

**(d) if necessary, explain to the staff working under him, the rules so far as these apply to them.**

S.R.2.03.1 Whenever staff of another railway work trains on this railway, the relevant copies of rule books of this railway shall be supplied to the concerned Railway/Railways for distribution to the staff working on this Railway. Such staff while working trains on this Railway shall be examined by Safety Counselors/Inspectors in the knowledge of rules, counseled and educated in the working practices of this railway.

S.R.2.03.2. Whenever Loco Pilots/Assistant Loco Pilots/Station Masters/Guards/Pointsman join this Zonal Railway, on transfer from other Zonal Railways, they shall attend refresher course and on successful completion of the same only, they shall be allowed to take charge of independent duties.

S.R. 2.03.3.Assurance Register for Amendments to Rule Books:

1. Assurance Register for Amendments to Rule Books shall be maintained to obtain staffs' acknowledgement for having read and understood the amendments to (i) G&SR; (ii) Block Working Manual; (iii) Accident Manual and (iv) Working Time Table.
2. Separate portions shall be maintained for each Rule Book in the Register.
3. Whenever any Amendment is issued to any Rule Book mentioned above, acknowledgement of all staff working at the station shall be obtained.
4. In case of semi-literate and 'C' & 'D' graded staff, Station Master-in-charge shall personally explain in vernacular language and obtain their acknowledgement in token of their having understood the rules. The Station Master-in-charge shall also certify that they have fully understood the contents in the Amendments.

**2.04. Assistance in observance of rules.—**

**Every railway servant shall render assistance in carrying out these rules and report promptly any breach thereof, which may come to his notice, to his superior officer and other authority concerned.**

**2.05. Prevention of trespass, damage or loss.—**

- (1) Every railway servant is responsible for the security and protection of the property of the Railway Administration under his charge.**
- (2) Every railway servant shall endeavour to prevent-**
  - (a) trespass on railway premises,**
  - (b) theft, damage or loss of railway property,**
  - (c) injury to himself and others and**
  - (d) fire in railway premises.**

**2.06. Obedience to rules and orders.—**

**Every railway servant shall promptly observe and obey-**

- (a) all rules and special instructions, and**
- (b) all lawful orders given by his superiors.**