

For official use only

EASTERN RAILWAY



Accident Manual

(Reprinted 2019)

Rules to be observed in dealing with and reporting
accidents and procedure to be observed with
regard to joint enquires into accidents
(Correction slip up to 6)

Eastern Railway
Kolkata
2019

PREFACE

The revised Eastern Railway Accident Manual brings together in a comprehensive manner rules, regulations and procedures for dealing with Accidents in the most expedient manner. These rules should be considered as subsidiary to rule 6.01 of the Revised General Rules for Indian Govt. Railways and supersede all rules contained in the previous Accident Manuals of this railway.

The instructions contained in the Accident Manual should be read in conjunction with the Revised General Rules and the Subsidiary Rules of the Eastern Railway. Nothing in these rules should be read as canceling, amending or modifying any of the General or Subsidiary Rules.

This manual is intended for official use only and every Railway Servant who is required to deal with accidents shall have a copy of this Manual and he should also be conversant with its contents.

In the Manual, the rules have been numbered in the Metric System as has been adopted in the Revised General Rules.

Lists of important duties, which are required to be discharged by some of the Railway officials in dealing with a serious accident, have been given in Chapters III and IV. While these lists have been detailed with a view to helping the staff in dealing with the accident in the most expedient manner, these are not to be considered as exhaustive. The Railway officials must be guided by all the rules and instructions that may remain in force at the time of the accident. in dealing with an Accident, Railway officials must be prompt, cautious and exercise initiative.

All additions and corrections that may be issued from time to time must be entered neatly in accordance with the instructions contained therein and recorded in the Register of Correction Slips given in the front of this book.

Register of Addenda and Corrigenda issued subsequent to the
publication of this Book

Correction Slip

No.	Date of issue	Date of receipt	Date of posting	Page No.	Rule No.

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CHAPTER – I

GENERAL INSTRUCTIONS

1.01.Scope of the rules :-

- (a) Nothing in these rules shall be read as cancelling, amending or modifying any of the General and Subsidiary rules or the instructions contained in any of the Railway Board's circulars on the subject of accidents.
- (b) Except where specially mentioned, nothing in these rules applies to Workshop Accidents, which are covered by the Factories Act of 1948 and the Rules made there under by the Local Governments.
- (c) These rules apply throughout the Eastern Railway to all Open Lines, Lines under construction and Sidings whether Railway, Private or Assisted which are worked by this Railway.

For the purposes of these orders, the Steam Boat Ferry Services owned by the Railway are to be considered as forming a portion of the Railway. Accident to Steamers and loss of life or injury to persons while travelling in a steamer will be classed in a similar way as obtains in the case of trains according as they are serious or simple.

1.02. Objectives to be achieved in dealing with an accident :-

The objective to be achieved in the case of an accident are –

- (i) to save life and alleviate sufferings;
- (ii) to protect property including mails ;
- (iii) to provide succour and help to other passengers at the site of the accident ;
- (iv) to ascertain the cause of the accident to prevent recurrence ; and
- (v) to restore through communications.

1.03. Duty of securing safety of the public (GR 2.11) :-

- (1) Every Railway servant shall –
 - (i) see that every exertion is made for ensuring the safety of the public;
 - (ii) promptly report to his immediate superior any occurrence affecting the safe or proper working of the Railway which may come to notice; and
 - (iii) render on demand all assistance in case of an accident or obstruction.

- (2) Every Railway servant who observes –
- (i) that any signal is defective;
 - (ii) any obstruction, failure or threatened failure of any part of the way or works;
 - (iii) anything wrong with a train; or
 - (iv) any unusual circumstances likely to interfere with the safe running of trains, or the safety of the public, shall take immediate steps, such as the circumstances of the case may demand, to prevent an accident; and where necessary, advise the nearest Station Master by the quickest possible means.

1.04. Every Railway servant to render all possible assistance: -

It is the duty of every Railway servant, irrespective of what department he may belong to, to render all assistance in his power in clearing the line and restoring traffic after an accident.

Note – Scheduled jurisdictions should not stand in the way when it is more expedient for another official to render assistance.

1.05. Resources of all Departments to be made available :-

The resources of all Departments in men and material should be promptly made available, when required for rendering assistance to passengers, in clearing the line or for transshipment of traffic.

1.06. Advice to the Civil and police authorities in cases of Railway accidents :-

Each Divisional Railway Manager will draw up rules to suit his Division to ensure the quickest and best method of sending advice to the Civil and Police authorities.

If necessary, messengers may be sent by motor buses, bicycle, tongas, cycle rikshaws, etc.

1.07. Facilities to officers to proceed to the site of accident :-

Every facility must be afforded to the Civil, Police, Medical Officers and the Commissioner of Railway Safety and others concerned, to proceed quickly to the site of a serious accident to make necessary enquiries and collect evidence.

The Divisional Railway Manager will also arrange for the attendance of any Railway employee who is wanted in connection with the enquiry.

CHAPTER – II

DEFINITIONS

2.01. Accident :-

For the purpose of Railway working, accident is an occurrence in the course of working of railway which does or may affect the safety of the Railway, its engine, rolling stock, permanent way and works, fixed installations, passengers or servant or which affect the safety of others or which does or may cause delay to train or loss to the Railway. For statistical purposes accident has been classified in categories from "A" to "R" excluding "I" and "O".

Threshold value – For the purpose of accident, threshold value is the minimum value beyond which the accident will be treated as having serious repercussion on the basis of loss to railway property or interruption to communication. It shall constitute two portions:

- (a) threshold value of Railway property, loss of which is fixed at One Lakh rupees or,
- (b) threshold value of interruption to communication either partial or total where duration of interruption is equal to or more than number of hours specified against each cell.

Interruption	BG-A, B, C or D Spl. (in hours)	BG-D, E Spl. or MG-Q, R (in hours)	BG-E, MG-S or NG route (in hours)
Total	3	4	6
Or	Or	Or	Or
Total Partial	6	8	12

Duration of interruption is defined as duration from the time of accident till starting of first train on Line Clear from adjacent station for movement over the affected line in that section.

N.B : Category of route in Appendix – M

2.02. Serious Accident :-

Accident to a train carrying passengers which is attended with loss of life or with grievous hurt to a passenger or passengers in the train, or with serious damage to railway property of the value exceeding Rs. 2 crore and any other accident which in the opinion of the Chief Commissioner of Railway Safety or Commissioner of Railway Safety requires the holding of an inquiry by the Commissioner of Railway Safety shall also be deemed to be a serious accident. However, the following shall be excluded.

- (a) cases of trespassers run over and injured or killed through their own carelessness or of passengers injured or killed through their own carelessness;

- (b) cases involving persons being railway servant or holding valid passes/tickets or otherwise who are killed or grievously injured while traveling outside the rolling stock of a passenger train such as on foot board or roof or buffer but excluding the inside of vestibules between coaches, or run over at a Level Crossing or elsewhere on the railway track by a train, and
- (c) Level Crossing accident where no passenger or railway servant is killed or grievously hurt unless the Chief Commissioner of Railway Safety or Commissioner of Railway Safety is of the opinion that the accident requires the holding of an inquiry by the Commissioner of Railway Safety.

2.03. Injuries :-

(i) Injuries are classified as –

- (a) Grievous
- (b) Simple

(ii) 'Grievous' injuries for purpose of these statistics should be taken as injuries as defined in Section 320 of Indian Penal Code reproduced below for ready reference.

(Section 320, Indian Penal Code 45 of 1860)

The following kinds of hurt only are designated as 'Grievous' :-

- (A) Emasculation
- (B) Permanent privation of the sight of either eye.
- (C) Permanent privation of the hearing of either ear.
- (D) Privation of any member or joint.
- (E) Destruction or permanent impairing of the powers of any member or joint.
- (F) **Permanent disfiguration of the head or face**
- (G) **Fracture or dislocation of a bone or tooth.**
- (H) **Any hurt which endangers life or which causes the sufferer to be, during the space of twenty days, or in severe bodily pain or unable to follow his ordinary pursuits.**

(iii) Simple Injuries – (a) A person will be considered to have incurred simple injuries if these injuries incapacitate the injured person to follow his customary vocation during 48 hours after the occurrence the accident.

- (b) A railway servant is considered to have been injured if he/she is prevented from returning to work as a result of injuries for a period of 48 hours after the occurrence of the accident.

2.04. Serious dislocation to Traffic :-

Means interruption to through traffic for more than 6 hours on trunk routes, 12 hours on Main Line and 24 hours on Branch Lines.

Criteria for determining serious dislocation to traffic on this Railway are as under :-

	Section	Dislocation	Duration
(i)	Grand Chord / Multiple line sections	All lines blocked	6 hours
(ii)	Double line section / multiple line section	Two lines blocked	8 hours
(iii)	Double line section / single line section on Main Line	One line blocked	12 hours
(iv)	Branch Line section	Through running blocked	24 hours

2.05. Train :-

- (i) A train is a set of vehicles, empty or loaded worked by locomotive, or any other self-propelled unit, including light engine/engines or rail-motor vehicles or a single rail-motor vehicle, empty or conveying passengers, live-stock, parcels or goods, which cannot be readily lifted off the track and running under a particular number or a distinct name from fixed point of departure to a fixed destination. Part of a train shall also be treated as a train for the purpose of these definition, classification and statistics. The train engine or any other vehicle once put on the train continues to be a part of the train until the station is reached beyond which it is not required to go on the same train. At such stations, the moment the train engine or any other vehicle is cut off the load, it ceases to be a part of the train.
- (ii) **Passenger Train** : A train intended solely or partly for the carriage of passengers shall be treated as a passenger train. A workman's train or a ballast train or a material or an Accident Relief Train or a Tower Wagon or such other train carrying workmen, or Cattle Special / Military Special carrying authorized escorts or similar such train shall be treated as a passenger train.
- (iii) **Other Train** : All other trains not covered under Rule 2.05(ii) shall be termed as 'other trains'.

2.06. (I) Train Accidents :-

Train accident is an accident that involves a train. Train Accidents are further divided as.

- (a) Consequential train accidents include train accidents having serious repercussion in terms of loss of human life, human injury, loss to railway property or interruption to rail traffic. Train accident under following classification will be termed as consequential train accidents.

Collision	:	All cases under category A-1 to A-4.
Fire	:	All cases under category B-1 to B-4.
Level Crossing	:	All cases under category C-1 to C-4.
Derailment	:	All cases under category D-1 to D-4.
Miscellaneous	:	All cases under category E-1.

- (b) **Other train accidents :**

All other accidents which are not covered under the definitions of consequential train accidents are to be treated as "other train accidents". These include accidents falling under categories B-5, B-6, C-5 to C-8, D-5 and E-2.

II. Yard Accidents :-

All accidents that take place in a yard and does not involve a train are termed as Yard Accidents. These include accidents falling under category A-5, B-7, C-9 and D-6.

III. Indicative Accidents :-

In real term they are not accidents but are serious potential hazards and include all cases of train passing signal at danger, averted collision, breach of block rule coming under classification 'F', 'G' and 'H'.

IV. Equipment Failures :-

These include the all failure of railway equipment i.e. failure of locomotive, rolling stock, permanent way, overhead wire, signalling and telecommunication equipment and include cases falling classification 'J', 'K', 'L' and 'M'.

V. Unusual Incidents :-

These include cases related to law and order but not resulting into train accidents and other incidents under classification 'N', 'P', 'Q' and 'R'.

2.07. Sabotage :-

Means criminal interference with any part of the working machinery of a Railway with the object of rendering it inoperative or any act intended to cause damage to Railway property other than train wrecking or attempted train wrecking.

2.08. Train wrecking :-

Means willful obstruction of or tampering with the permanent way, works or rolling stock, resulting in an accident to a train with or without loss of life or damage.

2.09. Attempted Train Wrecking :-

Means willful obstruction of or tampering with the permanent way or works, structures, equipment or rolling-stock, which, if undetected, would have resulted in an accident.

2.10. Damage/Serious damage to Property :-

Damage to property means damage to Railway property roughly estimated to cost Rs. 100 and over up to Rs. 3,00,000/-. Serious damage to property means damage to Railway property roughly estimated to cost over Rs. 3, 00,000.

2.11. Averted Collision :-

An averted collision is a circumstance under which, but for the vigilance shown by any persons, or collision would have occurred either in the block section or within the station limits between two trains or between a train and an obstruction.

Provided, further, that such an occurrence may not be treated as an Averted Collision :-

- (a) If, outside the station limits, the distance between the two trains or the train and the obstruction at the time the train or trains have finally come to a stop, is 400 metres or more.
- (b) If, within the station limits, there is an intervening stop signal at danger governing the moving train and compliance by the moving train with the indication conveyed by the Stop signal averted the collision between the trains or between the train and the obstruction.

2.12. Breach of Block Rules :-

Means breach of any of the rules contained in the essentials of the Absolute Block System (GR 8. 01).

2.13. Engine failure :-

An engine is considered to have failed when it is unable to work its booked train within the prescribed lead from start (i.e. after being attached on to the train) to destination (i.e. to the first shed or point where the engine is booked to cut off or to

work another train as per link diagram) or causes a delay in arrival at destination of 30 minutes or more for passenger trains and 60 minutes or more for freight trains in the case of diesel and electric locomotives, due to under-mentioned causes:

- (a) Defective design
- (b) Defective material
- (c) Bad workmanship in shops
- (d) Bad workmanship in shed
- (e) Mismanagement by engine crew
- (f) Bad fuel
- (g) Bad water

Note :-

- (i) In the case of passenger trains, the loss of time shall be taken as net i.e. time lost (minus) time gained whereas in the case of goods trains, the loss of time should be gross as the time gained is not maintained.
- (ii) Failures of all trains, assisting and light engines, but not those of departmental, regular shunting and siding engines are to be treated as Engine failures for statistical purposes.

The failure of coal pilot engines, for statistical purposes, is to be treated as follows :

- (a) If the failure takes place on the branch or main line, it is to be treated as a case of engine failure.
- (b) If the failure is in a siding, it is not to be treated as a failure.
- (iii) On controlled sections, the driver of an engine that has failed should speak to control (Power Controller/Traction Loco Controller when available) and explain to him the cause of the engine failure. The latter shall, in turn, instruct the Station Master as to how he should describe the cause of the failure in his accident message.

Station Master will refer to the Controller/Power Controller/ Traction Loco Controller on duty on the telephone in each case prior to issue of "Engine Failure" message.

2.14. Fires in Trains :-

A fire in a train should be treated as a train accident only when it results in death or in physical injury or in loss of railway property to the value of Rs. 500/- and above.

Note : The other cases of fires in trains, which do not come within this category, should be accounted for separately as "Other Accidents" and should continue to be thoroughly investigated in order to find out their causes and to take effective action to prevent recurrence.

2.15. Railway Property :-

Means Rolling Stock, Locomotives, Permanent Way Signalling and Interlocking equipment, Electric equipment, and other property owned by the Railway.

2.16. Public Property :-

Means all such property as does not belong to the Railway viz., Goods, Parcels, Luggage, Livestock and other materials tendered to and accepted by the Railway for carriage from a fixed place of departure to a certain destination (excluding the luggage carried by passengers on train.)

2.17. Capsizement of Vehicle :-

Capsized coach is one in which all wheels are off the ground and it is resting on its side, either on the ground or against an obstruction.

CHAPTER – III

DUTIES OF RAILWAY OFFICIAL IN CASE OF ACCIDENT

A. In case of Passenger Train

3.01. In case of any Passenger train accident, the actions listed below are to be taken immediately. The list is not exhaustive; other actions may also be required depending on situations. The actions are to be taken, as far as possible, simultaneously. In the subsequent paragraphs, responsibilities of individual railway servants have been defined in terms of the list below. After initiating the actions, if later it is found that some of the actions are not required, those may be gradually withdrawn on the orders of the DRM or in his absence ADRM.

- (i) Protection to the line/lines.
- (ii) Information to Control Office, directly or through any station,
- (iii) Assistance to Passengers. –

(a) Rescue operations :

Every Railway servant traveling in the train must come forward to help passengers. Seniormost Railwayman present to act as Accident Manager.

- (b) Additional manpower has to be rushed from adjoining stations, controlling stations, PWI depots etc.
- (c) All railwaymen assisting in rescue operation should wear distinctive armbands for identification. For Railway employees travelling in the train or rushing to the site of accident, the first responsibility shall be to render all possible assistance to all the passengers of the train; this responsibility will have the highest priority irrespective of their departmental or technical responsibilities.
- (d) Needs of all passengers of the train are to be looked after. Security of their luggages has to be arranged at Railways cost. Drinking water and food are to be arranged for every passenger of the affected train at the Railway's cost till the clearance of the passengers from the site of accident.
- (e) Doctors from nearby stations or localities including private practitioners, Civil hospitals or Military hospitals are to be taken to the site at Railway's cost.
- (f) Railway's medical van with Railway's Doctors has to be rushed to the site on top priority basis.

- (g) In case the accident site is close to the Headquarters depot of an adjoining division of the same Railway or of another Railway, the DRM and other Officers of that Division should be informed of the accident and the assistance required urgently. Similarly, if assistance is sought for by any other Division, those are to be rushed by every Division irrespective of Divisional or Railway jurisdiction.
- (h) On arrival of the Divisional Officers with the ART, the senior most Officer (DRM or ADRM or the senior most Officer of the Division attending the site of accident as the case may be) will take over charge as Accident Manager.
- (i) Repeated announcements are to be made at stations where the train was scheduled to stop including the stations where the train had already stopped in its run and the terminals regarding the fact of the accident.
- (j) List of casualties has to be prepared including names and addresses. The relatives of the casualties are to be informed. Announcements are to be made of the list of the casualties at the terminals as well as stations where the train was scheduled to stop including stations where it had stopped in rear.
- (k) If possible, P&T telephones with STD facilities are to be installed at the site or nearby station and passengers are to be allowed to use the facilities freely at Railway's cost,
- (l) The injured passengers are to be shifted expeditiously to proper medical centres like Hospitals, Health Centres, etc, at Railway's cost.
- (m) Clearance of passengers including transshipment by road has to be arranged at the Railway's cost.
- (n) Arrangements are to be made for other passengers to continue their journey. The train carrying the stranded passengers to destination must be given top priority in movement over other trains.
- (o) Information regarding arrangement for onward journey of the passengers and approximate timings are to be relayed at the terminals and the stations where the train was originally scheduled to stop. In case the alternative train takes a diverted route the announcement should include that aspect also. Whether the alternative train takes the original or the diverted route, meals in adequate quantities should be kept ready for purchase of passengers at stations where it may stop at mealtime.
- (p) In case of any death, the dead body should be handled with dignity and care. It should be covered by a white sheet, which is available in the ARTs. The dead bodies should be shifted as quickly as possible in co-ordination with G.R.P. at Railway's cost.
- (q) Restoration work has to be expeditious. Police clearance, if required, is to be arranged in least possible time.
- (r) Wreckages are to be cleared from the site without any delay.

- (s) Correct information, particularly regarding dead and injured, has to be relayed to the media through the Chief Public Relation Officer.
- (iv) In the accident enquiry not only the cause of the accident should be thoroughly enquired and the clues preserved, a special investigation should also be made regarding the adequacy of the relief measures keeping in view the passengers requirements in the situation caused by the accident.

3.02. Duties of Guard :-

Immediately an accident to a train takes place, the guard of the train shall–

- (i) note the time of accident.
- (ii) arrange to protect adjacent line/lines, if necessary, and then the line on which the accident has taken place.
- (iii) send information through quickest means to Control/SMs on either side.
- (iv) take action to save lives, render first aid.
- (v) call for doctors on the train and seek their assistance.
- (vi) seek assistance of Railwaymen on the train for attending to be injured and for other relief operations.
- (vii) post a Railway employee to man the field telephone to ensure regular flow of information to Control.
- (viii) make quick assessment of the assistance required and advise control or nearest Station Master.
- (ix) preserve and safe-guard all clues indicating cause of accident
- (x) arrange protection of property of Passengers and Railway property with the assistance of RPF, GRP and other Railway staff.
- (xi) take action as detailed in Paragraph 4.04 of Chapter IV in case of suspected sabotage.
- (xii) assist the Accident Manager in every possible way. He shall not leave the site of accident without the permission of the Accident Manager.

3.03. Duties of Engine Crew :-

Immediately after an accident takes place, the Engine crew shall –

- (i) protect the adjoining line/lines and the front portion of the train as prescribed in General and Subsidiary Rules 6.03 taking the assistance of any qualified staff, if available at site.
- (ii) take such technical precaution as may be necessary or as prescribed by special instructions to render his locomotive safe.

- (iii) render all possible assistance to the Accident Manager in relief measures to the injured and particularly in the assessment of damage to the Rolling stock or locomotive and the nature of assistance required.
- (iv) take action as detailed in paragraph 4.04 of Chapter IV in case of suspected sabotage.
- (v) take action to stop train passing on the other line by means of red hand signal, flasher light, fuses etc. in case of double/triple/quadruple section.

3.04. Duties of Staff in the Event of Guard or Engine Crew Being Killed or Seriously Injured : -

In the event of any train staff become casualty or incapacitated, their duties in connection with the accident must be carried out by the remaining staff.

In other words, if one of the two members of the engine crews becomes the victim, other one will look after the duties of both. If the guard becomes victim, driver will take up the duty of the guard and Asstt. Driver will look after the duties of the Driver.

3.05. Duties of Railway Servants Travelling by the Train :-

- (i) All Railway servants travelling by the affected train either on duty or on leave are to actively associate themselves with the relief operation. (Ref. Para 1.03 and 1.04). They shall assemble near the Guard's Brake Van identify themselves and the senior most of them shall assume leadership and function as the Accident Manager for organizing relief operation to the stranded passengers. He shall continue to discharge this responsibility till the Divisional Officers arrive after which the senior most Divisional Officer, DRM or ADRM or any other branch officer, as the case may be, will take over the charge of Accident Manager.
- (ii) For identification of the Railway staff in the train, the Reservation Chart available with the Conductor/TTE may be used. All Railway servants attending the site of accident must wear Arm-band which are available with the Guards, Station Masters as well as ARTs.
- (iii) Conductor/TTE must check the Reservation Chart with tickets held by the injured and dead passengers and their addresses available from the belongings of the passengers concerned and should furnish the same to the senior most officer at site.

Luggages left behind of those injured/dead passengers should also be identified, labeled and list made out and should be handed over to GRP at site and a duplicate copy kept after obtaining the signature of the GRP.

Efforts should be made to obtain addresses of the relatives of such passengers and handed over to the senior most officer at site.

3.06. Duties of the Accident Manager : -

Relief operation will be organized immediately for which Accident Manager shall -

- (i) collect Railwaymen, Volunteers, Doctors and First-Aiders.
- (ii) allot duties to Railway staff, police, military and the security staff present at site and fix the priority of tasks.
- (iii) arrange rescue of passengers from the affected coaches and render First-aid and medical assistance.
- (iv) arrange for evacuation of the injured by the fastest available means to the nearest medical centre if necessary, by hiring private transport, the payment of which will be made from the station earnings.
- (v) ensure with the help of available staff and volunteers that belongings of the affected passengers are safely preserved for further disposal.
- (vi) ensure that authentic and correct information is passed on to the control promptly to avoid any controversy.
- (vii) pay attention to the needs of passengers involved/stranded due to the accident such as, drinking water, tea, snacks, food/food packet etc. at Railway's cost to be paid from station earnings.
- (viii) maintain telephonic contact with the Divisional Head-quarters and depute necessary officer/staff for this purpose.

3.07. Duties of the Seniormost Officer of the Division :-

On arrival of the Divisional Officers, the senior most Officers shall take over the responsibility of the Accident Manager. In addition to continuing the activities mentioned under 3.06, he shall -

- (i) co-ordinate and supervise the work of staff of various departments in relief and restoration activities. For this purpose a relief station should be started close to the site with walkie talkie communication facilities with the person incharge of all the various functions, such as, Medical, Civil Engg., Mechanical Engg., etc. at the site.
- (ii) ensure that proper communication facility is set up by the senior most Officers of the Signal and Telecom Department with the control and arrange to relay all relevant information from time to time.
- (iii) arrange to install a P&T Telephone with STD facilities, if possible by the senior most Officers of the Signal and Telecom Department from where the passengers are to be permitted freely to talk to their friends and relations. If that is not possible, message from passenger to their friends and relations should be communicated through the Control Office.

- (iv) ensure that the Railway Doctors have taken over complete charge of treatment of the injured and have prepared the list of casualties indicating their names, addresses and nature of injury and have this information relayed to the Control. In case of any death, identity has to be established and the relatives are to be informed. If the entire picture is not available at a time, information may be relayed in installments.
- (v) arrange to shift quickly the injured to the nearby hospitals, health centres etc. The entire expenditure on transport and treatment is to be borne by the Railways.
- (vi) make an assessment of the extent of damage, probable detention to traffic, assistance required, prima-facie cause of the accident and depute officers and staff for specific duties.
- (vii) ensure that Officers/Supervisors of Commercial Department make all arrangements for transshipment of passengers and their luggage in case of necessity and payments, if necessary, be made from station earnings. If road transport has to be used for transshipment of passengers, payments will be made from the station earnings.

3.08. Duties of Station Masters of both the sides of the Affected Section/Controlling Station Master :-

Station Masters of both sides of the affected section/Controlling Station Master shall –

- (i) ensure that no other train enters into the affected section. On double line, commutators of the block instruments controlling affected section should be locked in 'Train On Line' position whenever possible.
- (ii) advise the control immediately of the accident indicating the nature of medical aid and other assistance required and record the time of first information received in the Station Diary. If the station is not on controlled section or if the control telephone is inoperative, they must relay the information by any other means, such as, telegraph, if available at Station, P&T telephone, available either at station or near by, message through the staff of outgoing train if any, or any light engine if available, or any other means.
- (iii) collect as many staff as possible (Except essential train passing staff) either on duty or off duty, local doctors including private practitioners on payment, non-railway porters, if available at the station on payment and rush to the site of accident for assisting in rescue operation. He will use any means of transport available including Push Trolleys or private road transport on hire, a light engine, if available, or an engine detached from a train, etc. For the payment to the porters, private medical practitioners and also for the hiring of the vehicles, as mentioned above, he will withdraw cash from station earnings. He will collect and carry with him as much as drinking water as possible. He will distribute the Arm-bands for identification to all the Railwaymen accompanying him to the site.
- (iv) remain on duty at site for taking orders from the Control and the Accident Manager till relief and restoration work are completed or till the Accident Manager permits them to return to their Station.

