

Telecommunication Engineer. Similarly they shall be signed whenever amendment is issued to Appendix 'G'.

S.R. 5.06.7. Approval of the Commissioner of Railway Safety shall be obtained while issuing Station Working Rules involving condonation by CRS or any exemption is required under Approved Special Instructions as per General Rules.

S.R. 5.06.8. SWR should be issued afresh once in five years or after issue of five Amendment Slips, whichever is earlier and reviewed as and when required.

S.R. 5.06.9. The Amendments to General & Subsidiary Rules, Block Working Manual or any Special Instructions issued from time to time necessitating Amendments to SWRs should be issued immediately.

S.R. 5.06.10. The SWR shall contain all the necessary information as per SWR format.

S.R. 5.06.11. At stations where cabins are worked independently, working rules should be issued separately for such cabins. At stations where more than one Station Master is on duty, independent duties of each of the staff shall be specified with regard to trains working.

S.R. 5.06.12. All the staff required to take up independent duties at the station shall sign a declaration in the declaration register/staff assurance register to the effect that they have read and understood the SWR and other instructions pertaining to their duties at the station. In the case of illiterate staff, the Station Master shall personally explain the relevant portion of the rules in vernacular language and their duties and obtain their acknowledgements in token of their having understood the instructions. The Station Master shall also certify that they fully understood the relevant instructions.

S.R. 5.06.13. Fresh declaration shall be obtained from the staff concerned in the following cases:-

- (i) A new member of such staff joins the station.
- (ii) There is any change in the SWR and
- (iii) A member of the staff resumes duty at a station after an absence of 15 consecutive days or more.

S.R. 5.06.14. The working rules for the level crossing gates situated outside the station Stop signals and also the procedure to be followed by the Gateman for protection of the level crossings shall be issued by the Engineering branch and a copy of the same shall be posted at the gate lodge. A copy of the relevant portion of the working rules in the regional language should be made available at each level crossing gate. Where a level crossing is provided with gate Stop signals, a copy of the signalling and interlocking diagram shall also be exhibited at the gate lodge.

S.R. 5.06.15. Traffic Inspector/SWR of the Division shall prepare/update the SWR. After preparing draft instruction, Traffic Inspector/SWR may go to the concerned station to compare with approved Signalling Diagram and actual layout and also discuss with Station Manager/ Station Superintendent/Station Master. Then the SWR will be finalised and submitted for the signature of concerned Officers.

S.R. 5.06.16. One copy of SWR together with signalling plan shall be sent to CRS for approval. Two copies of SWR of each station shall be sent to COM.

Note: See Appendix - XIV for standard format of SWR and its preparation.

5.07. Forms.—

- (1) All messages and written authorities mentioned in these rules shall be prepared on prescribed forms laid down in these rules or prescribed under special instructions and shall be stamped with the station stamp.**

- (2) If the authorised printed form is not available for any reason or in exceptional circumstances, a manuscript form containing all the particulars as contained in the prescribed form is issued as an emergency measure, reasons there for shall be recorded in the station diary.**

S.R. 5.07. In case of T/A to T/H 602, T/J 602, T/609, T/A to T/D 1425, T/A to T/D 912, T/A 1525 and T/1525, the prescribed printed forms shall only be used.

Note: Refer Appendix XV for operating forms.

5.08. Access to and operation of equipment.—

No unauthorised person shall be permitted to have access to or operate signals, points, electrical block instruments and electrical communication instruments or any other appliances connected with working of the railway.

5.09. Reception of a train on an obstructed line.—

- (1) In case of reception of a train on an obstructed line, the Station Master shall-**
 - (a) whenever possible, intimate the Loco Pilot through the Station Master of the station in rear that the train is to be received on an obstructed line;**
 - (b) ensure that the signal or signals controlling the reception of the train are not taken 'off'; and**
 - (c) ensure that all the points over which the train has to pass are correctly set and the facing points locked.**
- (2) After the train has been brought to a stand at the relevant Stop signal, it may be received on the obstructed line by-**
 - (a) authorising the Loco Pilot to pass the Stop signal at 'on' by taking 'off' the Calling on signal, where provided ; or**
 - (b) authorising the Loco Pilot on the signal post telephone, where provided, to pass the Stop signal at 'on', in accordance with special instructions; or**
 - (c) authorising the Loco Pilot to pass the relevant signal or signals at 'on' through a written authority to be delivered by a competent railway servant who shall pilot the train past such signal or signals.**
- (3) The train shall be brought to a stand at the facing points leading to the reception line until hand-signalled forward by a competent railway servant.**
- (4) A Stop hand signal shall be exhibited at a distance of not less than 45 metres from the point of obstruction to indicate to the Loco Pilot as to where the train shall be brought to a stand.**
- (5) The Loco Pilot shall keep his train well under his control and be prepared to stop short of any obstruction.**

S.R. 5.09. Written authority mentioned in sub-para (c) of Para (2) is T/509.