

Duration of absence	Number of trips	Number of trips on Ghat section & Automatic territories
3 to 6 months	One trip	Three trips
6 months to 2 years	Two trips	Three Trips
Over 2 years	Three trips	Six trips

- (h) Any additional trip/s considered necessary should be provided with the approval of the controlling branch officers of the Division.
- (i) The scale of trips provided as above would apply to all systems of working.
- (j) A register should be maintained at the crew booking point. A Loco-pilot/ Assistant Loco-pilot/Guard should record in the register 15 days in advance that he is lapsing road learning in a section. The base depot should also keep a record of the date of the last trip performed by a Loco-pilot/ Assistant Loco-pilot/Guard on different sections and update it every first of the month. On the basis of these records, depot in-charge should book Loco Pilot/Assistant Loco Pilot/Guard for road learning on a section where it is required.
- (k) The record of Road learning may also be kept in Crew Management System.
- (l) The term Running Staff includes both train Guards and Engine Crew. (Item no. 5 of AS 05 dated 13.12.2022).

3.79. Duties of Loco Pilot in respect of Calling-on signal.—

The Loco Pilot of a train shall be guided always by the indication of the Stop signal below which the Calling-on signal is fixed. If this Stop signal is at 'on', he shall bring his train to a stop. If he finds that the Calling-on signal is taken 'off', he shall, after bringing his train to a stop, draw ahead with caution and be prepared to stop short of any obstruction.

3.80. Duties of Loco Pilot when an approach Stop signal is 'on' or defective.—

- (1) The Loco Pilot of a train shall not pass an Outer, a Home or a Routing signal that refers to him, when it is 'on' or defective, unless-
 - (a) he has, at a previous station, received notice in writing specifying that the signal is out of order and unless he also receives a Proceed hand signal from a railway servant in uniform at the foot of such signal; or
 - (b) after coming to a stand, he is either given a written authority by the Station Master to proceed past such signal or is authorised by a Calling-on signal in the 'off' position or is authorised by the Station Master over the signal post telephone in accordance with special instructions.
- (2) The Loco Pilot of a train while passing an Outer, a Home or a Routing signal, when it is 'on' or defective, shall ensure that the speed of his train does not exceed 15 kilometres an hour.

3.81 Duties of Loco Pilot when a departure Stop signal is 'on' or defective.—

- (1) The Loco Pilot of a train shall not pass a departure Stop signal that refers to him, when it is 'on' or defective, unless his train has been brought to a stop at the station where the defective signal is situated and he is authorised to do so —
 - (a) by a written permission from the Station Master, in addition, in the case of a Starter or Advanced Starter protecting points, he shall not pass such signals, when 'on' or defective, unless he also receives a Proceed hand signal from a duly authorised member of the station staff posted at the signal, or

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(b) by taking 'off' the Calling-on signal, if provided under special instructions, vide sub-rule (2) of Rule 3.13. (Item no. 8 of AS-11 dt. 22.08.2023)

(2) In the case of a last Stop signal, he shall not pass such signal, when 'on' or defective, unless he is also in possession of a proper authority to proceed under the system of working.

3.82. Permission before entering on or crossing a running line.—

No Loco Pilot shall take his engine on or across any running line until he has obtained the permission of the Station Master and has satisfied himself that all the correct signals have been shown.

SR 3.82. The permission of the Station Master shall be conveyed by taking 'off' of the relevant fixed signals or in the absence of fixed signals by hand signals exhibited by the authorised staff.

3.83. Assistance of the engine crew regarding signals.—

- (1) The Loco Pilot and Assistant Loco Pilot, as the case may be, shall identify each signal affecting the movement of the train as soon as it becomes visible. They shall call out the aspects of the signals to each other.**
- (2) The Assistant Loco Pilot shall, when not otherwise engaged, assist the Loco Pilot in exchanging signals as required.**
- (3) The provisions of sub-rules (1) and (2) shall, in no way, absolve the Loco Pilot of his responsibility in respect of observance of and compliance with the signals.**

3.84. Duties of Loco Pilots as to signals when two or more engines are attached to a train.—

When two or more engines are attached to a train, the Loco Pilot of the leading engine shall be responsible for the observance of and compliance with the signals and the Loco Pilot or Loco Pilots of other engine or engines shall watch for and take signals from the Loco Pilot of the leading engine, except in cases where special instructions are issued to the contrary.

SR 3.84.1. Whenever trains are double-headed, the Loco Pilot of the leading engine shall invariably sound his whistle and the rear engine Loco Pilot after acknowledging, start his engine and then the leading engine Loco Pilot start his engine.

SR 3.84.2. The Loco Pilot of the leading engine shall be in charge of the train, and will observe that the correct signals are taken 'off' for his train and receive the authority to proceed, starting permit and Caution Orders when issued. The second Loco Pilot should, however, satisfy himself that everything is in order and correct signals are given. The leading Loco Pilot should satisfy himself that the other Loco Pilot had noted the Caution Orders.

SR 3.84.3.1. When a second leading engine is employed to pull a train (and not a banking engine pushing it), the Loco Pilot of the leading engine shall be held responsible for the working of the automatic vacuum/air brake. The Loco Pilot of the second engine shall, however, in case of emergency assist in stopping or reducing the speed of the train by applying the automatic vacuum/air brake or hand brake as may be required, but he shall not maintain or re-create vacuum.