

8. Change of train crew en route:

In case of change of train crew en route, the Loco Pilot/Guard taking over charge must take over all Caution Orders relating to his train and acquaint himself of the conditions on the line giving due acknowledgement in the log book / rough journal of the Loco Pilot/Guard who is being relieved.

9. Attaching of assisting/banking engine:

1. In case a train is worked with an assisting engine / banking engine separately manned, the Loco Pilot and Assistant Loco Pilot of such engines shall also be issued with the Caution Order.
2. In case of an assisting or a banking engine being attached at a station enroute, the Station Master shall consult the SCOR or the 'Notice Station' in rear on Double Line or the 'Notice Station' on either sides on Single Line and issue Caution Order up to the 'Notice Station' in advance to the Loco Pilot and Assistant Loco Pilot.

10. In case of Local/Suburban trains:

In case of trains running on Suburban Sections, Caution Order shall be issued to the Loco Pilots/Motormen, Assistant Loco Pilots and Guards by the Station Master only of such stations as are indicated and specified in the WTT, except in case of emergency necessitating sudden imposition of speed restrictions.

In respect of these trains, the Caution Orders shall cover the entire section on which the train is to run and shall be issued only once to the crew as per the link chart supplied unless some Speed Restriction(s) is/are required to be imposed or some further speed restriction(s) is/are required to be cancelled.

11. Action by the SM after cancellation of the speed restriction:

1. When the cause of such speed restriction or special precaution has been removed, the Official of Engineering / S&T / Mechanical / Electrical / Security / Traffic shall advise this fact to the Station Master of the nearest block station, and other officials concerned who were notified of the imposition of restriction duly recording the initials.
2. The Station Master on receiving the advice regarding the removal of the restriction shall advise this fact to the Station Master at the other end of the block section concerned, Station Master of 'Notice Station' and other railway servants who were advised about it earlier, under exchange of Private Number. After issue of the advice regarding cancellation of the Caution Order, the Station Masters may discontinue the issuing of the Caution Order.
3. The speed restrictions or special precautions which are cancelled shall be scored out and signed by the Station Masters before delivering the Caution Order to the Loco Pilot and the Guard of the trains.

12. Record of Caution Order message registers:

1. At all stations including Notice Stations, where Caution Orders are issued, the messages received for imposing the speed restrictions must be properly pasted in the Caution Order message book with serial number. When the message is received canceling the caution/speed restriction in force, the cancellation message should be pasted juxtapose to the imposition in the Caution Order message book and must bear reference to the serial number of the message under which the caution/speed restriction was imposed. With reference to the serial numbers in the Caution Order message book, the Station Master shall keep an up-dated record of all the speed restrictions imposed with the date and time of their enforcement and cancellation, authority, nature etc., in the Caution Order register and bring forward the Caution

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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