

2.8. Station Masters handing over and taking over of charge of duties:

- a)** The Station Master who makes an entry for a train in the Train Signal Register shall continue to be on duty till all entries pertaining to that train are complete. By this it is meant that the Station Master who asks 'Line clear' for a train to enter a block section shall remain on duty till the 'Train out of block section' signal is received and acknowledged and the Station Master who gives 'Line clear' for a train to enter a block section shall remain on duty till the train has arrived and the 'Train out of block section' signal is given and acknowledged.
- b)** A line shall be drawn across the Train Signal Register whenever Station Masters change duty. The Station Master who is going off duty shall sign and enter the time above the line and the Station Master coming on duty shall sign and enter the time below the line.
- c)** In the case of a train in the block section, clause (a) need not be observed but the entry in the Train Signal Register so far made shall be initialled by both the Station Masters. An entry, as under, shall be made immediately below the entry for the train and above the line (see Clause (b)).

**"Block section is still occupied by Train No. and description
.....".**

Both the Station Masters shall sign this entry as required in clause (b) above. An entry to this effect shall also be made in the Station Diary and initialled by both the Station Masters.

- d)** The procedure detailed in clause (c) above shall also be applicable in cases of accidents, engine failures, O.H.E. failures etc., when there is a likelihood of trains getting abnormally delayed and it is not possible for the same person/persons to continue to remain on duty to complete all the transactions for a train for which he/they had granted/obtained 'Line clear'.

2.9. Inspection of Train Signal Register:

- a)** The Train Signal Register in use shall be checked and signed by the Station Master incharge of the Station daily and his signature in the remarks column (at the end of the entries for the previous day) will be considered as a certificate and all trains have been duly and correctly entered in their regular course and sequence that he has taken note of the irregularities of any description recorded in the Train Signal Register and also those observed by him in the course of his check.
- b)** The Train Signal Register shall also be examined and signed by the

Traffic Inspector / Signal Inspector of the section whenever he visits the station and inspects the block room in the course of his duties.

- c) Irregularities, if any, shall be noted in the Train Signal Register and brought to the notice of officials concerned.
- d) The Train Signal Register in use shall not be removed from the Cabin or the room, in which block instruments are placed without the orders of the DRM.

2.10. Preservation of Train Signal Register:

- a) The Train Signal Registers shall be retained at stations for one year after the half year in which it is completed and after that it shall be treated as old records and disposed off as such.
- b) Books required in connection with pending enquiries or cases, shall however, on no account, be treated as old records and disposed off before the conclusion of such enquiry or case, without obtaining specific orders from the official who issued the original orders for retention.
