

- (ii) The following particulars must be collected and furnished in the memo by the Guard and /or Loco Pilot of the train or by the person who happens to find the body:—
 - (a) Time and place the body was found;
 - (b) Position of the body in relation to the track;
 - (c) Blood stains on the ballast, rail, sleeper etc.
 - (d) Extent of injuries;
 - (e) Whether injuries were inflicted by a train or otherwise;
 - (f) Approximate age;
 - (g) Sex;
 - (h) Name, father's name and address if available;
 - (i) Position of clothing and any other evidence found on or near the track;
 - (j) The name of the informant, his father's name and full address.
- (iii) The body may, thereafter, be left in charge of Village Chowkidar or any responsible person in the vicinity or Lineman or Gangman or Gateman. If no responsible person is readily available at the site or nearby, it shall be removed with the help of available assistance to the nearest gate lodge in the direction of the movement of the train. Where there is no gate-lodge, it will be carried and handed over to the Station Master of the next station. In all cases, a written memo giving the particulars as mentioned in sub-para (ii) above shall be made out by the Guard and/or Loco Pilot of the train or by the person who happens to find the dead body and the memo should be handed over to the Station Master. A copy of the memo should also be handed over to the man under whose charge the body is kept, for onward submission to the Police Authorities.
- (iv) In case the body is found by a railway employee not working a train, he shall, unless he himself is in a position to advise the police authorities or as mentioned in sub-para (iii) above, take immediate steps to advise any responsible person in the vicinity of the scene to enable the latter to take further action.
- (c) Attempts should be made to find out the identity and address of the deceased or injured. The Station Master should send a telephonic advice to the relatives of the deceased or injured free of cost, followed by a letter confirming the telephonic advice, if there is no relative or friend with the deceased or injured.

1103 Person Fallen from Train: In case of a person fallen out of train, the Guard of the train shall take the following action.

- a) A statement of the person involved in the accident should be recorded, in all cases where it is possible. But in case of child, the statement of the guardian with the child should be recorded. The statement of two co-passengers, who were eye witnesses to the incident, shall also be recorded. The statements shall be recorded in the presence of the Railway Police traveling by the train and countersigned by the police. If there is no Railway Police traveling by the train, the signature and addresses of two responsible passengers in whose presence the statement is recorded should be obtained.
- b) The following information shall be collected and furnished by the Guard of the train for accident report on form Acc 3 —
 - (i) KM at which
 - a. The person fell down
 - b. The train stopped.
 - (ii) The place where the person fell down (on platform or between the lines and platform or on other line or in between two tracks etc.)
 - (iii) Was the incident noticed by the Guard and/or Loco Pilot and train brought to a stop or the alarm chain was pulled and if so by whom?

- (iv) Was the train backed to the accident spot?
- (v) Name, age, sex and address of the person and detailed particulars of ticket held;
- (vi) In case of child, the name, relationship and address of the guardian also
- (vii) Where was the person/child seated or standing at the time of incident as seen by the fellow passengers?
- (viii) Was the person injured and killed or only injured; particulars of injury;
- (ix) Owning Railway, number, type, description and position of the coach from the engine and brake-van, from which the person fell down; condition of door/window handles, shutters, safety catch.
- (x) Brief description as to how the incident happened
- (xi) Whether first aid was rendered, if so, by whom?
- (xii) How the injured / dead was disposed off?
- (xiii) Was there any GRP/RPF constable on the train and was there any TTE in the coach;
- (xiv) Remarks as to whether the occurrence is accidental or due to carelessness of the person concerned or due to any other reason.

1104 Carriage windows or doors involved:

- (a) In all accidents in which carriage windows or doors or their fastenings are involved, the Guard of the train shall, along with the train examining staff, immediately examine the windows or the doors or their fastenings and whether warning notices have been duly exhibited and record the result of the examination jointly in the combined train report for the train. If there is no train examining staff at the scene of the accident, the Guard shall, as soon as possible advise by telephone the train examining staff at the next train examining station ahead about the accident. Immediately on arrival at the next train examining station ahead, the Guard along with the train examining staff, shall examine the condition of the windows or the doors or their fastenings in the carriage or carriages and whether, warning notices have been duly exhibited in the carriage or carriages and record the result of the examination jointly in the Combined Train Report for the train.

NOTE: Form Acc 4 (Appendix VI) shall be countersigned by the train examining staff on duty in token of the particulars against item 6 of the form being correctly recorded.

- (b) It shall also be the responsibility of the train examining staff, on a requisition from the Guard or on receipt of accident message, to examine the condition of the doors or windows or their fastenings and check whether warning notices have been duly exhibited in the concerned coach. Advice immediately the Divisional Railway Manager and Divisional Mechanical Engineer (C&W).

1105 Defective running of Locomotives:

If, in the Loco Pilot's opinion, the running of his locomotive is in any way abnormal, the Loco Pilot shall exercise his discretion to reduce the speed of the train to an extent which he considers safe, and report the circumstances at first opportunity to the CCC / TPC / PRC who shall immediately report the matter to Sr.DEE / TRSO or Sr.DME / Power as the case may be. The permission of the latter shall be obtained before the engine is put back into service. These instructions refer to all types of locomotives

1106 Persons found Dead in Trains or at Stations:

In the case of persons found dead in trains or at stations, the Station Master shall hand over the dead body to the Police for disposal and, until such time this is done, depute a railway employee to be in-charge of the dead body. In case of death by contagious disease, the Director of Public Health of the State and the Civil Surgeon of the District and the concerned Medical Officer of the Railway should be advised.