3.09. Duties of Security Officers :-

DSC with ASC and RPF staff will rush to the site of accident. Instructions by designation with alternatives to cover the absence of any officer in this respect may be issued by DRM. At the site, the Security Officers are to report to the Accident Manager and shall –

- (i) assist in the matter of relief and restoration work.
- (ii) ensure that all wreckage and debris are untouched until the enquiry/investigation is completed. In the case of accident due to explosion, the materials should be kept intact except in so far as their removal may be necessary for the rescue of injured persons and the recovery of dead bodies, until the Chief Inspector of explosives or his representative has completed his enquiry.
- (iii) arrange to contact local GRP or Civil police to ensure that the accident has also been reported to them.
- (iv) cordon the area from public to ensure that the relief operation are not interfered by the crowd.
- (v) look after the luggages and belongings of the passengers of the ill-fated train. They should take control of the site for protecting unclaimed property and Railway property.
- (vi) preserve all clues and obtain clearance from the Civil police for starting restoration work.
- (vii) keep liaison with the GRP, Civil police and Medical Officers for disposal of dead body if any, etc.

3.10. Duties of Medical Officers :-

DRM shall issue separate instructions nominating the Medical Officers visiting to the site of accident and those who shall remain at Divisional hospital as per priority list.

Medical Officers nominated for the site shall –

- (i) rush to the site of accident by quickest means. Accident Relief Medical Van/Road Medical Van is to be despatched immediately as laid down in Para 5.10 and 5.11.
- (ii) take over complete charge of treatment of the injured passengers. If non-railway doctors are already attending the injured at the site, co-ordinate their activities so as to ensure that the best medical treatment is given. Render First-Aid to as many injured passengers as possible immediately at the site with the help of other First Aiders trained persons available at site.
- (iii) set up a temporary field dressing room, if required, by making use of any accommodation belonging to the Railway, for example Refreshment room or Waiting room or Retiring room, etc.

- (iv) decide quickly the medical centres where the injured persons are to be shifted and co-ordinate with the Accident Manager to make arrangement for shifting.
- (v) assess the help or assistance required from Divisional Headquarters, neighboring Divisions or Railway/non-Railway hospitals and arrange to inform them quickly about the assistance required.
- (vi) visit hospitals and other medical centres where the injured are admitted to see their progress and relay this information to Divisional Control as well as HQ Emergency Control. Cost of medicines for the victims taken to the hospitals (Railway or non-Railway) Medical Centres etc. is to be borne by the Railway.
- (vii) prepare a list of casualties indicating the name, age, sex, nature of injury, classification of injury i.e. grievous or minor etc. address, telephone numbers if any. Regarding the death, the details, such as name and address has to be established in co-ordination with the Commercial Officer at site.
- (viii) report in detail the progress of relief work to the Divisional Control as well as HQs from time to time.
- (ix) dead bodies at the site of accident should be handled with dignity and respect and proper arrangement should be made for keeping such bodies at the site covered with white sheets before their final disposal. Photograph of non-identified bodies should be taken. Dead bodies are to be shifted from the site and handed over to the Civil Police Authorities as quickly as possible with a memo. All assistance to be provided to the police including the cost for shifting the dead bodies from the site of accident.

3.11. Duties of Commercial Officers :-

- (a) On getting the information of a serious accident, Sr. DCM with nominated Commercial Officers and Commercial Inspectors will rush to the site and DCM/ACM will remain posted in Control Office. Instructions by designations with alternatives to cover absence of any officer in this respect may be issued by DRMs.
- (b) The Commercial Officer at the site shall –
 - (i) render all assistance to the Accident Manager in rescue and relief operation to the injured persons and look after the needs of all passengers. The duties of the Commercial Inspectors and other Commercial staff available at site will also be allotted by him.
 - (ii) arrange supply and distribute food, snacks, beverage etc. free of cost to all the passengers. These items are to be rushed from various stations and for ensuring timely and adequate supplies, he should liaise with the Commercial Officers deployed at the Control Office.
 - (iii) watch that the catering staff travelling in the train or working at the site of accident or any other person supplying food, beverage etc. do not exploit the stranded passengers taking advantage of the situation.

- (iv) co-ordinate with the Railway doctors and compile the list of casualties indicating their names, addresses, nature of injury, age, sex etc., and have the information relayed to the Commercial Officer deployed at the Control for onward despatch.
 - (v) arrange to send immediate messages to the relatives of those killed as also the injured either directly, if possible, or through the Control, and receive messages from the relatives and friends of passengers killed/injured.
 - (vi) ensure withdrawal from station earnings for meeting expenses at the site of accident.
 - (vii) arrange for ex-gratia payment to the injured passengers and relatives of dead passengers.
 - (viii) arrange adequate transport, porters and Commercial staff to transship the luggage of the marooned passengers. Similar arrangement for transshipments of parcel, which have been unloaded, should be recorded with full details and arrangement of safe custody made.
 - (ix) inform Commercial Officer in Control for necessary liaison with Transport Authority in case of the Marooned passengers are to be transported by bus.
- (c) Commercial Officer deployed at the Control shall –
- (i) arrange to send drinking water, food, snacks, beverage, etc., at the site from other stations.
 - (ii) arrange to relay the list of casualties including the names, addresses, age, sex, nature of injury, etc. as received from the Commercial Officer at site to the Emergency Control at HQRS, adjoining Division/Railway over which the train was scheduled to run, the terminals and the stations where the train was scheduled to stop.
 - (iii) co-ordinate with the Commercial Officer at site and arrange any other assistance required.
 - (iv) co-ordinate with the Chief Public Relation Officer and supply all information required by him.
 - (v) arrange for opening of Enquiry Offices at terminal station as well as at important stations en-route manned by additional staff to
 - (a) announce details of train(s) cancelled/diverted, terminated short of destination.
 - (b) Exhibit the list of injured and dead passengers and hospitals to which they have been admitted.
 - (c) arrange for transport of marooned passengers, if asked for.

- (vi) arrange for opening of counters at important stations for refund.
- (vii) arrange for ex-gratia payment to the injured passengers and relatives of dead passengers who have not been paid by the Commercial officer at site.

3.12. Duties of Personnel Officers :-

- (a) On getting information of a serious passenger train accident, the Sr. DPO/DPO with nominated Personnel Officers and Welfare Inspectors of the Division will rush to the site. The DPO/nominated APO will go to the control office. Instructions by designation with alternative arrangements to cover the absence of any officer may be issued by the DRM.
- (b) Personnel Officers at the site shall –
 - (i) render all possible assistance to the Accident Manager in rescue and relief operation of the injured persons and look after the need of passengers, as directed by the Accident Manager,
 - (ii) try to obtain written statement with names and addresses of independent witnesses, who may volunteer to give the same on their own regarding the accident and then pass on the information to the Accident Manager. This action, however, should not interfere with (i) above,
 - (iii) keep liaison with the Commercial officers at the site and assist them for collection of names, addresses, nature of injury of the casualty and communication of the details to the control office. From the control office the relatives of the affected passengers, who are railwaymen, should be advised by the DPO/APO, if necessary, by deputing Welfare Inspectors. As regards non-railway passengers affected in the accident, the Personnel officers will give necessary assistance to the Commercial officers in advising the relatives, etc.
 - (iv) assist doctors in the hospitals for arranging medicine, etc., to the injured passengers as per request made by the doctor-in-charge, till the injured persons are discharged from the hospital,
 - (v) assist officers of the Commercial department for payment of ex-gratia to the injured and relatives of the dead passengers and will also keep an account of all payments made,
 - (vi) make arrangements for issue of necessary passes as per rules mentioned in 5.34 to the relatives of the dead/injured passengers.

3.13. Duties of Signal and Telecommunication Officer :-

- (a) On receipt of information of a serious accident, the Sr. DSTE with his Inspectors will rush to the site of accident and a DSTE/ASTE will go to the Control Office. Instructions by designations with alternative arrangements to cover absence of any Officer may be issued by DRM.
- (b) The Telecommunication Officer visiting the site shall –

- (i) render all assistance to the Accident Manager in rescue operation.
- (ii) ensure Installation of a Railway phone and P&T telephone if possible with STD facilities. A register should be opened to log the nature of calls made, duration, etc. in case of installation of a P&T phone with STD facilities.
- (iii) depute one inspector for manning the telephones till full restoration has been achieved.
- (iv) arrange to ensure connection with the required person.

3.14. Duties of the Safety Officers of the Division :-

(A) Sr.DSO/DSO with Safety Counselors and TIs will rush to the site of accident. DRM shall issue separate instructions as per priority list in case Sr.DSO/DSO is out of station. They are to report to the Accident Manager and shall –

- (i) assist in the matter of relief and restoration work.
- (ii) try to find out the cause of accident and should also preserve the clues, if available on the accident for future enquiry.
- (iii) keep constant touch with all other departmental offices at the site and relay progress report frequently to the Divisional Control Office for onward despatch to H.Q. and Railway Board.
- (iv) collect the following important information with the assistance of other inspectors present –
 - (a) The condition of the track, with special reference to alignment, gauge cross-levels, curvature, super elevation and rail head wear.
 - (b) The condition of rolling stock with special reference to brake power.
 - (c) the position of block instruments, signals, points, point levers, indicators and keys.

Note – Any signal, brake van or disc signal lamps, if not alight during darkness, should, when possible, be opened to ascertain if there is a burner and kerosene oil inside and the temperature felt by hand to ascertain if it was alight shortly before.

- (d) Marks on sleepers and rails.
- (e) Position of derailed vehicle. A rough sketch showing the position of derailed vehicles, marks on sleepers, etc. should be made where possible.

- (v) seize the Train Signal Register, Private Number Sheet, the Line Admission/Departure Book and relevant records, if the accident has occurred within a station yard, also record the names of persons whose possession each Line-Badge, if in use, and obtain statements of station staff concerned, if necessary.
 - (vi) note the position of detached or broken parts of permanent way or rolling stock and secure these parts for production at the enquiry and preserve similarly sleepers and rails bearing marks of wheels, specially between points of mount and drop. If however, the accident is suspected to be the result of sabotage, none of these objects must be disturbed until a thorough examination by police (Please see Chapter iv containing instructions in case of sabotage).
 - (vii) arrange taking of photographs of important features in all cases of very serious accidents specially when sabotage is suspected. Photographs showing the position of derailed vehicles, loose permanent way and engine fittings, dents on rails, etc. are very useful in facilitating the Enquiry Committee to arrive at the cause of the accident.
- (B) AOM(G) of the Division should rush to the Control and shall –
- (i) collect the detailed report of the accident and relay the same to the Headquarters.
 - (ii) keep constant touch with Sr.DSO/DSO/Accident Manager at site and relay the progress report whenever available to the Headquarters.
 - (iii) open a Log Book in the Control Office for keeping the details of the accident and progress report.
 - (iv) chase the assistance required from the site in consultation with other departments.

3.15. Duties of Section Controller :-

When a Section Controller is informed of a serious accident on his section, he shall –

- (i) apprise the Deputy Controller of the available particulars of the accident and the nature of assistance required.
- (ii) arrange for a clear passage of the Medical Van or Break down train giving them precedence over all other trains.
- (iii) advise the Transportation Inspector and the Controlling Station Master to proceed by first means to the site of the accident.
- (iv) obtain further details with regard to the extent of damage so that necessary permanent way fittings etc., can be arranged to be transported to the site of the accident.

- (v) obtain from a responsible official at site the time that is likely to be taken for clearing and repairing the permanent way so that time by which the line will be available for traffic can be assessed.
- (vi) regulate trains on the section as required, keeping loop lines clear on either side of the affected section for breakdown and evacuation operations.
- (vii) arrange for quick passage of the Tower Wagon/Motor Trolley with similar preference like the breakdown train in the event of their being required at the site of accident.

3.16. Duties of Chief Controller/Deputy Controller :-

Each Division will specifically define the duties of the Chief Controller/Dy. Chief Controller by designation so that all the activities mentioned below are done simultaneously without any loss of time. The Chief Controller/Dy. Controller on duty on receipt of information of a serious accident, shall -

- (a) order Medical van and the Accident Relief Train. In case the site of accident is close to the jurisdiction of adjoining Division, Medical Van and ART of that particular Division should be requisitioned immediately.
- (b) inform immediately the Medical Supdt. and also the on duty officer of the Emergency ward of the hospital.
- (c) arrange for despatch of the Medical Van within 15 minutes on receipt of the information directly from a double exit siding (within 25 minutes from a suitable running line in case of single-exit siding), reckoning these targets from the time the Medical Van is ordered, and shall also ensure that the Relief Train is called for immediately and that it leaves the shed within the target time of 30 minutes during day and 45 minutes during night.
- (d) ensure that the Accident Relief Train and the Medical Van is given precedence over all other trains.
- (ii) take assistance from other Controllers/Dy. Controllers for relaying the information quickly and simultaneously to the following officers in order of priority.

(a) DRM (b) ADRM (c) Sr. DSO/DSO (d) Sr. DOM(T) (e) DOM (f) AOM(G), (g) AOM (h) TI (Emergency)/H Qrs. (i) Power Controller (j) Traction Power Controller (k) Carriage Controller (l) Engineering Control (m) Commercial Control (n) Security Control (o) GRP (p) Local Administration (Civil and Police).

The Control of the concerned Department will in turn inform their officers immediately. In case of non-availability of any Departmental Controller, the information to the officers of that branch should be given by Chief Controller or Dy. Chief Controller. In case the site of accident is close to the Hd. Qrs. ART Depot or ARME Depot, DRM, ADRM, Chief Controller of that Division should be informed of the fact of the accident and the assistance required immediately.

- (iii) advise the Transportation Inspector and the Controlling Station Master to proceed to the site of accident by first available means.
- (iv) regulate the traffic correctly in either side of the site of accident, Goods trains are to be stabled as far as possible and Passenger Trains are to be detained at stations having facilities for supply of food and drinking water.
- (v) inform the passengers at the starting station through Public Address System timely regarding all changes in train timings and diversion or cancellation of trains, if any.
- (vi) intimate timely to the adjacent Divisions and concerned Railways regarding the accident and the change in traffic pattern.
- (vii) advice RMS authorities in the event of train carrying Mail involved in accident.
- (viii) assist the Sr. DOM/DOM for the officer who takes charge of the Control Office.

3.17. Duties of Power Controller :-

Power Controller on receipt of the information of an accident, shall –

- (i) inform departmental Divisional Officers immediately.
- (ii) ensure turning out of the Medical Van and Relief Train promptly within the target time.
- (iii) inform subordinate staff concerned in time to proceed to the site of accident by the Medical Van/Relief Train.
- (iv) arrange/regulate the power of trains judiciously and systematically to avoid unnecessary detention.
- (v) arrange relief to the running crew engaged in relief operation at the site of accident.

3.18. Duties of the Traction Power Controller :-

The Traction Power Controller, on receipt of information of an accident on the electrified section, shall –

- (i) switch-off affected section. In case of multiple line section, switch off the adjacent line also till the issue of Caution Order on adjacent line is confirmed (As per ACTM Paragraph 0723 amended-1980).
- (ii) inform departmental officials and concerned subordinate staff immediately.
- (iii) take necessary steps to turn out the Tower Wagon and emergency road vehicles immediately, if required.

- (iv) adopt necessary measures for de-energizing and slewing the overhead equipments wire for crane working.
- (v) arrange power block, as necessary, for clearing operations.

3.19. Duties of the Traction Loco Controller :-

The Traction Loco Controller on receipt of intimation of an accident on the electrified section, shall –

- (i) inform departmental Divisional officers including TLC/HQ immediately.
- (ii) assist provision of electric loco for running the Medical Van and relief promptly within the targeted time of arrangement given by the Dy. Controller.
- (iii) inform TDI and CTF(R) immediately. One of the senior TDIs to accompany the Medical Van/Relief Train to the site of accident.
- (iv) arrange/regulate the Electric train judiciously and systematically in consultation with the Dy. Controller to avoid unnecessary detention.

3.20. Duties of the Officer-In-Charge of the Control Office :-

The Sr. DOM, DOM, AOM(T) and AOM(S) will rush to the Control Office immediately on being informed of the accident. Sr. DOM or in his absence the DOM will become in-charge of the Control Office who shall –

- (i) set-up immediately an Emergency Control manned by at least an Asstt. Officer in each shift. A Chronological Log Book will be opened. For proper maintenance of the Chronological Log Book, please see note below.
- (ii) keep in touch with the Accident Manager at the site of accident, ascertain any assistance that is required at the site and making arrangement for it.
- (iii) pass on any supplementary information regarding the accident or clearing operations to the Emergency Control of Head quarters.
- (iv) regulate traffic by diverting or cancelling the trains, running duplicate trains or restricting booking or arranging for transshipment or diversion, as circumstances may require, after obtaining reliable information from the site about the probable detention of traffic.
- (v) Assist DSO at the site by sending AOM(T)/DOM(T) to control train movement.
- (vi) keep in touch with PCOM/CSO/CPTM regarding progress made at the site of accident.

Note – Regarding maintenance of Log Book –

In the log book left side of the pages should be earmarked for incoming messages/information, the right side for outgoing messages. For the incoming messages/information, Sl. No., Time, Message received from (both name and designation) recorded by (both name and designation) is to be recorded. It should be specially noted that information received from the site would not be in form of messages; however, while recording them care should be taken about the details as outgoing messages may be formed on the basis of such incoming information. For the outgoing messages, similarly, Sl. No., Time, relayed to (both by name and designation) and message given by (both by name and designation) should be carefully recorded. If the same message received from some sources has to be repeated to some other, the entire text of the message need not be copied on the outgoing side; only a reference to be made, such as, Item No so and so of incoming message. This procedure should be carefully observed particularly in giving messages to other Railways and the Railway Board to whom all information communicated shall be in message form only.

3.21. Duties of the Officers of Electrical Department :-

- (i) Sr. DEE, Sr. DEE (TRS) and Sr. DEE (TRD) should rush immediately to the site of accident with their Inspectors and report to the Accident Manager and assist him in all respects. One DEE/AEE will remain in the Control Office to maintain co-ordination with the site. Instructions by designation with alternate arrangements to cover absence if any officer will be issued by DRM. Sr. DEE should ensure that proper lighting arrangements, if required are made at the site of accident.
- (ii) in case of an accident where OHE or switching station is involved, Sr. DEE (TRD) should ensure that Tower Wagon/wagons with adequate number of breakdown staff reach the site of accident by quickest means and OHE is made dead for ground operation.
- (iii) the line is not to be reopened for traffic until an Electrical Foreman or a responsible officer of the Electrical Department intimates in writing to the Station Master or Sr. Traffic official present at site that the line is safe for passage of trains.
- (iv) in case of any Electrical Loco or electric multiple unit stock is involved, they should take all precautionary measures as necessary.
- (v) if required, measurement of such damaged stock should also be taken jointly with other concerned departments.

3.22. Duties of the Officers of Mechanical Department :-

- (i) Senior Officers of both Power and C&W Departments should rush to the site of accident and report to the Accident Manager and assist him in all respects.
- (ii) One DME/AME will go to the Control Office. Instruction by designation with alternative arrangements to cover absence of any officer will be issued by DRM.
- (iii) Senior Officer of the Power Branch should note down his observations regarding the measurements and other details of the loco and supervise the working of crane.
- (iv) Senior Officer of the C&W department should record the details regarding the brake power and other aspects of Rolling Stock and note down the measurements of the Rolling Stock as well as the track jointly with the Engineering Department and ensure the fitness of stock to be moved out of accident site.
- (v) Senior most officer of Mechanical Department is responsible for working of ART and crane(s) at the site of accident for re-railing and restoration work.

3.23. Duties of the Officers of Engineering Department :-

- (i) Sr. DEN should rush to the site of accident with his staff and report to the Accident Manager and render all possible assistance to him in rescue and relief operation. He will be responsible to mobilize man-power as may be required at the site of accident as well as of track materials which may be required. One DEN/AEN should remain in Control Office for co-ordination. Instructions by designation with alternative arrangements to cover the absence of any officer will be issued by DRM.
- (ii) They will take the measurements of the track as well as Rolling Stock jointly with the Mechanical and Electrical Departments.
- (iii) In the event of line being breached or Permanent way being damaged, it is the responsibility of the Engineering Department to restore the track to safety and to take such precautions as may be necessary, for safety of the section where such repair works are proceeding. The P. way materials required at the site should be collected and sent to the site for speedy restoration work.
- (iv) The time likely to be taken for restoration should be assessed and reported to the Control.
- (v) The line is not to be reopened for traffic until a Permanent Way Inspector or an official of Engineering Department intimates in writing to the Station Master or Senior Traffic Official present that the line is safe for the passage of trains.
- (vi) Sectional PWIs should be informed through Engg. Control regarding mobilization of manpower at site by Sectional PWIs as gangs are under their control.

3.24. Duties of the Head Quarters Emergency :-

- (i) Immediately on receipt of information regarding the serious accident involving passenger train, TI/Emergency will inform HWH Control to arrange a special train consisting of GM Carriage $\frac{3}{4}$ CTs or RAs and also a 2nd Class Coach upon being ordered by PCOM or CPTM or CSO to GM. This train will be placed at a suitable platform of Howrah station and a locomotive can be attached to it. GM/AGM and other senior officers will visit the site of accident, if required, by this train. If the train is not required, it will be cancelled under order of CSO or CPTM or Dy. COM(Safety).

TI/Emergency/HQ on getting the information of an accident will immediately repeat it to the following officials in sequence mentioned below :-

(a) CSO, (b) Dy. COM(Safety), (c) PCOM, (d) CPTM, (e) CPRO, (f) CMO, (g) CSC/RPF, (h) CFTM-I, (i) PCE, (j) PCME, (k) PCEE, (l) PCSTE, (m) CCS.

- (ii) Chief Safety Officer, Dy. COM/Safety, ATM (Rules) and Safety Inspectors will all rush to the chambers of CSO where immediately an Emergency Control will be established. If GM visits the site CSO will normally accompany the GM, Dy. COM(Safety) will be incharge of Emergency Cell.
- (iii) A Log Book would be opened in which all information / messages received and information / messages relayed will be carefully noted indicating Sl. No., time, received from and relayed to (Name and designation).
- (iv) The first information report to the Board will be relayed by CSO or Dy. CSO (Operating). The message will be relayed immediately on receipt of information regarding the accident even if such information is incomplete or is likely to be inaccurate. It should be stated that this message is preliminary and based entirely on the first information received. In subsequent report, which also should not be delayed under any circumstances, necessary corrections may be made. If all the relevant details are not available, or are incomplete that must be indicated clearly in every message relayed to the Board.
- (v) Even if the casualty figures are not fully available, the seriousness of the accident may be indicated on the basis of which M.R./MOSR, CRB and Members/Senior Officers of the Board will decide whether to visit the site of the accident or not.
- (vi) Names and addresses of the casualties should be obtained as quickly as possible from the Division where the accident has taken place and relayed not only to the Board but also to the Railways/Divisions over which the train had passed and also the Divisions/Railways over which the train was originally scheduled to run including the originating and destination stations.
- (vii) The Emergency Cell must be manned round the clock. If necessary assistance may be sought from other Departments like Civil Engg., Mechanical, Operating, Commercial etc. to depute JA/Senior Scale Officers for this purpose. A schedule officer-wise and inspector-wise should quickly drawn up since such emergency may continue for more than a day.

B. In case of Goods Train

3.25. Instructions laid down in Paragraphs 3.02 to 3.04, 3.07, 3.08, 3.11 to 3.24 and Appendix 'M' are to be followed except the portion of work/duties applicable in case of Passenger Train accident.

3.26. Duties of the Divisional Commercial Officer :-

On getting the information of a Goods train accident, DCM/ACM will rush to the Control Office and shall –

- (i) keep close co-ordination with the Officer-in-Charge in the Control Office.
- (ii) inform the travelling public about the detention time and departure time through public address system at respective stations whenever any diversion or detention of passenger train is involved.
- (iii) make adequate arrangement to plan supply of food and drinking water, if necessary from nearby areas for stranded passengers en-route.
- (iv) instruct Station Masters of important stations of the section in case of diversion of train through branch line for arranging drinking water and food/food packets through local vendors for the convenience of the passengers on payment.
- (v) arrange adequate labour and Commercial staff if heavy unloading of goods is involved. A proper record of such goods should be kept and their security in safe custody ensured.

CHAPTER IV

ADDITIONAL MEASURES FOR DEALING WITH CASES OF SABOTAGE OR TRAIN WRECKING

4.01. Applicability :-

The Rules contained in this Chapter are additional Rules meant for cases where derailments and/or other serious consequences arise due to sabotage or train wrecking.

4.02. Classification of Sabotage :-

When an accident occurs due to certain action on the part of someone who intended to cause the accident or knew that their action would result in train wrecking, it should be classified as "Sabotage". The acts which constitute "Sabotage" have detailed in Section 150 of the IRA (Appendix-H) & the words "intent" and "knowledge" mentioned therein should be taken as the key for the purpose of deciding whether an accident is due to an act of Sabotage or not.

4.03. The object of additional measures :-

The object of the additional measures to be adopted in cases of suspected sabotage involving a train into serious accident, as detailed herein, is –

- (i) to preserve clues for affording the Police and Civil Authorities all the assistance in conducting their investigation into the realities of the scene of accident and,
- (ii) to facilitate arriving at the real cause of the accident.

4.04. Duties of the Guard, Engine-Crew and other Railway Staff: -

When a train is involved in an accident due to suspected sabotage, the Guard in conjunction with the Engine-Crew and with the assistance of other Railway staff travelling by the train involved, should first protect the adjoining line or lines and the train as prescribed in GR-6.03 and SR-6.03, render relief to injured passengers in every possible way, report the accident to Control by means of field telephone (or emergency telephone on electrified section) and send some one promptly to report the accident to the nearest Railway Station for necessary help. After doing these essential duties, they shall, in such cases –

- (i) take good care that no one including themselves touches or disturbs any portion or fittings of the track until the arrival of Police ;
- (ii) request some of the responsible passengers to keep an eye on portions of the track and fitting which appear to have been tampered with until the Police arrive at the scene;
- (iii) make a hurried examination of the track at the site and keep a note of the clues which may be indicative of the cause of the accident and endeavor to have such clues preserved and guarded till the arrival of Senior Railway Officers

and the Police Such evidence should be shown to a few responsible Passengers or members of the public and their statements obtained.

- (iv) should draw a sketch also, if possible.

4.05. Information to the Civil and Police Authorities :-

The Station Masters at either end of the site of the accident and the Controller, on receipt of advice of an accident suspected to have been caused due to sabotage, shall advise at the earliest possible moment the nearest Civil Police, G.R. Police, R.P.F. authorities and the District Magistrate or Sub-Divisional Officer in whose jurisdiction the site of accident lies. When more than one telephone is available, full use should be made of same for giving information to the Civil and Police Authorities as quickly as possible.

4.06. Precautions regarding staff sent out to get information :-

The Station Masters, in sending out staff (who should be permanent) to the site of the accident for getting information, should take following precautions :

- (i) the names of such staff and the time they are sent out to the site of accident should at once be noted in the ASM's diary and communicated to Control for being noted in the Deputy Controller's diary;
- (ii) they should proceed without any implements whatsoever and the fact noted likewise in the ASM's and Deputy Controller's diary;
- (iii) they may investigate into the cause/circumstances of the accident without in any way touching the disturbed track or fittings, and may join rescue work if necessary.
- (iv) as soon as anyone of the party returns back, he should again have the time of his return at the station noted by the ASM who would communicate the same to Control.

