CHAPTER XV

PERMANENT WAY AND WORKS

A. Railway Servants Employed on the Permanent Way or Works

15.01 Condition of Permanent Way and Works.- Each Inspector of Way or Works shall be responsible for the condition of the permanent way and works under his charge.

15.02 Maintenance of line. - Each Inspector of Way or Works shall—

(a) see that his length of line or works in his charge are efficiently maintained, and
(b) promptly report to the Engineer-in-charge all accidents to, or defects in the way or works, which he considers likely to interfere with the safe running of trains, at the same time taking such action as may be necessary to prevent accidents.

15.03 Keeping of material. - Each Inspector of Way or Works shall see to the security of all rails, chairs, sleepers, and other material in his charge, and ensure that such of the said articles as are not actually in use are properly stacked clear of the line so as not to interfere with the safe running of trains.

15.04 Inspection of Permanent Way and Works. --

(1) Every portion of the permanent way shall be inspected daily on foot by some railway servant appointed in this behalf by special instructions :
Provided that the interval between such inspections may, under approved special instructions, be increased to once in two days in the case of lines with light and infrequent traffic.

(2) All bridges and works including signals, signal wires, interlocking gear, points and crossings, overhead equipment and any other equipment affecting the safety and working of trains shall be inspected regularly in accordance with special instructions.

SR. 15.04. -- [i] During the Monsoon season when the Divisional Engineer arranges Mobile patrolling between station to station during night [between 16-00 hrs. and 08-00 hrs.], or during both day and night, he shall advise the Station Masters at either end of the patrolling section—

[a] the section covered by patrolling,
[b] the time of patrolling,
[c] the date from which patrolling will commence,
[d] the number of batches of patrolmen,
[e] the strength of each batch of patrolmen,
[f] the speed restriction to be imposed if patrolmen fail to turn up as per Divisional Engineer’s advice.

[iii] If a batch of patrolmen who according to the Divisional Engineer’s advice is due to arrive at a station, fail to turn up in time or do not turn up at all, the Station Master on duty will advise the Station Master on duty at the other end of the block section. Both the Station Master will issue Caution Orders to all trains entering the section to strictly observe a speed restriction of 40 Km. Per hour during the day and 15 Km. Per hour during the night or when visibility is not clear [or less if otherwise advised or if a severer temporary restriction is already in force]. This caution shall continue until patrolling starts or patrolmen from the other end of the patrol-section arrive and report ‘All is well’.

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[iii] Station Master shall report to the nearest engineering official copy to Divisional Engineer the late or non-arrival of patrolmen which results in imposition of speed restriction under this rule.

15.05 Patrolling of lines. –

1. In addition to the inspection referred to in Rule 15.04, whenever any portion of a railway is likely to be endangered by abnormal conditions such as heavy rains, breaches, floods, storms and civil disturbances, the line shall be patrolled in accordance with special instructions.

2. When a railway servant deputed to patrol the line notices any condition likely to affect the safety of trains or otherwise apprehends danger, he shall take action in accordance with special instructions prescribed for the purpose to protect the obstruction on line and thereafter inform the nearest Station Master by the most expeditious means. See also Rule 3.62.

15.06 Work involving danger to trains or traffic. - A gang shall not commence or carry on any work which will involve danger to trains or to traffic without the previous permission of the Inspector of Way or Works, or of some competent railway servant appointed in this behalf by special instructions; and the railway servant who gives such permission shall himself be present to superintend such work, and shall see that the provisions of Rules 15.08 and 15.09 are observed:

Provided that, in case of emergency, when the requirements of safety warrant the commencement of any such work before the said railway servant can arrive, the Gangmate may commence the work at once and shall himself ensure that provisions of Rule 15.09 are observed.

SR.15.06. – [a] No work necessitating interference with track, points, lock bars, detectors, signals and interlocking gear, etc. which is likely to involve the safety of trains or traffic, shall be commenced, except with the knowledge and consent of the SSE/SE/JE(Signal), Block Inspector, SSE/SE/JE(P.Way), as the case may be. While such work is in progress, the Inspector authorising the execution of the work or his Assistant or Representative as mentioned in paragraph [b] below must be present to superintend the work and ensure compliance with the provisions of General Rules 15.08 and 15.09 personally.

[b] A Signal Maintainer whether Block Electrical or Mechanical who has been granted a certificate of competency by Artisan School or as a temporary measure by the SSE/SE/JE(Signal) declaring that he understands all the relevant rules and instructions pertaining to his duties and is competent to undertake the work which may necessitate interference with points, lock bars, detectors, signals, etc. independently may also undertake such work except interference with the locking arrangement in an Interlocked lever frame. This certificate of competency shall be valid for a period of five years when issued by Artisan School and for a period not exceeding three years if issued by SSE/SE/JE (Signal).

[c] The SSE/SE/JE(Signal) or the person in-charge of the work shall, before taking in hand any disconnection of points, signals, lockbars or detectors, etc. will advise the Station Master in writing on Form S&T DN. Annexure ‘B’ paragraph 1416, New Form S&T DN (old T/351) of Indian Railway Signal Engineering Manual and obtain a receipt therefor in the space provided in the above form. After the work has been completed and the disconnected gear re-connected he will again give written notice for re-connection on the prescribed form S&T DN (old T/351) to the Station Master and obtain his written acknowledgement, in the space provided in the form mentioned above.
[d] In the interval between disconnection and re-connection if it is necessary to pass train or perform any shunting movement, the Station Master on duty must advise the SSE/SE/JE(Signal) or the person in-charge of the work, by a memo stating in which position the points are to be set. The Station Master or other authorised staff on his behalf shall, with the permission of the Signal Inspector, or the person in-charge of the work, then arrange to set and clamp the points in the desired position making it safe for the passage of the trains. It shall be the duty of the Station Master or any authorised person on his behalf to see that the points are set and clamped for the correct route and then put his padlock on the clamp so as to prevent any interference therewith subsequently until the completion of the train or shunting movement, as the case may be. The padlock or clamp should be removed by the Station Master or the authorised person, after completion of the train or shunting movement, and then the SSE/SE/JE(Signal) or the person in-charge of the work can resume work on the gear.

[e] Where the work is to be done on railway track in the electrified sections the supervisor in-charge shall ensure compliance with the provisions of G.R 17.04, 17.05 & 17.06 and their Subsidiary Rules.

[f] In case of rail fracture [except when the fracture is on girder bridges without ballasted deck and tunnels] trains may be passed by a Gangmate / Keyman / Patrolman [working in Keyman’s grade] after doing emergency repair at a restricted speed [10 Kmph or 15 Kmph as permitted under Rules] as indicated by the above staff until the SSE/SE/JE(P.Way) replaces the rail and restores full speed. Necessary Caution Order should be issued. The Gangmate / Keyman / Patrolman shall ensure that provisions of GR. 15.09 regarding showing of Signals are observed.

15.07 Work in thick, foggy or tempestuous weather impairing visibility. - In thick, foggy or tempestuous weather impairing visibility, no rail shall be displaced and no other work which is likely to cause obstruction to the passage of trains shall be performed, except in cases of emergency.

15.08 Precautions before commencing operations which would obstruct the line. –

[1] No person employed on the way or works shall change or turn a rail, disconnect points or signals, or commence any other operation which would obstruct the line until Stop signals have been exhibited and where prescribed detonators used; and if within station limits he also obtained the written permission of the Station Master and all necessary signals have been placed at ‘on’.

Provided that the exhibition of Stop signals may be dispensed with, if such operations are performed or carried out after the necessary signals, other than Automatic Stop signals, have, in addition to being placed in the ‘on’ position, been disconnected, so that such signals cannot be taken ‘off’ again until it is safe to do so and the corresponding adequate distance beyond such signals is kept clear:

Provided further that when the area of work is controlled by Automatic signals, the railway servant in charge of the work shall post competent railway servant at an adequate distance in rear of the site of the work to stop and warn any train approaching the affected area.

