

5. Such Caution Order messages shall also be communicated to the official in-charge at the divisional headquarters responsible for preparing Caution Orders.
6. The official in-charge who is responsible for the preparation of Caution Orders shall ensure the despatch of cyclostyled / computer print outs from the divisional headquarters to the respective 'Notice Stations' by nominated trains.

In case on-line facility is available, the Caution Order messages shall be fed in the system and need not be sent by nominated trains.

3. Method of obtaining acknowledgement from the Station Master of 'Notice Station':

1. When the 'Notice Station' is situated in the same control section: The Station Master of the block station controlling the entry of the train into the section where speed restrictions are to be observed / modified, shall call upon the Station Master of the 'Notice Station' concerned and transmit the message notifying / modifying the speed restrictions supported by a private number and initials. The Station Master of 'Notice Station' shall acknowledge the same supported by a private number and initials. In case of notification of a new restriction or modification of an existing one, the Station Master of 'Notice Station' shall also indicate the number and description of the first train to which such Caution Order / modified Caution Order will be issued. Where auto phones are provided, these messages may be exchanged by Station Masters duly advising the SCOR. Accordingly, the SCOR shall then issue a Control Order to the Station Master of the block station immediately in rear of the affected block section, indicating the number and description of all trains which are on the run between the 'Notice Station' and such block station, to which Caution Order shall be issued.
2. When the 'Notice Station' is situated on a different Control Section/different Division: The Station Master of the block station controlling the entry of the train into the section where speed restrictions are to be observed/modified shall inform this with his initials and private number to the SCOR of his section. It is the responsibility of the SCOR to inform this message to the 'Notice Station' along with initials and private number and obtain the acknowledgement with initials and private number from Station Master of 'Notice Station' of next control section/division. And then SCOR shall inform these initials and private number along with a Control Order to the Station Master of the block station immediately in rear of the affected block section, indicating the number and description of all trains which are on the run between the 'Notice Station' and such block station, to which Caution Order shall be issued. Where auto phones are provided, these messages may be exchanged by Station Masters duly advising the SCOR.

4. List of 'Notice Stations':

The 'Notice Stations' or any other stations where Divisional Caution Orders shall be issued are specified in the respective Divisional Working Time Tables.

5. Description and preparation of Caution Order:

1. Caution Order forms should be serially numbered and the name of the station issuing it shall be stamped on each copy.
2. A Caution Order should have space enough at least for four restrictions. No entries should be made on the back side of the Caution Order sheet. If more than one Caution Order form is used, pages should be serially numbered as Page-1, Page-2, page-3 etc.
3. It shall specify the kilometreage, the station at which or the stations between which caution is required to be observed, the reasons there for and the speed at which the train will travel on the restricted length. Names of the stations concerned should be written in full. Codes should not be used. The Caution Order should have all the speed restrictions (permanent and temporary) in force in a geographical order in relation to the direction of movement upto the next 'Notice Station'.

4. Caution Order shall be specifically made out for each train. They shall be on white paper in blue or black font or typed or made out on computers with the words 'Caution Order' written on top of the form in bold letters of appropriate font size to draw attention distinctly and signed in full. The Typed/Cyclostyled/ Computer printed Caution Orders are supplied to 'Notice Stations'/train ordering stations/end cabins/bye-pass cabins/any other station nominated for this purpose. Such Caution Orders shall be checked up by the Station Master before delivering to ensure that all the restrictions in force have been incorporated therein. The details such as total number of Caution Orders in force, number of additions and deletions shall also be indicated in those Caution Orders. Wherever speed restrictions are required to be observed at two or more locations in the same block section, the kilometre of all such stations shall be indicated in geographical order in relation to the direction of movement.
5. It shall always be dated and signed in full by Station Master or any other such staff as authorized by Sr.DOM / DOM from time to time.
6. In case of any error or overwriting, it shall be cancelled and a fresh one prepared and issued.

6. Procedure for issue of Caution Order by the Station Master of Notice Station:

1. On receipt of information of imposition / modification of speed restriction, the Station Master of the 'Notice Station' shall acknowledge and shall not allow any train, from the time of receipt of speed restriction, which has to pass through the affected block section, to leave his station unless he has warned the Loco Pilot and the Guard of the speed restriction and its location through the issue of a Caution Order.
2. If the Station Master of a 'Notice Station' has received no intimation of any speed restriction to be observed between his station and the next 'Notice Station' of the train in the direction of movement, he shall issue 'nil' Caution Order to the Loco Pilots and the Guards of all trains leaving his station.
3. The Loco Pilot shall not start the train from a 'Notice Station' and the Guard shall not give signal to start the train until they have received either the divisional Caution Order for restrictions or 'nil' caution order.
4. Caution Orders shall be issued to the Loco Pilots, Co-Loco Pilots/Assistant Loco Pilots and Guards of all trains at 'Notice Stations' that are nominated and notified in the Working Time Table for each section by the Station Master either personally or through a competent railway servant deputed by him and the signatures of Loco Pilot and Guard obtained on the record foil or separate registers provided for this purpose in token of their having received.

7. In case of train originating from station other than 'Notice Stations':

In case of a train originating from a station which is not a 'Notice Station', the Station Master shall consult the SCOR or the 'Notice Station' in rear on double line or the 'Notice Stations' on either side on single line and issue Caution Order upto the 'Notice Station' in advance. However, when such information cannot be collected by the station due to failure of communications with the control or the 'Notice Station' in rear or the 'Notice Station' in advance and it becomes necessary to start the train, it should be started after issuing a Caution Order for restrictions, if any, or a 'nil' Caution Order upto the block station in advance giving a written advice to the Loco Pilot to stop at the block station in advance and act upon the instructions available there. This procedure will be followed till a station is reached where particulars of all restrictions can be obtained up to the 'Notice Station' in advance.