

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**