[2] No work involving removal of any rail from the track shall be undertaken without traffic block, except as provided in sub-rule [3].

[3] In emergent cases, the Engineering official not below the rank of SSE/SE/JE(P.Way), undertaking such operations shall first bring the train to stop and advise the Loco Pilot of the train about the need to stop the train through
a written Memorandum. The Engineering official shall simultaneously arrange to send a message to the Station Master for the need to block the track and obtain written confirmation of the same. In such emergent cases, work shall be commenced only after advising the Loco Pilot and bringing the train to a stop.

SR. 15.08. – [a] When the SSE/SE/JE(P.Way) is about to undertake operations which involves danger to a train he shall issue advice to Station Masters concerned in one of the following three forms –

ER. 4 Yellow .. Advice of work to be undertaken within station limits involving total block of a line.

ER. 4A Red .. Advice of work to be undertaken outside station limits involving total block of a line.

ER. 5 White .. Advice of work to be undertaken within or outside station limits involving restriction of speed.

Specimens of these forms are given in Appendix – ‘D-2’.

[b] When work involving total Block of a line to be taken in hand within station limits. – [i] When work has to be taken in hand within station limits which involves danger to trains or vehicles requiring total block of a line, the SSE/SE/JE(P.Way) shall give a notice in Form ER.4 to the Station Master and obtain acknowledgement for the same. The Station Master shall not acknowledge receipt of Form ER. 4 until he has obtained permission from Control [ on controlled sections ] and has blocked the affected line as per SR 5.19 [ii] and [iii] . The SSE/SE/JE(P.Way) shall not commence any work before obtaining permission to do so from the Station Master whose signature on the acknowledgement foil will be construed as the said permission.

[ii] If it is possible to protect the line on which the work has to be carried on by setting and locking the points against the same, this shall be done. If it is not possible to set and lock the points against the line under repairs it shall be protected by hand signals as well as by securing at ‘ON’ the necessary manually controlled stop signals. Where applicable, the SSE/SE/JE(P.Way) may obtain and retain possession of the key of the locked points till the work is completed and block is removed.

[iii] On completion of the work, the SSE/SE/JE(P.Way) shall cancel the notice by issuing the requisite foil of Form ER.4 to the Station Master.

[c] When work involving total Block of a line to be taken in hand outside station limits. – [i] Double or Multiple line- When work involving total block of a line has to be undertaken outside station limits on the Double/Multiple line the SSE/SE/JE(P.Way) shall give notice in Form ER. 4A to the Station Master of the block station nearest to the site of work in the direction, from which trains will approach, and obtain acknowledgement for the same. The Station Master, however, shall not acknowledge receipt of Form ER 4A until he has obtained permission from Control [ on controlled sections ] and take action as prescribed in SR 15.08 [c] [iii] below. In case the work necessitates introduction of single line working on a double line section further action shall be taken as per Rule 3.47 of the Block Working Manual.

In case where the station nearest to the site of work in the direction, from which trains will approach, happens to be a Block Hut in charge of a Cabinman, notice in form ER 4A shall be given by the SSE/SE/JE(P.Way) to the Station Master of the
Block station at the opposite end and it shall be the responsibility of the receiving Station Master to take the action prescribed in SR 1508[c][iii] below.

Note. – If, however, in the opposite direction also there happens to be a Block Hut in charge of a Cabinman, the procedure described in SR 15.08[c][ii] above should be followed, that is, the Form ER 4A shall be handed over by PWI to the Station Master of the block station nearest to the site of the work in the direction, from which trains will approach and obtain the acknowledgement for the same.

[ii] Single Line – On the Single Line, the SSE/JE(P.Way) shall similarly issue Form ER. 4A in each case to the Station Master of the block station on one side and obtain the prescribed acknowledgement for the same. The Station Master receiving the advice shall communicate it immediately to the Station Master at the other end of the block section under exchange of Private Numbers followed by a message also.

The Station Master shall not acknowledge receipt of Form ER 4A until he has obtained permission from Control [ on controlled sections ] and advised the Station Master at the other end of the block section under exchange of Private Numbers.

[iii] Double Line sections where Block Instruments are in use – At stations where block instruments are in use, the Station Master concerned will on receipt of the SSE/JE(P.Way)’s advice on Form ER. 4A either “Block-back” or “Block-forward” as the case may be, and turn the needle in the Block Instrument to “Train on Line”, according to the instructions contained in the Block Working Manual.

Where Block Instruments are located in the cabins, the Station Master, on receipt of advice from the SSE/JE(P.Way), shall advise the cabins concerned of the message, confirming the advice by giving a Private Number. The Cabinman, after taking necessary action as prescribed above, shall give a Private Number to the Station Master in confirmation of the same.

[iv] Sections where Paper Line Clear and Single Line Block Instruments are in force – The Station Master should attach the advice in Form ER 4A and any other advice in connection with the block to the Line Clear Enquiry Book and “Block-back” according to the rules in force. This block must not be removed until the requisite foil of the Form ER 4A indicating the removal of the block imposed by the SSE/JE(P.Way), is received by the Station Master.

[v] Slide Collar or Safety Collar shall be fixed on the slot-slide or the signal lever of the last Stop signal controlling entry into the affected block section.

[vi] On completion of the work, the SSE/JE(P.Way) shall cancel the notice by issuing the requisite foil of Form ER 4A to the Station Master.

[d] When work involving restriction of speed to be taken in hand within or outside station limits –

[i] Double or Multiple Line – When work involving restriction of speed is to be taken in hand within or outside station limits on the Double / Multiple Line, the SSE/JE(P.Way) shall hand a notice in Form ER. 5 to the Station Master of the block station [ other than a Block Hut ] controlling entry into the affected line / block section and obtain acknowledgement for the same.

[ii] Single Line- On the Single Line the SSE/JE(P.Way) shall similarly issue Form ER.5 in each case to the Station Master of any of the two block stations controlling entry into the affected line block section. The Station Master receiving the advice shall communicate it immediately to the Station Master at the other end of the block section under exchange of Private Numbers followed by a message.
The Station Master shall not acknowledge receipt of Form ER. 5 until he has advised Control [on controlled sections] and the Station Master at the other end of the block section, except in case of an emergency.

[iii] On both Double and Single Lines the Station Master on receipt of Form ER. 5 from the SSE/JE(P.Way) shall act according to paragraphs [iii] & [iv] of Appendix – A.

[iv] On sections where Train Control working is in force, the Station Master must also immediately advise Control, who will also be responsible for giving instructions for the issue of Caution Orders in Form T/409 by the station concerned as prescribed in sub-paragraph [ii] above.

[v] On receiving an acknowledgement on the requisite foil of Form ER. 5 from the Station Master, the SSE/JE(P.Way) may proceed to the site of the work and place hand signals, banner flag, detonators, indicators etc. as detailed in GR and SR 15.09.

[vi] On completion of the work, the SSE/JE(P.Way) shall cancel the notice by sending the concerned foil of Form ER. 5 to the Station Master.

