

- 1) Report power failure to Electrical Inspector/Foreman. Frequent or prolonged failures should be reported to DEE.
- 2) Maintain a power failure register giving duration and use of generators to account for oil consumption.

**'Dos' for Station Masters:**

- 1 Keep the panel locked when not in use.
- 2 Use line blocked caps on the relevant buttons whenever a line is blocked or a particular button is not to be operated.
- 3 Use 'rusty rail' collars whenever there is no movement on track circuited lines for more than 24 hours.
- 4 Test emergency cross over once in a day to ensure its proper functioning.
- 5 Whenever point indications continue to flash, personally check the points and ensure that there is no obstruction in the points.
- 6 Before using 'EWN' button for emergency release of points, ensure physically that the 'points section' is clear of all obstructions.
- 7 Whenever movements are to be made over disconnected/damaged/defective points, clamp and padlock both the facing and trailing points on the route.
- 8 After an unsignalled move is made over a point, operate the point from normal to reverse and again to normal to ensure that is not defective.
- 9 Whenever any signal suddenly goes back to 'on' and points start flashing, treat the points as defective and act accordingly.
- 10 Take disconnection memo before allowing S&T staff to interfere with points, signals, track circuits etc., or before handing over crank handle to them.
- 11 Before accepting reconnection memo, test the relevant gears to satisfy that they are in proper working order.
- 12 Personally verify complete arrival of the train at your station before clearing back the block section.
- 13 Ensure double locking of block instruments and relay rooms. Maintain the keys register properly.
- 14 a) Ensure that all the seals provided by S&T staff on the various equipments are intact.  
b) Whenever the seal is broken, ensure that it is properly resealed after the work is over.
- 15 Ensure that register for recording the route cancellation counter numbers are properly maintained.
- 16 Record all power failures and use of generators in the power failure register.
- 17 Use generators alternatively for every four hours during power failure to avoid over heating.
- 18 Intimate all power failures to Electrical Inspector/Foreman for necessary action. For prolonged failure, DEE must be advised.
- 19 While handing over charge ensure that the last reading of all the counters are correctly recorded in the concerned registers.
- 20 Verify while taking over charge by actual observation the readings displayed in the counters.
- 21 Report promptly all failures in writings to the S&T staff and record them in the failure register.

- 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.