

APPENDIX “ A “

Unified Rules Regarding Caution Order

- I. When for any reason, the Loco Pilot of a train [as defined in Rule 1.02 (58)] is required to observe any caution or speed restriction, he will be issued a Caution Order in form T/409 or T/A 409 or T/B 409.

The contingencies in which caution orders are to be issued to the Loco Pilot of a train are listed below –

- A. [1] When in consequence of the line being under repair or for any other reason, special instructions are necessary.

[2] To look out for a train which is overdue.

[3] As an authority to pass the Home Signal at “ON” when a train is stopped short of points for shunting purposes.

[4] When any interlocked points go out of order or become defective in any way.

[5] Whenever alternations or repairs are being carried out to interlocked points, signals or any interlocking gear.

[6] When a train approaches a station without proper authority to proceed.

[7] When any DMT/EMT works in the block section between two stations.

[8] When it is necessary to send an assisting engine or a relief train into a block section occupied by disabled train or derailed train.

[9] For sending an engine in a block section occupied by a portion of a parted train.

[10] When owing to an obstruction or for any other cause it becomes necessary to use a line solely for trains to travel in the wrong direction [on triple or quadruple line section].

[11] On a double line section when it is necessary to advise the Loco Pilot of a train to keep a sharp look-out for any possible obstruction on track.

[12] On the double-line section when a train is found to be running without tail lamp and there are reasons to believe that a portion of the train is missing.

[13] On a double-line section when a train or a portion of a train or a vehicle is found running away on a wrong line.

[14] On single line section when after examination of a train for which “Stop and examine” signal is received there is reason to suppose that line is damaged or obstructed.

[B] Other circumstances. –

[1] When it is necessary to receive a train on a non-signalled line.

[2] For working of coal pilots and other work trains in mid-section.

[3] When a level-crossing gate is damaged or works non-interlocked.

[4] When any advice is to be given for lowering pantograph of an electric engine or motor coach under various circumstances.

[5] When a diesel train is permitted to run on the section under power block.

[6] When any abnormality on traction OHE is suspected because of tripping of circuit breaker or on report of some staff.

- [7] For working of trains during prolonged failure of automatic signals.
- [8] Cases of bad riding of engines.
- [9] Working of track lorry when the line is blocked.
- [10] For movement of ODC involving speed restrictions and special precaution.
- [11] When a dead body is found on/or near the track.

Note. – The above is the usual list of contingencies under which a Caution Order is required to be issued but it should not be considered as exhaustive.

II. Sending of information. – (1) Whenever in consequence of the line, including OHE being under repairs or for any other reasons, special precautions are necessary, or when any danger to safety of trains is apprehended, the Station Master receiving such information shall immediately inform the Station Master at the other end of the affected block section, the Controller, the Power Controller, the Traction power Controller, the Loco Foreman, other Railway servants concerned and the Notice Station or Stations [to be specified in the Working Time Table] of such conditions under exchange of Private Numbers.

[2] The Controller / Traction Power Controller / the Power Controller shall in turn ensure that all the Station Masters and the Traction Foremen, Loco Foremen concerned have been advised of such conditions.

III. Procedure for issue of Caution Order. – [1] By the Station Masters at either end of the affected block section .

[i] The Station Master receiving advice about the line being under repairs, or any other eventuality endangering safety of trains necessitating exercise of caution, shall not permit any train or any vehicle running under block protection to enter the affected block section either from his station or from the other end; unless –

[a] the Station Master at the other end has acknowledged receipt of such information;

[b] he has warned the Loco Pilot and the Guard of the danger ahead and its location by the issue of a Caution Order except in case of permanent speed restrictions which are notified in the Working Time Table, or

[c] he has ensured that Caution Order has been issued by the Notice Station concerned, or

[d] he has received advice about restoration of normal working.

[ii] The Station Master at the other end of the affected block section shall also take action in accordance with sub-clauses [b] to [d] of the Clause [i] above.

[iii] Run through trains shall be stopped out of course for issue of Caution Order till such time it has been ensured that a Caution Order has been issued by the Notice Station concerned.