15.09 Showing of signals.

(1) Whenever due to lines being under repair or due to any other obstruction it is necessary to indicate to the Loco Pilot that he has to stop or proceed at a restricted speed, the following signals shall be shown and, where prescribed, detonators used, if on a double line in the direction from which trains approach, and if on a single line in each direction –

(a) When the train is required to stop and the restriction is likely to last only for a day or less -- A banner flag shall be exhibited at a distance of 600 metres on the Broad Gauge and 400 metres on the Metre Gauge and the Narrow Gauge and three detonators shall be placed, 10 metres apart, at a distance of 1200 metres on the Broad Gauge and 800 metres on the Metre Gauge and the Narrow Gauge from the place of obstruction. In addition, Stop hand signal shall be shown at a distance of 30 metres from the place of obstruction, at the banner flag and at a distance of 45 metres from the three detonators. The railway servant at the place of obstruction shall give Proceed hand signal to indicate to the Loco Pilot when he may resume normal speed after the train has been hand-signalled past the place of obstruction.

(b) When the train is required to stop and the restriction is likely to last for more than a day -- A stop indicator shall be exhibited at a distance of 30 metres from the place of obstruction and a caution indicator at 1200 metres on the Broad Gauge and 800 metres on the Metre Gauge and the Narrow Gauge from the place of the obstruction. In addition, termination indicators shall be provided at the place where a Loco Pilot may resume normal speed.

(c) When the train is not required to stop and the restriction is likely to last only for a day or less -- Proceed with caution hand signals shall be exhibited at a distance of 30 metres and again at a distance of at least 800 metres from the place of obstruction. The distance of 800 metres shall be suitably increased by special instructions, where required. The railway servant at the place of obstruction shall give Proceed hand signal to indicate to the Loco Pilot when he may resume normal speed after the train has been hand-signalled past the place of obstruction.
(d) When the train is not required to stop and the restriction is likely to last for more than a day -- A speed indicator shall be exhibited at a distance of 30 metres from the place of obstruction and again a caution indicator at a distance of at least 800 metres from the place of obstruction. The distance of 800 metres shall be suitably increased by special instructions, where required. In addition, termination indicators shall be provided at the place where a Loco Pilot may resume normal speed.

(2) In case the place of obstruction is within station limits --

(a) the provision of sub-rule (1) may be dispensed with if the affected line has been isolated by setting and securing of points or by securing at 'on' the necessary manually controlled Stop signal or signals, and

(b) approach signals shall not be taken 'off' for a train unless the train has been brought to a stop at the first Stop signal, except in cases where the Loco Pilot has been issued with a Caution Order at a station in rear, informing him of the obstruction and the details thereof.

(3) If the place of work is situated in Automatic Signalling territory, and if the distance between the place of obstruction and the Automatic signal controlling the entry of train in the signalling section concerned is less than 1200 metres on the Broad Gauge and 800 metres on the Metre Gauge and provided the Automatic signal has been secured at 'on' -

(a) the banner flag and three detonators referred to in clause (a) of sub-rule (1) may be provided at 90 and 180 metres respectively; and

(b) the caution indicator referred to in clause (b) of sub-rule (1) may be dispensed with.

(4) The shapes and sizes of the indicators referred to in clause (b) and (d) of sub-rule (1) may be prescribed by special instructions.

SR. 15.09 [1] The hand signal flags, referred to in GR 15.09 above, shall not be less than 60 cms. [ 2 ft.] square and of clean bright colour. The indicators to be displayed by the staff of Engineering Department to protect the site of work or obstruction are described below –

[2] **Caution Indicator** – Caution Indicator shall be fixed at 1200 metres on BG or at 800 metres on NG section from the point where speed restriction is to commence. This shall be exactly to the diagram as shown in the margin and shall consist of a horizontal board 1400 mm Wide by 400 mm deep fishtailed to the left and pointed to the right, and painted yellow and black. This board shall be fixed on a 2 metres high above the rail level to the bottom of the board and painted with 300 mm high bands of white and black. The indicator board for temporary restriction shall display at night two yellow lights horizontally displayed towards incoming train. At site of permanent restrictions the speed ahead will be painted on the Caution Indicator board.

In the case of temporary restriction speed will be indicated by small detachable
number plates which can be changed. Luminous paint shall be used in both the cases. In the case of stop Dead Restriction, the figure ‘0’ will be painted on Caution Indicator Board. In the case of multiple speed restrictions in series as in case of TR works only first speed restriction shall be indicated on the Caution Indicator Board.

[3] The second indicator shall either a speed indicator or a stop indicator and shall be fixed at 30 metres from the point of danger.

[a] **Speed Indicator** – In the case of restrictions without ‘stop dead’, a speed indicator shall be provided. This speed indicator shall be exactly to the diagram as shown in the margin and shall consist of a yellow equilateral triangular board with 1 metre sides and 300 mm high 40 mm thick black figures indicating the speed at which a train may proceed. The board shall be fixed on a 2 metres high post [ from the rail level to the bottom of the board] painted with 300 mm high bands of white and black. This indicator shall be provided both for permanent and temporary restrictions and illuminated by night for temporary restriction only by fixing a lamp in front of it by a steel flat frame of 400 mm X 10 mm as shown in the diagram.

[b] **Stop Indicator** – In the case of restriction without ‘stop dead’ stop indicator, exactly to diagram as shown in the margin shall be provided. This indicator shall consist of a horizontal board, 1400 mm X 400 mm rectangular in size and painted with red and vertical stripe. This board shall be fixed on a post 2 metres high [ above rail level to the bottom of the board ] painted with 300 mm high bands of white and red.

This indicator shall display two 130 mm red lights with white back lights by night. A signalman shall be provided for signalling. As soon as the train stops, the signalman shall obtain signature of the Loco Pilot on the “Restriction Book” [ specimen given below ] and allow the train to proceed by showing green hand signal light by night and green hand signal flag by day. The “Restriction Book” will be printed in the following form :-

<table>
<thead>
<tr>
<th>Restricted speed Kilometres per hour. Engineering Stop Indicator at Kilometres.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>--</td>
</tr>
</tbody>
</table>

**Note.** – The above will be filled up by the Loco Pilot of the train.
[4] **Termination Indicator**: The Termination Indicator board shall have letter T/P to indicate to the Loco Pilot of Passenger trains when normal speed may be resumed and should be located at a distance equal to the length of the longest Passenger train operating on the Section from the place where speed restriction zone ends. Likewise another Termination Indicator bearing letter T/G shall be located at a distance equal to the length of the longest Goods train operating on the section from the place where speed restricted zone ends. Train Loco Pilot of Passenger or Goods trains shall look out for Guards’ signal before reaching the T/P or T/G board for resumption of normal speed. This termination indicator board shall be exactly the same as shown in the margin.

The Termination Indicator consists of 1 metre diameter disc painted yellow and 25 mm black border. The letter on the disc will be of 250 mm high and 40 mm thick. This will be fixed on a post of 1650 mm high from rail level to the bottom edge of disc painted with 300 mm high bands of white and black. For temporary restrictions the termination indicator should be illuminated at night by fixing a hand signal lamp as in the case of speed indicator.

[5] The non-reflective type indicator for temporary speed restriction shall be illuminated by night by fixing a hand signal lamp in front of it. However, reflecting type indicator for temporary speed restriction need not be lit.

[6] The lamp of the indicators shall be lit and extinguished at the time prescribed for fixed signals.

[7] On single line the signals and indicators described above shall be shown on either side of the site of speed restriction.

[8] On sections or parts of the line, where the view is obstructed, or where there is a gradient steeper than 1 in 500 falling towards speed restriction zone, the distance given above shall be increased to such an extent as may be necessary to ensure absolute safety and, if necessary, the number of signals may be increased.

[9] The Sketch and dimensions of caution indicator, speed indicator and termination indicator for restrictions exclusively applicable for AC Double Decker trains (while passing through identified platforms) will be as under:
15.10 Assistance in protection of trains. – Every railway servant employed on way or works shall, on the requisition of the Guard of a train or the Loco Pilot thereof, render assistance for the protection of the train.

15.11 Gangmate in each gang. - Each SSE/SE/JE of Way or Works shall see that in every gang employed in his length of line there is a competent Gangmate.