4.07. Precautions regarding Gangmen :-

The Engineering Supervisor or Ganger, in sending out Gangmen to the site of the accident, should take the following precautions :

- (i) Gangmen proceeding to the site shall leave their tools under charge of a gangman at least 6 TPs/400 metres (approx) in rear of the scene of accident and then take up relief work; they should not touch the tools till such time an Engineering Officer instructs them to take up the tools and proceed for restoration work.
- (ii) Engineering gangs not required in relief work should wait at a place at least 6 TPs/400 metres (approx) in rear of the scene of accident with their tools carefully stacked, for instructions from the Engineering Officer.
- (iii) The Police and Railway representative (preferably the PWI incharge) should jointly check the tool box of gang in whose jurisdiction the accident has taken place, ascertain whether the lock was intact and make an inventory of tools,

countersign it and retain a copy each, deficiency, if any should be recorded in the inventory and the matter should promptly be reported to the senior most Engineering Officer on the spot who should institute immediate enquiries in conjunction with the Police.

4.08. Precautions to be adopted by the Senior Railway Official at the Site :-

The Senior Railway Official present at the site, in addition to other normal duties should –

- (i) survey the position in company of the Civil or G.R. Police as soon as either of them have arrived ;
- (ii) request Police to keep a watch on the disturbed track and fittings and allow nobody to touch these including Railway Staff and Police.

Note :- Should however, the Senior most Police Officer desire to disturb the track or fittings, he may do so on his own responsibility but in the presence of a Railway representative after photographs have been taken.

- (iii) ensure that likely clues to the cause of the accident are not removed inadvertently.
- (iv) arrange a local photographer as early as possible for taking photographs of portions of the permanent way, track rails, fish-plates, bolts and other fittings, the engine and bogies of the train involved into the accident.

4.09. Duties of the Railway Protection Force Staff :-

The duties of the RPF staff will be as indicated below :

- (i) the Seniormost RPF Official, in whose jurisdiction the accident has taken place should proceed to the spot with all available men by the quickest means after making an entry in the station diary and informing the Station Master of his movement, motor transport, when necessary, may be hired for quick movement, additional assistance, if necessary should be requisitioned from the adjoining RPF Post or Out-Post;
- (ii) the RPF Inspector of the area and the Security Officer/Assistant Security Officer of the Division should also proceed to the site;
- (iii) the RPF Officials, before proceeding to the site, should arrange to Contact the local GRP or Civil Police to ensure that the accident has also been reported to them.

4.10. On arrival at the site, they should :-

- (i) assist in relief and rescue operations and in evacuating the injured and uninjured persons from the scene.
- (ii) Fight fires if broken out at the site.
- (iii) guard the belongings of the victims and railway property.

- (iv) guard the disturbed track and fittings from being touched by anybody till the police have arrived.
- (v) look out for suspicious characters in the vicinity and, keep a note of any clues that they may come across.
- (vi) co-ordinate with the GRP and Civil Police in the investigation of the case.

4.11. Wreckage or undamaged coaches or wagons not to be disturbed without the written consent of Police :

Except when it is necessary to act otherwise in order to save life, no coaches or wagons on train or trains involved in an accident should be disturbed until enquiries have reached a degree of finality and written permission has been given by the Senior Police Official present. Coaches or wagons, which remain undamaged, may be drawn away after the consent of the Senior Police Official is obtained in writing.

4.12. Examination of Engine and Rolling Stock :-

- (i) A detailed examination of the engine and coaches or wagons involved in an accident must be made on the spot by a Senior Officer of the Mechanical/Electrical Department. All damages and deficiencies should be noted and comment, made with regard to damages or deficiencies which are likely to cause a derailment as to whether such a damage or deficiency appeared to be fresh or old. Here again the Senior Police Officer should be shown round and, if he desires to make any further examination, facilities for the same should be given.
- (ii) The toolbox of the engine and engine repair book should be taken charge of by the Senior Divisional Mechanical Engineer or, in his absence, by the next junior Mechanical Department Officer. An inventory of the toolbox should be made which should be jointly signed by the Loco and Police Officials.
- (iii) After the stock has been drawn away into a Train Examining Depot station, the necessary vacuum test of the vacuum fittings should be made under supervision of the Senior Divisional Mechanical Engineer (C&W) or by his next junior Mechanical Officer.
- (iv) In cases of derailment of trains, the derailed engine should not only be examined in detail on the spot by the Senior Divisional Mechanical Engineer/D.M.E.(P) / AME(P), but even after removal, it should be kept in the Loco Shed and not put into use until the Engine has been examined by competent Mechanical Department Officers.

Note :- Damaged coaches or engines should not be removed until the Police authorities have satisfied themselves and have given written permission to remove them. Such permission, however, does not absolve the Railway Officers from making a detailed examination of the engine and rolling-stock in question and maintaining a careful and accurate record of such examination.

4.13. Detailed investigation of the cause of accident :-

- (i) After relief and rescue work has been organized, the senior Railway Officer in conjunction with the senior most Police Officer should proceed to investigate the cause of the accident. At this stage, nothing should be disturbed but a detailed examination should be made and copious notes carefully and precisely worded should be taken specifying the various features that come to notice.
- (ii) Arrangements must be made for adequate Police Force to form an effective cordon round the site for controlling the crowd and keeping all staff and outsiders away from the site who are not concerned with this examination.

4.14. Points to be carefully noted during detailed investigation :-

The following points should be carefully examined during detailed investigation –

- (i) Wheel-marks on sleepers, rails and fittings:-These should be observed on both ends of sleepers. Distance between the corresponding marks on the opposite ends should also be measured. Where the marks are on the rail seat, specific mention should be made.
- (ii) Damage to sleeper and fittings etc. should be noted.
- (iii) The places or places where loose fittings or parts of damaged fittings were found should be marked on the sketch.
- (iv) Number of keys missing and position of missing keys should be recorded.
- (v) Whether the fishing-holes in the displaced rail-end or ends show any mark of violence. Some examination should be made of loose fish-plates and bolts found at the site.
- (vi) Whether any fish-plate has been found broken or bent.
- (vii) The curvature of every rail involved should be noted in serial order.
- (viii) Whether the rail-ends at the displaced joint or joints had any dent or burr and, if so whether the burr is vertical or horizontal.

Note :- A carefully worded description of the rail-ends should be made out and when the rails are taken out for preservation as exhibits both rails at the fractured joint or joints should be taken out their ends properly marked and the ends encased and sealed under the joint seal of the Police and the Railway.

- (ix) The position of wheels of coaches or wagons in relation to the displaced rail, its normal alignment and the landing rail must be very carefully noted.
- (x) The track in rear of the site should be examined for at least half a KM and wheel-marks, if any, should be carefully noted and a record of this check maintained. Marks on the rail table or grazing-marks on the sides of the rail and elsewhere on rail-screws etc. should be carefully noted and described.

4.15. Special scrutiny of the first point of derailment and the first pair of derailed wheels :-

- (i) Apart from the general record of derailment marks right through at the site of derailment, it is of utmost importance to establish the first point of derailment, that is, the point where the first pair of wheels went off the rails, This should be specially observed and a careful record kept of derailment marks at this particular point either on the sleepers and track or, on the top of the rail, etc. The derailment marks at the first point of derailment give valuable clues regarding the possible cause of derailment, Hence the emphasis on this point.
- (ii) Similarly the first pair of engine wheels, which derailed, should be specially examined with a view to find out if there are any dent marks on the wheel tyre and to what extent these compare with the mark on the rail-end at the point of derailment or wheel-marks on any other object placed on the rails to cause derailment.

4.16. Statement of staff and public :-

Statements of running staff and any member of the public who witnessed the site should be recorded by a responsible officer.

4.17. Preparation of sketches and plans :-

- (i) Arrangements should be made jointly with the Police representative for the preparation of sketches and rough sketches should be drawn up on the spot, showing all the measurements, These sketches should be jointly signed by the Police representative and the Railway representative deputed by the Divisional Railway Manager and an endorsement should be made by the Police representative to the effect "All measurements personally checked". Before these sketches are finalized or countersigned, by the senior most Engineering Officer on the spot, should personally check it up and make sure that there is no mistake.
- (ii) When the dimensioned plans are prepared for the Commissioner of Railway Safety or for Judicial Enquiry, sufficient care should be taken to ensure that everything shown in the original sketch plan has been correctly reproduced.
- (iii) Copies of notes and the sketches given to the Police should form an appendix to the statement of the Divisional Railway Manager given to the Commissioner of Railway Safety at the enquiry.
- (iv) All notes and sketches should be carefully preserved for future use in subsequent investigations, enquiries or court-trials.

4.18. Arrangements for Photographs :

- (i) Photographs of essential features must be taken, On receipt of advice of a serious accident, the Divisional Railway Manager will advise the Chief Public Relations Officer to send the Photographer by the earliest possible train. Divisional Railway Manager will also ensure that Photographs of the site of accident sufficient in number covering all aspects of the accident are invariably taken. If C.P.R.O.'s photographer is not likely to arrive within 24 hours, local arrangements from the nearest place may be made for taking photographs,
- (ii) While photographs are being taken, a responsible Railway and a Police Officer should be present and give necessary directions for taking the photographs.

4.19. Preservation of exhibits :-

All sleepers and fittings of the rail which is supposed to have been displaced together with the two adjacent rails must not be used. The sleepers and fittings must be serially marked, the ends of both rails at the fractured joint should be properly marked, encased and sealed under the joint-seal of the Police and the Railway and all exhibits preserved in a room under the joint seal of both parties. The Divisional Railway Manager should, in this matter, exercise his judgment and other fittings, which might affect the decision with regard to the cause of the accident, might also be collected as exhibits.

4.20. Restoration of communications :-

- (i) The question of restoration of communications should be taken up only after complete examination has been made and the joint note and sketches have been prepared and the Police including officers of the C.I.D. and Civil authorities, present at the site have given out in writing that they have completed the inspection of site and that no further check is required by them.
- (ii) In accident cases coming under the purview of section - 113 and reportable to the Police authority and the CRS, the first thing for the senior most technical officer present at the site of accident is to ascertain if any sabotage is suspected. In case of suspected sabotage, unless it be the intention to save human life, the clearance and restoration operations are not to be commenced until the arrival of the Police authorities and receipt of O.K. signal from them for the same. The clues must however, be preserved even after receipt of such a signal.

In the case of accidents which in the opinion of the rail officials of an adequate status are prima facie not attributable to sabotage, clearance and restoration operations can commence even before the arrival of the Police, but it would be absolutely essential for the technical officials also to ensure that all the relevant materials clues and damages and deficiencies on the track, locomotive and the rolling stock are carefully noted and preserved so that if considered necessary, the scene could be reconstructed before the Police, CRS or any other senior Officer or Court of Law.

- (iii) Restoration however, may not be started if specific instructions are received from any of the Officers mentioned below to the effect that they are reaching the site and that restoration work should not start before they reach and inspect the site –
 - (i) Commissioner of Railway Safety,
 - (ii) General Manager,
 - (iii) Chief Engineer,
 - (iv) Principal Chief Operations Manager, and
 - (v) Chief Safety Officer.
 - (vi) None of the above restrictions would apply when it becomes necessary to act otherwise in Order to Save Life.

4.21. Association of Security Officer :-

In a case of accident suspected to have been caused by sabotage a factual note signed jointly by the Police and Rly. Officials on the condition obtaining at the site just after the derailment and before any restoration work is taken up should be prepared. If the Police Officer shows reluctance in signing the actual note due to difference of opinion between the Rly. and Police officials, such difference of opinion may also be recorded on the joint factual note. (Ministry of Home Affairs directive in this respect is detailed in Appendix 'K').

CHAPTER-V

RELIEF MEASURES

5.01. (1) Attention to the Injured :-

The injured passengers shall be attended to on top priority. It is the primary duty of all Railway servants to render prompt assistance to the injured and arrange immediate medical aid at the site of the accident and most effective medical treatment after their admission into hospital.

All First Aid boxes, equipments, and emergency Tool-Boxes in trains or at stations shall at once be rushed to the site of the accident for rendering relief to the injured and extricating passengers from the debris. In order to convey medical help to the site of the accident, trollies may be sent out, trains may be detained and train engines utilized, the load of a Goods train may be reduced and the train ordered to run at high speed consistent with safety or outside conveyance may be requisitioned, if necessary, through local Police and Magistrate. In cases where the site of an accident is approachable by road, medical aid may be rushed by road if it can reach quicker and more conveniently. Detailed road maps should, therefore, be kept in all Control offices and in Railway hospitals which should also be equipped with ambulance vans in order to rush, whenever possible, medical aid by road.

The Guard or the Station Master should ascertain if there are doctors and first-aid workers amongst passengers, and they should be requested to assist.

In cases of serious injuries, the nearest civil or military medical officials or private practitioners and ambulances must be summoned, if the Railway Medical Officer is not available earlier or is unable by himself to cope with the situation.

Note :- (1) In an electrified section before sending out an electric locomotive in the affected section, full precautions must be taken.

(2) The contents of first-aid boxes for guards (both suburban and non suburban) and at stations are shown in Appendix-C(2).

5.01.(2) The contents of First-Aid Boxes for Guards (both Suburban and non-Suburban) and at stations are shown in Appendix.

5.02. Injuries simple or otherwise to be decided by a Medical practitioner :-

- (1) In all cases of injuries, however trifling, they may appear, the subordinate concerned (i.e., the Station Master, Loco Foreman or others in charge), must endeavor to send the injured person to a Medical Officer for examination as only a qualified practitioner can say whether such injuries are simple or otherwise.
- (2) In cases of slight injuries, if the injured person refuses to proceed for medical examination, this refusal should be taken in writing and kept as a record, and the Divisional Railway Manager advised.

In all such cases, the result of the medical examination should be obtained and intimated to the Divisional Railway Manager without any delay and without waiting to be asked to do so.

5.03. Every facility to be given to Doctors to reach the site of accident :- It will be the duty of all Railway servants to afford every facility to Doctors to enable them to reach the site of the accident with the least possible delay.

Note :- In case, access by road to the site is speedier than that by rail, any Gazetted Officer of the Railway should be authorized to withdraw reasonable amount of cash from Station Earnings through concerned Commercial Officer for hiring road vehicles to proceed himself and his staff equipment to the site. Cash so withdrawn must be regularized by regular vouchers/pay orders within a period of 15 days after the date of accident so that Station outstandings can be liquidated. This rule will apply only when Railway vehicles are either not at all available or are inadequate for the purpose.

5.04. Temporary hospital at the site of accident :-

In case the Medical Superintendent/Divisional or Assistant Divisional Medical Officer considers it necessary to open a temporary hospital at a station near the site of the accident, the Station Master must make available whatever accommodation he is called upon to provide.

5.05. Station Masters and Loco Foremen to maintain lists of non-railway hospitals, dispensaries, medical practitioners and first-aid workers :-

Every Station Master and Loco Foreman must keep a list of nearest hospitals, dispensaries and names of private practitioners and First-Aid workers to whom advice may be sent of accidents requiring immediate assistance.

The address, the distance from station and mode of conveyance available should also be indicated on a chart.

Transportation Inspectors and officers must scrutinize this list on their visit to the station, to ensure that it is kept up-to-date and is readily available when required.

5.06. Station Masters to maintain a list of addresses of Drivers of Railway road vehicles :-

Station Masters of large stations where the Railway maintains road vehicles, such as, trucks, buses, cash lorries etc., shall call up as many vehicles and drivers as necessary and keep them ready for clearing casualties to hospitals. For this purpose, the Station Masters concerned shall maintain a list of addresses where the Drivers can be found at night, so that their services may be made available by the time the Relief Train returns with injured persons.

5.07. Addresses of officials :-

Station Masters must ascertain the addresses of the following officials whose jurisdiction includes their stations, and these must be tabulated and exhibited in a conspicuous place in the station office.

(i) District Magistrate, (ii) District Superintendent of Police, (iii) Assistant Inspector General of Railway Police, (iv) Superintendent, Railway Police, (v) Superintendent, Railway Mail Service of the Postal Division, (vi) Deputy Post Master General of the Circle.

In addition, Station Masters must exhibit the names of the stations, which are headquarters of Railway subordinates, who may have to be summoned by telegram in case of accident.

5.08. Calling of Relief Train :-

On receipt of advice of the nature of medical and other assistances required in an accident, the Deputy Controller or, on a non-controlled section, the terminal Station Master connected to control or the Station Master of the Relief Train stabling station, will call for the Relief Train.

5.09. Assistance required :-

- (i) The nature of assistance required must be stated according to the following :
 - (a) Relief Train, (b) Relief Van, (c) Train Examiner.
- (ii) If a Steam Crane (30-ton/40 ton) is required, this should be included in item (a), thus Relief Train and 30-ton Steam Crane.
- (iii) The Relief Train is only to be called for when a running road is blocked in any manner necessitating the employment of a Relief Crane and Van to clear the road. Station Master should state the nature of the work required to be done and also give the number and class of rolling stock to be dealt with.

Note :- Particular mention must be made as regards the nature of medical assistance, if required.

- (iv) The Relief-Van when an engine is derailed in a Siding and -is not blocking a running road.
- (v) The Train Examiner is to be called for when a wagon or passenger coach is derailed in a Siding and is not blocking a running road. This does not apply to stations where special accident gangs have been provided in the Loco Sheds, and the Loco Foreman of such stations should be called for instead, in such cases. Divisional Railway Manager will advise their staff locally the names of stations where special accident gangs are posted.

5.10. Expeditious despatch of Relief train and accident relief measures :-

The Relief train must be ready with the least possible delay within the target time of 30 mts. in day and 45 mts. during night. When the accident is one blocking the main line, the Relief train will take precedence over all other trains. Before the Relief train starts, a warning message to keep the line clear will be sent, in case of non-controlled sections, by the Station Master of the station the Relief train starts from. On controlled sections, the Section Controller will make the necessary arrangements.

The Medical portion of the Relief train should be stabled separately or so marshalled on the Relief train that it can, if necessary, be despatched without any delay, in advance of the rest of the rake. For this purpose, the Medical Vans should invariably be stabled in sidings having exits at both the ends.

The Medical Van should be provided with an Auxiliary Van with emergency tools so that the injured passengers can be extricated from the debris. This van should also carry adequate supply of drinking water and provisions for tea/light refreshment to be served to the affected passengers.

The list of equipment to be provided in the Auxiliary Van is given as **Appendix-C-1**.

The target time for despatch of Medical Vans from their respective sidings have been laid down in Appendix-C. These targets are to be reckoned from the time the Medical Van is ordered.

Relief Trains and Medical Vans, particularly the latter, must be ordered from the place nearest to the site of the accident.

The Accident messages (initial or supplementary) despatched from the site should include as much pertinent information as possible to enable the authorities despatching the Relief train to judge the requirements of the situation and act accordingly.

In despatching a Relief train to the site of an accident, any factor likely to reduce its speed, such as, the presence of a crane on the train, should be taken into account in deciding as to whether Medical relief should be sent in advance.

5.11. Medical Van to be despatched ahead of Relief Train, If necessary :-

Unless it is known definitely that adequate medical assistance and equipment has reached the site of accident or will reach quicker from other or nearest sources, the Medical Van should be despatched at once and in advance, without waiting to mobilize the complete Relief train or the Auxiliary Van and staff.

The Auxiliary Van must under no circumstances delay the despatch of the Medical Van.

The Medical Van shall be despatched ahead of the Relief Train in all cases of accidents involving passenger trains as also mixed, ballast, parcel and special goods trains carrying cattle Vans with cattle attendants, where deaths and/or injuries are reported.

It should be realized that assistance from private sources, even though available at the site may often turn in fructuous for want of SUFFICIENT medical equipment and staff.

The train rushing the Medical Van shall be given precedence over all other trains but may be stopped enroute to pick up doctors and medical equipments.

Note :- All Officers and staff responsible for ordering and despatching Relief trains should be fully conversant with the instructions mentioned above. They should realize that when occasion arises, their first duty, on receipt of intimation of an accident, is to pay particular attention to the injured and arrange immediate medical aid at the site of the accident and most effective medical treatment after their admission into Hospital.

5.12. Vendors with refreshments, Watermen with drinking water, Ticket Collectors, Licensed porters etc, to accompany Relief trains :-

As soon as a Relief Train is ordered, instructions, when necessary, must be given to the Station Master of the Relief train station to send sufficient number of vendors with food, tea, milk, etc., and watermen with sufficient drinking water with the Relief Train.

A suitable number of Ticket Collectors, RPF staff and licensed porters must also be sent with the Relief Train.

5.13. 'Catering Relief Boxes' to be rushed to the site of accident by the first available means :-

'Catering Relief Boxes' containing the following equipment/ stores have been kept under the charge of the Catering Inspectors at Sealdah, Howrah, Burdwan and Asansol and Catering Managers at Ranaghat, Bolpur, Bhagalpur and Jamalpur Jn.

Primus/Janata Stoves (with spares) – 2

Kerosene - (1 Tin)

Spirit - 1 bottle.

Large Kettles –2

Paper Cups - 500

Plastic Tumblers - 50

'Thermic' Jugs - 2 (capacity 5 litres each)

Leaf Tea 3 KG

Coffee (Nescafe - 1 KG)

Milk (condensed) 5 tins of 450 Gram capacity

Milk Powder 3 KG

Biscuits-5 KG

Requisite quantity of sugar (10 KG)

These boxes should be rushed to the site of accident from the nearest station by the first available means to provide relief to the injured persons. Since these boxes will contain the very primary items of relief, the same can be distributed by the Train Guard, TTEs or the station staff who may carry the boxes to the site of accident.

A list of stations where 'Catering Relief Boxes' are provided should be available in the Control Offices and supplied to all stations, Train Guards and others concerned.

5.14. Civil and Police Officials to be given facility to proceed to the site of accident by Relief Trains :-

Officials, such as, the District Magistrate, Superintendent of Police and Superintendent of Railway Police, should be given every facility to proceed to the site of accident by the Relief Train, but no delay to the Relief train shall be allowed on this account.

5.15. Contiguous Railway to assist by sending Relief Train, Medical Van and Senior Officers to the site of accident :-

In case of an accident occurring on a Railway near a junction station under the control of another Railway, the contiguous Railway should invariably, assist the Railway concerned by despatching its own Accident Relief train, Medical Van, etc, to the site of the accident,

Provided such relief facilities are available and it is considered that by doing so, medical and other relief would reach the site quicker. All this should be done in co-ordination with the Railway in which the accident has occurred.

5.16. Organization of Relief train-Relief Trains, Break-down Cranes and Medical Vans :-

A list of Accident Relief Trains, Medical Vans, Break-down Cranes and MFD equipments with their location and jurisdiction is shown in Appendix - B.

If the circumstances require, a Relief Train or Break-down Crane may be ordered to a point outside its jurisdiction.

5.17. Station Accident Chests :-

Emergency medical equipment for use in serious accidents is contained in the station accident chests kept in the custody of Station Masters at certain stations under the charge of the Medical Officers.

The following list shows the distribution of station accident chest throughout the line –

Station	Station Accident Chests	Station	Station Accident Chests
1. Bandel Jn.	1	2. Burdwan Jn.	1
3. Andal	1	4. Sitarampore	1

Station	Station Accident Chests	Station	Station Accident Chests
5. Katwa	1	6. Ramporehat	1
7. Bhagalpur	1	8. Sahibgunj	1
9. Bongaon	1	10. Kamarkundu	1
11. Krishnapur	1	12. Naihati	1
13. Panagarh	1	14. Ranaghat	1
15. Sonarpur	1	15. Madhupur	1

When a station holding an Accident Chest is called upon to render assistance, the Station Master must take out the packages contained in the Chest and send them by the quickest available means in the charge of a Railway doctor or of an employee qualified in First-Aid, if no doctor is available.

The Medical Department is responsible for inspection of Accident Chests at least once in every 3 months and for seeing that the prescribed stock of medicines and surgical appliances are main- therein.

5.18. Quick turn-out of Relief Train :-

A Relief Train must leave the shed within 30 minutes during the day and 45 minutes during night from the time of its being ordered. At stations where the layout of the Loco and Traffic Yards is such as to permit a reduction in the time limits stipulated above, the Divisional Officers should lay down shorter time limits. Any engine available should be utilized. Emergency crossovers should always be kept in good working order, so as to ensure the expeditious movement of Relief Trains.

A Relief Train must not be detained for a Guard, but may leave in charge of a Loco or Transportation Supervisory official available at the time. A Guard must be sent, by the quickest possible means to work on the Relief Train.

In order to test the readiness and quick turnout of Relief Trains, it is desirable to have periodical false alarms, say, once in every two months. It is not necessary to take the train to some outstation, but the test can be made between the Loco Shed and the station. Such drills should only be staged under the direct supervision of a Sr. Scale officer, who should ensure that only the concerned Railway staff participates in such drills and the Police, Press, Public & Civil authorities do not get to know of such drills. (Board's letter No, 66-Safety-II/29/17 dated 25. 10. 66).

5.19. Portable telephone set :-

All Relief Trains should be provided with portable telephones. Whenever a Medical Van has to be despatched ahead of the Relief Train to which it belongs, the portable telephone set should be sent with it. Instructions as to the working of portable telephone sets will be found in the boxes containing such sets supplied to each Relief Van.

When ordering a Relief Train, the Controller or the terminal Station Master should advise the Maintenance Inspector Telecom, or the Signal Inspector to proceed to the site with the Relief

Train or the Medical Van, if it is sent ahead. The Relief Train must not, however, be detained for the Maintenance Inspector Telecom, or the Signal Inspector.

5.20. Return of Relief train :-

Relief Trains returning from accidents must be pushed through to destination as expeditiously as possible, and must be given preference over all Goods trains.

5.21. Maintenance of Relief Trains :-

- (i) Loco Foremen or others in charge of Relief-trains, Cranes or Relief Vans are responsible for seeing that they are always fully equipped and in good running order, and that, the Relief Van contains the medical chest or First-Aid boxes.
- (ii) The Divisional Signal and Telecom Engineer is responsible for seeing that the portable telephone set is complete and in working order. He must personally inspect and test this equipment quarterly on such dates as may be convenient to him.
- (iii) The Medical Officer concerned is responsible for seeing that the prescribed stock of medicines and surgical appliances is maintained in the chests and almirahs, and that, the instruments and medical appliances are in perfect working order. He must personally inspect this equipment quarterly on such dates as may be convenient to him.
- (iv) The Sr. Divisional Engineer/Divisional Engineer is responsible that permanent way tools and stores are of suitable pattern, complete and in good condition. He must personally inspect this equipment quarterly on such dates as may be convenient to him.
- (v) The Sr. Divisional Mechanical Engineer (P) Divisional Mechanical Engineer (power) is responsible for the maintenance of the Relief Train as a unit. He must satisfy himself that deficiencies are made good after use at each accident and that the portable telephone set are complete with instructions as to their working kept in the boxes containing them and that their use is understood by the Relief Train staff. He must personally inspect the train and its equipment quarterly on such dates as may be convenient to him.

