

**2.07. Attendance for duty.—**

**Every railway servant shall be in attendance for duty at such times and places and for such periods as may be fixed in this behalf by the Railway Administration and shall also attend at any other time and place at which his services may be required.**

**2.08. Absence from duty.—**

- (1) **No railway servant shall, without the permission of his superior, absent himself from duty or alter his appointed hours of attendance or exchange duty with any other railway servant or leave his charge of duty unless properly relieved.**
- (2) **If any railway servant while on duty desires to absent himself from duty on the ground of illness, he shall immediately report the matter to his superior and shall not leave his duty until a competent railway servant has been placed in charge thereof.**

S.R.2.08.A railway servant, who is unable to attend the duty by reason of sickness, shall produce without delay a sick certificate from a competent medical authority.

**2.09. Taking alcoholic drink, sedative, narcotic, stimulant drug or preparation.-**

- (1) **While on duty, no railway servant shall, whether he is directly connected with the working of trains or not, be in a state of intoxication or in a state in which, by reason of his having taken or used any alcoholic drink, sedative, narcotic or stimulant drug or preparation, his capacity to perform his duties is impaired.**
- (2) **No railway servant, directly connected with the working of trains, shall take or use any alcoholic drink, sedative, narcotic or stimulant drug or preparation within eight hours before the commencement of his duty or take or use any such drink, drug or preparation when on duty.**

S.R.2.09. When any railway servant is intoxicated or suspected to be in a state of intoxication, the official in-charge shall make arrangements for his relief immediately and have him examined by a doctor as soon as possible. If a railway doctor is not available a Civil Doctor shall be summoned. If possible, the written evidence of two independent witnesses shall also be obtained.

**2.10. Conduct of railway servants.—**

**A railway servant shall-**

- (a) **wear the badge and uniform, if prescribed, and be neat and tidy in his appearance while on duty,**
- (b) **be prompt, civil and courteous,**
- (c) **not solicit or accept illegal gratification,**
- (d) **give all reasonable assistance and be careful to give correct information to the public, and**
- (e) **when asked, give his name and designation without hesitation.**

S.R.2.10. A railway servant, while in uniform and on duty, shall not smoke when dealing with public or on the platform.