15.12 Knowledge of signals and equipment of gang. - Each SSE/SE/JE of Way or Works shall see –

(a) that every Trackman and Gangmate employed under him has a correct knowledge of hand signals and detonating signals; and

(b) that every gang employed in his length of line is supplied with a permanent way gauge, two sets of flag signals, two hand signal lamps and twelve detonators, in addition to such other tools or implements as may be prescribed by special instructions.

15.13 Inspection of gauges, signals, tools and implements. –

1) Each SSE/SE/JE of Way or Works shall at least once in every month inspect the permanent way gauges, flags, signal lamps, detonators, tools and implements supplied to the gangs under clause (b) of Rule 15.12 and ascertain whether the above equipment is complete and in good order.

2) He shall also see that any defective or missing articles are replaced.

15.14 Responsibility of Gangmate as to safety of line. - Each Gangmate shall –

(a) see that his length of line is kept safe for the passage of trains;

(b) that the signals supplied to him under clause (b) of Rule 15.12, are kept in proper order and ready for use;

(c) that the men in his gang each have a correct knowledge of hand signals and detonating signals;
(d) endeavour to prevent any trespassing by persons or cattle on his length of line or within the fences thereof, and

(e) when repairing, lifting or lowering the line or when performing any other operation which shall make it necessary for a train to proceed cautiously, himself be present at the spot and be responsible that the caution signals prescribed in Rule 15.09 are shown.

15.15 Blasting. - No railway servant employed on the way or on any works shall carry on any blasting operations on or near the railway except as permitted by special instructions.

15.16 Putting in or removing points or crossings. - Except in cases of emergency, no railway servant shall put in or remove any points or crossings otherwise than as permitted by special instructions.

15.17 Duties of Gangmate and Trackman when apprehending danger. - If a Gangmate and Trackman considers that the line is likely to be rendered unsafe, or that any train is likely to be endangered in consequence of any defect in the way or works or of abnormal rain or floods or any other occurrence, he shall take immediate steps for securing the stability of the line and the safety of trains, by using the prescribed signals for trains to proceed with caution or to stop, as necessity may require; and shall as soon as possible report the circumstances to the nearest Station Master and the SSE/SE/JE of Way or Works.


15.18 Distinction between trolley, lorry and motor trolley. –

(1) A vehicle which can be lifted bodily off the line by four men shall be deemed to be a trolley and any similar but heavier vehicle shall be deemed to be a lorry.

(2) Any trolley which is self-propelled, by means of a motor, is a motor trolley.

(3) A trolley shall not, except in cases of emergency, be used for the carriage of permanent way or other heavy material; and when a trolley is so loaded, it shall be deemed, for the purposes of these rules, to be a lorry.

SR. 15.18. [a] Every lorry or trolley shall be accompanied by not less than four men for working it.

[b] When it is required to run a lorry or a light trolley loaded with materials in the section without block protection, it shall be the responsibility of the official-in-charge to see that it is accompanied by not less than five men on the double line and six men on the single line and that it is adequately protected in the direction from which trains may approach on the double line and on both sides on the single line in accordance with GR 15. 27[2] [a] & [b] . The number of men, however, shall be increased according to circumstances to enable the lorry or loaded trolley and its contents to be removed readily of the line, when necessary.

[c] In the case of a change from double to single line working on a double lines section, the fact shall be communicated by the Station Master to the official-in-charge of a lorry or trolley when he, before entering the Block Section, ascertain the whereabouts of all approaching trains as required under GR 15.26.

[d] Each lorry or trolley shall have marked on it a number and the designation and the code initials of the Headquarters station of the person authorised to use it.
[e] On sections provided with track circuits/axle counter only insulated type of trolley/lorry shall be used to prevent signal failure.

15.19 Red flag or light to be shown. - Every lorry or trolley when on the line shall show a red flag by day and a red light by night, during thick, foggy or tempestuous weather impairing visibility or in a tunnel in the directions from which a train may come.

SR. 15.19. [a] No lorry or trolley shall be placed on the line unless provided with both day and night signals, and a chain and padlock for securing the lorry or trolley when removed from line and also a case containing 10 detonators. Day Trolley Signals shall comprise of red flags fixed to a staff placed perpendicularly in a socket provided for this purpose on each trolley/lorry/Motor trolley so that they are conspicuously visible. During night or when visibility is otherwise impaired or when entering tunnels, the trolley signals shall comprise of red light in both directions on single line section. On double line section the red light shall be exhibited in the direction from which trains are expected and ‘white’ in the other direction. But when standing within ‘Home Signal’ the light shall display ‘red’ in both directions.

[b] No trolley/Lorry/Motor trolley shall stand upon or run on a line unless it exhibits these trolley signals, but when a trolley/lorry/Motor trolley is cut off clear of the line these signals shall be removed.

[c] [i] On certain sections where owing to sharp curves, cuttings or other causes, the view of the line is obstructed, trolley signal stations have been established at such sites as command the best view in both directions for the use of flagmen to enable necessary signals being conveyed to the trolley/lorry users. These trolley signal stations are, provided with trolley ball or Revolving disc signals working on a post of suitable height so that on single line section they exhibit in both directions and on double line sections in the direction of the approaching train. They are manned by Flagman only between sunrise and sunset. The raising of the ball or the exposure of the disc to an approaching trolley/lorry indicates that no train is in sight on the line the ball or the disc refers to. The rapid raising and lowering of the ball or turning on and off of disc repeatedly indicates that a train is approaching and the trolley/lorry should be immediately removed from the track.

[ii] If the Flagman does not signal past a trolley, the same care should be taken as of no Trolley Signal station is established on curve or cuttings, except where a motor trolley is following a train.

[iii] Where trolley stations are not provided and no indication of ball or disc is available the trolley user when passing through curve or cutting or when view is limited less than 800 metres shall protect his trolley by deputing one or more trolleyman with a whistle, hand and fog signals at such distance intervals as would give them an indication of an approaching train from a distance of not less than 350 metres and would enable them to relay the signals to the trolley users as and when required. The trolleymen so posted shall whistle and exhibit hand danger signal immediately a train is in sight and place three fog signals on line. The fog signals will be removed if the trolley is cut off clear of the line. On single line section the men should be deputed both in front and in rear of the trolley whereas on the double line section the man shall proceed or follow, as the case may be, so that they are in the direction from which trains are expected to approach.
15.20 Equipment of trolley, lorry or motor trolley. - Each trolley, lorry or motor trolley shall have the following equipment-

(a) two hand signal lamps,
(b) two red and two green hand signal flags,
(c) sufficient supply of detonators,
(d) a chain and a padlock,
(e) a copy of the Working Time Table and all correction slips and appendices, if any, in force on that section of the railway over which the trolley, lorry or motor trolley is to run.
(f) a motor horn and a search light (for motor trolley only).
(g) two banner flags (for lorry only), and
(h) such other articles as may be prescribed by the Railway Administration in this behalf.

Note: The official in charge of the trolley, lorry or motor trolley shall also be in possession of a watch in addition to the prescribed equipment.

SR. 15.20. – [a] Whenever a Trolley/Lorry/Motor Trolley is to be put on line it shall also carry with it the following equipment in addition to what has been prescribed in GR 15.20.

[2] Tri-color torch
[3] One case containing 10 detonators
[4] One long strong rope, only for sections where the gradient is 1 in 150 or steeper as in Ghat Section.

Note. – [a] In case of a Traction Motor Trolley, it shall also carry with it, an emergency portable telephone in working order.

[b] It shall be the responsibility of the Head Trolleyman or the seniormost Trolleyman to ensure that the equipments is complete in all respects when the trolley is put on line.

