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S.R. 4.24.3. In the case of Mixed and Goods trains, not worked with continuous air pressure, only an Inspection or Officer's carriage (bogie or otherwise) fitted with hand brake in good working order, which can be operated by its occupant during the run, may be attached in rear of the rear brake-van, provided that this shall not be permitted except under the written authority of the occupant, who shall be held personally responsible for safe working and for protecting his carriage in case the train parts between his carriage and the rearmost brake-van.

S.R. 4.24.4. Damaged vehicle or damaged engine working of.—

The Station Master may attach a damaged vehicle or damaged engine behind the rear brake-van of goods train during day light and in clear weather on receipt of written advice in duplicate from the TXR or the SSE/Loco, as the case may be. On sections where no goods trains are booked to run, the damaged vehicle or damaged engine may be attached behind the rear brake-van of a mixed train on the same conditions. A copy of the original advice should be handed over to the Guard of the train for submission along with the CTR. After sunset or if the weather is thick, foggy, or tempestuous impairing visibility, the damaged vehicle or damaged engine shall be detached from the train at a station en route and attached again to mixed or goods train during day light hours when the weather is clear. In case the damaged vehicle or damaged engine is detached at a station en route, the Guard of the train shall make over the original advice for attaching the said vehicle or damaged engine to the Station Master concerned for the latter to hand it over to the Guard of the train by which the damaged vehicle or damaged engine is subsequently dispatched.

Only one such vehicle or damaged engine shall be attached behind the rear brake-van of mixed or goods train. A competent railway servant deputed by the Mechanical department shall accompany the train.

Note:- When a damaged vehicle or damaged engine is attached, the provisions of S.R. 4.24.2 shall not be applicable.

4.25. Guards.—

- (1) Except under special instructions or in an emergency, every running train shall be provided with one or more Guards.**
- (2) The Guard of a running train shall travel in his brake-van, except-**
 - (a) in an emergency, or**
 - (b) under special instructions.**
- (3) When a train is worked without a Guard, such of his duties as can be performed by the Loco Pilot shall devolve on him as may be specified by special instructions.**

S.R. 4.25.1. No person must be allowed to work as Guard in charge of any train unless he/she is qualified in initial/refresher training at ZRTI/MLY and holds valid certificate of competency issued by the Principal/ZRTI/MLY. The booking official is responsible for complying with this rule. (S. No. 4 of AS-10 dated 10.08.2023).

S.R. 4.25.2. Combined Train Report (CTR)

- (1) The CTR on the prescribed form must be filled by the Guard. This form shall be used for every train. In explaining detentions to trains, the cause of each detention must be clearly explained. All irregularities in connection with the working of trains such as absence of signals or improper exhibition of signals, lax working of staff, complaints made by Loco Pilots or the travelling public or accidents must be reported in the CTR. Remarks on the following heads must also be passed at the foot of the CTR—

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Time checked as per GR 4.03, air pressure in Kgs/cm² (in BP in case of single pipe and in both FP and BP in case of twin piped trains) maintained in the brake-van, weather conditions, whether cautious driving observed, condition of the rolling stock and fittings, defects in lighting on the train, correctness of the brake-van, side and tail lamps and other brake-van equipment. In the case of passenger and special trains, the number of the first aid box and portable field telephone must be recorded; (S. No. 6 of AS-10 dated 10.08.2023).

- (2) The Guard of a train must, at the end of each trip, before leaving the station, shall hand over the CTR to the Station Master/CCC for submission to the DRM. Before doing so, he must see that Caution Orders, Line Clear tickets, etc., if any, are obtained from the Loco Pilot and attached to the CTR; (S. No. 7 of AS-10 dated 10.08.2023).
- (3) Station Masters/CCCs must maintain a register on the prescribed form in which particulars of trains run and CTR received should be recorded. One foil shall be retained with the Station Master/CCC and the other shall be sent to the DRM's office with the CTR daily. In the case of passenger and mixed trains, a copy of the CTR should also be forwarded to the PCOM; (S. No. 8 of AS-10 dated 10.08.2023)
- (4) Dating of Guard's CTR and Vehicle Guidance:

The advertised departure according to the time table or train ordering message is to be taken as being the date on which a train runs, i.e., if a train is timed to leave the station, at 23.20 hours on the 1st, but does not start till, 00.10 hours on the 2nd, it should be shown as a train running on the 1st. (S. No. 9 & 10 of AS-10 dated 10.08.2023)

S.R. 4.25.3. Vehicle Guidance.

- (1) Vehicle Guidance for all Goods, Passenger, Mail and other trains must be entered by the staff at the starting station and handed over to the Guard in charge of the train. The VG at each terminal/starting station must be prepared directly from the Train Clerk's hand book in which the Train Clerk must record the numbers of each individual vehicle of the train by physical verification. The numbers are not to be copied out from one VG to another. Entries of vehicles attached to a train at intermediate stations must be made by the station staff at those stations. The Guard must obtain the signature of the station staff in the VG for any vehicle detached from his train;
- (2) The VG must be carefully and legibly prepared in ink at the starting station;
- (3) VG for Passenger trains must be sent through to the destination station on this railway;
- (4) VGs for through Goods trains must be prepared in duplicate, one copy must be made over to the Station Master of the last terminal station of the Division for submission to the DRM. The original copy is to go to the destination station. These through VGs are to be transferred from Guard to Guard. Guards handing over through VG shall obtain acknowledgement in their 'memo book' of having done so; otherwise they will be held responsible if the VGs go astray;
- (5) Before starting, the Guard will be responsible for checking the load on the train with the entries on the VG of wagon numbers, booking and destination stations, type of vehicle (open or covered), four-wheeler, bogies or special types, tare weights, weights of contents and gross weights, etc.;

