

CHAPTER II

RULES APPLYING TO RAILWAY SERVANTS GENERALLY

2.01. Supply of copies of rules.—

The Railway Administration shall supply—

- (a) a copy of these Rules—**
 - (i) to each station,**
 - (ii) to each locomotive running shed and**
 - (iii) to such other offices as it may prescribe;**
- (b) to each railway servant on whom any definite responsibility is placed by the said rules, a copy of the rules or of such portions thereof as related to his duties and**
- (c) to any railway servant a copy of these rules or translation of the said rules or of such portions, thereof as relate to his duties, as may be prescribed by special instructions.**

- SR 2.01 (a) The copy of the rules to be supplied by Railway Administration under General Rule 2.01 may be hard copy or electronic copy of document or relevant extracts thereof; (Item no.1 of II of AS-1 dt. 19.04.2021)
- (b) That Railway Administration shall ensure updation, revision and amendments to rules in digital form simultaneously along with the changes in print form and
 - (c) That Railway Administration shall provide necessary infrastructure/make arrangements to enable (b) above and take steps to provide such equipment (fixed as well as portable) as necessary so that the Rule books in digital form can be accessed by the Railway Servant at all times.

2.02. Upkeep of the copy of rules.—

Each railway servant, who has been supplied with a copy of these rules, as prescribed under Rule 2.01 shall-

- (a) keep it posted with all corrections.**
- (b) produce the same on demand by any of his superiors.**
- (c) obtain a new copy from his superior in case his copy is lost or defaced and**
- (d) ensure that the staff working under him are supplied with all corrections and that they also comply with the provisions of this rule.**

2.03. Knowledge of rules.—

Every railway servant shall--

- (a) be conversant with the rules relating to his duties whether supplied or not with a copy or translation of the rules relating to his duties and the Railway Administration shall ensure that he does so,**
- (b) pass the prescribed examinations, if any,**
- (c) satisfy himself that the staff working under him have complied with clauses (a) and (b) and**

(d) if necessary, explain to the staff working under him, the rules so far as these apply to them.

S.R.2.03.1 Whenever staff of another railway work trains on this railway, the relevant copies of rule books of this railway shall be supplied to the concerned Railway/Railways for distribution to the staff working on this Railway. Such staff while working trains on this Railway shall be examined by Safety Counselors/Inspectors in the knowledge of rules, counseled and educated in the working practices of this railway.

S.R.2.03.2. Whenever Loco Pilots/Assistant Loco Pilots/Station Masters/Guards/Pointsman join this Zonal Railway, on transfer from other Zonal Railways, they shall attend refresher course and on successful completion of the same only, they shall be allowed to take charge of independent duties.

S.R. 2.03.3.Assurance Register for Amendments to Rule Books:

1. Assurance Register for Amendments to Rule Books shall be maintained to obtain staffs' acknowledgement for having read and understood the amendments to (i) G&SR; (ii) Block Working Manual; (iii) Accident Manual and (iv) Working Time Table.
2. Separate portions shall be maintained for each Rule Book in the Register.
3. Whenever any Amendment is issued to any Rule Book mentioned above, acknowledgement of all staff working at the station shall be obtained.
4. In case of semi-literate and 'C' & 'D' graded staff, Station Master-in-charge shall personally explain in vernacular language and obtain their acknowledgement in token of their having understood the rules. The Station Master-in-charge shall also certify that they have fully understood the contents in the Amendments.

2.04. Assistance in observance of rules.—

Every railway servant shall render assistance in carrying out these rules and report promptly any breach thereof, which may come to his notice, to his superior officer and other authority concerned.

2.05. Prevention of trespass, damage or loss.—

- (1) Every railway servant is responsible for the security and protection of the property of the Railway Administration under his charge.**
- (2) Every railway servant shall endeavour to prevent-**
 - (a) trespass on railway premises,**
 - (b) theft, damage or loss of railway property,**
 - (c) injury to himself and others and**
 - (d) fire in railway premises.**

2.06. Obedience to rules and orders.—

Every railway servant shall promptly observe and obey-

- (a) all rules and special instructions, and**
- (b) all lawful orders given by his superiors.**