15.21 Efficient brakes. - No lorry or trolley shall be placed on the line unless it is fitted with efficient brakes.

SR. 15.21 [a] The person-in-charge of the lorry or trolley shall be responsible to see that the brakes are in proper working order, and shall test them on the commencement of each journey.

[b] On Ghat Sections having falling gradient of 1 in 150 or steeper it shall be ensured that the brakes work efficiently on all the four wheels. In addition, lorries shall also carry with them a strong rope for holding them in case hand brakes prove inadequate or insufficient and the lorries shall also be fitted with screw down brakes of approved design in addition to the ordinary hand brakes.
15.22 Qualified person to be in charge of lorry or trolley when on the line.-

(1) No lorry or trolley shall be placed on the line except by a qualified person appointed in this behalf by special instructions.

(2) Such qualified person shall accompany the lorry or trolley, and shall be responsible for its proper protection and for its being used in accordance with special instructions.

SR.15.22. [a] Chief Operations Manager, Chief Safety Officer, Chief Engineer, Chief Signal and Tele-com Engineer, Chief Electrical Engineer and Divisional Railway Manager shall be ipso facto considered qualified in the use of the Trolley/Lorry/Motor Trolley over sections of which they are at that time in charge.

[b] No other person shall be considered qualified in the use of Trolley/Lorry/Motor Trolley unless he is in possession of a valid ‘Competency Certificate’. The category of staff who are authorised to use Trolley/Lorry/Motor Trolley on getting competency certificate are listed below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Trolley</th>
<th>Lorry</th>
<th>Motor Trolley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering</td>
<td>All Officers, SSE/SE/JE of P. Way and Works, and Work Supervisors, Permanent Way Head Mistry.</td>
<td>As for Trolley</td>
<td>All Officers, SSE/SE/JE of P. Way and</td>
</tr>
<tr>
<td>Signal and Telecom</td>
<td>All Officers, SSE/SE/JE (Signal)</td>
<td>Ditto</td>
<td>All Officers, SSE/SE/JE (Signal)</td>
</tr>
<tr>
<td>Electric Inspectors</td>
<td>All Officers, Inspectors, SSE (TRS)</td>
<td>Ditto</td>
<td>All Officers, and JE Electrical/ Mistry.</td>
</tr>
<tr>
<td>Operating</td>
<td>All Officers, TI (M)s, Station Manager/YM/AYM and SM</td>
<td>Ditto</td>
<td>All Officers and TI(M)s</td>
</tr>
<tr>
<td>Commercial</td>
<td>All Officers</td>
<td>Ditto</td>
<td>All Officers.</td>
</tr>
</tbody>
</table>

Note. – In case of heavy duty Motor Trolleys, Jr. Engineer (Electrical) in-charge of Sub-Depots either in Grade A or B are also authorised to hold such trolleys and to travel by the same.

[c] No competency certificate shall be considered valid.

[i] unless it relates to the section concerned and

[ii] unless it is dated and issued under signature of COM, CE, CSTE, DRM or any other officer of not below senior scale rank qualified in the use of Trolley/Lorry/Motor Trolley who directly controls the officials in whose favour the competency certificate is issued or had control over him at the time of use of the certificate.
No competency certificate shall be issued in favour of an official unless the issuing official has tested him in trolley rules and found him fit to use the Trolley/Lorry/Motor Trolley.

(iii) 'Competency Certificate’ shall be valid for a period not exceeding one year.

(e) The following procedure will be observed before granting permits to Loco Pilot of Trolley/Lorry/Motor Trolley.

Application by officers or staff for permit to Loco Pilot of Trolley/Lorry/Motor Trolley will be made to the Divisinal Railway Manager of the Division in which the officer or staff concerned is at the time of application working, who will either himself set a written paper or authorise competent officer under him to do so and who after the written test will also give an oral test to the officer or staff concerned.

If he passes both the written and the oral tests the case shall be put up to the Divisinal Railway Manager, if he himself was not the examiner for issuing the competency certificate. Before issuing it, the Divisinal Railway Manager should satisfy himself as to whether the person concerned is fully conversant with all the rules in this respect. It is essential for Trolley/Lorry/Motor Trolley permit holders to know special condition if any obtaining on the various sections on which they have to operate their Trolleys/Lorries/Motor Trolleys.

Before the end of December every year, every Trolley/Lorry/Motor Trolley permit holder will submit a certificate to the Divisional Railway Manager in the following form –

"I, (name) ...................working in the capacity of (designation) ................. at (station)........... hereby certify that I am fully conversant with all the Sections on which I have to use my Trolley/Lorry/Motor Trolley and also with all the rules in respect of driving Trolleys/Lorries/Motor Trolleys as well as the latest changes made in them, and undertake to confirm meticulously to these rules. In the event of my failure to comply with these rules, I shall alone be held responsible."

These certificates shall be carefully examined in the Divisional Office and if a permit holder fails to submit it in time, he will be treated as having forfeited his right to use the permit, until such time the certificate is submitted by him and will also render himself liable to disciplinary action.

Supervising officers and officials should test the permit holders in their knowledge of rules relating to working Trolley/Lorry/Motor Trolley as often as possible.

In the event of an officer or staff getting transferred from one station to the other, it is necessary for him to acquaint himself with all rules in regard to any special condition obtaining on any of the sections within his jurisdiction.

(f) Such peculiarities as required special precautions for operating Trolley/Lorry/Motor Trolley over a section are described in the Working Time Table of the respective Divisions

No push trolley should be worked in Up and Down direction on the down line, or in the down direction of the Up line except in an emergency under Line Clear.

(g) (i) A Trolley when put on line shall be accompanied by four able bodied trolleymen and a lorry or motor trolley by six such selected men who can lift it from the track, in case of danger. These men shall be in addition to those required for
loading and unloading materials. In sections where visibility is restricted or when a lorry is moving without block protection, extra men as necessary, shall be taken for purpose of looking out and relaying signals. Also where the load of the material trolley or lorry is heavy more men shall be taken so that in case of necessity it can be removed expeditiously from the line.

One of these trolley men must be qualified in the use of trolley so that he acts as Head trolleyman and is responsible to ensure safety in operation and protection as and when required.

[i] The maximum number of persons carried shall normally not exceed ten in the case of motor trolley (sixteen, in case of TR-D heavy duty motor trolley proceeding for work) and eight in the case of push trolley.

[h] Non-railway employees on business connected with the Railways, for example, Magistrate, Railway police, P&T officials if of the rank of Inspectors or above may be taken on a trolley with specific permission of Divisional Railway Manager, Sr.DOM/DOM, AOM or Divisional Engineer/Assistant Engineer, DSTE/ASTE/DEE/AEE. In all such cases the Officer-in-charge shall always accompany the trolley. They will, however, be allowed to travel in a trolley only if they place a written requisition and sign an indemnity note agreeing to indemnify the Railways in case of any loss, damage or injury arising from or during the course or journey. In case of officials of the P&T Department the indemnity note is not necessary. Contractors and their agents may be conveyed similarly on trolley in connection with works provided they have executed a general indemnity note.

[i] Non-railway employees having no business connected with Railway, shall not be carried on the trolleys except with the permission of Divisional Railway Manager. The DOM, DEN, DSTE and DEE may also give such permission in special circumstances.

[j] [I] Normally use of Private trolleys shall not be permitted on the Railways; but license for use of private push trolleys may be granted by Divisional Railway Manager to a siding holder for use over a specifically defined area provided that he agrees to use the trolley entirely at his own risk and to abide by the Railway rules of working trolley and to indemnify the Railway against any loss, injury or damage or other liability arising from an accident caused to or by the private trolley.