[2] **By the Station Master of Notice Station.** - [a] On receipt of advice of the line being under repairs or any other eventuality endangering the safety of trains, necessitating exercise of caution, the Station Master of the Notice station shall acknowledge the same and shall not allow any train 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 danger and its location through the issue of a Caution Order. He shall also advise the Station Master of the station in rear of site of restriction of the particulars of the first train to which the Caution Order has been issued.

[b] The Station Master of a Notice station shall issue "NIL" Caution Order in Form T/A 409 to the Loco Pilots and the Guards of all trains leaving his station if he has received no intimation of any special precautions to be observed between his station and the next Notice station of the train, in the direction of movement.

Note. – The Loco Pilot shall not start the train and the Guard shall not give signal to start the train from a Notice station until they have received the Caution Order.

- [3] **In case of trains originating from stations 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 Controller or the Traction Power Controller or the Notice station in rear or the Notice station in advance [on single line section only] and issue Caution Orders upto the Notice station in advance. However, when such information cannot be collected by the station due to failure of communications with controller or the Notice station in rear or the Notice station in advance [on single line section only] and it becomes absolutely necessary to start the train originating from the station, the train should be started after issuing a Caution Order for restrictions, if any, or a "NIL" Caution Order in form T/A 409 upto the block station in advance giving a written advice to the Loco Pilot/Guard to stop at the block station in advance ask for Caution Orders, if any, for the sections beyond and act upon the instructions available there. This procedure will be followed till a station is reached which can obtain particulars of all restrictions upto the Notice station in advance.
- [4] **Change of train crew en-route.** – In case of change of train crew en-route, the Loco Pilot/Guard taking over charge must take over all Caution Orders relating to his train to acquaint himself of the conditions on the line giving due acknowledgement to the Loco Pilot/Guard who is being relieved.
- [5] **Attaching of Assisting/Banking engine en-route.** – In case of an assisting or a banking engine being attached at a station en-route the responsibility for acquainting himself about restrictions shall lie on the Loco Pilot of such an engine who shall contact the train engine Loco Pilot or the Guard as the case may be, and get the necessary information.
- Note.** – In the case of assisting/banking engine being attached at the rear of the train on the block station, the Caution Order should be issued by the Station Master to the Loco Pilot of the Engines attached for assisting or banking. In case of an engine being called from mid section to assist any train, the Station Master issuing the order to the engine Loco Pilot to proceed to assist shall consult control and ensure issue of relevant Caution Orders for the guidance of the Loco Pilots.
- [6] **During failure of Communication.** – During failure of communications the Station Master of the station immediately in rear of the affected block section shall issue Caution Order to trains of all descriptions irrespective of whether it is a single line section or a double line section and irrespective of the system of working in force, on the section.
- [7] **In case of Power Blocks on electrified sections.** – In case it becomes necessary to permit movement of vehicles hauled by diesel locomotives on a section under power block for a running line, a Caution Order must be issued as per rules. While asking for the power block, the Traction Power Controller concerned shall invariably mention the duration of the power block between the block stations and the exact kilometrage between which the work is to be done, the nature of work, the speed at which the train shall travel, and other special precautions required to be observed by the Loco Pilot.
- [8] **In case of Local/Suburban trains.** – In case of trains running on suburban sections, Caution Orders shall be issued to the Loco Pilots and Guards by the Station Masters only of such stations as are indicated and specified in the Working Time Table except in case of emergency necessitating sudden imposition of speed restrictions. In respect of these trains the Caution Orders may be either typed, cyclostyled or printed or computerised copy as considered necessary, covering the entire section on which the train is to run and shall be issued only once unless some speed restriction/restrictions is/are required to be cancelled or some further speed restriction/restrictions is/are required to be imposed.