- (vi) Inspecting Officers will enter their remarks in the Inspection Book, which must be kept in the Relief Van. Train Examiner will similarly make an entry in the Inspection Book when they lift or repack a vehicle of the Relief Train, or change, any of the vacuum brake rubber fittings etc. They will also certify by an entry in the Book every three months that the train is in good and safe working order.
- (vii) The Loco Foreman or other person in charge of the Shed is responsible for seeing that the Relief Train gang thoroughly understand the alarm signal for attending and that principal members live in the vicinity of the Shed and their names and addresses contained in a list put up in a place accessible to all.
- (viii) The Train Examiner is responsible for organizing a breakdown gang from amongst his staff and seeing that they, understand the alarm signal for their attendance, and that, the names and addresses of the principal members are displayed at a place accessible to all and, as far as possible, they are housed in the vicinity of the station.
- (ix) In addition to the existing practice in regard to the inspection of Accident Relief Trains, Medical Vans and Auxiliary Vans by Divisional Officials individually during a quarter; henceforth, all Accident Relief Trains including Medical and Auxiliary Vans must also be inspected JOINTLY by Divisional Safety Officers and the concerned Divisional Engineers, Divisional Mechanical Engineers, Divisional Electrical Engineers, Divisional Signal & Telecom Engineers and Divisional Medical Officers at least once in six months. The joint report relating to the result of the inspection should be sent to the Divisional Railway Manager by the end of the following month and he will submit a consolidated statement to the Principal Chief Operations Manager/Chief Safety Officer by the end of the month following the 6-monthly period. Divisional Safety Officers will act as the conveners and be responsible for fixing the date for the inspection and also for submitting the report to Divisional Railway Manager.

5.22. Details of staff required to attend accidents :-

- (i) The Loco Foreman should attend all serious major accidents on Main and Branch lines involving loss of life and/or lengthy interruption of through communication.

If the accident is not of a serious nature, the Divisional Mechanical Engineer or the Loco Foreman may depute the Inspector Fitter to take charge of operations.
- (ii) Derailed engine blocking or fouling a running road – Loco Foreman or Inspector Fitter specially deputed, to take charge of the operations with Relief Train and staff.
- (iii) Derailed carriages or wagons blocking or fouling a running road – Loco Foreman or Inspector Fitter specially deputed, to take charge of the operations with Relief train and staff and also Train Examiner and staff.

- (iv) Derailed engine not fouling a running road –Loco Foreman or Inspector Fitter specially deputed, to take charge of the operations or Head Fitter-Grade I to III with Relief Van and staff.
- (v) Derailed carriages or wagons not fouling a running road The Train Examiner and staff.

5.23. Police attendance :-

Derailment of any train carrying passengers at or between stations, the cause of which may or may not be due to malicious tampering of the line : Arrangements must be made for Police Staff to visit the scene of accident as soon as possible in order that they may observe what disturbance, if any, there has been of the line, and to keep guard over any loose material which may be lying about and over any other evidence ,affecting the cause of the accident, as also safe guard passenger's 'luggage and mails, if any. They should continue to do so until --the arrival of senior Police Officials. Medical Relief to the Injured.

5.24. Precautions to be observed in handling injured persons :-

- (i) Every effort must be made to extricate injured persons from the debris. They should then be carried to the nearest open space convenient for rendering First-Aid.
- (ii) It should be noted by all concerned that injured persons are not to be shifted across long distances, until such time as a qualified person has rendered First-Aid and taken necessary precautions. Ordinarily injured persons should be helped to the nearest open space away from the wreckage, as removal across long distances is likely to aggravate injuries and inflict further shocks.

5.25. Transport of medical equipments and patients at the site of accident :-

The Station Master of the station of origin of the Relief Train should detail at least 30 licensed porters with instructions to work under the direction of the Railway doctors, and assist in the transport of equipment and removal of injured persons on stretchers. These porters should accompany the Relief Train, which follows the Medical Van special and arrives at the scene of the accident shortly after.

5.26. Supply of drinking water to the injured and other passengers :-

In order to ensure an adequate supply of drinking water to the injured and other passengers, 4 G. I. tanks loaded on a KU/KF each with taps and tightly fitting lids should be made available with the Station Master at the station of origin of the Relief Train and these tanks filled with clean drinking water, should be transported along with the Relief Train to the site of the accident.

These tanks loaded on platform trucks may be placed conveniently and kept in regular use in the loco shed or at the station so that they remain filled and the water is kept on changing.

5.27. Supply of food and drink to passengers and staff at the site of accident :-

In a serious accident, the Sr. DCM/Divisional Commercial Manager or, in his absence, any other Commercial Officer should be deputed to look after the comfort and needs of the injured as also the uninjured persons. Prompt arrangements should be made for the supply of cool drinking water, milk, food, etc. and vendors should be called in so as to arrive at the scene-, of accident with the least possible delay.

- (1) Supply should be made at a reasonable quota consistent with the status of the injured persons and the work should be supervised by a responsible official not lower in rank than a Senior Subordinate, who will certify each bill before the same is submitted to the proper authority for sanction.
- (2) No supply should be made free of cost to uninjured persons who may, however, be given full facilities to purchase food on payment. Meals & food packets should be served to passengers at their seats in the Relief Train.
- (3) Food or cash in lieu thereof will also have to be supplied to the staff engaged in clearing operations as and when necessary under the supervision of a responsible official.

5.28. Cost of food :-

- (a) To injured persons involved in Railway accidents.
- (b) To staff engaged in emergency work at the site of accident.
 - (i) The Divisional Railway Manager is empowered to sanction expenditure in supplying food to the injured & to passengers held up to a limit of Rs. 2000/- only on each occasion.
 - (ii) The Divisional Railway Manager is empowered to sanction expenditure in supplying food to the Railway staff engaged in restoration work in accident, breaches etc. up to a limit of Rs.2000/- only on each occasion in accordance with financial power delegated under the schedule of powers.

Bills, which cannot be passed under Divisional Railway Manager's authority, should be dealt with in accordance with the schedule of powers. The Divisional Railway Manager in forwarding such bills to the General Manager for sanction shall certify that proper examination has been made and the case fulfils the conditions laid down in the General Manager's schedule of powers.

5.29. Speedy transport of injured persons to hospital stations :-

After rendering first-aid, all the injured passengers must be transported as speedily as possible to the hospital station or stations decided upon by the Asstt. Divisional Medical Officer, preference being given to seriously injured passenger. Whenever possible, the injured person must be accompanied by a Police Constable and the latter's number must be noted.

5.30. Railway doctor to accompany injured persons to Non-Railway hospitals :-

When injured persons are sent to a Non-Railway hospital for treatment. The Medical Superintendent, Divisional or the Asstt. Divisional Medical Officer must depute a Railway doctor to accompany them from the station to hospital and see that they are properly accommodated. The doctor so deputed must give a daily report of the progress of patients to the Divisional or the Assistant Divisional Medical Officer.

5.31. Arrangements for reception of patients at Non-Railway Hospitals :-

Timely advice must be given to the civil and military hospitals of the number of injured person, proposed to be shifted there and the time that they are expected to arrive at the hospital station.

All local Railway transport vehicles, such as, trucks, cash lorries, etc. should be made available for the purpose of clearing casualties to hospital. Ambulances or suitable road vehicles should also be requisitioned from the police, the army and other sources at the hospital station. If adequate transport cannot be arranged for by such means, transport should be hired.

5.32. Care of injured persons arriving at hospital station :-

The Station Master of the hospital station, or any other official deputed for the purpose will be responsible for –

- (i) receiving the train carrying the injured on a platform line easily accessible to ambulance cars, stretchers, etc ;
- (ii) arranging for a room or other suitable place for the reception of the injured prior to their removal to the hospital ;
- (iii) making adequate Railway Protection Force arrangements so as to facilitate the handling and reception of the injured.

5.33. Issue of free telegrams and letters regarding condition of the injured :-

Express telegrams intimating the condition of injured passengers should be sent free of cost to their relatives and should be confirmed by letters. In case of death, the telegram should be sent to any address, which may be found with the deceased.

Telegrams conveying the news of safety may be accepted, on the spot free of cost from the passengers of a train; involved in a serious accident in accordance with the instructions given in Appendix - E. These telegrams should be treated as double express for communicating the intimation of death

In addition to sending free telegrams to the relatives of the victims of the accident whenever their addresses are known and issuing free passes to their kith and kin, information, giving the names of the dead and injured, nature of injuries, sex, their addresses as also their disposal to the hospitals etc. should be communicated to the originating and destination stations of train/trains involved in the accident and also to important junction stations en-route to enable public queries to be answered satisfactorily. This information should also be communicated simultaneously to coaching cell of the Railway Board.

5.33A. Opening of an enquiry-cum-information centre at the site of a serious accident :-

An enquiry-cum-information centre should be opened at the site of a serious accident in order to give correct information and make announcements regarding medical aid, transshipment of passengers, running of relief trains etc. All possible help should be rendered to the stranded passengers.

The place of accident should be guarded and the details should be announced from time to time, through loudspeaker. A black board may also be kept there and the details written on it from time to time. This will help the public to get the first-hand, correct, information about the accident.

If passengers in a relief train have to catch some connecting trains, care should be taken by the official incharge of transshipment work to see that some accommodation is provided in the connected train.

Definite instructions should be given to the remaining passengers as to what exactly they are required to do, where to go, and when exactly their train will move towards its destination. This should also be announced through the loud speaker.

If any information about the safety of the passengers etc. is asked for at any station by their relatives, this should be ascertained and supplied to the relatives as early as possible.

For this purpose, when an accident to a passenger train involving loss of life and serious injury occurs, enquiry booths should be set up at the places as indicated below :

- a) At the Block Station, nearest the site of accident as first, priority.
- b) At the Junction Station, nearest the site of accident as-, second priority.
- c) At Howrah and Sealdah Stations in the event of a very major accident on this Railway involving excessive casualties.
- d) These booths should be set up within a period of 6 hours from the time of the accident and should include one, responsible Class III staff each of the Commercial, Medical & Security Departments. The booths must have prominent banners so that friends and relations of victims can easily locate them. The booths should, remain open round the clock at the first point and at least for a minimum of 16 hours over other points as by the DRM. The booths must not be close & down before salvage operations are fully completed, and kept open thereafter as long as decided by the concerned DRM.
- e) The information to be given at these booths will be :
 - i) The location, train No. and date & time of the accident.

- ii) The names and addresses of persons that have been, injured and their location. In other words, it should be intimated whether the injured have been released after first-aid or have been admitted to Hospital and if so, the name and address of the hospital as far as available.
- iii) Similar information in regard to the dead.
- iv) In case rerailment operations are still in progress, information regarding progress of the same as far as known & chances of move victims being discovered or otherwise.

Note :- In the case of the relatives of the deceased, the Railway Administration may, at Junction Stations, allow the use of Waiting Rooms and/or Retiring Rooms, if considered, necessary, without detriment to the convenience of other passengers. (Board's memorandum No. 60-TGIV/1033 of 23rd. May, 1962).

5.34. Issue of complimentary passes to the next of kin of the victims as well as to the surviving victims of Railway accidents :-

With the approval of the General Manager complimentary passes in favour of not more than two persons may be issued to the next of kin of Victims from any station in India to the site of accident and back to their destinations as well as to the surviving victims who are discharged from the hospitals, to their destinations. The issue of such passes shall be regulated in accordance with the instructions laid down in Railway Board's letter No. E (G) 58/ P55-6/1, dated 25th August 1958 reproduced as Appendix F.

5.35. Ex-gratia payment to the injured or to the next of kin of the victims :-

In the case of persons with limited means, such as, daily wage-earners who sustain serious injuries or die as a result of Railway accident, an ex-gratia payment should be made to the injured or to the dependents of the dead. The detailed instructions for these ex-gratia payments are given in Appendix - D.

CLEARING OPERATIONS:

5.36. Arrangements for clearing the line :-

- (i) The first duty of a Station Master on receipt of a report of an accident at or near his station, requiring any assistance to clear the line is to arrange at once for such assistance, either by wire or otherwise as may be necessary.
- (ii) Pending the arrival of assistance, full use should be made of the emergency toolbox in the brake van of each passenger train. The Guard should remind the person in charge of clearance operations that such a toolbox exists. This tool box contains an axe, a canvas bucket, a chisel, a crow bar, a drift, a hammer, a saw, a screw driver and a tommy bar with a pipe for the handle.

- (iii) The senior most officer or supervisor from the Power or Carriage and Wagons Branch will be in charge of operation for, clearing the road.
- (iv) The senior Traffic Officer or, in his absence, the senior Traffic subordinate at the site will be in charge of regulation of traffic.
- (v) The Senior Divisional Commercial Manager/Divisional Commercial Manager or an Assistant Commercial Manager will be in charge of transshipment arrangements or, in his absence, the senior most Operating Officer will perform this duty.
- (vi) On electrified sections, the Traction Engineer, or Assistant Traction Engineer, or senior subordinate of the Traction Branch will look after electric traction matter.
- (vii) The senior most officer, whether an Engineering, Operating or Commercial officer, will exercise general supervision and co-ordinate the work of Power, Operating, Commercial, Engineering and Traction officials.
- (viii) The Senior Divisional Operations Manager, Divisional Operations Manager or in his absence another Operating Officer, will take over charge of the control office and regulate traffic.
- (ix)
 - (a) Steam or Hand Cranes shall not be worked adjacent to overhead lines, unless such overhead lines are dead. If track-lifting or the use of a Steam or Hand Crane, which may foul the overhead equipment, is necessary on the electrified area. The Traction Power Controller, Traction Foreman (Overhead Equipment) and the Assistant Traction Engineer (Distribution) must be advised by wire and their sanction obtained.
 - (b) All movements of the Crane jib shall be conducted with great care SO as not to foul the overhead lines. 'Whenever possible, the direct blast from the crane chimney to the overhead lines or insulators should be avoided.

5.37. Wreckage clearing operations to go on continuously :-

Operations for clearing the wreckage must go on continuously until it is definitely known that all the injured and dead have been extricated from the debris. If, for unavoidable reasons, clearing operations have to be suspended, every endeavor must be made to establish beyond all reasonable doubt and with the assistance of medical testimony (preferably independent) that only dead bodies remain.

5.38. Care and identification of dead bodies :-

In the case of a serious accident the senior most Railway Officer on the spot should discuss the question of disposal of dead bodies with. The senior most Police Officer at the scene of the accident and they should jointly determine the place for keeping the dead bodies under the control of a responsible officer. The Police have to take charge of the dead bodies and they should be given the requisite facilities for their transport to well protected places where they could be kept pending completion, of formalities or until claimed by the next of kin. It may be stressed that respect for the

dead should be the primary consideration, and, in any case, no dead body should be kept exposed to the weather.

Identification and disposal of the dead bodies should normally be the responsibility of the Police authorities. Photographs of the unidentified dead bodies may be taken by Police authorities and displayed at stations and other conspicuous places.

5.39. Damage to Permanent Way to be avoided in re-railing vehicles :-

Care should be taken to avoid damaging the track more than necessary when re-railing by dragging stock.

TRANSHIPMENT ARRANGEMENTS:

5.40. Transhipment to be arranged for early :-

When conditions indicate the necessity of transhipment and such action is necessary by a Station Master or Inspector before the arrival of a Superior Officer, he must arrange for the transhipment to be effected with the minimum of delay to passengers or mails. The Inspector or Station Master must report by telephone to the Divisional Railway Manager what action he is taking, the extent of damage, probable time line will be blocked and distance and nature of transhipment.

5.41. Passengers to be advised of transhipment beforehand :-

Passengers are to be advised beforehand of transhipment and the probable time it will take. They are to be given the option of remaining at a station where there are waiting rooms and sheds and refreshment rooms. They may be allowed to go back to stations where such conveniences are available at or beyond the station where the necessity for transhipment was intimated. If passengers elect to continue their journey they must be warned that while the best will be done to convey them across the breach or block, the railway will not accept responsibility for any inconvenience or hardship they may have to undergo. It should also be announced through the loudspeaker as to what exactly the passengers are required to do where to go & when exactly their train will move towards its destination.

5.42. Action to be taken in case of transshipment :-

Arrangements should be made for the following :

- (i) An adequate supply of hand or high power lamps, tarpaulins ropes, drinking water, food and refreshments for the passengers and hand trollies, if needed.
- (ii) Sufficient number of porters and other labour must be -collected from the nearest station and, if necessary, the Engineering officials may be requested to assist with gang labour.
- (iii) Transshipment of passengers and their luggage, parcels and mails should be done in an orderly manner under the personal direction of the Officer-in-Charge of transshipment.
- (iv) Live-stock, motor cars and heavy goods must not be transhipped but detained at a convenient station or diverted by the nearest open route.
- (v) Transhipped trains must not be allowed to leave the site until the transshipment is complete and passengers advised personally by the Officer-in-Charge.
- (vi) Particular watch must be kept on the porters to ensure that they give equal help to all and do not demand gratuities from the passengers for the transshipment of their luggage which must be done free.
- (vii) Notices must be exhibited at junction and terminal stations advising the public of interruption of traffic and, probable duration of transshipment.

5.43. Diversion of trains :-

Diversion of Mail/Express or Passenger trains, will, when necessary, be authorized by Divisional Transportation Officer in consultation with the Chief Passenger Traffic Manager.

5.44. Through booking of passengers :-

Passengers and luggages must be sent by the nearest available route when transshipment is not feasible.

CHAPTER VI

REPORTING OF ACCIDENTS

6.01. Reporting Accidents :-

- (a) It is the duty of every Railway employee to report to the nearest Station Master with the least possible delay any accident that comes to his notice, taking a careful note of the circumstances connected with it.
- (b) In the case of accidents involving cattle (classified as R-2), damage is caused to the Permanent Way, Locomotive or Rolling Stock in consequence thereof, report should be made by the train staff to the Station Master at the next stopping station.
- (c) The breakage of drawbars or coupling which do not cause a train to part or breakage of buffers, couplings and axle boxes whilst shunting and other damage of a similar nature, which are not likely to cause delays to trains or danger to life, need not be reported by phone/message unless attended with special circumstances.

In case of burst points the Permanent Way Inspector, Signal Inspector must invariably be advised by phone/message of which a copy should also be given to Divisional Railway Manager.

6.02. Points to note :-

- (a) Every Railway employee present at an accident must carefully note all circumstances having a bearing on the occurrence. These notes should, if possible, be written down for subsequent reference.
- (b) **The following are a few of the` main points to note –**
 - (i) Time of accident, visibility conditions, position of signals, point levers and derailed vehicles, etc, that may be involved.
 - (ii) During darkness, any signal, engine buffer lamps brake-van or disc signal lamps which, if not alight, should, when possible, be opened to ascertain if, there, is a burner inside with oil in it and it would also be felt by hand with a view to ascertaining by its temperature whether the lamp had been alight Shortly before.

6.03. Advice to be sent to the Station Master or Control by the quickest means available :-

When an accident has occurred to a train in midsection, intimation to the nearest railway station, should be sent by the Guard of the train or by any Railway employee who may have noticed the Fame by the quickest means available. For this purpose, passing trains may be stopped, or the, Train engine of the affected train utilized, whenever possible Road transport may be used as an alternative. When a train on Controlled sections provided with portable phones in the Brake-Van is affected, the Guard must contact the Control and give the intimation as quickly as possible. On an

electrified section, the Guard and the Engine Crew must use the emergency telephone provided on posts at scheduled places.

The Station Master on receiving the report of an accident;., will immediately advise the Controller or the Dy. Controller on the phone, mentioning the assistance required. In the case of occurrence of the accident in a non-control section or the Control phone becoming inoperative the accident must be advised on the public phone where available.

6.04. Reportable Train Accidents and reporting by telephone to the Head Quarters Office :-

I. **Reportable Train Accidents** : All accidents falling under the purview of Section 113 of the Railway Act 1989 are termed as reportable train accidents and include following.

- a) any accident attended with loss of any human life or with grievous hurt.
- b) any collision between trains of which one is a train carrying passengers; or
- c) the derailment of any train carrying passengers or of any part such train; or
- d) accident which are attended with loss of human life in passenger train involving train wrecking or attempted train wrecking, cases of running over obstructions placed on the line of passengers falling out of train or of fires in trains or grievous hurt defined in the Indian Penal Code or serious damage to railway property of the value exceeding **Rupees two crore** which have not actually occurred but which by the nature of the accident might reasonably have been expected to occur and also cases of landslides or of breach by rain or flood which cause interruption of any important through line of communication for at least 24 hours.

II. **Reporting of Accident to Zonal Railway** : A telephonic advice should be relayed to TI/Emergency in Head Quarters office immediately after the accident in case of following categories of accidents –

- i) All Train accidents.
- ii) Any Yard accident having serious repercussion on movement of traffic on through line resulting in dislocation of traffic more than the threshold value as indicated above.
- iii) Land slides, breaches, OHE breakdown etc. which result in dislocation of traffic more than the threshold value as indicated above.

In addition to this periodic (monthly) statement of accidents in all categories shall be submitted to Zonal Head Quarters in prescribed proforma.

- III. Whenever a serious accident occurs, the Chief Controller or the Deputy Chief Controller after having obtained all relevant information in connection with the accident shall relay the same to the Coaching Emergency Office as quickly as possible. When such a message is received by the Emergency Office, it should be the duty of the TI(Emergency) to relay the information to the officers as indicated in para 6.07 in order of priority depending upon their availability. Following receipt of the information the concerned officer shall consolidate it with all available details & relay the same to the GM/HODs as may be required. He will also advise the TI(Emergency) to relay the information to any other officers who are concerned. PCOM shall be informed directly by the Emergency outside the office hours whether day or night.

6.05. Advice to the General Manager :-

For the purpose of specially reporting to the General Manager, accidents have been categorized in three groups e.g. A, B & C (Annexure 'L'). The manner as well as the agency for reporting them to the General Manager shall be as under :

Category of accidents	When to be reported	By whom to be reported
Category 'A'	Immediately on receipt of first information, irrespective of day or night.	CSO / Dy.COM(S) / CPTM / STM(C) / PCOM in order of availability.
Category 'B'	Same as above but no report need be given between 21/- & 7/- hrs.	- do -
Category 'C'	Report to be given during office hours only.	TI(Emergency)/Emergency Bulletin.

- Note :-** (i) While conveying the information of accident to officers indicated above, the TI/Emergency shall also indicate to them, the Officers whom he could not contact, so that the Officer next in order of availability can apprise the GM of the accident.
- (ii) Details of the accident, reported in the incident Report (issued by TI/Emergency) will continue to be reported.
- (iii) In case of accidents under categories 'A' & 'B' progress reports will be furnished by CSO or Dy.COM/Safety or in their absence by CPTM/ STM(Coaching).
- (iv) (a) When GM is on tour within the system, the report is to be conveyed through the DRM/and or the CHC of the Division with instruction to inform GM through Steno to GM or any official accompanying him.

- (b) When GM is on tour outside this Railway, message should be conveyed directly to GM's Steno or P. A., if available, otherwise through the Secretary to GM to the Zonal Railway or Board's Safety Directorate when G.M is in Delhi.

6.06. Reporting of Accident to the Railway Board :-

A telephonic advice should be relayed to the nominated officer in Railway Board's office immediately after the accident in case of the following categories of accidents.

- i) All consequential train accidents.
- ii) Any Yard accident having serious repercussion on movement of traffic on through /Main Line resulting in dislocation of traffic more than the threshold value as indicated above.
- iii) Land slides, breaches, OHE breakdown etc. which result in dislocation of traffic more than the threshold value as indicated above.
- iv) Cases of averted collisions and drivers passing signal at danger should be reported to Railway Board on telephone.

In addition to this periodic (monthly) statement of accidents in all categories shall be submitted to Railway Board in prescribed proforma.

- v) Following system will be followed for reporting of accident to Railway Board.
 - a) Information regarding consequential train accident and any Yard accident leading to any serious repercussion shall be reported by Divisional Control to TI/Emergency in headquarters of Zonal Railway. TI/Emergency in headquarters shall in turn inform all concerned at headquarters office including GM, PHODs etc.
 - b) In case of accidents as in para(a) above, Chief Safety Officer / Dy.COM (Safety) should thereafter inform nominated officer of Safety Directorate of Railway Board. At Board level Safety Directorate shall issue the message and take follow up action.
 - c) In case of landslide, breaches, OHE breakdown etc. which result in dislocation of more than threshold value and also cases due to public agitation shall be reported by TI/Emergency in headquarters to Punctuality Cell of Railway Board and dealt with by the Coaching Directorate.
 - d) Cases falling under N, P and Q except Q-6 i.e. blockade of train services due to public agitation, shall be dealt with by Security Directorate.

6.07. Reporting and receiving telephonic messages in connection with accidents :-

The order of priority of Officers at the Railway Hd. Qrs. for reporting cases of accidents to the nominated officers in Board's office shall be as under –

- (i) Dy. COM/Safety,
- (ii) CSO,
- (iii) STM/Coaching,
- (iv) CPTM,
- (v) Dy. COM /Goods,
- (vi) CFTM,
- (vii) PCOM.

Officers concerned should keep the Coaching Emergency Cell in, HQrs and the next officer in order of priority, advised in the event of their not being available in HQs, so that the Coaching Emergency Cell / HQs can straight away contact the next Officer in, order of priority, indicated above.

These officers will be responsible for telephonically communicating not only initial information about the accident but also keep the nominated officers in the Board advised from time to time, about the important developments, such as, prima facie cause, casualties, hospitalization, progress of the injured, identification of the dead and restoration of through communication etc.

List of nominated officers in the order of priority to whom the telephonic messages in connection with accidents should be conveyed are as follows :

1. Jt. Director (Safety) II
2. Jt. Director (Safety) I
3. Dy. Director (Safety)
4. Jt. Director TI(C)
5. Dy. Director TT(C)
6. Jt. Director T (POL)
7. Jt. Director TT-III
8. Jt. Director TT-I
9. Jt. Director TT-II
10. Director (Safety and Coaching)
11. Director Traffic (T)
12. Secretary Railway Board.

For office and residential telephone numbers, the telephone directories issued from time to time should be referred.