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- (6) On arrival at destination, the Guard of an in-coming train will make over the VG to the Station Master or the Yard Master or other Yard staff specially deputed for the purpose, who will sign for the same in the Guard's memo book;
- (7) The Station Master or the Yard Master will despatch daily VGs for Mail, Express, Passenger, Troop and other Special trains to the PCOM and for Mixed and Goods trains to the DRM along with a summary on a prescribed form, in separate covers marked Vehicle Guidance, in order that they may be readily sorted out from the rest of the dak;
- (8) The Station Master or the YM will be responsible that VGs are duly received from Guards are sent to the PCOM or DRM as prescribed in the foregoing para.

S.R. 4. 25.4. Running of trains without Guard:

Running trains without Guard should be avoided as far as possible. However, in exceptional circumstances, only trains not carrying passengers may be run without Guard with the specific orders of Sr.DOM. Normally such trains without guard shall have a brake van or SLR as the rearmost vehicle. Under exceptional circumstances short formation trains not carrying passengers, not exceeding 10 eight wheeler units may be run without guard & without brake van/SLR.

A record of such orders shall be maintained in respective control office in a separate register.

In case trains are run without Guard, such of the duties of the Guard as can be performed by the Loco Pilot, shall devolve on the Loco Pilot and Assistant Loco Pilot. The following precautions should be taken in all the above cases.—(S. No. 13 of AS-10 dated 10.08.2023).

- (1) Loco Pilot shall ensure that the train is provided with continuous air pressure from the engine to the rearmost vehicle. Where air pressure gauges are provided, the Loco Pilot shall ensure that the required amount of air pressure is available in the brake-van or SLR or rear cab of MEMU/DEMU. (S. No. 14 of AS-10 dated 10.08.2023).
- (2) Last vehicle indicator (Tail Board/Tail Lamp) shall be fixed to the tail end of the rear-most vehicle by Station Staff. The Loco Pilot shall ensure provision of the same. (S. No. 15 of AS -10 dated 10.08.2023).
- (3) Caution Order shall be issued to the Loco Pilot by Station Master with necessary endorsement stating that the train is to run without Guard and SCOR shall also be advised of the fact under exchange of Privates Numbers, who will inform the stations en route. The Station Master on getting the train number, will inform the end cabins, where provided and Gatemen of all the LC gates enroute provided with telephonic communication accordingly under exchange of Private Numbers.
- (4) The Station Master of the block station controlling the IBS signal, shall not dispatch a passenger carrying train in rear of the train running without Guard up to IBS signal unless the train running without Guard reaches the station ahead. (S. No. 16 of AS-10 dated 10.08.2023).
- (5) When such a train stops at a station, the Station Master shall ensure that the train has arrived complete and is standing clear of the fouling mark.
- (6) During tempestuous weather, total interruption of communications and single line working on double line section, running of trains without Guards is strictly prohibited.

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- (7) Extra detonators should be carried by the Loco Pilot who shall be responsible for protection of the train.
- (8) When such a train is stopped between stations on account of accident, failure, obstruction or other exceptional cause and the Loco Pilot finds that this train cannot proceed further, he shall immediately protect the train as per G.R. 6.03. While going for protection, care shall be taken that loco is not deserted if it is on rails.
- (9) In Automatic Block signalling territory, no passenger carrying train shall be allowed to follow until preceding train running without Guard, has arrived complete at the next reporting station.

Once a non-passenger train with guard or light engine has been allowed behind the train running without Guard, passenger carrying trains can be dispatched. (S. No. 17 of AS-10 dated 10.08.2023).

- (10) When a train running without Guard encounters air pressure trouble en route, the following steps shall be taken by the Loco Pilot /Assistant Loco Pilot.—
 - (i) The Assistant Loco Pilot should check complete train for any leakage, hose pipe disconnections etc., and attend to it. The help of C & W staff or Pointsmen shall be taken when the air pressure trouble occurs at station.
 - (ii) The Assistant Loco Pilot should also ensure that all the cut-off angle cocks of air braked wagons are in open condition except the rear angle cock of rear most vehicle and the front angle cock of the train engine.
 - (iii) The Assistant Loco Pilot should ensure the air pressure continuity by operating the brake-van valve/rear cut-off angle cock of the last vehicle.
 - (iv) The Loco Pilot should regulate the speed of the train depending on the 'feel test' conducted by him in the first block section. (S. No. 18 of AS-10 dated 10.08.2023).

4.26. Couplings.—

No vehicle that is not fitted with a coupling or couplings of approved pattern shall be attached to any train.

D. VEHICLES AND CRANES

4.27. Cranes.—

- (1) No travelling crane shall be attached to a train until it has been certified by a duly authorised person that it is in proper running order, and with a dummy truck for the jib, if necessary.
- (2) When a crane is to work on any line provided with electric traction or any line adjacent to it, the procedure and precautions as laid down under special instructions shall also be followed.

4.28. Loading of vehicles.—

- (1) No wagon or truck shall be so loaded as to exceed the maximum gross load on the axle fixed under sub-section (1) of section 72 of the Act, or such varied carrying capacity if any, as may have been prescribed by the Railway Administration under sub-section (4) of the said section.