Note :- 1. On suburban section of Sealdah Division and Howrah Division, Engineering or other officials desiring to impose a caution/speed restriction on any portion of suburban section of Sealdah/Howrah Division shall send a written notice to the Station Superintendent– Howrah /Sealdah and MTS or DMTI under Chief Controller/

Howrah/Sealdah as the case may be and obtain their acknowledgement for incorporation of the caution/speed restriction in the typed, cyclostyled or printed or computerised copy of Caution Order/speed restriction to be issued daily to the Guards, Loco Pilots and Motormen of suburban/through trains in accordance with special instructions issued by DRMs - Howrah/SDAH. It will be the responsibility of the Engineering and other officials to ensure that the caution/speed restrictions imposed by them have been included in typed, cyclostyled or printed or computerised copy of Caution Orders/speed restrictions before they commence the work requiring enforcement of caution/speed restriction. In addition all concerned should be advised about caution/speed restriction as at present.

2. The SM under Station Manager/SDAH and HWH shall maintain a register regarding temporary speed restrictions in force. Engineering or other officials (such as TRD, S&T etc.) desiring to impose a caution/speed restriction should send the necessary message for the next day to the SM HWH/SDAH by 12 O'clock by a messenger or over telephone with confirmation number followed by a confirmation copy. The same message should also be given in the same manner to the DMTI/MTS and Controller in Control Office HWH/SDAH. The SM on receipt of the message will arrange to record caution/speed restriction in force in geographical and sectional order and cancel the restrictions where withdrawn by the competent authority. The message regarding imposition and cancellation should be kept pasted in a register kept for the purpose. The SM will then prepare a list of caution/speed restriction (including look out cautions) to be in force on the next day and arrange to send the list to the Control Office for cross checking with the DMTI/MTS. After necessary checking is done, those caution orders should be cyclostyled on green paper on daily basis and this should be signed by Dy. Station Manager/Station Master, MTS/DMTI/Chief Controller (Chg.) will also put his initial as a token of having checked the typed, cyclostyled or printed or computerised copy caution order. The required number of caution order should be typed, cyclostyled or printed or computerised daily by 16.00 hours and should be sent to the Suburban Goods train originating stations viz. HWH, SRP, BRPA, CDAE, MSAE, SHE, TAK, BDC, BWN, KWAE, SDAH, RHA, NH, KNJ, STB, BNJ, DKAE, DDJ, CP, BT, DH, LKPR, CG etc. Copies of such caution orders should also be sent to Control Office for information and guidance of Section Controller, Dy. Controller etc.

3. When no caution order is to be served for trains covered in the entire link, a "Nil" caution order in form T/A 409 is to be served.

4. Each of such cyclostyled caution order will have a Number correlated with date and month., For example, caution order for 14th July, 1987 should be numbered as 14/7 and of 15th July 1987 as 15/7 etc.

5. On the suburban section of HWH & SDAH division caution orders required to be served to Motormen and Guards of suburban trains shall be served for the entire link of the Motormen or guards concerned by the SMs of stations where such Motormen/guards are headquartered and sign on duty. In the case of HWH, SDAH, BDC, BWN or any other station where ATFRs have been posted round the clock, the cyclostyled caution order will be prepared by Station staff of SDAH/HWH and sent to ATFRs well in time and ATFR in turn will arrange to serve it to the Motorman/Loco Pilot of their station. In case of Suburban trains originating from Stations where ATFR is not posted, the typed, cyclostyled or printed or computerised copy caution order in green paper will be countersigned by the SM on duty as a token that no further caution/speed restriction has been imposed.

6. Motormen and Guards of EMU and Suburban trains will be required to see that they, receive caution orders for all the trains covering their links at the time they sign on duty. They shall acknowledge receipt of such caution order and record in the register indicating their number of the caution order., ATFR/SM shall see that every Motorman/Guard as he case may be has acknowledged receipt of the typed , cyclostyled or printed or computerised copy caution order(indicating the specific number) in the Appearance Book.

7. (a) In case the caution/speed restrictions is required to be imposed at short notice for which advance notice has not been given , in accordance with the rules prescribed

above, the official imposing such speed restriction/caution shall immediately advise the Section Controller, Station Manager - HWH/SDAH(as the case may be) and concerned adjacent stations and obtain their acknowledgement. The Section Controller will immediately arrange to advise Station Manager HWH/SDAH and concerned stations and obtain their acknowledgement.