6.08. Telephonic Advice to the Commissioner of Railway Safety :-

The Commissioner of Railway Safety should be given telephonic advice in case of the following accidents :

- (i) Any accident to a passenger train, Workmen's special or Material train, resulting in loss of life and/or grievous injury (as defined in the Indian Penal Code) to any one travelling in the train and/or damage to railway property to the value exceeding. Rs. 1,00,000 and every accident, such as, a landslide, breach or rain or flood or derailment, which causes the interruption of any important through line of communication for at least twenty-four hours.
- (ii) Accidents at manned level crossings involving collisions between trains whether goods or passenger and road vehicles in which there is loss of life or grievous injury to passengers in the road vehicles. Passengers in the road vehicles include both crew and other occupant of road vehicles.
- (iii) Collision and derailment of goods trains in which there- is loss of life or grievous injury to any person.

The telephonic advice should be given by any of the officers of the Division in the order of priority given below

- (1) Divisional Safety officer,
- (2) Asstt. Operating Manager (Safety),
- (3) Sr. Divisional Operating Manager,
- (4) Assistant Operating Manager (T).

While reporting the accident to Central Control, it should be confirmed that the Commissioner of Railway Safety has been advised over the phone about the accident.

6.09. Use of Telephones :-

In urgent and important cases, every possible use must be made of the Control telephone and also of the telephone at Headquarters and at Divisional Headquarters, but this in no way relieves persons of the responsibilities noted above regarding messages.

6.10. Only Station Master to send accident message :-

The Station Master is the reporting authority for all accidents under these rules. The presence of a superior officer at the station does not absolve the Station Master from his responsibility for sending the accident message.

Guards and Drivers, after reporting particulars of an accident to the Station Master, are not required to telegraph unless they desire to impart new and important information, in which case they may send a separate or joint message. They must,

however, submit a written report to their Divisional Railway Manager, without being asked to do so and this report must be submitted without any delay.

6.11. Responsibility for dealing with accident messages in the Head Office :-

During office hours, messages will be delivered without any delay to the following officers, who will advise their Heads of Departments and officers, who will be responsible for necessary Departmental action –

General Manager's copy to Secretary to General Manager;

PCOM's copy to PA to PCOM, CSO's copy to T.I.(Accident);

PCE's copy to PA to CE;

PCCM's copy to PA to PCCM;

PCME's copy to Supdt. PCME's office ;

PCEE's copy to DEE Headquarters, Kolkata

PCSTE's copy to Dy. CSTE.

Chief Security Commissioner's copy to SO or ASO New Koilaghat Building, 14 Strand Road, Kolkata;

CMD's copy to PA to CMD New Kailaghat building, 14 Strand Road, Kolkata.

6.12. Report by the Station Master :-

- (a) The Station Master, on receiving the report of an accident, will at once obtain short and concise answers from the person reporting the accident, to as many questions in Form ER-GA 3 as are relevant to the particular case, note down the time, name and address of the reporter, take his signature or thumb impression in the station record and immediately advise the Controller or Deputy Controller on the phone, mentioning the assistance required. In serious cases, however, the Station Master must at once call for relief measures without waiting for full particulars of the accident.

After advising the Controller, and in non-controlled sections immediately on receipt of the advice, the Station Master will issue an accident message advising the persons mentioned in Appendix-A.

- (b) The message should contain the following brief details –

Station at or between which the accident has occurred, kilometrage, train number, date and time, nature and cause of accident, injury to persons (if any), probable duration the line will be blocked, what assistance (if any) required.

Note :- (a) In case of fire, the following additional information must be included in the accident report –

Wagon/Coach Number,

Material involved in fire, if known,

What was used to extinguish the fire,

Time, fire extinguished.

- (i) Names or designations of staff who are alleged to be responsible for the accident must not be mentioned in the report.
- (ii) The accident message should also distinctly state the number and class of the derailed engine and the types and numbers of the derailed vehicles and also the line on which the derailment has occurred.
- (iii) Station names must be given in full and not in code initials.
- (iv) Neither the accident report nor any subsequent reports relating to accidents should be vaguely worded by the use of such loose terms as 'last night' 'today', 'yesterday', 'tomorrow', 'this morning' etc. but precise information as to the time and date of occurrence of the accident must always be stated by mentioning the exact time and date, e.g. 'At Thirteen hours on the Fourteenth instant'.
- (v) A note must be made in the Station Diary' of the time and date of despatch of all accident messages.

(b) In the case of explosions in the storage, handling and transport of explosives and inflammable substances in an accident coming under classes B1 to B7 and Q1 the accident report should include Chief Inspector of Explosives (Code-'Explosives'. New Delhi) with the Government of India and the Inspector of Explosives of the area. All debris should, if possible, be allowed to remain unremoved if the Inspector wishes to hold and enquiry.

6.13. Report to the Railway Board :-

- (i) An advice should be issued addressed to NDRB as soon as possible, preferably not later than the day following the date of accident after the occurrence of an accident coming under categories mentioned in para 6.06 under the authority of the Divisional Railway Manager. The report shall contain only important details of the accident. Copies of such messages should invariably be sent to the General Manager, the Principal Chief Operations Manager, Chief Safety Officer, Principle Chief Engineer, tShe Commissioner of Railway Safety, Kolkata, as also to the Chief Commissioner of Railway Safety, Nirala Nagar, Lucknow.

- (ii) Confirmation copies of such message should invariably be sent to the Railway Board, the Chief Commissioner of Railway Safety, the Commissioner of Railway Safety and others concerned.
- (iii) Accident Message :- The initial Accident Message relating to accidents coming under classes A1 to 4, B1 to 4, F1 to & 2, G1 & 2 & 4, J3 & K 1 & 2 should also be addressed to the Railway Board.

6.14. Report to Safety :-

Report/notice to the Commissioner of Railway Safety Under Section 113 of the Indian Railways Act, 1989, the Railway Administration operating a railway is required to send a notice to the Commissioner of Railway Safety, of the following type of accidents occurring in the course of working of that railway –

- (i) accidents attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious damage to property;
- (ii) collisions between trains of which one is a train carrying passengers;
- (iii) derailment of a train carrying passengers or any part of such a train ;
- (iv) accidents usually attended with loss of human life or with grievous hurt as defined above or with serious damage to property;
- (v) accidents of any other description which the Central Government may notify in this behalf in the official Gazette.

For the purposes of this rule, accidents of a description usually attended with loss of human life are meant to include all accidents to passenger trains e.g. collisions, derailments, train wrecking (or attempted train-wrecking), cases of running over obstructions placed on the line, passengers falling out of trains, fires in trains etc.; in which no loss of life or grievous hurt as defined in the Indian Penal Code, or serious damage to property has actually occurred, but which by their very nature might reasonably have been expected to occur; and also cases of landslides or breaches by rains or floods, which cause the interruption of any important through line of communication for 24 hours or over.

6.15. Reporting of accidents to Local Governments :-

The accidents should be reported in the manner indicated below –

- (a) By message in the case of :
 - (i) Accidents falling within the scope of Section 113 of the Indian Railways Act (XXIV of 1989), as detailed in Appendix-H.

- (ii) Accidents by reason of which the Permanent way is likely to be blocked for more than 12 hours.
- (iii) Cases of supposed train-wrecking or attempted train wrecking.

The accident report to the Local Government shall contain the following particulars :

- Kilometrage or station or both, at which the accident occurred;
 - Time and date of the accident;
 - Number and description of the train or trains;
 - Nature of the accident;
 - Number of people killed or injured, as far as known;
 - Cause of accident, as far as known;
 - Probable detention to traffic;
- (b) By monthly statement in all cases of Q(1) and Q(2) class of accidents to individuals causing death or grievous injury, but no damage to trains or railway property.
- (c) By letter in all other cases.

Note :- The reports should be addressed to

- (i) Assistant provincial Transport Commissioner and Assistant Secretary to the Government of West Bengal, Kolkata, for accidents occurring in West Bengal.
- (ii) The secretary to the Government of Bihar, political, Department, Patna, for accidents occurring in Bihar.
- (iii) The Secretary to the Government of Jharkhand.

6.16. Report to Military authorities :-

In the event of an accident causing an interruption of through line of communication for 12 hours or more, the Divisional Railway Manager concerned will promptly advise the Milrail, New Delhi and General Officer Commanding the Military Area or Commander of an Independent Sub-Area.

Such message should state :

- The location of the breach or accident,
- The extent of the damages,
- The effect of the damage on movement,

Details of Military traffic held up or delayed, and the time by, which Railway expects to restore communications and whether alternative routes are available or if any arrangements have been made for transshipment.

Any of the above data, which cannot be advised at the time, shall have to be advised as soon as possible.

If Military personnel are injured or killed while on Railway premises, the Divisional Railway Manager shall advise, by message, Embarkation Headquarters and nearest R.T.O. concerned.

A list showing the commands of General Officers Commanding. Military Areas/Commanders, Independent Sub-Areas on the Eastern Railway is given below –

Section Line	GOC Area/ Commander Independent Sub-Area	HQ at	Associated Movement control dets/RTO
Howrah	Bengal, Bihar and Orissa (Indep) Sub-Area.	Fort William Kolkata	MC Detachment, Howrah Jurisdiction Howrah – Burdwan (excl). Howrah – Sahibganj via Bandel Azimganj/whole of Sealdah Divn. MC Detachment, Bhagalpur Jurisdiction Bhagalpur – Mandar Hill Bhagalpur – Sakrigali Ghat.
Asansol	- do -	- do -	MC Detachment, Panagarh Jurisdiction Asansol (incl.) Burdwan Andal Sainthia with branch lines Barharwa – Kharha – Asansol – Kiul (excl.) via Sitarampur Jn.
Sealdah	- do -	- do -	MC Detachment, Howrah Jurisdiction Whole of Sealdah Division.

6.17. Report to other Railways :-

- (i) An information shall be sent by the Principal Chief Operations Manager to all Railways if traffic is likely to be interrupted for over a week owing to an accident.
- (ii) If stock belonging to another Railway is likely to be detained in consequence of an accident, message shall be sent by the Divisional Railway Manager to the Principal Chief Operations Manager who shall advise the Railways concerned.

6.18. Report to postal authorities :-

When an accident causes or is likely to cause –

- (i) delay of more than 6 hours to any train carrying Mails or Mail bags, or
- (ii) any detention to any train carrying foreign Mails or Mail bags, or
- (iii) diversion or transshipment or loss of or damage to Mails or Mail bags, or
- (iv) loss of life or injury to the Mail Service Staff, a copy of the accident message shall be sent to the Superintendent, Railway Mail Service of the division concerned.

Information relating to accidents to trains carrying mails should be furnished immediately to the Head of the Circle, the Regional Director, R.M.S. and the Senior Superintendent, R.M.S. concerned irrespective of the fact whether the Mail Van itself is involved in the accident or not.

The Central Control of the Headquarters office will inform the Regional Director, R.M.S. telephonically. The information to the Post Master-General and the Superintendent, R.M.S. concerned shall be conveyed by the Divisional Railway Manager on the telephone.

The Headquarters and jurisdictions of the Superintendents, R.M.S concerned are shown in Appendix-A(2).

6.19. Advice to Civil and Police authorities In case of Railway accidents :-

Each Divisional Railway Manager will draw up rules to suit his Division to ensure the quickest and best method of sending advice to the Civil and Police authorities. If necessary, messengers may be sent by motor buses or rickshaws, etc.

6.20. Report to the Press :-

- (i) In accordance with Railway Board's circular No. 414 T, dated the 14th June 1928, as amended from time to time, the Railway must notify to the Press (by messages) –
 - (a) all serious accidents to trains conveying passengers i

- (b) all accidents which cause a serious interruption of traffic as defined in para 2.02.

Note :- Correct version of the accident should be sent by the Divisions to CPRO Kolkata, routed through COM's office and in urgent cases, CSO/Dy.COM(Safety)'s approval should be obtained over the phone before releasing the news of the accident to the Press.

- (2) The report to the Press must not go beyond the following information :-
 - (i) Time, date and locality of accident.
 - (ii) General nature of accident (no controversial cause, the correctness of which may subsequently be questioned, is to be given).
 - (iii) Number and description of train involved.
 - (iv) Probable duration of interruption of traffic and nature of temporary measures taken to carry on the train service, stating whether transhipment is necessary.
 - (v) Number, names and addresses, if available, of the killed and injured, only undoubtedly injured persons are to be taken into account but no details whether the injuries are severe or slight are to be given.
 - (vi) Names and hospitals where the injured persons were removed.
- (3) (a) If any Newspaper Agency or any public Body approaches the Station Master or any other Railway Official at any station for any information, the request should be communicated to the Divisional Railway Manager and his instructions should be obtained.

Staff should not speak or discuss publicly in a loose manner estimates of casualties : Even casual remarks from staff, such as, Guards, Drivers and Station Masters are likely to be quoted.

- (b) Greatest care must be taken in framing the Press Notes in view of the fact that litigation may arise out of an accident and use might be made of the reports furnished to the press. Nothing should, therefore, be mentioned, the correctness of which may subsequently be questioned. In the event of any inaccurate or incorrect or misrepresentative reports appearing in the press, steps must be taken to see that these are contradicted promptly.

PROCEDURE REGARDING ACCIDENT MESSAGE.

6.21. Classification of accident message :-

Accident message relating to serious accidents to be classed AXXR and those relating to other accidents AXR.

Note :- Subsequent wires sent in continuation of accident message should not bear the class prefix of accident message nor should those be written in the Accident Message Book, which is intended solely for the first accident reports to all concerned.

6.22. Coding or numbering of accident telegrams :-

The word Accident, followed by the letter and number denoting the class of the accident together with the code initials of stations to which the message should be signalled, will be the code address for all concerned.

Example

To Accdt. K7, HWH, LLH, SRP, SHE, CCC

27X. Stone found on line Kilometrage 14 obstruction removed

by Driver of 331 Up

From SM, SHE

Note :- All accident message must be serially numbered X i.e. IX to 99X no other initials are necessary and that series must be kept for accident message only.

6.23. Accidents falling under more than one class :-

In the event of an accident falling in more than one class, it should be treated as an accident in the highest class. But in accident messages, while treating an accident of the highest class the 'Subsidiary class or classes also should, however, be indicated.

6.24. Re-classification of accidents :-

If after the issue of the accident message, further information becomes available to show that the accident has been wrongly classified, a fresh accident message should be issued to all concerned in cancellation Of the original one.

6.25. Addressing of accident message :-

Officials must not be mentioned by name. The names of their headquarters station only should be given. The Signallers-in-charge at those stations are responsible for the delivery of messages to the officials concerned, according to the class of accident reported.

6.26. Officials to be advised :-

Appendix-A shows the Officials (with their Code initials) to whom accident messages are to be addressed under different classes of accidents.

6.27. Accidents occurring on boundary of Divisions :-

In such cases both the Divisional Railway Managers must be advised.

6.28. Priority of accident message :-

AXXR messages will be given precedence over XXR messages and AXR messages over XR messages.

6.29. Priority in despatch of accident messages:-

On duty staff is to note that the order in which message about accidents are to receive priority of despatch to officials concerned is as follows :

- | | | |
|-----|---|---|
| 1st | – | Medical Officer. |
| 2nd | – | Subordinate Officers. |
| 3rd | – | Police |
| 4th | – | Divisional Railway Managers |
| 5th | – | Heads of Departments, General Manager and Commissioner of Railway Safety. |

Accident message must always be signed in full by Station Masters.

6.30. Duties of Staff In respect of accident messages :-

- (i) Person/Staff receiving accident messages are to inform the Station Master on duty immediately, although the message may not be addressed to him, so that every preparation may be made for rendering all the assistance necessary.
- (ii) Messages asking for assistance must have precedence over everything else.
- (iii) The staff at the receiving Offices will make out as many copies as there are officials to be advised, according to the classification specified in the message and deliver a copy to each of the individual officials at the station. Message must be delivered first to those officials, who have to take immediate action. In the case of message, addressed to the Divisional Railway Manager, four copies should be made out and delivered to Divisional Railway Manager's office for distribution to the departmental officers concerned.
- (iv) All messages relating to accidents must be delivered to the Divisional and Subordinate officials promptly on receipt during office hours. In addition, the Station Master or Station-in-charge must advise the officials concerned on,

telephone, if available, to enable them to take preliminary action, if necessary, without waiting for receipt of the accident message.

- (v) Accident messages will be delivered at Divisional Headquarters in the first instance to the Deputy Controller, who will take action as described in Chapter III, in serious cases about which he has not already obtained particulars by telephone. Such messages as also messages relating to less serious accidents will be delivered to the Divisional Railway Manager or in his absence, to the Assistant Operating Manager (Transportation) or (General) either at his house or office.

6.31. Accident Report on Form ER-GA 3 :-

By Station Master : Accident Report on Form ER-GA 3 must be completed and despatched to the Divisional Railway Manager within 24 hours of the occurrence of an accident.

In cases where at first sight the injuries are considered to be simple but which subsequently cause the injured person to be unable to follow his ordinary pursuits during the space of 20 days, there is no need to issue an accident message after the lapse of such a lengthy period. In such cases, a report on Form ER -GA 3 is all that is required.

At Junction Stations :

At stations with headquarters of the Loco Foreman, Carriage & Wagon Foreman, Permanent Way Inspector, Signal Inspector, the report on Form ER-GA, 3 will not only be signed by the Station Master but also by the Loco Foreman, Head Carriage & Wagon Foreman, Permanent Way Inspector and others as necessary, and will be submitted to the Divisional Railway Manager. In cases of disputed responsibility, all these Senior Subordinates will meet before drawing up the report and endeavour to fix the responsibility and sign a joint Report. If this is not possible, whoever dissents from the report will attach to it a note of dissent. The statements of all staff concerned will be submitted with this report, which must reach Divisional Railway Manager's office within two days of the occurrence. The Station Master will be responsible for seeing that no delay occurs and delays, if any, above two days, will be explained by him in a separate note attached to the report.

By Divisional Railway Manager :

- (i) The Divisional Railway Manager will submit an Accident Report on Form ER-GA 3 to the Principal Chief Operations Manager together with the Medical and Police Reports (if received) and the remarks of Divisional Officers when necessary for all accidents coming under classes A1, A2, A3, D1, D2, D3, F1, G1, G2, G4, B1, C1, C2, C4, J3, R3, R4, N1, N2, N3, P1, P2, Q1.

Note :- Cases of natural death, suicide, death or injury arising out of trespass or in circumstances unconnected with railway working need not be reported under the provisions of foregoing paragraph. Should a report be required, it will be specially called for by the Principal Chief Operations Manager.

- (ii) The Accident Report on Form ER-GA 3 must be submitted within 5 days of the occurrence of the accident. If 1 Police and Medical Reports cannot be obtained within this period, the report on Form ER-GA 3 should be submitted without them, but every effort should be made to obtain and submit them with the least possible delay.
- (iii) Divisional Railway Managers will also submit a copy of the Accident Report on Form ER-GA 3 to the Chief Commercial Manager/Kolkata, in all cases of accidents, which may involve claims against the Railway.
- (iv) The opinion of the Electrical Department representative should be embodied in the Accident Report on Form ER-GA 3 in all accidents, where accidents are suspected to be due to electrical defects.
- (v) **Preliminary report by the Divisional Railway Manager** : In case of serious accidents, the Divisional Railway Managers will personally draw up a preliminary report as soon as possible, and send a copy of it to the General Manager, Principal Chief Operations Manager, Chief Safety Officer, Principle Chief Engineer, Commissioner of Railway Safety and also to the Secretary, Railway Board, to ensure that full information has been communicated at the earliest possible opportunity.

In the report the following information should be incorporated.

- (i) List of injured.
- (ii) Details of the composition of the trains.
- (iii) Indication of tampering with the track, if available, otherwise a suitable remark regarding the cause of the accident, if possible.

6.32. Preparation of sketch of accident :-

In all cases of serious accidents, a proper dimensioned sketch should be prepared. Special attention is called to 'Note' under Rule 9.20 & Rule 9.22(v) of Chapter IX of this Manual, to accompany the proceedings of joint enquiries.

6.33. Accident reports on Averted Collisions :-

When accident reports and recommendations for rewards for averting collisions ,are submitted, the following facts must always be given –

- (i) Load of train.
- (ii) Number of vacuum-braked vehicles.
- (iii) Speed of train when obstruction or danger was observed.
- (iv) Distance from engine to obstruction when latter was first observed.
- (v) Time and visibility.

The absence of one or more of -these facts delays finalization of cases.

6.34. Accidents at joint Stations and on Running Power Sections :-

- (i) Any accident occurring to a train, or engine with or without vehicles attached, belonging to the Foreign Railway and all accidents to passengers or employees of either Railway travelling on a Foreign Railway train, should be reported to the Foreign Railway concerned as an accident on that line and not as an accident on the Eastern Railway.
- (ii) A separate accident message should, in all cases be, sent to the officers concerned on this Railway, adding as for example, 'South Eastern Railway accident. That line advised'.
- (iii) All accidents to Eastern Railway trains or to the joint staff and passengers or employees of either railway travelling on an Eastern Railway train will be reported as Eastern Railway accidents, the Foreign Railway being advised by a separate accident message according to the rules in force on that Railway concluding with the words 'Eastern Railway accident, That line advised'.
- (iv) All cases of accidents in which trespassers, passengers or employees of either Railway are involved when not travelling by a train should be treated as Eastern Railway accidents and reported as such.
- (v) In addition to the Accident messages sent'. In case of both other Zonal Railways and Eastern Railway accidents, Accident reports on Form ER-GA3 should always be submitted to the Divisional Railway Manager, Eastern Railway, in addition to any report submitted to the other Zonal Railway concerned. Divisional Railway Managers will also submit accident reports on Form ER-GA3 to the Principal Chief Operations Manager, Kolkata, in all such cases.
- (vi) In case of breaches or landslides causing interruption or disorganization of traffic on portions of this Railway, on which Foreign Railways have running powers, the Station Masters concerned in addition to reporting such accidents to this Railway according to paragraph should issue accident message and subsequent messages relating thereto, to the Foreign Railway authorities concerned, stating the duration of the block and also when restoration of normal through running is expected. After communication has been restored a message should also be sent to this effect to the railways concerned. A copy of such messages should invariably be sent to the Principal Chief Operations Manager, Chief Safety Officer, Kolkata.

6.35. Accidents in store yards and on open line engineering works :-

- (i) In these cases action will be initiated not by the Station Master but by the Foreman or other Subordinate concerned.

- (ii) In accidents resulting in loss of life or grievous hurt, the following must be advised by message –

District Magistrate, Officer-in-charge of Railway Police station, Superintendent, Government Railway Police, Medical Officer, General Manager, Chief Mechanical Engineer, Works Manager or Divisional Railway Manager concerned Commissioner of Railway Safety Kolkata.

- (iii) In other accidents the subordinate concerned will merely advise his Works Manager or Divisional Railway Manager by letter or, if he requires any immediate help, will inform to the person from whom it is required.
- (iv) The report to the Additional Chief Mechanical Engineer, Works Manager or Divisional Railway Manager must be followed up by a detailed Accident Report in Form GA3. On receipt of this, the Chief Mechanical Engineer, the Works Manager or Divisional Railway Manager, as the case may be, will, in all cases of death or grievous hurt, obtain medical and police reports, hold, or arrange for, such enquiries as may be necessary, He must submit a report to the General Manager, through his principal officer or the Divisional Railway Manager in Form ER GA3 or in the form of proceedings of an enquiry, as the case may require. The General Manager will compile the quarterly statistical accident return in table No. 6 of Railway Boards (Notification number SO 166 dated 16th Nov. 1973) from the information received on Form ER-GA3 or in the form of proceedings of enquiry.

6.36. Accidents in Loco Sheds :-

In the event of an accident occurring in a Loco Shed, the Loco Foreman or the person holding the charge must report it to the officials concerned in accordance with these rules.

6.37. Accidents in Workshops :-

Workshop accidents come under the Factories Act, LXIII of 1948 and under Section 88 of the said Act, notices of such accidents must be issued in accordance with the rules made by the State Governments, within whose jurisdiction the accident occurs,

Serious accidents occurring in Workshop must be reported individually by the Chief Mechanical Engineer, Works Manager and in-charge of Workshop to their respective Heads of departments.

The Chief Mechanical Engineer, Chief Electrical Engineer, Principal Chief Engineer and Chief Signal and Telecom Engineer will compile a Statistical Accident return for all Workshop Accidents concerning their department as per Table 6 mentioned in Railway Board's (Notification number SO 166 dated 16th Nov. 1973) and submit this statement to the Principal Chief Operations Manager, Chief Safety Officer within two weeks of the close of the financial year for compilation of the statement to be submitted to the Railway Board.

6.38. Detailed report to the Railway Board :-

The report vide para 6.23 shall be followed by a detailed report on the accident, in the Form prescribed by the Railway Board. The Divisional Railway Manager shall arrange to collect all the necessary particulars and submit the detailed report to the Railway Board direct with a copy to the Principal Chief Operations Manager, Chief Safety Officer and the commissioner of Railway Safety, Kolkata so as to reach Board's office not later than the 10th day of the occurrence of the accident. The detailed report should contain the following information –

- (a) Description –
 - (i) Date and time.
 - (ii) Locality.
 - (iii) Train or trains concerned (i.e. train number and description).
 - (iv) Nature of accident (with brief particulars of the circumstances leading to it).
- (b) Description of the locality of accident from the point of view of railway operation.

Class of station, signalling arrangements, gradients etc., if relevant to the accident.
- (c) Casualties –
 - (i) Number killed.
 - (ii) Number injured (showing 'Grievous' as defined in the Indian Penal Code, 'Simple' and 'Total' and stating, how disposed of i.e. whether sent to hospital or not).
- (d) Approximate cost of damage –
 - (i) Engine.
 - (ii) Rolling Stock.
 - (iii) Permanent way.
 - (iv) Other railway property.
 - (v) Total
 - (vi) Public property (if known).

(e) Cause of the accident –

Prima Facie cause, if a definite cause cannot be given at the time of submission of the detailed report.

(f) Relief measures taken –

(i) Time of receipt of advice of accident (how received i.e. whether by control phone or telephone or message).

(ii) Time at which Relief train ordered from.....station.

(iii) Time at which Relief train left.

(iv) Time at which Relief train arrived at the site of accident.

(v) Reason for any delay in the despatch of Relief train.

(vi) Nature of Relief train (i.e. whether or not inclusive of medical assistance).

(vii) Other arrangements made, such as, for food, water and protection of property.

(g) Officials held responsible for the accident, specifying the

(i) Offence committed by each.

(ii) The nature of punishment inflicted or proposed to be inflicted.

(h) Action if any taken or proposed to be taken to prevent recurrence.

(i) Any other information of special importance considered worthy of being brought to the Board's notice.

(j) If any necessary information is not available at the time of submission of report, the remark 'will follow' should be given against the relevant item and the information should follow as soon as it becomes available. (According to the programme prescribed, enquiry report has to be finalized within 21 days after the accident.)

6.39. Reporting of accident to the Commissioner of Railway Safety :-

A copy of detailed report on the Accident falling under Section-113 of the Indian Railways Act, 1989, which is submitted to the Board with a copy to the Principal Chief Operations Manager/Chief Safety Officer and other Head of the departments concerned need to be sent to the Commissioner of Railway Safety concerned.