[j] [I] Generally such licenses shall permit journey on the siding during day light only. In no case, shall a license be granted for journey over areas where passenger trains run. The license shall always be available for production when trolley is in use.

15.23 Attachment to train prohibited. - No lorry or trolley shall be attached to a train.

SR. 15.23 [a] Lorries/Trolleys shall always be pushed and never pulled. Use of sails or any other unauthorized aid for their propulsion is strictly prohibited.

[b] With the consent of the train Guard the trolleys may be transported in the brake vans of Goods trains, mixed and Passenger trains. No train Guard of such train shall refuse to carry the trolley in his brake van except for want of room or where being so transported in the Brake van it is likely to cause damage to the contents of the brake van or cause inconvenience or delay in checking and delivering luggages / parcels. In such a case the Station Master shall help loading of the trolley by another train.
[c] Except in grave emergency, trolley shall not be loaded in Brake vans of Mail and Express trains or in road vans of a van Goods train.

[d] In case of emergency such as accident, total failure of communication etc. the Station Master shall personally assist in the loading of trolley by first available train as and when ordered by the Chief/Dy. Chief Controller.

[e] Trolleys can also be loaded in empty trucks or wagons attached to a train, provided the head trolleyman or any other trolleyman accompanies the trolley in the truck.

In case of a trolley being carried in the caboose brake van on Goods train, the trolley and the trolleymen shall occupy one side of the Brake van as indicated by the Guard. In the case of general service Brake van the trolley and the trolleyman shall travel in the body of the Brake van and not in the lobby.

[f] A motor trolley can be loaded either in motor van or empty truck. When a motor trolley is so loaded it shall be ensured that the flow of petrol to the carburetor has been cut off, any pressure has been released from the tank, the tank is in sound condition and closed by well fitting cap, and the carburetor has become completely exhausted.

15.24 Time of running. - A lorry shall ordinarily be run only by day and when the weather is sufficiently clear for a signal to be distinctly seen from an adequate distance, which shall never be less than 800 metres.

SR. 15.24 [a] When it becomes necessary to run a Trolley/Lorry or a Ladder Trolley at night on account of emergencies like accidents, or in case of O.H.E. maintenance / repair work it shall be operated only under proper Line Clear or block protection.

[b] During day when due to rain, fog, dust storm or any other cause visibility is impaired a trolley / lorry must, without exception, be worked under block protection or proper Line Clear. If after a lorry, trolley has entered a block section without block protection, the visibility becomes poor and impaired, the official incharge should remove it from the lines.

[c] The lorry shall also be worked under block protection or on proper Line Clear when it is loaded with rails, girders or specially heavy materials which are likely to cause delay in unloading. The engineering official incharge of the lorry shall certify while asking permission from the Station Master to take the lorry in block section whether the unloading of rails, girders or other heavy materials will involve delay or not, depending on which the Station Master will permit the lorry to enter block section with or without Line Clear.

[d] When a lorry / trolley enters the block section without block protection, the official incharge of the lorry / trolley shall be personally responsible to see that adequate precautions taken for protection of the lorry / trolley to prevent any unavoidable risk from accident and shall, whenever possible, arrange for the Station Master to issue a Caution Order on Form T/409, warning all the Loco Pilots and Guards of trains to look out for the trolley signals, until intimation is received about the safe arrival of the lorry / trolley at the next station.

[e] No trolley / lorry shall enter a block section during total interruption of communication on a single line section except to attend an accident or to attend faults in tele-communication circuits, or to restore communication and normally in such cases the official incharge in addition to arranging normal protection, should also take other precautions under clause [d] above.
When on a double / multiple line sections, single line working or wrong line working is temporarily introduced, the facts shall be communicated in writing on Caution Order Form T/409 by Station Master on duty to the official in-charge of the trolley before permitting it to enter the block section. Official-in-charge of a trolley should ascertain from the Cabinman or Station Master on duty the whereabouts of the train he is likely to encounter on the section and whether normal working is in force on the section to which he is likely to enter with his trolley. Every Cabinman / Station Master on duty should advise the Official in-charge of a trolley on the condition of the block section ahead.

A push trolley may, during day time enter a tunnel without Line Clear or block protection provided that –

[i] visibility is clear.

[ii] the tunnel is provided with trolley refuges so that the push trolley can be cut off the line, if required.

[iii] Official in-charge of the trolley has personally assured himself by checking the position of the trains or by posting look-out man that there is no danger of a train entering the tunnel when the trolley is inside the tunnel, if necessary by protecting the trolley in accordance with rule 3.62 as though the tunnel is obstructed.

[iv] The trolley shall not stop to work on track inside the tunnel or for any other purpose. This does not preclude the trolley refuge when provided.

[v] When entering a cutting or proceeding over a long bridge or curve without Line Clear or block protection the official in-charge of a trolley shall assure himself that no train is likely to be met inside the cutting or over the bridge/curve.

15.25 Motor Trolley. - A motor trolley shall only be run in accordance with special instructions.

SR. 15.25 – In addition to the Rules prescribed for Lorries / Trolleys / Motor Trolleys shall be governed by the following rules –

[1] Railway Officials Permitted to Use Motor Trolley. – No official can place a motor trolley on line unless he holds a competency certificate. Officers of Engineering, Signal Tele-communication, Electrical, Operating and Commercial Departments and such Inspectors of these Departments as may be authorised to use Motor Trolley, Loco Pilots are permitted to place a motor trolley on line if they have been certified to do so.

Note. – Railway Officials authorised to use Motor Trolley have been detailed under SR 15.22 [a] and [b].

[2] Certificate of Competency. – [a] Competency certificate for use of motor trolley over a section shall not be valid unless issued by an officer of senior rank or above and himself qualified to use motor trolley over the section.

[b] Before issuing such certificates the Issuing Officer will satisfy that the user of motor trolley to whom authority is issued -

[i] fully conversant with the rules relating to the use of motor trolley and

[ii] aware of the various sections of the lines over which the motor trolley is to proceed.
[c] Before granting such certificate the Issuing Officer shall receive an assurance from the user of motor trolley to the effect that he is well conversant with the rules for working motor trolley and will conform in every respect to the rules on the subject.

[d] Head Trolleyman may be permitted to use a motor trolley independently when he is a literate person duly tested in the motor trolley rules and granted Competency Certificate issued by the appropriate authority. The Head Trolleyman will normally work within the station limits. Under unavoidable circumstances he can be permitted to work outside the station limit but only on proper Line Clear and in day time and in clear weather.

[3] Persons Incharge of the Motor Trolley. – When more than one person qualified to be Incharge of a Motor Trolley travel on it, the person driving the trolley shall be deemed to be Incharge of it for the purpose of compliance with safety precautions required at the time of working / running.

[4] Number of men to accompany Motor Trolley. – Altogether not more than 10 [ten] persons shall travel on a motor trolley and at least two of them must sit on the front seat in order to maintain its balance and under no circumstances the motor trolley in use shall be manned by not less than six men.

In case of heavy duty Motor Trolleys with 8 [eight] or more horse power nominated for OHE maintenance work, the maximum number of men to be carried may go up to 16 [sixteen]. Such heavy duty Motor Trolleys shall be taken out only on proper Line Clear in the Main Line Section and with traffic block in the yards.

[5] Provision of brakes. – No motor trolley shall be put up on line unless it is fitted with efficient brakes. Railway official incharge of the trolley must test the brakes and satisfy himself that they are in working order before commencement of each journey.

[6] Working of Motor Trolley. – A motor trolley must always be run in accordance with the system in force for the working of trains. It, however, may follow a fully vacuumed train or a light engine or another motor trolley both on single and double line during day light hours and in clear weather only.

Motor trolley following trains is prohibited on Tokenless block working section on single line and also on Ghat and graded section on double line where view is not clear.