(b) The originating Station/notice station/last stopping station immediately before the affected section, should issue caution order in existing T/409 form for such cases.

(c) It must be ensured by the Engineering or other officials that emergent cautions/speed restrictions are not imposed unless these are inescapable and the affected line must be adequately protected in accordance with the rules.

8. There should be a Board in the Guard's/Motorman's room at HWH,SDAH, BDC, BWN, NH, etc. where such urgent caution orders should be written for the knowledge of Motorman and Guard reporting for duty and while "signing on" they should note down the same in the cyclostyled caution order form.

9. As mentioned in paragraph above, whenever a caution not included in the daily cyclostyled list of caution orders is imposed, and whenever any SM including the Notice and intermediate originating station and HWH, SDAH, BDC, NH etc. have any doubt regarding such inclusion, they must issue a separate caution order on T/409 form for the caution not included in the cyclostyled/typed list, after verifying from the Section Controller on duty.

10. For the Loco Pilots and Guards working Mail/Express/other passenger trains in suburban Section the green cyclostyled caution order should be annexed to the form T/409. The machine Serial Number appearing on the T/409 form should also be entered in the annexed cyclostyled caution order on the top. The caution order should be sent by the caution porter and the signature of the Guard and Loco Pilot should be taken as acknowledgement. The caution order should cover all cautions/speed restrictions up to next notice-cum-stopping station.

11. In case of a stations where no train is booked to stop-

(a) In case of a station where no train is booked to stop -

A caution order shall normally not be issued except in an emergency necessitating sudden imposition of speed restrictions and

(b) If any information warranting issue of a caution order is received by the Station Master of such a station, he shall immediately advise the adjoining block stations for the issue of caution order and only after obtaining their acknowledgements in this regard under exchange of private numbers, shall acknowledge the message requiring imposition of speed restrictions.

(c) On receipt of such information the Station Master of the adjoining station who receives the information first shall act as if he had himself received the message for imposition of the restriction.

Note.- When any abnormality on the OHE necessitates imposition of pantograph-lower caution in the section ahead of such a station, the train will be stopped at the station and caution order will be issued to the Loco Pilots/Motormen.

IV. Description and Preparation of Caution Order-

(a) Caution Orders shall be prepared in the prescribed form on green paper-both faces being green except as specified in paras(e) and (h) . All forms should be serially numbered and the name of the Station issuing it shall be stamped on each foil. It shall be in three foils-one each for the Loco Pilot, the Guard and the Station record. In case of trains worked by engines manned by Loco Pilots and Co-Loco Pilots, the Caution order shall be prepared in four foils. One each for the Loco Pilot, the Co-Loco Pilot, the Guard and the Station record. It should be prepared neatly and legibly in triplicate or quadruplicate by carbon process.

(b) The printing of Caution Order forms should be bilingual i.e. in English and Hindi/Regional language.

(c) A Caution Order should have space enough at least for three restrictions. No entries should be made on the back of the Caution Order. If more than one Caution Order is used pages should be serially numbered as page 1, page 2, page 3 etc.

(d) It shall specify the Kilometrage and the Station at which or the stations between which caution is required to be observed, the reasons therefore, and the speed at which the train will travel on the restricted zone. Station codes should not be used, names of the stations concerned should be written in full.

(e) Caution order shall be specifically made out for each train separately except at specified stations and for specified trains e.g., Rajdhani Express, through goods trains with long runs, Local/Suburban trains etc. in which case it may be typed, cyclostyled or printed provided that it shall be checked up again at the time of service to ensure that all locations where Caution is required to be observed have been incorporated therein. Necessary provisions in this regard shall be made in the Station Working Rules of Stations concerned and such stations/trains shall be specified in the Working Time Table. Wherever speed restrictions are required to be observed at two or more locations the kilometrage of all such locations shall be indicated in geographical order in relation to the direction of movement.