A copy of the reports of enquiries into cases of accidents not of the nature specified in section 113 of the Act such as averted collision, breach of block rules or other technical accidents are also required to be submitted to the Commissioner of Railway Safety of the Circle concerned.

CHAPTER-VII

CLASSIFICATION OF ACCIDENTS

7.01. Classification of Accidents :- Accidents are classified under following heads –

- I. Train Accidents.
- II. Yard Accidents.
- III. Indicative Accidents.
- IV. Equipment Failures.
- V. Unusual Incidents.

Class 'A' – Collisions

- A-1** Collision involving a train carrying passengers, resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs. 25,00,000/- and/or (iii) interruption of any important through line of communication for at least 24 hours.
- A-2** Collision involving a train NOT carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs. 25,00,000/- and/or (iii) interruption of any important through line of communication for at least 24 hours.
- A-3** Collision involving a train carrying passengers, not falling under A-1 above.
- A-4** Collision involving a train NOT carrying passengers not falling under A-2 above.
- A-5** Other collisions, i.e. collisions occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train.

Class – 'B' Fire in trains

- B-1 Fire** in a train carrying passengers resulting in (i) loss of human life and / or grievous hurt and / or (ii) damage to Railway property of the value exceeding Rs. 25,00,000/- and / or (iii) interruption of any important through line of communication for at least 24 hours.
- B-2 Fire** in a train NOT carrying passengers resulting in (i) loss of human life and / or grievous hurt and / or (ii) damage to Railway property of the value exceeding Rs. 25,00,000/- and / or (iii) interruption of any important through line of communication for at least 24 hours.
- B-3 Fire** in a train carrying passengers not falling under B-1 above but (i) loss to **Railway property is Rs. 50,000/- or above** and / or (ii) interruption to traffic is more than the threshold value and / or (iii) resulting into detachment of **coaching stock / stocks from the train.**

- B-4 Fire** in a train NOT carrying passengers and not falling under B-2 above but (i) loss to **Railway property is Rs. 50,000 or above** and / or (ii) interruption to traffic is more than the threshold value and / or (iii) resulting into detachment of **goods stock / stocks** from the train.
- B-5 Fire** in a train carrying passengers not falling under B-1 or B-3 above.
- B-6 Fire** in a train NOT carrying passengers and not falling under B-2 or B-4 above.
- B-7 Fire** occurring in shunting, marshalling yards, loco yards and siding etc. involving rolling stock but not involving a train.

Note :- In case of an inquiry by a committee into a fire accident in Railway Premises or in a train leading to damage to Railway property and/or booked consignments, a representative of the Railway Protection Force should also be included as a member of the Committee.

Class 'C' – Trains running into road traffic, and/or traffic running into trains at level crossings.

- C-1** Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption to traffic is more than the threshold value.
- C-2** Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption to traffic is more than the threshold value.
- C-3** Trains carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption to traffic is more than the threshold value.
- C-4** Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption to traffic is more than the threshold value.
- C-5** Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-1.
- C-6** Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-2.

- C-7** Trains carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings but not falling under C-3.
- C-8** Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings but not falling under C-4.
- C-9** Shunting engine with or without vehicles or loose vehicles running into road traffic and/or road traffic running into shunting engine with or without vehicles or loose vehicles, at level crossings.

Note :- If a road vehicle is not capable of being physically cleared off the track promptly by single person operating it, it should be termed as road traffic for the purposes of classifying such an accident as a train accident, irrespective of its mode of traction.

Class 'D' – Derailments

- D-1** Derailment of a train carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs. 2 crore and/or (iii) interruption of any important through line of communication for at least 24 hours.
- D-2** Derailment of a train NOT carrying passengers resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs. 2 crore and/or (iii) interruption of any important through line of communication for at least 24 hours.
- D-3** Derailment of a train carrying passengers, not falling under D-1 above.
- D-4** Derailment of a train NOT carrying passengers not falling under D-2 above but loss to Railway property and/or interruption of traffic is more than the threshold value.
- D-5** Derailment of a train NOT carrying passengers not falling either under D-2 or D-4 above.
- D-6** Other derailments, i.e. derailments occurring in shunting, marshalling yards, loco yards and siding but not involving a train.

Class 'E' – Other Train Accidents

- E-1** Train running over or against any obstruction including fixed structure other than included under class 'C' resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption of traffic is more than the threshold value.
- E-2** Train running into any obstruction including fixed structure but not covered up under class 'C' or 'E-1'.

INDICATIVE ACCIDENTS

Class 'F' – Averted Collisions

- F-1** Averted collision between trains at least one of which is carrying passengers.
- F-2** Averted collision between a train carrying passengers and an obstruction.
- F-3** Averted collision between trains NOT carrying passengers.
- F-4** Averted collision between trains NOT carrying passengers and an obstruction.

Class 'G' – Breach of Block Rules

- G-1** Trains carrying passengers, entering a block section without any authority or without a proper 'Authority to Proceed'.
- G-2** Trains NOT carrying passengers, entering a block section without any authority or without a proper 'Authority to Proceed'.
- G-3** Train received on a blocked line, not constituting an averted collision.
- G-4** Train received on or entering a wrong line at a station or catch siding or slip siding or sand hump etc.

Class 'H' – Train passing signal at danger

- H-1** Train carrying passengers running past a 'Stop' signal at danger without proper authority.
- H-2** Train NOT carrying passengers running past a 'Stop' signal at danger without proper authority.

EQUIPMENT FAILURES

Class 'J' – Failure of Engine and Rolling Stock

- J-1** Failure of engine hauling a train carrying passengers.
- J-2** Failure of engine hauling a train NOT carrying passengers or light engine.
- J-3** Parting of train carrying passengers.
- J-4** Parting of a train not carrying passengers.
- J-5** Failure of Rolling Stock such as failure of tyres, wheels, axles or braking apparatus etc. on a passenger carrying train leading to detachment of rolling stock/stocks from the train.

- J-6** Failure of Rolling Stock such as failure of tyres, wheels, axles or braking apparatus etc. on train NOT carrying passengers leading to detachment of rolling stock/stocks from the train.
- J-7** Failure of Rolling Stock such as failure of tyres, wheels, axles or braking apparatus etc. on passenger carrying trains, not leading to detachment of rolling stock/stocks from the train.
- J-8** Failure of Rolling Stock such as failure of tyres, wheels, axles or braking apparatus etc. on train not carrying passengers not leading to detachment of rolling stock/stocks from the train.
- J-9** A train or a portion of a train running away, out of control.
- J-10** Poor brake power in a train but not covered in class J-9.

Class 'K' – Failure of Permanent Way

- K-1** Buckling of track.
- K-2** Weld failure.
- K-3** Rail fracture.
- K-4** An unusually slack or rough running or heavy lurch experienced by Drivers of running trains while passing over any length of permanent way leading blockage of communication.
- K-5** Failure of Railway tunnel, bridge, viaduct/formation/cutting and culvert etc.
- K-6** Damage to track of such a nature other than those covered under class K-1 to K-5 so as to render it temporarily unsafe for passage of trains or likely to cause delay to traffic for period above threshold value.
- K-7** Damage to track of such a nature as to render it temporarily unsafe for the passage of trains or likely to cause delay to traffic not covered up under class K-1 to K-6.

Note :- In above classification those cases detected during regular maintenance and not affecting train movement will not be counted.

Class 'L' – Failure of Electrical Equipment

- L-1** Snapping off or any damage to OHE wire requiring Switching off of OHE more than three minutes.
- L-2** No tension in OHE for more than three minutes.
- L-3** Pantograph entanglement not covered up under J-1 and J-2.
- L-4** Defect in AC or other electrical equipment leading to detachment of a rolling stock/s from a train.

Class 'M' – Failure of Signalling and Telecommunication

- M-1** Failure of part or complete panel/RR1.
- M-2** Failure of Interlocking/track circuit or axle counter.
- M-3** Failure of Block Instruments.
- M-4** Failure of Point machine and equipment.
- M-5** Failure of signal/point.
- M-6** Failure of control/station communication for more than fifteen minutes.
- M-7** Failure of station to station or station to level crossing gate for communication for more than fifteen minutes.

Note :- Signal/Point and Telefailure which were not informed to S&T Department will not be taken into account for failure.

UNUSUAL INCIDENTS

Class 'N' – Train Wrecking or Sabotage to a train.

- N-1** Attempted wrecking of **or Bomb Blast or Explosion or Hijacking** or Sabotage to a train carrying passengers **with or without loss of human life and / or grievous hurt and / or damage to Railway property.**
- N-2** Attempted wrecking of **or Bomb Blast or Explosion or Hijacking** or Sabotage to a train NOT carrying passenger **with or without loss of human life and / or grievous hurt and / or damage to Railway Property.**
- N-3** Attempted wrecking of or Bomb Blast or Explosion or Sabotage to signaling and track or forceful confinement of train running staff on duty and / or passengers but not involving a train.

Class 'P' – Casualties

- P-1** Person or persons falling out of a running train resulting in loss of human life grievous hurt or grievous hurt.
- P-2** Person or persons run over or knocked down by a train resulting in loss of human life or grievous hurt.
- P-3** Person or persons falling out of a running train or knocked down by a train or engine or railway vehicle, not resulting in loss of human life or grievous hurt.

Class 'Q' – Other Incidents

- Q-1** Accidental or natural death or grievous hurt to any person whether passenger, railway employee or trespasser (or any other person) within railway premises (excluding railway quarters).
- Q-2** Murder or suicide in a train or within railway premises.
- Q-3** Robbery, attempted robbery, theft, or attempted theft in railway premises, including trains.
- Q-4** Fire or explosion within railway premises but not involving trains.
- Q-5** Fire or explosion resulting in damage to railway bridge and viaduct etc.
- Q-6** Blocked to train services due to agitation.

Class 'R' – Miscellaneous

- R-1** Vehicle or vehicles running away.
- R-2** Train running over cattle.
- R-3** Floods, breaches and landslides etc. resulting in interruption of an important through line of communication more than the threshold value.
- R-4** Other cases of floods, breaches, landslides etc. resulting in interruption to traffic.
- R-5** Any accident not included in the foregoing classifications.

Note :- (1) The term 'cattle' does not include sheep, goats, pigs, dogs, donkeys, rams, ewe and lambs.
(2) A train includes a trolley, lorry, motor, motor trolley when worked under the rules for working trains.

CHAPTER-VIII

UNUSUAL INCIDENTS

8.01. Duty of staff when dangerous or unusual condition is noticed on train :-

Every Railway servant, whether on duty or not, who notices anything unusual or dangerous on a train, such as, hot-axle, load falling off or in an unsafe position, vehicle on fire, any part of the vehicle detached or hanging loose in a dangerous manner, must at once take steps to stop the train and warn the Guard and the Driver. If he cannot stop the train, he must immediately inform the nearest Station Master. If the Station Master cannot stop the train by putting signals back to 'ON' or by other means, he must at once inform the Station ahead and the Controller on a controlled section.

8.02. Bad riding of Engines due to defects in Permanent Way or Locomotive or its tender :-

The object of the following rules is to obtain immediate and accurate reports of all cases of engine hunting, lurching, swaying or rough riding, to permit the immediate examination of engine and track and consequent early elimination of faults discovered in either or both which may have contributed to the rough riding.

I. Duties of Drivers –

- (i) It is the duty of every driver to note carefully the kilometrage at which rough riding occurs and to report in writing :-
 - (a) ordinarily to the Station Master of the next stopping station, and
 - (b) in cases where in the opinion of the Driver a condition of track which is liable to endanger the subsequent trains is indicated, he must stop at the next station and report to the Station Master.

Note – While making this report, the Driver should specially state whether the track is totally unsafe for the passage of trains or can be passed with cautions driving.

Occasion may arise, when during the time lag between the arrival of the train and reporting the matter to the Station Master, line clear may have been granted to a following train after closing the line and that train, entering the section without a Caution Order, may be involved in an accident.

To guard against such an eventuality, on single line sections worked with token instruments, the Driver will not hand over the token till such time as he had advised the Station Master in writing about the bad spot on the track.

On Single line sections under paper line clear working or on double line sections the Driver in such cases shall stop his train -near the cabin if situated close to the facing points and inform the cabin staff. Where cabins are not situated near the facing - points the driver will bring his train to a stand near these points and draw his train up to the station only after advising the Station Master on duty in writing of the circumstances requiring immediate steps to ensure safety.

In either case, he will also advise the Station Master concerned of the name of the Home shed of the engine, as also of the shed which the locomotive is proceeding to.

Note – The importance of noting kilometrage as accurately as possible by Drivers cannot be too greatly emphasized.

- (ii) If in the Driver's opinion the riding of his engine is inclined to be dangerous, he will run at a reduced speed and advise the control that he is doing so and will request for a relief engine-. He will then proceed to the nearest shed and make a full report to the Loco Foreman and also to his Home shed Foreman.
- (iii) In regard to the running of engines of all types, but in particular 4-6-2 engines of I R.S. or other design, if in the Driver's opinion the riding of the engine is in any way abnormal, the full circumstances must be reported to the Loco Foreman.

Note – 4-6-2 refers to wheel arrangement.

II. Duties of Guards –

Should a Guard feel a heavy lurch or jerk which he considers dangerous for the passage of trains, he will bring the train to a stand in the manner as previously indicated at the next station by destroying vacuum and report the matter in writing to the station; if not so severe as to seem dangerous, he should make his report in writing to the Station Master of the next stopping station.

III. Duties of Station Master –

- (a) On receiving such a report from a Driver/ Motorman or Guard, the Station Master shall inform, the control and also message at once, particulars of the report and the exact Kilometrage to the stations concerned, the Permanent Way Inspector concerned, with a copy to the Assistant Engineer concerned, the nearest Permanent Way Inspector, the Running Shed Foreman of the Home Shed of the loco/EMU and Running Shed Foreman of the shed to which the loco/EMU is at that time running to, and to his own Divisional Railway Manager. In cases where the home shed of the loco/EMU is on another division, to the Divisional Railway Manager and Divisional Engineer of that Division and to the Divisional Mechanical Engineers (Rolling stock) concerned.
- (b) (i) In cases where in the opinion of Driver/Motorman the condition of track is totally unsafe for the passage of any further train, the Station Master shall block the section concerned and no train shall be admitted on the section concerned until the Permanent Way Inspector has Inspected the track and advises the Station Master in writing that the section is safe for the passage of trains, specifying the speed restriction necessary.
- (ii) In cases, where in the opinion of the Driver/Motorman the condition of track is only unusual but not unsafe for passage of trains, only Goods Trains may be admitted in the section, if absolutely necessary, on a caution order which should specify a speed restriction of 16 KMPH or, such less speed as might have been recommended by the Driver/Motorman/Guard who had first reported. The speed restriction

shall apply to the whole of the block section on which the Driver has reported that severe hunting, lurching, swaying or rough riding has been felt by him, in case Kilometre data cannot be given.

- (iii) The blocking of a section or, a speed restriction imposed, shall not be removed until after the track is inspected and an Engineering Supervisors not below the rank of Permanent Way Inspector, In-charge of the section has modified or removed it by an advice in writing to the Station Master indicating the section is safe for the passage of trains, specifying the revised speed restriction, if necessary.

IV. Duties of Permanent Way Staff –

- (i) The Permanent Way Inspector or member of the Engineering Supervising staff first available, will at once inspect the track. It will be the duty of the Engineering Supervising staff not below the rank of the Permanent Way Inspector in charge of the section to continue, modify or remove the Caution Order as circumstances permit. He will report on track on Form 'A' as given in Appendix-G.
- (ii) This instruction in no way supersedes the instructions conveyed in Principal Chief Engineer's Track Circular No. 53, regarding procedure in reporting cases of suspected distortion of track, by train crew.

V. Duties of Loco staff –

The Loco Foreman after examining the engine carefully and carrying out any adjustment necessary will communicate by telephone full particulars about the engine and adjustment made, to the Divisional Mechanical Engineer or, in his absence from headquarters, the Assistant Mechanical Engineer. If the control springs, bogie slides and axle-box clearances are all found in order, a trial should be conducted with the engine by the Power Transportation Inspector to locate the defect. The engine may then be put back to normal service with the permission of the Divisional Mechanical Engineer or his Assistant, if found to perform satisfactorily. If on the other hand, the Power Transportation Inspector still considers that the engine is running unsatisfactorily and cannot locate the cause, the Divisional Mechanical Engineer or his Assistant should personally arrange to try the engine out and thereafter have the defects rectified. A further trial must then be carried out before the engine is put back to normal service. In all cases the engine should be examined and a report in triplicate in Form 'B' (ER-OP/T-77) as given in Appendix-G has to be sent by the Loco Foreman to his Divisional Railway Manager.

Note – The above instructions apply equally to Drivers and Motormen in charge of Electrical or Diesel Engines and Electrical Multiple Units. In the case of Electric Engines and EMU's the report should be made to the Divisional Electrical Engineer/Rolling Stock.

- VI.** The Divisional Railway Manager on receipt of Forms 'A' and 'B' will carefully scrutinize the reports and forward both reports in duplicate to the Principal Chief Engineer together with his personal covering remarks.

Note – Reports in Forms 'A' and 'B' should reach the Principal Chief Engineer with the least possible delay.

VII. The Principal Chief Engineer after perusal will forward one copy of the forms together with the Divisional Railway Manager's remarks to the Chief Mechanical Engineer for his information.

8.03. Trains delayed in Block Section :-

- (a) If a Passenger train does not arrive at a station within 10 minutes or a Goods train within 20 minutes of the time it is due to arrive after allowing for the normal running time and other speed restrictions, the Station Master on duty at either end of the Block Section shall immediately,
 - (i) inform the Controller on controlled section;
 - (ii) arrange to send a staff into the Block Section to fetch information regarding the train and the nature of assistance required;
 - (iii) stop all trains proceeding into the block section in either direction and warn the Drivers and Guards of such trains by issue of suitable Caution Orders (GR 6.04-1).
- (b) The Controller, on receipt of such advice, shall immediately issue a preliminary warning to the nearest station where a Medical Van or First Aid Chest is located and the Loco Foreman and Station Master of the Relief Train station so as to keep them in readiness for despatch pending further information. He will also arrange for an engine to be made readily available for sending the Medical Van or for working as an Assisting Engine, if necessary.
- (c) An assisting engine shall not, however, be sent until a written advice for such assistance is received from the Guard in-charge of the affected train in terms of G.R. 6.05 and S. R. 6.05 (a)

8.04. Fire in Trains :-

- (a) In the event of a railway servant noticing a fire likely to cause damage to railway property, he Shall :
 - (i) take all possible steps to extinguish it,
 - (ii) prevent it from spreading, and
 - (iii) report the occurrence to the nearest Station Master.

Note – In the case of fire in electrical equipment he shall attempt to extinguish the fire taking suitable precautions and report the occurrence immediately to the nearest Station Master, unless he shall have received special instructions directing otherwise.

- (b) In the event of a vehicle on train being on fire the following procedure to be adopted –

- (i) the train shall be stopped and the burning vehicle isolated from other vehicles by a distance of not less than 50 yards (45 metres).
- (ii) If not protected by fixed signals, the train shall be protected in accordance with GR 6.03 and SR 6.03 .
- (iii) Should the fire be discovered when the train is approaching a water-tank or a watering station, the Driver and Guard shall use their discretion in further movement.
- (iv) In the case of a fire occurring in a Passenger train, the safety of the passengers shall be first attended to.
- (v) Should a postal Van be on fire, every effort should be made to save the mail.

8.05. Fire on Electric Multiple Unit Trains and Electric Engines :-

- (a) When fire or continued tripping in any equipment occurs, the Driver at the earliest possible moment move the Master Control Handle to 'OFF' position and 'TRIP' all circuit breakers. If fire still continues he shall take immediate steps to have the power supply to the overhead equipment of the track on which the disabled train is standing cut off by sending information to the Traction Power Controller. After Power has been cut off and the pantograph lowered, the special fire extinguishers provided or stand shall only be used in extinguishing the fire. The Driver shall ask for the power supply to be restored as soon as it is safe to do so.
- (b) The Guard shall give the Driver every assistance in dealing with the fire and also see to the safety of passengers. When the fire is finally out, the defective coach shall, if necessary, be electrically isolated from the rest of the train. Should the coach affected be the leading driving compartment, the Driver will operate the train as instructed in General Rule 4.21.
- (c) Special type fire extinguishers shall be fitted in each, multiple unit motor coach and also in each driving cab of all electric engines. Sand shall be provided in the luggage compartment of each motor coach, and at stations and other appointed places. The special type of fire extinguisher supplied on the electric rolling stock shall be used in connection with fires, in or adjacent to any electrical equipment under live conditions
- (d) In the event of fire on or adjacent to the electrical equipment being discovered by a railway servant who is not an authorized person he shall take action in accordance with GR 6.10.

8.06. Explosion on track or train :-

- (a) In the event of an explosion, on track or in train, the Driver shall stop his train as soon as possible and examine the track along with the Guard at the site of explosion to ascertain extent of the damage. If the Driver does not bring the train to a stand within a reasonable time, the Guard shall draw the attention of the Driver by cautiously applying the Brake, from his brakevan.

- (b) The Driver shall also examine the train along with the Guard and if little or no damage has been caused to the train, and if it is safe for the train to proceed to the next Block Station, the train will be taken ahead to the next Block station, where, the Guard and Driver will jointly report the occurrence to the Station Master on duty.
- (c) If the damage to the track is so serious as to render the track unsafe, a competent Railway servant will be left at the site with detonators to protect the spot in accordance with General Rules.
- (d) On receipt of a report from the Driver and the Guard. The Station Master shall immediately advise the Controller, who will
 - (i) advise the Permanent Way Inspector to proceed to the spot immediately, inspect the track and take such precautions as are necessary to put the track, right and impose speed restrictions if necessary.
 - (ii) inform the Head Train Examiner and the Loco Foreman for a thorough examination of the train and the engine at the next terminal station.

The duties prescribed above for the Controller will devolve on the Station Master on uncontrolled sections.

The Station Master, shall immediately issue a message to the 'Station Master at the other end and obtain his acknowledgement.

The Station Masters at both ends of the reported section must stop all trains and issue Caution Orders to Drivers, specifying the kilometreage and the speed restriction.

- (e) No train shall pass over the affected spot at a speed exceeding 15 KMPH or such less speed as the reporting Driver may have specified, until the Permanent Way Inspector or the Assistant Engineer has certified the track safe for any higher speed as they may consider fit, when the Station Master will issue an "All Concerned" message to all those originally advised.

8.07. Detached parts of engine or vehicle on track :-

- (a) If any part of an engine or vehicle is detached and there is reason to believe that the detached part may have fallen on or fouled the track, a careful search must be made for the missing part by the train staff. If the missing part cannot be traced, the train must be stopped at the next station and Station Master advised of the occurrence who will repeat the information to the Station Master at the other end of the section and others concerned and issue Caution Order to the Driver of the first train proceeding into the section to be on the look-out for the missing part.
- (b) The Driver of a train which has come to a stop on one way spring point in the trailing direction shall not re-start the train unless the Guard has personally arranged for the spring points to be set and clamped for the further movement of the train. In the case of light engine, this responsibility will devolve upon the driver of the light engine.

8.08. Material fouling the track :-

Station Master and Engineering Officials must see that there are no heaps of materials or other obstructions on or fouling the line which may cause a derailment or endanger railway employees engaged in shunting operations.

8.09. Protection of places under repairs :-

- (i) Whenever platforms, buildings, roads, etc. are under repairs, and there is a possibility of anyone falling into openings or over obstructions, the staff employed on the work must protect those parts by placing barriers or warning-boards and lamps in accordance with instructions laid down in paragraph 3009(c) of the Indian Railway Way and Works Manual.
- (ii) **Information regarding unsafe bunds of tanks or rivers** – Station Masters and others who receive information from Government Officials, or Village authorities, or any person likely to give reliable information, or the unsafe condition of the bunds, of tanks or rivers, should at once notify the same, by Telephone to the Divisional Railway Manager, Assistant Engineer, Permanent Way Inspector and the Station Masters at both ends of the block section likely to be affected and also the Controller on duty. The Station Masters, at both ends of the block section likely to be affected, should stop all trains, (run through trains being stopped out of course) and issue caution order. Particulars of the river or tanks bunds reported to be unsafe should be given, in the caution order, the following being added at the end :

"Observe Special Caution and reduce speed as necessary."

8.10. Railway servants, trespassers and others run over :-

When, the body of a person who has been run over, is found on or near the track in between stations, the following procedure as regards, its disposal should be adopted

(1) When life is not extinct –

- (a) When a Railway employee finds an injured person on or near the track, he should do his best for rendering first aid and summon medical help as early as possible. He should also arrange to inform the police through the nearest Station Master or any other person in the vicinity.
- (b) When a person run over or knocked down is found by the staff of the same train or of a subsequent train, first aid will be rendered promptly by the Guard himself or by a qualified doctor if available in the train. After this, the person shall be transported to the nearest Railway station in the direction of the run of the train promptly where medical aid shall be arranged for by the Station Master.

- (c) If the condition of the person is found to be precarious, the dying declaration should be recorded by the train Guard or Travelling Ticket Examiner or Conductor or by the Railway servant who happens to find the injured person. The particulars to be recorded are name, father's name, caste, residence, how he happened to be on the line and how the wounds were inflicted. The statement should be signed by the Guard and some other responsible witness and made over to the Station Master of the nearest station in the direction of the run for onward transmission to the police authorities. Along with the statement a memo, 'showing the time and place where the injured person was found should be attached. In case, the Railway servant who finds the injured person is illiterate, he should seek the assistance of some responsible person for obtaining the dying declaration.

(2) When life is extinct –

- (a) The main requirement when a dead body is found on or near the track by any Railway servant or by the staff of the train responsible for the accident or by the staff of a subsequent train is to keep the evidence intact, specially the finger prints. Handling of the dead body by many people should be avoided as the finger prints, which may be available near the scene of occurrence, may be disturbed. Similarly, the dead body normally should not be removed until the arrival of the police. However, to clear the line, the body may be removed from the line, by the minimum required distance.
- (b) The body may, thereafter, be left in charge of village Chowkidar or any responsible person in the vicinity or Lineman or Gateman. If no responsible person is readily available at the site where the body is found. It should be removed to the nearest gate-lodge in the direction of the movement of the train. Where there is no gate-lodge it will be carried and made over to the Station Master of the next station. In all cases, a written memo, giving the following particulars shall be made out by the Guard, or if there is no Guard, by the Driver of the train, or by the person who happens to find the body –
- (i) time and place the body was detected;
 - (ii) position of the body in relation to the tracks;
 - (iii) blood stains on ballast or engine, extent of injuries, and whether prima facie inflicted by a train or otherwise; and
 - (iv) position of any clothing, etc. found on or near the rails.