[a] On double line [i] No motor trolley shall enter a block section without a written authority in Form T/1525 to be issued by the Station Master of the Block Section from where motor trolley is to be worked. Before issuing such written authority, Station Master shall obtain Line Clear from the Station Master of the other end of the section on block telephone without the operation of block instrument under exchange of Private Number. He shall then prepare an authority in Form T/1525 to enter the Block Section.

[ii] One copy shall be retained by the station issuing such authority and the other copy would be made over to the official incharge of the Motor Trolley under his clear signature. While leaving the station T/369-[3b] shall also be issued to pass the last Stop signal in danger. The relevant starting signal where free may, however, be taken ‘OFF’.

[iii] At the receiving station, the Station Master shall arrange for reception of the trolley by taking ‘Off’ relevant signals.
[iv] On arrival at the other end of the block section the officer-in-charge of the Motor Trolley will deliver the authority to the Station Master who in turn shall clear the block section to the station in rear supported by exchange of Private number. The authority will be kept pasted in Station Diary. The Station Master at the both end shall record all transactions in their respective TSR/Log Register as the case may be.

[v] All cabins shall exhibit hand signal for guidance of the Motor Trolley. The official incharge of the Motor Trolley/Head Trolleyman shall keep a keen look out for hand signal from cabin/station and be careful to watch that the points are set for the trolley.

[vi] A motor trolley cannot operate treadle, hence in section where lock and block instruments are provided the signalling of TES and TOS shall be done on the block instrument. In such cases the commutator of the block instruments shall be turned from ‘Line closed’ position direct to ‘Train on line’ position.

[vii] Motor Trolley shall except within station limits run in the same direction as the trains are run.

[b] On Single Line. – A motor trolley shall move on a tangible authority either Token / Paper Line Clear Ticket or Tablet as the case may be and under proper taking off signals for reception and departure in accordance with the procedures in force for the working of trains.

[c] On Tokenless Block Section. – [i] The procedure laid down for Motor Trolleys working on double line in sub-clause a[i] to [v] of SR 15.25 shall be adopted.

[ii] All transactions shall be done under exchange of Private Numbers.

[d] On Automatic Signalling Territory. – No motor trolley shall enter a section except under a Line Clear which shall be obtained from the station ahead by exchange of Private number.

All motor trolleys running in the Automatic section must be insulated.

[e] Spring Points. – [i] Motor Trolleys by virtue of their lightness cannot trail through spring point and in consequence will derail when passing over such points.

[ii] Spring points not in favour of trolley shall be treated as an obstruction and Cabinman/Switchman shall exhibit hand danger signal.

In such a case the Driver of the Motor trolley shall stop short of the spring point, lift the trolley off the track and place it on the correct line before proceeding further.

[iii] Before despatching a motor trolley the Station Master shall issue a Caution Order to the Driver of a motor trolley warning him of the presence of the spring point if any exists at a station against the path of the motor trolley duly furnishing their location etc.

[7] Following a train. [a] Except on Automatic Section and other section as specified in paragraph [6] of SR 15.25 one or more motor trolley/trolleys, may with written permission of Station Master, follow directly behind a fully vacuum braked train proceeding on Line Clear during day in clear weather. In such a case when Line Clear is asked for a train the Station Master shall clearly advise the Station Master of the other end that the train will be followed by one or more trolley [ the number to be clearly specified ] and confirm the advice by exchange of Private number. The control will be duly advised of the motor trolley/trolleys following the train concerned.
[b][ii] The Station Master of the station from where the motor trolley/trolleys are following will prepare a motor trolley permit in a Form No. T/1525 and deliver it to the official incharge of the motor trolley and obtain his signature in the counter foil. Loco Pilot of the trains, where possible, may be advised with a memo that he is being followed by a motor trolley/trolleys.

[ii] In case of more than one motor trolley following, the leading motor trolley will be given a Caution Order to the effect that trolley/trolleys is/are following and also a memo stating that the station ahead has been advised that trolleys [number to be specified] are following the train No........ Private Number.............. The written authority in such a case will be carried by the last motor trolley as per Form No. T/1525.

[c] Except in an emergency the signals taken off for the reception of a train shall not be put back to ‘ON’ until the motor trolley/trolleys has/have passed them, the motor trolley being received on the same line which the train has been received. At stations where the signals are automatically put back to ‘ON’ by the train the road set for the reception of the train must not be altered until after the motor trolley/trolleys has/have been received. However, the Officer-incharge of the motor trolley following a train may pass the reception signal at ‘ON’ and enter the station with caution.

[d] In double line. – Receiving station shall not close line behind the train until the motor trolley/trolleys has/have passed the signal and clear the block section. The TOS report shall be given on block telephone and confirmed by Private Number.

[e] Where token working is in force the token received from the preceding train shall be kept in his safe custody by the Station Master on duty and it shall be inserted in the block instrument for clearing the section only after the arrival of the following motor trolley/trolleys and on receipt of written authority from the Officer incharge of the motor trolley.

[f] No traction Distribution Motor Trolley shall follow a train in electrified Suburban section or a train which cannot be kept always in sight when following it or on sections having steep gradients or sharp curves and cuttings. In no case, shall a Traction Distribution Motor Trolley so follow a train if loaded with heavy materials.

[g] While following, the distance between the motor trolley and the train will be in no case less than 150 metres.

[8] Motor trolleys following one another. – [a] A motor trolley may follow another motor trolley on same Line Clear during day-time and in clear weather. When obtaining Line Clear for more than one trolley, the Station Master shall clearly specify the number of trolleys following one another. The receiving station shall give as many Private numbers as the number of trolleys to indicate that he has correctly understood the number of trolleys following one another. The leading motor trolley shall be given with a Caution Order to the effect that a motor trolley/trolleys is/are following.

[b] On single line sections the tangible authority to proceed shall be delivered to the last motor trolley.

In section having no tangible authority to proceed, a certificate shall be obtained that the last trolley has arrived before line is closed.

[c] When a trolley follows another a minimum distance of 100 metres shall be maintained between two successive trolleys.
[d] The station receiving trolleys shall not close the line unless all the trolleys have reached the station. Provisions as laid down in SR 15.25, paragraph 7[c], [d] and [e] shall also be observed where necessary for the reception of the trolley/trolleys and closing the line.

[9] **Break down of Motor Trolley.** – In case a Motor Trolley suffers a break down in section the official in charge of the trolley shall taking into account likely detention to trains arrange to take the trolley off the track. He will also take steps to advise the nearest Station Master in writing that the trolley has been broken down and has been cleared off the line also returning the token/tablet if any, in his possession on single line section. In case of break down of traction motor trolley, the official in charge of the trolley after taking the trolley off the track shall advise the nearest Station Master/Control through the emergency telephone with exchange of Private Number about the same. The Station Master, receiving the advice, shall intimate the Station Master at either end of the affected block section that the trolley has been removed from the line and confirm the advise by a Private number. The first train entering the section after receipt of such an advice shall serve a Caution Order to look out for the break down trolley indicating clearly the kilometreage where the trolley has broken down. Even when the trolley has been repaired it shall not be placed again on line unless a fresh permission has been received from the Station Master controlling entry into the block section who shall clearly specify in the permission so granted that the line has been blocked and the trolley may proceed.

[10] While passing through a station/yard or over points and crossings or turn-out the speed of the motor trolley shall not exceed 16 Kmph. under any circumstances.

[11] Normally, motor trolleys shall not run between sunset and sunrise, but if in an emergency they do, they must be provided with Head-lights, they must run only on Line Clear or block protection and the official in-charge should be extra careful when approaching a level crossing gate.

**Note.** – TRD staff may use ladder/motor trolleys in connection with their maintenance/repair work during night, subject to the rules prescribed for the use of these trolleys during night being observed.