Note.- (i) When typed, cyclostyled or printed caution orders are issued, it should be annexed to the form T/409. The machine number appearing in the T/409 form should be entered at the top right hand corner in the cyclostyled/typed sheet annexed., Cyclostyled/typed caution order is to be signed by the on duty SM/ASM issuing it. MTS/DMTI/Chief Controllers (Chg.) of concerned Control Office will also put his initial as a token of having checked the cyclostyled/typed caution order.

[ii] When no caution order is to be issued a 'Nil" caution order in form T/A 409 is to be served.

[iii] DRMS may arrange for cautions on two adjacent Notice station sections to be given at the first Notice station in respect of specified through goods trains, so as to permit of those goods trains being run through the next Notice station without stopping. Such instructions, however, should be copied to all stations on the concerned Notice Stations. In case of Mail/Express Passenger trains, caution orders may be served up to next Notice station where the train stops.

[f] It shall always be dated and signed in full.

[g] In case of any error or over-writing, it shall be cancelled and a fresh one prepared

(h) As a temporary measure, the Caution Orders may be permitted to be prepared on white paper with a green band running diagonally across the form.,

(i) Reminder Caution Order in form T/B 409 should also be issued by the Station Masters of the block station immediately in rear of the affected block section to only the Loco Pilots of all Scheduled stopping trains and of those trains which may be stopped out of course. On single line section where a tangible authority to proceed is given, reminder caution orders T/B 409 should be given to the Loco Pilot of through trains also along with the authority to proceed, while running through the Station. Reminder Caution Order may not be issued on Suburban Sections under special instructions.

V. Service of Caution Order.- (1) The Caution Order shall be delivered to the Loco Pilot and the Guard of a train 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 in token of their having received and understood it. When more than one foil is served, each counterfoil will be signed by the Loco Pilot/Guard.

(2) In case a Loco Pilot is unable to understand the contents of the Caution Order, he shall call upon the Station Master to have it explained. Under special instructions, the responsibility for explaining the contents of the Caution Order may be entrusted to the Guard of the train in big yards.

(3) Where there is more than one leading engine the Caution Order shall be given to the Loco Pilot of the foremost leading engine and his signature obtained in accordance with sub-rule(1) above., However, before delivering the Caution Order to the Loco Pilot of the

foremost leading engine it shall be shown to the Loco Pilot or Loco Pilots of other engine or engines on the train and his or their signature or signatures obtained in token of his or their having gone through it and understood its contents. In case there is a banking engine or engines in rear the Caution Order intended for the Guard shall, before being handed over to the Guard, be shown to the Loco Pilot/Loco Pilots of banking engine/engines and his/their signature/signatures obtained in token of his/their having gone through it and understood its contents.

(4) A duplicate Caution Order shall be given to the Guard of the train at the block station immediately in rear of the affected block section if the train is being worked by an engine pushing it.

VI. Method of notifying/cancellation of special precautions.- (1) When a competent railway servant finds it necessary to impose any speed restriction or any special precaution on a portion of a line, including OHE, due to repairs or work or for any other reason, he shall

[i] (a) advise in writing to the Station Master of the nearest block station (preferably the block station controlling entry into the block section concerned) the exact kilometreage and the station at which or the stations between which the restriction or special precaution is to be observed, its nature and likely duration, the method of protection of the place of restriction together with the location where engineering indicators are to be exhibited etc., and also advise other railway servants concerned as per clause (i) of paragraph III who are required to be notified in this regard; and

(b) Not commence such operations until written acknowledgement is received from the Station Master.

(ii) The Station Master receiving the advice shall not acknowledge it until he has advised the Station Master of the block station at the other end of the block section, if any, to be affected and obtained his acknowledgement.

(2) When the cause of such restriction or special precaution has been removed, the competent railway servant preferably the person who imposed the restriction or a person above his rank shall advise this fact to the Station Master of the nearest block station under exchange of private numbers and other officials concerned who were notified earlier of the imposition of restriction.

