

- e. For works involving disconnection for more than one hour, a Disconnection schedule jointly signed by Sr.DSTE, Sr.DOM, Sr.DEN & Sr.DEE/TRD should be issued and notified to all concerned and the progress of the joint schedule should be reviewed by the DRMs periodically.
- f. For Disconnections/maintenance likely to last for more than a day:
 - a. Temporary working instructions must be issued.
 - b. The SM shall be responsible for ensuring that relevant points are correctly set, clamped and padlocked.
 - c. S&T Officials may restrict the aspect of signals to give only 'caution' aspect.
 - d. Thereafter the SM can take 'off' signals after ensuring correct setting clamping and locking of points.
 - e. Temporary Engineering Indicators with speed of 15 KMPH should be placed at the site.
6. In the interval between Disconnection and Reconnection of gears, when it is necessary to pass trains or perform shunting in the affected portion of lines where points etc., have been disconnected, procedure laid down in S.R. 3.51.7.1 should be strictly followed.
7. Attending to signal and point failures:

As soon as the Station Master on duty becomes aware of any failure of signaling equipment at his station governing the movements of trains, he should immediately report such failures in writing personally or through control phone to the MSM / ESM as the case may be and to the Signal Inspector apart from advising all other officials in accordance with S.R. 3.68.3. It should be understood by S&T staff attending to the gears that a written or control message from the Station Master is only the intimation for the maintenance staff to attend the defect. Before attending to the defect involving interference with the interlocking gears, procedure laid down for Disconnection Notice as brought out in paras 3, 4 & 5 above will be followed. In all such cases the traffic staff must accept Disconnection Notice.

After the failure is set right, the person-in-charge shall test and certify in writing the rectification of the defect and if necessary demonstrate to the traffic staff about the normal working.

ESM/MSM who attends such failures shall record the failure in the pro-forma as given on the reverse side of Annexure A of 1414 © of SEM. These reports shall be forwarded weekly to the Signal Inspector for further scrutiny. It is reiterated that the Signal Maintainer must not permit any other artisan or Group D staff to do any adjustment for cleaning or repairs of signal equipment except under his personal supervision.

GROUP (A)

Situations not requiring the consent of on duty Station Master –

1. Tightening of terminals without causing any short circuits.
2. Replacement of fuses.
3. Replacement of bulbs.
4. Cleaning of colour light lenses and roundels outside and focusing of signals and route indicators.
5. Cleaning and opening of top covers and lever locks, circuit controllers, detectors, points and signal mechanism.
6. Lubrication of pins of cranks and compensators, lock bar clips, down rods of signals, signal diversion wheels, signal & point mechanism detectors and external cleaning and lubrication of points.
7. Renewal and re-fixing of pulleys.

8. Casual renewal and re-fixing of roller standards, top roller, bottom roller etc., one at a time.
9. Cleaning of roundels and lenses of point indicators and signal lamps etc.

GROUP (B)

Situations definitely requiring the consent of on duty Station Master –

1. Work on track circuits without causing disconnection of leads, terminals etc.
 2. Cleaning of terminals/contacts of circuit controllers without causing energisation of lever locks.
 3. Maintenance of reversers and signal machines without changing any parts.
 4. Opening of covers of block instruments for visual inspection or token balancing.
 5. Testing of points.
 6. Testing of signals.
 7. Lubrication and cleaning of internal parts
 8. Change of batteries which cause disconnection of signalling circuits.
 9. *Cleaning of lenses inside colour light signals, by opening the doors of CLS unit.
 10. Changing of lenses of colour light signals as well as the roundels of semaphore signals.
 11. *Adjustment of staggering of axle counter.
 12. *Testing and measurement of wheel dip of outdoor equipment of axle counter.
- (*) These works apart from taking the consent of Station Master should be done in between train timings.

GROUP (C)

Situations in which issue of Disconnection Notice is definitely required –

1. Disconnection of track leads, leading to disconnection of track circuits, other than taking current readings only and adjustment of track lead resistance and relay resistance.
2. Replacement of insulation parts of track circuits block joint.
3. Disconnection of pins of rodding run, cranks/compensators, interlocking frame or any other gear which will lead to unsafe conditions.
4. Repairs and replacement of rodding transmission and cranks compensator.
5. Disconnection of any rod from corresponding lever or lever frame or from point, lock or signal, including repairs and replacement of facing point lock along with rod.
6. Disconnection of wire transmission.
7. Removal of point or lock slides of a point detector, both electrical and mechanical including repairs and replacement of point.
8. Disconnection of a lock bar or a facing point lock plunger or switch extension piece or detector rods.
9. Any work on electrical point machine/signal machine/electrical detector involving disconnection and replacement of parts.
10. Replacement of reverser/reverser parts.
11. Alteration of Station Master's slide control, Station Master's key locking boxes.