[12] **Rules for running Tower wagons/Rail cars/and Air-compressor** – Tower wagons/Rail cars and Air compressors shall be treated and worked as trains and the same rules will apply for their reception, despatch, shunting and stabling, etc., as for trains. Tower wagons can not operate mechanical treadle, hence as in the case of motor trolleys, it may not always be possible to obtain Line Clear on block instruments in which case Line Clear may be obtained on other electric speaking instrument but always confirmed by Private number and authority to proceed given in writing and same procedure followed as in the case of motor trolleys.

15.26 Protection of trolley on the line. - The qualified person in charge of a trolley shall, before leaving a station, ascertain the whereabouts of all approaching trains, and shall, when a clear view is not obtainable for an adequate distance –

(a) on a single line, in both directions, or

(b) on a double line, in the direction from which trains may approach, take such precautions for the protection of his trolley as may be prescribed by special instructions.
SR. 15.26 – The qualified persons in charge of Trolley/Lorry/Motor Trolley shall be responsible for its safe working from the time it is placed on line till the time it is removed from the line. When two or more qualified persons are driving on a trolley, the person operating the trolley shall be responsible for its safe working and also for detention to any train caused by delay in clearing it off the track or in clearing the section.

15.27 Protection of lorry on the line.

(1) Whenever it is proposed to place a lorry, whether loaded or empty on the line, the line shall, if it is possible to do so, without interference with the working of trains, be blocked under the rules for working of trains.

(2) Except under approved special instructions, when the line has not been so blocked and a lorry whether loaded or empty is placed on the line, the lorry shall be protected -
(3) Each man so following or preceding the lorry at a distance of 1200 metres on the Broad Gauge and 800 metres on the Metre Gauge and the Narrow Gauge shall be provided with detonators and place three on the line, 10 metres apart, immediately the lorry comes to a stand for the purpose of either unloading or loading or should any train be seen approaching, and continue to display the Stop hand signal.
(4) The man or men carrying the banner flag shall immediately fix the banner flag across the track immediately the lorry comes to a stand or a train is seen approaching, and continue to display the Stop hand signal.
(5) In all cases where the flagmen in advance or in rear cannot be kept in view from the lorry, additional intermediate flagmen shall be posted to relay the signals.

SR. 15.27.[a] A lorry shall normally be run during day-light hours.

[b] A lorry may be worked without block protection when the official in-charge, before putting a lorry on the line, has ascertained from the Station Master on duty whether Line Clear can be obtained for the lorry without causing detention to a train, and if no detention would be caused, Line Clear should be obtained. If Line Clear cannot be obtained without causing detention to a train, the official-in-charge of the lorry, after considering the urgency of the work to be done, should decide whether to place the lorry on the line without Line Clear being obtained or wait until Line Clear can be obtained for it.
[c] No heavy material lorry or light trolley loaded with materials shall be placed on the line or taken into the block section without receiving permission of the Station Master concerned in writing and unless in charge of an Engineer, Inspector or such other person as may be authorised by the Divisional Railway Manager.

A lorry shall invariably be worked under block protection when –

i. it is necessary during an emergency to run it at night;

ii. it is loaded with rails or girders;

iii. it is loaded with specially heavy materials which cannot be readily unloaded; and

iv. on sections having continuous steep grades or where visibility is restricted due to sharp curves or other features.

Before allowing a lorry or material trolley to enter a section without block protection, the Official-in-charge shall inform the Station Master concerned of the Kilometrage over which and the time during which the lorry or material trolley is to work limiting the work to only one block section at a time. Station Master having given the necessary permission, shall issue Caution Orders to Loco Pilots until advice is received that the lorry or material trolley has cleared the section or has been removed from the line. The Official-in-charge of the lorry or material trolley shall advise Station Master of its removal from the line as soon as possible in order that the issue of Caution Order to Loco Pilots be discontinued to prevent punctuality of trains being affected.

[d] On section where control working is in force, Station Masters shall advise Controllers of the running of lorries to enable them to make the necessary arrangements.

[e] While working on a double or multiple line section the adjacent lines should under no circumstances be allowed to be fouled. When lorries enter a section having two or more adjacent lines a Caution Order shall be issued not only to Loco Pilot of trains proceeding on the same line but also to the Loco Pilot of trains running by the adjacent line.

[f] When granting permission to a lorry for working at a station, Station Master shall take care to properly block the relevant running line, if possible, by setting the points against the line and clamping and padlocking the same and putting safety collars on the relevant levers. When a Trolley / Lorry is standing on a running line in a Station Yard it shall be protected by banner flags placed at an adequate distance supplemented by three detonators on other sides.

[g] Except when otherwise specifically permitted Trolley/Lorry Motor-Trolley shall run only in the direction as permitted for the train. On multiple line sections Trolley/Lorry, shall move without Line Clear only by the outermost lines. Having entered the section on a particular line, no motor trolley or lorry shall be cut and placed on any other line except with the specific permission of the Station Master controlling entry in the block section. When within station limits, no lorry shall even foul a line for which specific written order has not been obtained from the Station Master.

[h] If a lorry has to enter a section or over long sidings for loading/unloading without Line Clear or without the line having been blocked, the lorry shall be protected in accordance with Rule 15.27 [2], [3], [4], [5] and [6]. As soon as the Flagman observes a train approaching towards the lorry, he will relay the information by blowing the whistle which shall be provided to him for this purpose or by waving red hand signals vigorously so that the lorry can be removed from
the track. He shall immediately take steps to stop the train as per Rule 3.62 i.e., he
will place three fog signals each 10 metres apart at the very place where he is
and proceed towards the lorry to place one fog signal 400 metres away from
those three fog signals. If the lorry has, in the meantime, been cut off clear of the
track the last fog signal shall be removed.

[i] When Trolleys /Lorries with heavy materials work on sections with steep
gradients of 1 in 150 or steeper, a strong rope shall be used to hold them in case
they start rolling. The speed in such sections shall not exceed 10 Kmph.

[j] Trolleys/Lorries shall not be coupled but two or more trolleys/lorries in charge
in the same official may be permitted on the same line or in the same block
section. In such a case a minimum distance of 100 metres shall be maintained
between two successive trolleys/lorries when in motion. It shall be the responsibility
of the official-in-charge to see that all the trolleys /lorries have cleared the line
before delivering the removal report to the Station Master.

[k] When the lorry is removed from the Line Clearing the section, the official-in-
charge of lorry shall deliver a written memo [removal report] to the Station Master
of the station where the line is blocked or to the station at other end of the block
section. The block shall not be removed unless written assurance has been
obtained from the official-in-charge.

No short-cut methods like the use of walkie-talkie etc. should be used for
obtaining and clearing line block. Similarly, the cancellation of the line block can
be done only on the positive proof that the ladder trolley or lorry is removed from
the track. The positive removal of lorry / trolley is to be ensured.

15.28. Lorries and trolleys out of use. - A lorry or trolley, when not in use, shall be placed
clear of the line, and the wheels thereof be secured with a chain and padlock.
SR. 15.28. – [i] Whenever a trolley/lorry is placed on the platform for being loaded on a
train or for any other purpose, it shall invariably be placed parallel to the track
properly chained and locked and in proper charge of a Railway staff. It should be
placed as not to come in the way of passengers or Railway staff or infringe the
standard moving dimension.

[ii] When not kept on platform but taken out of a cess, trolley refuge, level
crossing etc., they should also be kept parallel to the track clear of standard
moving dimension.

[iii] As soon as a trolley is removed from the track and placed clear of it, the red
flag or light shall be removed, but care should be taken that this signal is not taken
‘Off’ before the line has been cleared of all obstructions.