VII. Action by the Station Master after cancellation of the speed restriction.-

(1) The Station Master receiving advice regarding the removal of the restriction, shall advise this fact to the Station Master at the other end of the block section concerned, Station Master of Notice Stations and other railway servants who were advised about it earlier. After issue of the advice regarding cancellation of the Caution Order, the Station Master may discontinue the issuing of the Caution Order.

[2] If no train is booked to stop at the Station, the advice regarding the removal of restriction shall be sent to one of the adjoining block stations who should take action in accordance with para [1] above.

VIII. Record of Caution Orders. – (a) At all stations where caution orders are issued, the Station Master shall keep an up-to-date record of all the speed restrictions imposed with the dates of the enforcement and cancellation, authority nature, etc., in the Caution Order Register and bring forward every Monday, in geographical order in relation to the direction of movement the Caution Orders due to be issued. No Code may be used except Station Codes in these registers.

(b) Similar records should be kept at other places like control offices, Loco sheds etc. also where information in this regard is received.

(c) The Loco Pilots and the Guards should hand over the Caution Orders to the Loco Foreman/Traction Foreman and Station Master respectively at the end of their journey along with other train papers.

IX. Preservation of Caution Orders.- Record foils of the Caution Orders shall be preserved for a period of twelve months after issue.

APPENDIX B - 1

STATION DETONATOR REGISTER

No.....

At.....

Instructions

1.01 This Register contains the following parts. -

- | | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------|
| Part I | Particulars of Fog Signalmen posted at the station from time to time. |
| Part II | Particulars of receipt and stock of detonating [fog] signals at the station, to be filled in whenever detonators are used or received. |
| Part III | Periods of fogs, Fog Signalmen on duty, and details of detonators used. |
| Part IV | Particulars of Issue and Testing of Fog signals at Depot, Station, Loco Shed &c. |

1.02. As soon as a man is posted to or detailed for duty at a station as a Fog Signalman, the Station Master must satisfy himself that the man is fully acquainted with and understands the rules relating to the placing of detonating [fog] signals at stations during thick or foggy weather. As an assurance of this, the Station Master shall take the signature or thumb impression of such men in the appropriate column of part I of this register.

1.03. The Station Master shall ensure that the information to be maintained in this register is kept up to date and is accurate in all respects.

1.04. Transportation Inspectors shall check the register, as also the stock of detonators on hand, each time they visit a station and initial with date as an indication of their having done so.

EASTERN RAILWAY

PART I.....

**FOG SIGNALMAN POSTED
At.....Station**

Period for which worked at the station		Names of Fog Signalmen	Substantive post of Fog Signalman	Assurance of Fog Signalman	Signature of Station Master	Date of testing of the Fog Signalman in his duties by the Station Master	Signature of Fog Signalman	Signature of the Station Master
From	To							

EASTERN RAILWAY

Part II

STOCK OF DETONATING (FOG) SIGNALS

Date	Opening Balance of Fog Signals	Stock received on date	Particulars of receipt	Stock used during day	Closing balance of detonators on hand	Signature of Station Master.

.....Station

Date	Duration of Fog		Name of Fog signal man on duty	Time Fog Signalman sent out	Number of detonating (Fog) signals issued		Signature/Thumb impression of Fog Signalman	Signature of Station Master on duty	Train for which used	F/S-man returned to Station
	Time commenced and control advised	Time cleared and control advised			To F/S man	Sent out for renewal Time				
	H.M	H.M			H.M	H.M				H.M
1	2	3	4	5	6	7	8	9	10	11

Number of detonators returned to Station Master on duty				Signature of		Remarks
Unused detonators	Shells of exposed detonators and those detonators which failed to explode	Balance of detonators not accounted by (12) & (13)	Explanation for not accounted for detonators	Fog signalman or Thumb Impression	Station Master on duty	
12	13	14	15	16	17	18

EASTERN RAILWAY

.....Station/Shed/Office

PART -IV

Sl. No.	Name	Designation	Ticket no. and P.F. no.	Date of issue	No. of detonators used	Year and month of manufacture of detonators	Number used	Date used	Month and year of manufacture of the replaced detonators	No. of detonators tested	Date of test	Month and year of denominators tested