphs. The special report shall not contain any reference to the disciplinary action proposed to be taken against the staff held responsible. Disciplinary action against the staff held responsible shall be initiated only on acceptance of the findings by the appropriate authority. The actual punishments imposed on staff shall be communicated, within the stipulated time limit to the Chief Safety Officer.

910 Commencing of Joint and Inter-departmental Inquiries: When a Joint or Interdepartmental inquiry is ordered by the General Manager, the Senior Most Officer of the inquiry committee shall fix the date as per the schedule and place, in consultation with other members of the committee but, in all cases, the inquiry shall be held at the station nearest to the site of accident and within three days after the occurrence of accident. The site of accident shall be inspected immediately and such inspection shall not be dispensed with under any circumstances. The date once fixed may not be changed, except in case of absolute necessity. The representative of each department shall be responsible for summoning and arranging for the attendance at the inquiry of the staff of his department who may be able to give evidence in the case. The Presiding Officer shall arrange for the attendance of any other witnesses whose presence he considers necessary to examine.

911 Method of conducting Joint / Inter Departmental Inquiries:

- a) Before starting the Inquiry, issues shall be framed and the evidence confined to these issues as far as possible. Witnesses shall not be permitted to make long irrelevant statements, but from the outset shall be asked questions relevant to the point of issue, after which their evidence, as recorded shall be read over to them and they shall be asked if they have anything to add. Witness shall be cross-examined and re-examined if necessary, to elicit important details.
- b) If a witness has given a statement prior to the Inquiry, that statement shall first be read over to him and recorded as his deposition. The witness shall also be