

4. The saloons of Divisional and other Officers may be attached to Passenger, Parcel and Goods trains only.
 5. Officers saloons may be attached to a light engine provided the saloon is fitted with vacuum/air brake and a tail lamp or a tail board is fixed.
 6. A saloon can be attached to a train if the prescribed load permits it. One saloon may be attached to a train in excess of the prescribed load but the actual tonnage must be shown in the Vehicle Guidance.
 7. Officers must give timely intimation for attaching their saloons and at intermediate stations they must not select trains for attaching their saloons which are likely to suffer serious detention thereby.
 8. Officers shall not take or send their saloons outside their jurisdiction without the prior consent of their Heads of Department and the PCOM.
11. Marshalling of trains, attaching of SLR/LR and anti-telescopic/steel bodied coaches on passenger carrying trains:

Marshalling of Anti-telescope or Steel bodied coaches-

The following instructions should be followed in respect of safety marshalling.

11.1. SLRs and Anti telescopic or Steel bodied coaches.

1. In case of mail/express trains, anti-telescopic or steel bodied SLRs must be marshaled as the last coach at both ends of the train formation i.e., next to train engine in the front and as a rear most vehicle, except when Anti telescopic or steel bodied slip or sectional coaches are attached outside the SLR due to unavoidable operational requirements.

In the absence of front SLR/LR for a mail/express train, the coach next to train engine be kept empty and locked to prevent it being occupied by passengers.
2. In case of SLR which has passenger portion on one side and luggage cum brake portion on the other side, the SLR should be marshaled in such a way that the luggage and brake portion is trailing outer most or next to engine. In case of new design of SLRs with passenger portion in the middle, they can be positioned in any convenient way.
3. On the MG, if it is not feasible to position the SLR as mentioned in item 11.1.2 above due to coupler arrangements, marshalling as operationally convenient may be allowed.
4. In case of mail/express trains, two anti-telescopic or steel bodied coaches should be marshaled inside the anti-telescopic or Steel Bodied SLRs at both ends.
5. As sufficient anti-telescopic or steel bodied SLRs are available for use on mail/express trains, there should be no occasion to utilize a wooden bodied SLR on these trains. However in case it is inescapable to utilize a wooden bodied SLR on mail/express trains, the wooden bodied SLR should be marshaled inside two anti-telescopic coaches.
6. After providing for mail/express trains, all the available anti-telescopic or steel bodied SLRs should be used on main line passenger trains and after meeting this requirement, the rest should be used on branch line passenger trains. Anti-telescopic or steel bodied SLRs should be marshaled in the same way as in the case of mail/express trains.
7. In case of passenger trains, at least one anti-telescopic or steel bodied coach should be marshaled inside the anti-telescopic or steel bodied SLRs at both ends in the first instance and when adequate number of anti-telescopic or steel bodied coaches are available, there should be at least two such coaches.

8. In case of provision of wooden bodied SLR on passenger trains, it should be marshaled inside one anti-telescopic or steel bodied coach in the first phase and two such coaches in the second phase.

11.2. Short trains:

In case of short trains running with single SLR, the SLR, whether anti-telescopic, steel bodied or not, should be marshaled in the middle. Anti-telescopic coach each in front and rear should be marshaled as the outer most vehicle in the first phase and two such coaches should be in front and in rear in the second phase.

11.3. Non-passenger coaches.

1. VPs, LRs, WLRRMs and other coaching vehicles, which do not carry passengers, may be marshaled as operationally convenient. However as far as possible, these should be preferably marshaled as outer most vehicles at either end to absorb the impact of collision energy.
2. Inspection carriage whether anti-telescopic/steel bodied or not be marshaled as operationally convenient.

11.4. Reserved bogies and saloons occupied by VIPs.

Reserved bogies occupied by passengers and inspection carriages/saloons occupied by VIPs, should be treated as any other passenger coach and marshaled accordingly. If they are anti-telescopic or steel bodied, they should be marshaled anywhere as operationally convenient. If they are wooden bodied, they should be marshaled inside the required number of anti-telescopic/steel bodied coaches. If shunting time required to comply with this marshalling is likely to be long, attaching/detaching of such coaches may be made at convenient points and the party advised to entrain/detrain at their destination en route.

11.5. Sectional/through service coaches.

1. Sectional/through service coaches, if they are anti-telescopic or steel bodied may be marshaled as operationally convenient. However, wherever feasible, they should be marshaled inside the SLR, LR, VP etc,
2. Sectional/through service coaches, other than anti-telescopic/steel bodied should be treated like other passenger coaches in the train formation and should therefore, be marshaled inside the required number of anti-telescopic/steel bodied coaches.
3. While determining position of marshalling of sectional/through service coaches, the fact that these coaches will be attached/detached en route, leaving the train service coaches exposed as outermost, should be borne in mind and therefore, the marshalling order of sectional/through service coaches and train service coaches decided in accordance with the instructions contained in paras 11.1 to 11.5 above.

11.6. POH/Sick coaches returning to shops.

In the case of POH/Sick coaches, which are returned to shops for major repairs and are attached to passenger trains, such coaches should be properly locked and windows secured so as to prevent entry of any passenger into these coaches. In that case, it is not necessary to attach these coaches according to safety marshalling instructions and can be attached next to the train engine or rear most as convenient. If for any reason it is not possible to lock up these coaches, such coaches should be treated like other passenger coaches in the train formation and should therefore, be marshaled inside the required number of anti-telescopic/steel bodied coaches.

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