

CHAPTER – V

CONTROL AND WORKING OF STATIONS

5.01. Responsibility of the Station Master for working.—

- (1) The Station Master shall be responsible for the efficient discharge of his duties devolving upon the staff employed, either permanently or temporarily, under his orders at the station or within the station limits and such staff shall be subject to his authority and direction in the working of the station.
- (2) The Station Master shall see that all signals, points, gates of level crossings and the whole machinery of his station are in proper working order and shall immediately report all defects therein to the proper authority.
- (3) The Station Master shall also be responsible to see that the working of the station is carried out in strict accordance with the rules and regulations for the time being in force.
- (4) No person other than the Station Master shall ask for or give Line Clear, or give authority to proceed.

5.02. Supply of copies of rules and distribution or exhibition of other documents.—

The Station Master shall see—

- (a) that every railway servant subordinate to him who should be supplied with a copy of authorised translation of these rules under Rule 2.01 duly receives the same;
- (b) that the Working Time Table in force together with all correction slips and appendices, if any, working rules and instructions, and other notices having reference to the working of the line, are properly distributed or exhibited in such manner as may be prescribed under special instructions;
- (c) that both the sheet time tables and fare lists are correctly exhibited at the station if it is open for the booking of traffic; and
- (d) that copies of the Act, and the Goods and Coaching Tariffs are available for inspection by the public.

5.03. Obedience to orders and keeping of books and returns.—

The Station Master shall see that all orders and instructions are duly conveyed to the staff concerned and are properly carried out, and that all books and returns are regularly written up and neatly kept.

5.04. Signal cabins.—

- (1) The Station Master shall make himself thoroughly acquainted with the duties of the staff employed in the signal cabins, if any, at his station and shall satisfy himself that they perform their duties correctly, and

in order to maintain an effective supervision over the said staff, frequently visit the signal cabins.

- (2) The Station Master shall ensure that the prescribed equipment is readily available in signal cabins and maintained in good working order.**
- (3) Signal cabins shall be kept neat and clean and no unauthorised person shall be permitted to enter such cabins.**

5.05. Report of neglect of duty.—

The Station Master shall report, without delay, to his superior, all neglect of duty on the part of any railway servant who is under his orders.

5.06. Station Working Rules.—

- (1) In addition to the General Rules for Indian Railways and Subsidiary Rules of a Railway, each station shall be provided with Station Working Rules applicable to the station, issued under special instructions.**
- (2) A copy of the Station Working Rules or relevant extracts thereof shall be kept at cabins and level crossings concerned.**

S.R. 5.06.1. The Station Working Rules shall be read in conjunction with General and Subsidiary Rules and Block Working Manuals. The Station Working Rules in no way supersede any rule in the above books. The language of SWR should be simple, brief and unambiguous applying provision of rules to the specific condition at the relevant station. Extracts of GRs and SRs shall not be reproduced. However, relevant GR/SR numbers may be mentioned in the brackets against relevant para. The SWR shall be carefully checked up at the stations to see that they are correct and are in accordance with the conditions at site. The Authorised Officer may, however be approached for any technical advice.

S.R. 5.06.2. The SWR must be page numbered with station name code written on each page and signed by either Sr. Divisional Operations Manager or Divisional Operations Manager and either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal & Telecommunication Engineer at interlocked stations and at non-interlocked stations by either Sr. DOM or DOM and either Sr. DEN or DEN.

S.R. 5.06.3. All temporary working instructions during non-interlocked working shall be signed on each page by either Sr. Divisional Operations Manager or Divisional Operations Manager, either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal & Telecommunication Engineer and either Sr. Divisional Engineer or Divisional Engineer without exemption.

S.R. 5.06.4. SWR diagram should be signed by either Sr. Divisional Operations Manager or Divisional Operations Manager, either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal & Telecommunication Engineer and either Sr. Divisional Engineer or Divisional Engineer.

S.R. 5.06.5. The SWRs of all stations including stations to be newly opened and the Amendment Slips thereto shall be issued by either Sr. DOM or DOM and either Sr. DSTE or DSTE who will be responsible to ensure that these are correct, current and complete in all respects.

S.R. 5.06.6. Rules for working of trains in Electrified section shall be dealt in Appendix 'G' and jointly signed by either Sr. Divisional Operations Manager or Divisional Operations Manager and either Sr. Divisional Electrical Engineer (TRD) or Divisional Electrical Engineer (TRD) and either Sr. Divisional Signal & Telecommunication Engineer or Divisional Signal &