

- (xvi) List of passengers and / or railway employees injured or killed, and their disposal and the particulars of ex-gratia payment made
- (xvii) A detailed dimensional sketch illustrative of the accident.
- (xviii) Pro-forma as stipulated in Appendix IV in case of derailments.

919 Description of the Accident: The descriptive account shall be confined to a brief and shall contain no reference to the evidence.

920 Recording of Evidence:

- a) Each witness shall be assigned a number, which, in addition to being entered for the name of the witness at the commencement of the statement, shall be repeated after the signature / thumb impression at the end as 'Witness No ...' and in the proceedings wherever he is referred to. All particulars required from Form Acc. 9 (D) of the inquiry proceedings shall be filled up in case of each witness. In case of a witness belonging to train or station staff, the hours of duty and rest availed shall also be recorded.
- b) Evidence should be recorded as connected, narrative, subsequent demands brought out in cross question and answers. Care should be taken not to intimidate witnesses. Witnesses who understand English shall read and sign the recorded statement on each page.
- c) While recording the evidence of illiterate witnesses or when witnesses are not conversant with English, their evidence should be read over and explained in vernacular language before their signatures are obtained and the President should certify that this has been done. If the witness is unable to sign his name, his thumb impression should be taken on each page and attested by the President.
- d) For recording the evidence, the President of Inquiry Committee may utilize the services of a stenographer to take down the evidence duly typing on computer for this purpose. If a stenographer is not available, he will nominate a representative of the department concerned. The typed statement shall be read and signed by the witness on each page.

921 Findings: The findings shall be concise and should clear and consist of a simple statement of the opinion of the Committee as to what caused the accident. The findings shall also mention the name of the persons responsible and the rule/rules or instructions violated by each of the staff held responsible or the offences committed by them. In respect of cases where more than one staff / department is held responsible, the primary responsibility of the staff / department shall be specifically indicated. When the Committee is of the opinion that the evidence given by a witness is willfully false, they shall record this under the heading 'Matters Brought to Light'. It should also be mentioned, under which of the following categories the accident falls:

- a) Failure of Railway Staff.
- b) Failure of other than Railway staff.
 - i. Tampering with the track.
 - ii. Other miscellaneous causes.
- c) Failure of equipment :-
 - i. Mechanical.
 - ii. Track .
 - iii. Electrical.
 - iv. Signalling
- d) Sabotage.
- e) Accidental or Act of God -
 - i. Combination of factors.
 - ii. Other miscellaneous causes.
- f) Could not be established.