This memo should also contain the name of the informant, his address so as to help the police authorities. Thereafter, the memo should be made over to the man, under whose charge the body is kept, for onward transmission to the police authorities.

- (c) In case the body is found by Railway staff not working a train, he shall, take immediate steps to advise any responsible person in the vicinity of the scene of the accident to inform police.
- (3) Attempts should be made to find out the identity of the deceased or injured. The Station Master should send an advice to the relatives of the deceased or injured free of cost. A letter confirming the wire should also follow.

8.11. Disposal of corpses in cases where the cause of death is open to question :-

- (a) In all cases of passengers dying at stations, or corpses being taken out of trains, or railway servants and others being killed on Railway premises, Station Masters shall make over the body and all effects of the deceased to the Government Railway Police, who are responsible for the prompt disposal of such bodies.
- (b) Where there are no Government Railway Police, the Station Master shall see that the corpses are, promptly removed from public view.

8.12. Murder or serious assaults in railway carriages: -

If a crime of a serious nature such as a murder or serious assault is committed in a railway carriage on a running train, the following action shall be taken by the staff:

- (i) The Guard of the train shall have the compartment emptied and locked up all shutters have been raised from outside immediately the commission of such an offence is known so that blood stains, marks of struggle, foot prints, finger impressions, etc. may remain undisturbed.
- (ii) If the crime took place in a Second class compartment the carriage shall be detached at the station where the crime was detected and kept under watch till the police take over the case.
- (iii) If the crime took place in a First class compartment, the compartment shall be immediately locked up and the carriage allowed to proceed to the nearest station where it can be replaced. If no Government Railway Police staffs are located at this station, a member of the Railway staff will guard it, until a Police Officer takes over.
- (iv) No one, either Railway employees or outsiders, shall be allowed to enter the compartment until the police arrive, except to attend to injured persons.
- (v) The Railway Police station concerned shall be advised at what station the carriage has been or will be detached. After the carriage is taken over by the police, it shall not be removed or otherwise utilized without the written authority of the Police Officer conducting the investigation. If an abnormal delay takes place on the part of the police in releasing the carriage, the matter shall be reported to the Divisional Railway Manager concerned.

CHAPTER – IX

ACCIDENT ENQUIRIES

9.01. The object of an enquiry :-

- (i) The main object of an enquiry is to ascertain fully the causes of an accident with a view to preventing its recurrence.

In the case of human failures, the responsibility on the individuals should be fixed specifying the rule or rules violated by each of them so that they may suitably be taken to task.

In the case of an inherent defect in the system of working or defective physical appliances (such as, track, rolling stock, working apparatus, etc.) measures should be recommended to prevent recurrence of similar accidents in future.

- (ii) Another object of an enquiry is to ascertain whether there has been any laxity or avoidable delay in rendering relief to the injured, arranging necessary facilities for other passengers to continue their journey and restoring through communication.

Note :- The Enquiry Committee should not, however, confine themselves to ascertaining the immediate cause of the accident. The scope of enquiry should embrace a wider field, and efforts should be made to determine whether there has been general laxity in working or negligence of supervision to which the accident may be attributed. The intention should not be make a scapegoat of individuals but to eradicate the root causes of accident. The members of the Committee must, therefore, observe strict impartiality and avoid any partisan feeling. The object should be to record facts and not to screen faults.

9.02. When an enquiry necessary :-

An enquiry shall be held to ascertain the cause and responsibility for accidents

- (i) If the accident falls within the purview of Section 113, of the Indian Railways Act.
- (ii) If there is reason to believe that railway staff are responsible either on prima facie evidence or on police report.
- (iii) If the system of working is suspected to be defective.
- (iv) If the cause of the accident is not clear.
- (v) If, for any special reason, an enquiry is considered necessary by the Divisional Railway Manager.

- (vi) If the Commissioner of Railway Safety is under statutory obligation or desires to hold an enquiry into the accident, or.
- (vii) If the Commissioner of Railway Safety asks the General Manager to obtain a full and detailed report on the accident

9.03. Institution of enquiries :-

All enquiries will normally be instituted by the Divisional Railway Manager. In serious accidents the General Manager or, on his behalf, the Chief Operating Superintendent may, when necessary, order an Administrative Officers Enquiry consisting of Heads of Departments or Deputy Heads of Departments, stating date, time and place.

9.04. Level of Enquiry :-

- i) All serious accident shall be inquired into by the Commissioner of Railway Safety.
- ii) In case CRS or CCRS is not in a position to inquire into serious accident cases **involving coaching train, notified to him under section 113 of Railway Act, the inquiry shall be carried out by a Committee of SA Grade Officers and CSO of the Railway shall be convener of such Committee. The Accident inquiry Report of the committee shall be accepted by the General Manager of the Zonal Railway.**
- iii) All cases of collisions falling under A-1 to A-4 categories shall be inquired into by a committee of SAG officers **with GM as the accepting authority unless the same is being inquired by CRS.**
- iv) All other Consequential Train Accidents **shall be inquired by Dy. CSOs from Safety Department to be nominated by the GM with GM as the accepting authority.**
- v) **All other accidents shall be inquired into by a committee of Sr. Scale or Jr. Scale officers as decided by respective DRMs with DRM as the accepting authority.**
- vi) All Yard Accidents shall be inquired into by a committee of Senior Supervisors with Sr. DSO /DSO as accepting authority.
- vii) All cases of Indicative Accident shall be inquired into by a committee of Senior or Junior Scale Officers with DRM as the accepting authority.
- viii) General Manager or DRM can have the enquiry conducted by a committee of higher levels of officers than the above mentioned levels depending upon the seriousness of accident.

- ix) In accident cases wherein the Inquiry Committee determines responsibility on the staff of Foreign Railway, the Inquiry Report should be put up to the Principal Head of the Department of concerned Department of the Railway on which the accident took place through CSO after which such inquiry report shall be accepted by the AGM (instead of DRM). Finalization of Inter-railway DAR cases arising out of such inquiry reports be followed up by the Principal Head of the concerned Department of the Railway on which the accident took place. If suitable response is not received from the respondent railway at General Manager's level, then the case should be referred to Railway Board.
- x) All cases of equipment failure shall be inquired into by Senior Supervisors/ Supervisors of respective Departments.
- xi) All inquiries will be ordered by the concerned DRM except for inquiries **falling under item No. (ii), (iii) & (iv) of the above wherein the General Manager will order the inquiries.**

(Authority:- Railway Board's letter No.2005/Safety(A&R)/6/4 Pt dated 17/10/2017 & 27/07/2017)

Note :- The Central Government may also order a Commission of Enquiry to enquire into very serious accident under the Commission of Enquiry act 1952 (LX of 1952).

Commissioner of Railway Safety's enquiry :-

The Commissioner of Railway Safety may personally order and conduct an enquiry into any accident which he considers to be of a sufficiently serious nature to justify such a course. In such cases he will inform the General Manager of his intention and intimate the date, time and place of the enquiry. The General Manager will, on receipt of such information, nominate an Officer of at least the junior administrative grade to assist the Commissioner of Railway Safety, in the conduct of the enquiry and also instruct the Divisional Railway Manager to render all assistance and arrange attendance of the Divisional Officers concerned and the staff whose evidence is necessary. The Railway Officers attending the Enquiry will, however, have no share in or responsibility for the finding of the Commissioner of Railway Safety.

According to the rules laid down in Railway Board's Notification No. 1926 T of 1930, the Commissioner of Railway Safety must (except when unavoidably prevented) hold an enquiry into every accident to a passenger train which is attended with either,

- (i) loss of human life or Serious injury to any person in the train, or
- (ii) damage to Railway property estimated to cost Rs. 1,00,000 or over.

Note :-(a) An enquiry by the Commissioner of Railway Safety is a statutory obligation into any accident to a 'Staff' or Workmen's train, or to a 'Ballast' or 'Material' train carrying Workmen (Railway's or Contractor's), involving loss of life or serious injury to its occupants, irrespective of whether the accident occurs on a line open, or not open, for the public carriage of passengers.

When he is unavoidably prevented from holding an enquiry into an accident, in which an enquiry is a statutory obligation, he may also ask the Railway concerned to hold an enquiry and submit to him the proceedings of the Enquiry Committee.

Joint enquiry :-

The Divisional Railway Manager will order a joint-enquiry into accidents other than Class A-1, according to the importance of the case, by a Committee composed of (i) Divisional Officers, (ii) Assistant Divisional Officers. or (iii) Senior Divisional Subordinates.

Departmental enquiry :-

When one particular Department of the Railway has accepted all responsibility for an accident, the Divisional Railway Manager will arrange for an Officer or a Senior Subordinate of that Department to hold an enquiry.

9.05. Notice of enquiries :-

In cases of enquiry into accidents falling within the purview of Section 113 of the Indian Railways Act, or when the Commissioner of Railway Safety or Administrative Officers decide to hold an Enquiry, the Divisional Railway Manager will give timely notice of the date, time and place of the enquiry to the following Officers to enable them to be present at the enquiry should they so desire –

- (i) The District Magistrate of the district in which the accident occurred, or such other officer as the Local Government may appoint in this behalf.
- (ii) The Superintendent of Railway Police and the District Superintendent of Police.
- (iii) The Commissioner of Railway Safety for the section of the railway on which the accident occurred; and
- (iv) The Officer-in-Charge of the Railway Police or if there are no Railway Police, the Officer-in-Charge of the Police Station in the jurisdiction of which the accident occurred.

9.06. Time and place of enquiry :-

Enquiries must commence as soon after the occurrence as possible and in any case within 3 days of the date of accident.

The time fixed for holding the Enquiry should usually be linked up with the arrival time of the train by which the distant officials can come.

Enquiries must be held either at or as near the site of the accident as possible, unless the Committee unanimously agree that the holding of the Enquiry elsewhere will best suit the circumstances of the case and the convenience of the witnesses.

9.07. Time schedule for enquiries :-

Enquiries should be held and proceedings submitted as soon after the accident as possible and that the following time schedules (counting 'D' as the day of the accident) shall not be exceeded

D	–	Issue of Accident Message
D+3	–	Holding of Enquiry
D+10	–	(i) Submission of detailed report to Railway Board and PCOM. (ii) Submission of Enquiry proceedings to PCOM.
D+27	–	Acceptance of the Enquiry proceedings by the competent authority.
D+90	–	Finalization of Disciplinary Action.

9.08. When an enquiry may be dispensed with :-

- (a) A formal departmental enquiry may be dispensed with provided
 - (i) an enquiry is to be held by the Commissioner of Railway Safety, or
 - (ii) when there is no reasonable doubt about the cause in case of an accident not attended with loss of human life or with serious injury to person or serious damage to property. But even in such cases, if necessary, enquiry by the department who accepts the cause should be conducted,
or
 - (iii) there is no reasonable doubt as to the cause of the accident, or
 - (iv) one department of the Railway intimates that it accepts all responsibility in the matter.
- (b) When an enquiry is dispensed with consequent on the acceptance of responsibility by a particular department of the railway, the Divisional Officer or Assistant Officer-in-charge of the department should ensure that a Departmental Enquiry is held.
- (c) It is not necessary to hold formal enquiries into all fatal or serious accidents to passengers and trespassers or railway, servants, unless there is special reason to do so. Such accidents should, however, be carefully enquired into by a Railway official and Police and Medical reports must, be obtained for record.

9.09. Action by General Manager in accidents under Class A-1 attended with loss of human life :-

The General Manager may, within 24 hours of the receipt of message reporting the occurrence, instruct the Principal Chief Operations Manager, Chief Safety Officer to

- (a) arrange an enquiry by principal officers stating date, time and place;

or

- (b) intimate that the CRS will hold an enquiry stating date, time and place.

The Divisional Railway Manager concerned will, on receipt of such advice, inform the District Magistrate and local Police., Officials concerned and also arrange the attendance of all staff whose evidence is necessary.

Failing receipt of advice that the General Manager or CRS proposes to investigate, the Divisional Railway Manager will take action to convene an Enquiry Committee.

9.10. Composition of Enquiry Committees :-

- (a) The members of the Enquiry Committee will normally consist of –
 - (i) In the case of Administrative Officers – The Heads or Deputy Heads of the Operating, Mechanical and Engineering Departments.
 - (ii) In the case of Divisional Officers – The Divisional safety Officer, The Divisional Mechanical Engineer and The Divisional Engineer concerned.
 - (iii) In the case of Assistant Officers – An Assistant Operations Manager, An Assistant Mechanical Engineer and An Assistant Engineer.
 - (iv) In the case of Senior Subordinates – A Transportation Inspector, A Permanent way Inspector and, A Loco Inspector or Foreman.

Note – Where a member of the staff is fatally injured in an accident and in all cases of Technical Accidents the Enquiry Committee should be composed of Assistant Officers rather than Inspectors.

- (b) If any other Department is also involved, it will be represented by an official of equivalent rank in the respective Enquiry Committee.
- (c) When a staff or engine of another Division or another Zonal Railway train is involved, representative of that Division or the Zonal Railway concerned should also be included in the Enquiry Committee.

- (d) In the case of – a major fire in railway premises or trains -a representative of Railway Protection Force of appropriate status should also be associated with the Enquiry Committee (vide Rly. Board's letter No. 61-Security/72/42, dated 12th September, 1961).
- (e) The Magistrate and Police must also be advised of the date, time and place of the Enquiry to enable them to be present, should they so desire. They may ask questions the President or by his permission directly. Answers given to them must be recorded in the proceedings, but it is not necessary for these officers to sign the Proceedings. Mention must, however, 'be made in the proceedings of the presence of any of these officers.
- (f) The Commissioner of Railway Safety may attend any of the above named Enquiries, if he desires to do so.
- (g) When loss or damage to Mail Vans or Mails or injury to Mail staff is the subject of an enquiry, the Superintendent, RMS concerned should be intimated. He may be present at the proceedings but will take no part therein.
- (h) When military personnel or property are involved in an accident, the Headquarters of the Military Command should be advised of the date, time and place of enquiry so that the Headquarters may send a military representative to attend the enquiry if they so desire, who will, however, be an observer at the proceedings and will take no part therein.
- (i) When the owner of a private siding or his employees are in any way involved or responsible for an accident in that siding, the owner of the Siding should be given opportunity to attend the enquiry, but he will take no part therein.

9.11. President of Enquiry Committee :-

The Senior Member of the Committee will ordinarily act as President, except where he happens to be an Executive Officer of the Branch involved in the accident.

9.12. Attendance of witnesses :-

Whenever an enquiry has been instituted, it will be the duty of the Divisional Officer of each Department concerned to arrange attendance of such of his staff as are required to give evidence at the enquiry and also to advise any other witnesses, whom the Committee may require to give evidence, to be present on the fixed date and time at the place of enquiry. He will also see that all documents necessary for conducting the enquiry are made available and any other information required is readily given.

9.13. Examination of witness :-

A witness is expected and should be permitted to make a full statement of all the facts, relevant to the case, of which he has knowledge. His evidence should not be confined to mere replies to questions during his examination.

9.14. Warning against false evidence :-

Before recording the evidence of a witness, the President of the enquiry committee will warn the witness against giving untruthful or false evidence and bring to his attention that he renders himself liable to disciplinary action as notified in paragraph 1024 of Gazette No, 26, dated 17th December 1941 and reproduced as Appendix-J. A certificate signed by the president to the effect that this has been is to accompany the proceedings.

9.15. Enquiry into accidents to Foreign Railway trains :-

Accidents to trains for Foreign Railways occurring at junctions worked by the Eastern Railway or on those portions of the line over which Foreign Railways exercise running powers must be enquired into by the Eastern Railway. A representative of the Foreign Railway concerned must, however, be invited to sit on the Enquiry Committee.

9.16. Accidents to Gangmen :-

In the case of an accident to a Gangman on duty, the evidence of the Gangmate concerned is absolutely necessary. The Mate is responsible for the safety of his men and evidence should be recorded to show what instructions were given by the Mate for their protection as required under provisions of Chapter XXXIII of the Engineering Manual, 1932 (Provisional issue).

9.17. Failure to attend enquiry :-

If a member of an enquiry committee fails to attend or is not represented at the enquiry, his written explanation must be submitted to the President of the Committee, if the member is an officer, or to his superior officer if he is a subordinate.

If the attendance of the absentee member is essential for the enquiry on account of some technical or special knowledge, another officer or subordinate of similar standing should, if possible, represent him at the enquiry.

Witnesses who are summoned for an enquiry but fail to appear must similarly explain their absence,

9.18. Postponement of enquiry :-

An enquiry will not ordinarily be postponed owing to the absence of a witness, but, if after recording all other evidence, a decision cannot be arrived at, the enquiry may be adjourned till the witness is available.

In the case of a witness being sick, the president of the enquiry committee should ascertain from the Medical authorities whether the man is in a fit condition to make any statement and depute a representative to record his evidence subject to the concurrence of the Medical Officer.

If any one member of the enquiry committee fails to attend, the enquiry should be proceeded with without him. A joint enquiry shall not, however, be conducted any time by a committee comprising of less than two members.

9.19. Notes for the guidance of enquiry committee :-

- (a) Before the commencement of an enquiry it is necessary that members of the enquiry committee should read for their guidance the relevant paragraphs of the Accident Manual. They shall carefully go through the points given in paragraphs 9.25 & 9.26 one by one, and agree among themselves as to what points are obviously irrelevant.
- (b) A joint enquiry is held with the object of eliciting the genuine facts that led to the accident and must, therefore, be conducted with absolute impartiality; any attempt to impart a departmental bias to such an enquiry should firmly be repressed by the members of the committee. Severe notice will be taken of the conduct of an officer who endeavors to smoke-screen the employees of his own Branch or to discredit unfairly the evidence or actions of those belonging to other Branches.
- (c) The main object of a joint enquiry is to ascertain fully the causes of an accident with a view to preventing its recurrence. The committee should, therefore, enquire into and report on all points arising from the nature of the accident and record them in the evidence.

The committee should bear in mind that a decision has to be arrived at by authorities who have not had the advantage of bearing the evidence, seeing the witnesses and reviewing the circumstances on the spot. The report should, therefore, be complete and clearer and more attention paid to small matters than if the final decision were left to the committee. It should not be assumed that the authorities who would take a decision on the enquiry report have a knowledge of the conditions obtaining at the time and place of the occurrence.

The value of the evidence of each witness should be noted on, bearing in mind whether the witness is an impartial witness, one to whom the decision is personally a matter of indifference, or whether the witness has any particular reason for desiring that the views of the committee should incline one way rather than another. In fixing individual responsibility, if there are any extenuating circumstances, these should be mentioned.

It is not sufficient merely to find out that on one Particular occasion something happened through the fault of one particular man; more than this is required. The scope of the enquiry should be extended so as to embrace a wider field and to enquire whether there has been general laxity of working or inadequate supervision that may be the root cause of the particular accident. For this, records should be examined over some period to check whether the irregularities that have come to light relating to the accident had been repeated previously. The Inspection notes of supervisory staff should be perused and it should be determined whether the irregularities could have been detected earlier and set right if effective supervision had been exercised.

In formulating proposals for preventing a recurrence, the practical feasibility of the recommendations proposed should be borne in mind, the repercussions of the proposals on any other aspect of working should also be examined.

9.20. Proceedings of enquiry :-

The proceedings of enquiry will consist of the following documents –

- (i) Index of documents and evidences (OP/T 21).
- (ii) Title Page with features of accident, composition of enquiry committee and other officials present. (OP/T 20).
- (iii) History of the accident.
- (iv) Description of the site of accident.
- (v) Sketch of site of accident (foolscap size).
- (vi) Site plan of accident and/or other drawing necessary in cases of serious accidents or in which the issue is complicated.
- (vii) Finding (OP/T 22).
- (viii) Note for the information of the Administration and it's Legal Advisers in case on litigation arising.
- (ix) Note of dissent (in manuscript form).
- (x) Recommendations by the Committee (in manuscript form).
- (xi) Evidence of witnesses (OP/T 23).
- (xii) List of passengers killed or injured (to be shown separately)
- (xiii) List of railway employees killed or injured (to be shown separately).
- (xiv) List of damages to engines, rolling stock, permanent way or works, overhead equipments and their estimated cost (OP/T24).
- (xv) Extracts from Train Registers (when relevant).
- (xvi) Extract of rules bearing on the accident (to go with Finding).
- (xvii) Note of any serious or important discrepancy, which may exist in the cause and nature of accident as reported in Form ER-GA. 3 and as brought out at the enquiry.
- (xviii) Police Report, where necessary.

{ Combined in New Form
(OP/T 20A)

Note – In cases of serious accidents or in which the issue is complicated, a sketch of the site of accident is not sufficient but a Site Plan and other drawings must be prepared and attached to the proceedings.

9.21. Forms to be used to record the proceedings :-

Form ER-OP/T20, 20A, 21, 22, 22A, 23 and 24 are to be used to record the proceedings of all enquiries in the case of an officer or senior subordinate holding the enquiry, the name and designation of the official holding the enquiry will replace the word president and the words committee of members deleted.

9.22 Preparation of the documents of enquiry proceedings :-

- (i) Index of Documents** – The Form is self-explanatory.
- (ii) Title page with features of accident etc** – The form is self-explanatory.
- (iii) History of the accident –**

This should be a concise account, in narrative form of all relevant points brought out during the enquiry. It should enable anyone, who has not been present at the enquiry, to obtain a clear idea of the event leading up to the accident, what actually occurred, and the result. No attempt to fix responsibility should be made in the History.

No comment should be made on the evidence given or the reliability of witnesses. This should be dealt with in the 'Note for the information of the Administration and its Legal Advisers in case of litigation arising.'

Description of accident shall be a record of actual facts and shall include only those items, given below, which are relevant to the accident under enquiry.

- (a) Weight of engine and weight on each axle
- (b) Condition of engine tyres.
- (c) Recent history of engine.
- (d) Marshalling of trains.
- (e) Brakes and number of braked wheels.
- (f) Total weight of train.
- (g) Condition of rolling stock concerned.
- (h) Condition of each wheel and spring concerned in a derailment, including gauge of axle, section of flanges and condition of axle-box.

In the case of fracture of wheels or axles it is important to record full particulars of the fractured part, such as, diameter of axle journal position and nature of fracture and exact marking thereon, showing maker's name, cast number, etc.

- (i) Single or Double line.
- (j) If the line is electrified.
- (k) Time train was due, and if late, time lost and reason.
- (l) Whether train was booked to run through or stop.
- (m) Whether train was booked to cross, or was crossing out of course.
- (n) System of working at the time.
- (o) Weather conditions.

(iv) Description of the site of accident :-

This should bring out all relevant points given below, and should refer to all features which it is necessary to explain to a person who has not had the advantage of visiting the site of accident, e.g. approaches, curves, height of bank, bridges, visibility of signals, and any other special features, which would help him in visualizing the site and in understanding the nature of the accident –

- (a) Formation
- (b) Grades
- (c) Curves
- (d) Bridges and culverts
- (e) Level crossings
- (f) Description of signals with special notice of those concerned, and the distance of each from some fixed point.
- (g) Sighting of signals concerned, both from an approaching, train and from the lever.
- (h) System of interlocking points and signals.
- (i) System of locking points and signals.
- (j) System of working points and signals.
- (k) Type and condition of permanent way, gauge, cross-levels, cant, super elevation, amount of wear of head of rails, etc.

- (l) Inclinations of crossings, concerned, details of points and crossings length of switch rails, clearance, etc.
- (m) Brief description of system of working and whether in use or interrupted.
- (n) Fencing and means of access to the line.
- (o) Condition of fencing.
- (p) In cases of brusting of points, it will be stated, whether or not they were fitted with disc or interlocking, apparatus.
- (q) In cases of fire attributed to sparks from the engine, whether the engine was fitted with a spark arrestor and of what pattern, and also what description of fuel was used. If the sparks are supposed to have escaped from, the ash pan, precautions taken to prevent escape of sparks.

Note :- (i) The numbers of all signals and points should conform to the numbering as given on the Working Rule Diagram. (ii) Re: Items (iii) and (iv)-In complicated cases if a long history is necessary separate manuscript forms should be used for the History and Description of site of accident.

(v) Sketch or plan of the site of accident and other drawings –

A complete and accurately dimensioned sketch of the accident showing positions of vehicles and their condition, permanent way including any detached components and whether intact or damaged, should be made by an Engineering official of the Railway and signed by the senior Police official present.

The sketch of the site of accident should be foolscap size. The site plan of accident, when it is necessary to prepare one, should be numbered. Titles, references, descriptions, points, numbers, etc., shown on the sketch or plan should be hand-printed and not written in coloured pencils, Both the sketch and plan should contain full details as described below –

- (a) The north point.
- (b) Kilometrage at which accident occurred and station at which or stations between which it occurred.
- (c) All lines, sidings and points correctly numbered if the accident occurred within station limits.
- (d) When a train or engine is concerned, the position should be shown at the time of the accident, indicating by an arrow the direction of movement.
- (e) Gradients.
- (f) When necessary, levels both cross and longitudinal, should be taken and gauge and condition of packing should be recorded for half a mile on either side of the accident.

- (g) Any other relevant information, which is referred to in the proceedings of the enquiry.
- (h) Drawings required (section of wheel-types, axles, etc).

(vi) Finding – This should be clear, brief and to the point showing

- (a) The cause of the accident.
- (b) The rule or rules violated by each person, if any.
- (c) The staff held responsible.

It should also be mentioned under which of the following categories the accident fails

- (i) Failure of Railway staff.
- (ii) Failure of other than Railway staff.
- (iii) Failure of engine or rolling stock.
- (iv) Failure of Permanent Way.
- (v) Failure of electrical or other equipment.
- (vi) Fires.
- (vii) Malicious activities.
- (viii) Accidental or beyond human control.
- (ix) Not definitely determinable.

Notes :- (1) Before arriving at a definite finding in cases where an individual dies in close proximity of electrical apparatus the medical evidence in support of the Finding should be recorded as the death may arise from natural causes or causes other than an electric shock.

(2) When the Finding is unanimous, the original copy of the Finding must be signed by all members forming the Committee the subsequent typed copies should be endorsed 'signed by'.

(vii) Note for the information of the Administration and its Legal Advisers in case of litigation arising –

- (a) This note will be drawn up to clarify the issues, which have arisen. In it the Committee must state fully the reasons. Which have led them to arrive at their finding. Details of inspection of the site, of the rolling stock involved in the accident and of the materials, instruments, appliances, etc. should also be stated in support of the Finding. Evidence and reasons for Finding must not be discussed in presence of the Magistrate, Police and, other Civil Authorities.

- (b) This document will be treated as a privileged document and is not to be disclosed to anyone other than railway officials, the railway legal advisers and the Commissioner of Railway Safety, Kolkata. It is not to be sent to Magistrates, Police and other Civil Authorities.

(viii) Note of dissent –

If a member is unable to agree with, the Finding wholly or in part, he should record his note of dissent and reasons thereof on the spot. This document must accompany proceedings.

(ix) Recommendations by the committee –

The committee may recommend any improvements in the rules or practice of working which in their opinion, would separate paper and entirely separate from the Finding.

(x) Evidence of witnesses –

(a) Before recording the evidence of a witness, the President of the Enquiry Committee must warn the witness against giving untruthful or false evidence. A certificate of the President to this effect must accompany the proceedings.

(b) The evidence of any officer or subordinate, who is a member of the committee, if considered necessary, must be recorded before the evidence of any other witness is taken.

(c) Evidence should be recorded as a connected narrative subsequent admission and retractions brought out in cross-examination should be recorded in the form of questions and answers. Witnesses should, however, be permitted to make a full statement of all the facts, relevant to the case, of which he has knowledge, and care should be taken not to intimidate them.

(d) The President of the Enquiry Committee may utilize the services of a Stenographer or nominate a member, preferably of the Operating Department, to record the evidence.

(e) While giving evidence, witnesses frequently refer to certain localities or particular lines by local names. In such cases, a note should be made indicating by a reference to the plan the actual locality or point referred to by the witnesses.

(f) The record of evidence on each page will be signed by the person giving it and by the President or official making the enquiry.

The evidence of witnesses unable to read or write English will be correctly read over and translated to them, and a certificate to this effect will be recorded by the President or official making the enquiry. Thumb impression of the witness should be taken on each page and attested by the President.

Note :- The original proceedings may be either in type or in manuscript. All copies are to be in type

(xi) List of passengers killed or injured:

Attention is called to Rule 3.10 (vii), (ix) and 3.11 (b) (v) .

(xii) List of Railway employees killed or injured –

Attention is called to Rule 3.10 (vii), (ix) and 3.11 (b) (v).

(xiii) List of damages –

These should accompany the proceedings, if available in time, but in any case should be submitted as soon as possible after the enquiry has been held. The approximate cost of damages should, however, always be intimated with the proceedings.

(xiv) Extract of train Registers –

These should invariably be given where the time factor will assist in arriving at a correct conclusion as to the cause of accident, e. g., of collisions, averted collisions, breach of block, speed of trains, violation of General Rules and Station Working Rules, derailments between stations, whether due to malicious tampering of the track or other cause.

(xv) Extract of rules bearing on the accident –

These should be reproduced for ready reference. Particularly when the committee suggests modification of any defect in them.

(xvi) Police Report –

The Police- Report, where necessary, should be submitted along with the Enquiry Proceedings. If the Police Report is not received in time, it should be stated in the Proceedings that it will follow. The submission of the Proceedings must not, however, be delayed. The Divisional Operating Superintendent will endeavour to obtain the Police Report in time.

9.23. Additional information to be noted in Accidents at Level Crossings :-

In all such cases the following particulars should be forwarded with the proceedings –

- (a) Whether the prescribed number of head lights were burning on the engine. If the accident occurred with a Light engine or a Train engine running' tender foremost, this should also be noted.
- (b) If the accident occurred at night it should be ascertained from the Guard and Driver whether –
 - (i) All gates were properly secured and padlocked.
 - (ii) The gate lamps were in good condition and alight.
 - (iii) The hand-lamp belonging to the Gateman was in order.

- (c) A census of road traffic from 6 to 18 and 18 to 6 hours, shown separately, should be obtained for a period of at least 6 days.
- (d) A sketch of the site submitted must contain information about the following –
 - (i) Grades and curves of both the road and line on each side of the Level Crossing.
 - (ii) Position of trees or structures, which affect the range of the view.
 - (iii) Position of telegraph posts, correctly numbered.
- (e) Where photographs of the site are of value, they should be submitted.
- (f) The class of Level Crossing to be shown together with the number of Gatemen posted there and their hours of duty.
- (g) The average number of goods trains running on the -section daily.
- (h) State of Level Crossing, whether in good order or defective in any way.
- (i) Whether the cart was considered to be overloaded or not when run into.
- (j) Whether ROAD SIGNS are provided on road approaches. This information should also be given in the accident Message/Report to the Board.
- (k) Whether WHISTLE BOARDS are provided at the approach of unmanned level crossings or those on curves.

9.24. Accused employees permitted to bear evidence and cross-question witnesses :-

- (i) Before an enquiry is held by an Officer or Inspector, or by a Committee of Officers or Inspectors, into a case of accident or serious breach of rules in connection with the working of trains, the Officer, Inspector or Committee must decide whether, on the reported facts, there are sufficient grounds for treating any employee or employees as 'accused'. If so, the "accused" should be permitted to be present throughout the enquiry and to examine and cross-examine witnesses.
- (ii) If the reported facts do not indicate sufficient grounds for any employee or employees to be treated as an "accused" person and if, during the course of an enquiry, the evidence points to an employee or employees being probably guilty, he or they should for the rest of the enquiry be treated as "accused" and be permitted to be present and examine and cross-examine witnesses.
- (iii) These instructions apply only to a regularly constituted enquiry at which witnesses have been called to attend. They do not apply to ordinary enquiries into accidents, irregularities, etc., conducted by Station Masters, Inspectors, etc. during which statements have to be recorded for the purpose of a report. It would not be a workable proposition always to have the possible "accused" present during such investigations, as in these investigations, all statements are not always recorded at the same time, or place, but when and where the staff happen to be available.

- (iv) At enquiries by officers into very serious occurrences, as a result of which it is possible that an employee may be criminally prosecuted, the "accused", in addition to being present himself throughout the enquiry, may, if he so desires, be represented by an officer of his own division. This Officer may be selected by him, and if approved of by the Divisional Railway Manager, will assist the "accused" in every way possible by advice, putting forward evidence, cross-examining witnesses and generally in defending the "accused".
- (v) Irrelevant or objectionable questions should, of course, be disallowed.

9.25. Instructions for conduct of enquiries :-

The following points should be borne in mind in course of enquiries and brought out in evidence –

General

- (i) Sequence of events in time (that is, prior to and after the accident).

Operating

- (ii) Entries in station register referring to trains concerned.
- (iii) Condition of registers.
- (iv) Condition of line clear ticket and counter foil.
- (v) Custom as to obtaining line clear.
- (vi) Custom as to preparation of line clear tickets.
- (vii) Custom as to delivery of line clear to Driver.
- (viii) Condition and recent history of block instruments.
- (ix) Whether trains concerned were running as usual or not.
- (x) Custom as to working of points and signals and nature of Station Master's control.

Personnel

- (xi) Whether acquainted with rules concerned and possessed competency certificates.
- (xii) Whether in possession of the prescribed rule book.
- (xiii) Whether in receipt of notices concerned,
- (xiv) Whether Drivers have signed as acquainted with the road, and when.
- (xv) Whether Drivers have been over the road recently,

- (xvi) Whether the staff has worked the same train before.
- (xvii) Exact scope of each man's duties, where these are not well known.

This applies to all but train staff and is particularly to be borne in mind in the case of the staff of large stations.

- (xviii) Health and eyesight of staff. In the case of staff who are required to use glasses whether they were using them at the time of accident or not.
- (xix) Hours of work and previous rest of Railway servants concerned and whether it complied with rostered duties -and hours of employment regulations.

Rolling Stock

- (xx) Type and conditions of couplings.
- (xxi) Train lights carried, and if burning, arrangement of lights.
- (xxii) Weight on each wheel of vehicle concerned in a derailment.
- (xxiii) Whether the breakage of the mechanism or brake gear was instrumental in causing the accident.

Way and Works

- (xxiv) Recent history of road at place of derailment, condition of points and crossings,
- (xxv) Condition of track, whether correct to gauge, any wheel marks on sleepers, showing where vehicles left the track and distance dragged.
- (xxvi) When work was last undertaken on road in question.
- (xxvii) System of work of permanent way gangs on the section concerned.

Signals and Interlocking

- (xxviii) System of locking or interlocking points and signals.
- (xxix) Nature of Station Master's control.
- (xxx) Whether the signals concerned are visible from the place of operation. If not, whether Repeaters are provided both in the cabin and Station Master's office and what was the condition of the Repeaters on the day of the accident.
- (xxxi) Whether the Outer is visible from the required distance and what is the approach like.
- (xxxii) Whether the Home Signal is visible before approaching the Outer, and, if so, at what distance, before the Outer.

- (xxxiii) Time of lighting and condition of lamps of signals, indicators and discs.
- (xxxiv) Whether the signals, points, repeaters of slots tested by the committee concerned and what were their observations.
- (xxxv) Whether the other points are worked from a cabin of a ground-frame.
- (xxxvi) Recent history of signals concerned.
- (xxxvii) Whether the points are provided with Point Indicators or governed by Starting Signal.
- (xxxviii) Whether the rules and Instructions complied with.
- (xxxix) Whether the Leverman felt an obstruction while operating points or signal lever.
- (xl) Date of last attendance of the maintenance staff for the maintenance of the apparatus.
- (xli) Whether the points are provided with W.P. stretchers, and, if so, whether the first stretcher hugging the stock rail.
- (xlii) In case of double wire signalling, if the "Auxiliary Lever" was sealed and if it was in safe custody of the Station Master.
- (xliii) When the "Auxiliary Lever" was last used and for what purpose.
- (xliv) Whether the points were found correctly latched and set and what was the condition of the switches and whether they were worn out or clipped.
- (xlv) Whether Lever-collars are provided and whether they were used in accordance with instructions.

9.26. Additional instructions for conduct of enquiries into cases of fire on trains :-

- (a) The following points should be taken into consideration in enquiries into cases of damage to the public property due to fire –
 - (i) The law on the subject requires that the common causes, such as, sparks from engine, sabotage, hot axle, throwing lighted cigarettes or carrying naked lights near the goods bailed etc., should be eliminated as a bailee. These points are, therefore, essential for the defence in compensation claims preferred or suits filed for damages arising as a result of goods destroyed by fire.
 - (ii) When the enquiring officials conclude that the cause of fire could not be determined, the President of the Committee should ensure that presumed opinion as to the cause of fire, which is not based on any evidence, is not recorded. It would be incorrect to record, for example, "that the fire may presumably have been due to someone

having thrown a lit bidi or cigarette end unintentionally, which later on gave rise to the fire". Such an indiscretion is likely to undermine the Railway's defence in a Court of Law and must be avoided.

- (b) In all cases of fire on coaching stock the following information should be submitted along with enquiry proceedings –
 - (i) Date, time, place and train number.
 - (ii) Coach number and type.
 - (iii) Position of coach from the engine.
 - (iv) Source of fire, if known; if not known, part of coach where fire was first observed.
 - (v) Roofing material (whether rubberoid, flintkote, or other material) sending sample piece if available.
 - (vi) Condition of wiring and electric equipment, and whether all fittings were intact prior to fire.
 - (vii) Engine number and type.
 - (viii) Class of coal on tender.
 - (ix) Whether engine fitted with spark arrestor equipment. If not, whether deflector type fire hole door and extended petticoat provided.
 - (x) Whether engine brick arch was intact.
 - (xi) Whether engine ashpan dampers were properly fitting or gaping
 - (xii) Whether ashtrays were provided in upper class compartments of the coach, which caught fire.
 - (xiii) Whether notice warning passengers to extinguish cigarette end before throwing the m away were exhibited in the Coach, which caught fire.

9.27. Disposal of proceedings of enquiries :-

(1) Submission to the Divisional Railway Manager –

The President of the Enquiry Committee will be responsible for the preparation and submission of the proceedings to the Divisional Railway Manager.

(2) Submission to the Heads of Departments :-

- (i) The Divisional Railway Manager will submit the proceedings at earliest to the Heads of Departments concerned, with remarks if he has agreed with the findings and recommendation, if any.

- (ii) The proceedings must be submitted to the Head office in a casual manner but must be accurate.
- (iii) Divisional Railway Managers should personally see all Joint Enquiry papers before they are submitted to the Head Office.
- (iv) Accident Reports in important cases; must be signed by the Divisional Railway Manager.

9.28. Copies of proceedings to be submitted :-

- (1) The Divisional Railway Manager will submit to the Principal Chief Operations Manager/Chief Safety Officer within 14 days from the date of accident in all cases, the requisite number of copies as laid down below.
 - (i) Accidents under Section 113 of the Indian Railways Act, Attempted wrecking or Sabotage, Averted Collision involving a passenger train, Running over vehicles at Level Crossings & Fire in passenger trains and coaches-4copies.
 - (ii) Technical Accidents (that is, Breach of Block Rules, Averted Collision not involving a Passenger train and Vehicles Running Away) – 3 Copies.
 - (iii) All other accidents, when necessary – 2 copies.

Note – (a) One extra set of the History, sketch, Finding, Note for the information of Railway Administration and Recommendation if any, of enquiries in cases referred to in items (i) and (ii) above, will also be forwarded to the Principal Chief Operations Manager by the Divisional Railway Manager.

(b) One extra copy of the Accident Report on Form ER-GA 3 together with the relevant sketch should be submitted to the Principal Chief Operations Manager along with all enquiry proceedings,

- (2) In the case of enquiries into accidents other than those referred to in items 1 (i) and 1(ii) above the proceedings will be filled in the office of the Divisional Railway Manager, but, where the enquiry discloses any important points of principle, which it is desired to bring to the notice of the Principal Chief Operations Manager or in cases where the Committee cannot definitely determine the cause of the accident. The proceedings in duplicate will also be sent to the Principal Chief Operations Manager by the Divisional Railway Manager.
- (3) The figures given for the total number of copies of the proceedings required to be submitted to the Principal Chief Operations Manager include the original proceedings, which may be in manuscript.
- (4) The proceedings of serious accidents should be prepared on the Gestener Machine (where supplied) as spare copies are often required subsequently.

- (5) In addition to the above an extra copy of the proceedings will be submitted when called in the following cases –
- (a) Where there is likely to be a prosecution.
 - (b) When a report is made by the Commissioner of Railway Safety to the Railway Board.
- (6) **Proceedings of enquiries held at joint stations :-**
- (i) The Working Railway shall hold enquiries into accidents occurring at joint stations or to Running power trains. When a Foreign Railway train is involved, a representative of that railway should be invited to attend the enquiry. "In such cases, the usual number of copies of the proceedings as indicated under Section 83, should be sent to the Principal Chief Operations Manager /CSO of the Railway holding the enquiry and only one copy of the proceedings should be sent to the representative of the Foreign Railway."
 - (ii) In the case of an accident involving an Eastern Railway, train at a joint Station on a line worked by a Foreign Railway, the requisite number of copies of proceedings should be obtained by the representative of this Railway attending the Enquiry and be submitted to the Principal Chief Operations Manager as usual.
 - (iii) "Accidents to trains shall be accounted for by that. Railway only which exercises jurisdiction over the site of accident. Engine failures shall be accounted for by the Railway owning the Engine."

9.29. Disposal of proceedings by the Head office –

The proceedings will be disposed of as per paragraphs 20 and 21 of the Railway Board's letter No. 1926-T dated 19th march, 1930.

The proceedings will be circulated to other Heads of Departments if it is necessary to obtain their views on any issue in the proceedings.

9.30. Action by the General Manager on CRS's report :-

When the Commissioner of Railway Safety holds an enquiry he will forward a copy of the proceedings to the General Manager within 14 days from the date of occurrence. In case the General Manager does not concur with the finding of the Commissioner of Railway Safety, he will either communicate to the latter the reason for his disagreement or inform him of his intention to do so later if a change of rule or system of working has been suggested in the report, the General Manager will, after examining the suggestion, either inform the Commissioner of Railway Safety what action has been taken or he proposes to take or intimate that he intends to report further on the proposals within 35 days from the date of occurrence.

9.31. Action to be taken on findings and recommendations :-

- (i) As soon as the findings of an Enquiry Committee are accepted by the Divisional Railway Manager he will proceed to take action against the staff held responsible. Disciplinary action may be initiated as soon as an enquiry is completed, but the infliction of penalty must follow the acceptance of the findings by the, Principal Chief Operations Manager. It should be ensured that all aspects of the enquiry including disciplinary action are finalized within 90 days from the date of the accident.
- (ii) As soon as the recommendations of the Enquiry Committee are accepted, the competent authority should take prompt action for their implementation.
- (iii)
 - (a) Follow up action on DAR cases should cover all accidents and not on those which are reportable to the Railway Board/Hd. Qrts. as per revised guidelines.
 - (b) Emphasis on relaying the prima facie cause within 24 hours should be relevant to all types of accidents.
 - (c) Monitoring of adequacy of punishment should be for all types of accidents.
 - (d) Emphasis by the Divisional/Zonal Offices in following the laid down schedules of accident inquiry, DAR cases and its finalization, should be relevant for all types of cases.
 - (e) Statistical information regarding incidents not relayed to Board should covered in monthly Safety MCDO's along with action taken.

9.32. Maintenance of Accident Enquiry Register :-

Every Division should maintain an Accident Enquiry Register on the proforma given below in order to keep a watch on the action, taken in regard to the findings and recommendations of Enquiry Committees.

Accident Enquiry Register.

Serial No.	Particulars of accident			Type of enquiry held	File No.	Date enquiry commenced
	Date	Site	Class			

Date finding and recommendations accepted	Staff held responsible	Date punishment inflicted and nature of punishment	Accepted recommendations	Progress made in implementing accepted recommendations

9.33. Prosecution of staff :-

- (i) In cases where it is proposed to prosecute an employee or where his Prosecution is demanded by the police, departmental action against him must be withheld. The departmental action must not, however, be withheld indefinitely. The Divisional Railway Manager will obtain a certified copy of the judgment in a court case, and submit 4 copies of it to the Principal Chief Operations Manager.
- (ii) When prosecutions are initiated by the Police, the Divisional Railway Manager should see that all necessary assistance is given to the Police. He should, however, carefully examine the proceedings of the Enquiry Committee and also go through the Section of the Indian Railways Act under which it is proposed to institute the prosecution to see that there is a definite order or rule which is or should be known to the accused and that the breaking of this rule or order fails under the aforesaid Section of the Indian Railways Act. A responsible official may, if necessary, be deputed to be present at the trial.

9.34. Magisterial and Police enquiries :-

The rules regarding the conduct of Magisterial and Police enquiries into Railway Accidents have been embodied in Appendix-1.

CHAPTER-X

ACCIDENT RETURNS AND STATISTICS

10.01. Rules for the preparation of accident returns :-

- (i) Accident to trains shall be accounted for by the Railway, which exercises jurisdiction over the site of accident. Engine failures shall be accounted for by the Railway owning the engines.
- (ii) A train intended solely or partly for the carriage of passengers shall be treated as a passenger train. All other trains will come under the category of other trains.
- (iii) Statistical returns in the prescribed proforma showing cumulative data till the end of the month should be submitted so as to reach Board's Office not later than 7th day of the next month.
- (iv) Only those accidents, which have occurred during the period to which the returns relate shall be included in the relevant returns. With regard to accidents where details are not available at the time of forwarding the returns for any reason, such accidents are to be included in the statement with a clear indication that further details would follow.
- (v) Each accident must be shown only once and in the event of an accident falling in more than one category, it should be treated as an accident in the higher category.
- (vi) Derailments or bumping during reversing or shunting operations etc. on an incoming, outgoing or any other load, including a sectional carriage etc. shall be deemed to be a 'train accident' only when the train engine or a vehicle still forming a part of the train derails or as a result of bumping casualty (including injuries) or loss to Railway property takes place, irrespective of whether the shunting was being done by the train engine or by a shunting engine.
- (vii) Interruption is defined as duration from the time of accident till starting of first train on line clear from adjacent station for movement over the affected line in that section.
- (viii) Statistics of fire should include all cases of physical fire or smoke emission resulting in death or injury or damage to property amount to Rs.5000/- (Rupees Five Thousand only) and above.
- (ix) Equipment failures shall include all failures irrespective of date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable category.
- (x) Details and Statistics for accident cases falling under Unusual Incident categories "N", "P" and "Q" shall be maintained and provided by Security (RPF) Branch.

- (xi) DRM at the Divisional level and the General Manager at the Zonal Headquarters level will ensure correct reporting of accidents to Zonal Headquarters and Railway Board respectively.

10.02. Collection, Compilation and Monthly Statement of Accident Statistics :-

- (a) Information about train accidents, yard accidents and indicative accidents falling under classification A, B, C, D, E, F, G and H will be compiled by the Safety Branch at Divisional and Zonal Railways.
- (b) Equipment failures under classification J, K, L and M will be compiled by the Divisional Control on daily basis and shall be handed over to Safety Branch. Every equipment failure shall be classified under the category of avoidable and unavoidable by the Branch Officers concerned and summary shall be handed over to Safety Department of the Division. It is further clarified that all equipment failures should be taken into account irrespective of the date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable category as the case may be. The Safety Branch shall forward the monthly summary to Chief Officer of respective Zonal Railways. Chief Safety Officer after compilation of statement shall forward monthly statement to the Safety Directorate of Railway Board.
- (c) Unusual incidents falling under classification N, P and Q shall be collected and compiled by the Security (RPF) Branch at Divisional level and they shall take subsequent follow up action. Daily position will be given to the Safety Branch of the Division who after compilation of statistics shall forward monthly statement to the Safety Directorate of Railway Board.

10.03. List of statements and Accident Returns to be submitted by Divisions to the Head Office.

Sl. No.	Particulars	Due date of submission		To whom submitted
1.	Statement of Fire Accident	3 rd	of each month	CSO
2.	Statement A(2) (Summary of accident)	4 th	do	PCOM / CSO
3.	Statement of tampering of track	5 th	do	CSO/PCE
4.	Statement of ex-gratia relief to victims of train accident	5 th	do	PCCM
5.	Statement showing shunting derailments	5 th	do	PCOM / CSO
6.	Statement of train parting cases showing quality of materials	5 th	do	PCOM / CSO and PCME
7.	Statement of analysis of train parting and loose couplings	5 th	do	PCOM / CSO

Sl. No.	Particulars	Due date of submission		To whom submitted
8.	Accident Bulletin	7 th	do	PCOM / CSO and staff of the division.
9.	Statement of statistical returns of accidents on tables (ii), (iii), (iv), (v) and (vii).	30 th	do	PCOM / CSO
10.	Statement of "Line or lines blocked due to accidents".	15 th	do	PCOM / CSO
11.	Statement showing analysis of train accidents by primary causes.	20 th	do	PCOM / CSO
12.	Statement showing average time taken for finalization of accident cases.	7 th	do	PCOM / CSO
13.	Monthly Statement of derailments of wagons or empty coaches during shunting within station limit.	20 th	do	CRS/CSO and PCOM
14.	Statement of train accidents showing action taken in each case of proforma 'B'.	20 th	do	PCOM / CSO
15.	Statement showing cost of damage due to accidents.	21 st	do	PCOM / CSO
16.	Statement of train accidents on proforma 'A'.	7 th	do	PCOM / CSO
17.	Statement of rail fracture.	21 st	do	PCOM / CSO
18.	Statement of prosecution cases and its progress.	25 th	do	PCOM / CSO
19.	Statement (C) of disciplinary action taken against staff held responsible for train accident.	7 th	do	PCOM / CSO

Note :- Cases reportable to the Head Office under Table I need not be sent by Divisions in the Statistical Statement. These cases are, however, included by the Head Office while compiling the consolidated statement.

Submission of Returns in Tables II & VI to the Head of departments.

- 10.04.** (a) Returns on failure cases of Diesel & Electric Engines as detailed in table II (v) (b) & (c) are to be submitted by the Chief Electrical Engineer & Chief Mechanical Engineer to the Principal Chief Operations Manager/Chief Safety Officer by 10th of the following month.

(b) Submission of data in respect of statistical returns of Table-vi for accidents occurring.

- (i) in Railway Workshop
- (ii) in Plant Depot
- (iii) in Signal Workshop/Howrah
- (iv) in lines not used for the public carriage of passengers, animals and goods.

are to be submitted to PCOM/CSO, in case of

- (i) by PCME
- (ii) by XEN/Plant depot/MGS
- (iii) by Manager Signal Workshop /Howrah.
- (iv) Controller of Stores/Kolkata.

10.05. Preservation of Accidents Records :-

Accident Reports, should be preserved as under –

Class of accident	Preservation period
A-1, 2, 3; F-1, 2; C-1, 2, 4; D-1, 2, 3; J-3; R-3; N-1, 2, 3; P-1, 2.	3 Years
J-1, 2, 3.	2 Years
A-4, 5; D-4, 5; H-1, 2; G-1, 2, 3, 4; B-2, 7, 3; Q-5; K-5; J-4; K-3, 5; R-3; J-9; R-1; P-3; Q-1, 2, 3.	1 Year
C-2; E-1, 2; R-2.	6 Months

Note :- Cases regarding accidents of special or serious nature to be preserved for at least 5 years.

10.06. Statement of forms to be used In accident :-

As a guide to the staff in reporting accidents the forms have been put up in order of sequence.

Class of accident	Form	To be submitted	
		By whom	To whom
All classes	Telegram form LT/A-2	Station Master	To official concerned.
Ditto	ER-GA. 3	Ditto	Divisional Railway Manager.
Serious accidents	Report by message.	Divl. Railway Manager and Dist. Engineer (in cases of accidents on lines under construction).	Press, Railway Board General Manager, Principal Chief Operations Manager, Chief Safety Officer, Principle Chief Engineer, Chief Commercial Manager, Genl. Officer Commanding Military, Dist. And Milirail. Commissioner of Rly. Safety.
When running line is blocked.	Preliminary Report.	Divisional Railway Manager	Principal Chief Operations Manager, Chief Safety Officer.
All cases, when enquiry is necessary.	Proceedings of Enquiry ER-OP/ T-20, 20A, 21, 22, 22A, 23 and 24.	Ditto	Ditto
A-1, 2, 3; D-1, 2, 3; F-1, 2; C-1, 2, 9; J-4; R-3; N-1, 2, 3; P-1, 2, 3.	ER-GA. 3	Ditto	Ditto
A-1, 2, 3; D-1, 2, 3; F-1, 2; C-1, 2, 9; J-4; R-3; N-1, 2, 3; P-1, 2, 3. if there is injury or loss of life.	Medical report by letter.	Ditto	Ditto
A-1, 2, 3; D-1, 2, 3; F-1, 2; C-1, 2, 9; J-4; R-3; N-1, 2, 3; P-1, 2, 3. if necessary.	Police report by letter.	Ditto	Ditto
A-2, 4, 5; D-2, 4, 5; B-6; J-3, 4; K-3, 7.	Yearly statement (vide classification, shown in Table No. 2 for Rly. Board.	Ditto	Ditto
A-1, 2, 3, 4; C-1, 2; R-2; F-3; G-1, 2, 4;	Ditto	Ditto	Ditto

C-3, 4; E-1, 2, 4;	ER-GA. 3	Ditto	Ditto
Ditto	In cyclostyle form	Ditto	Chief Medical Officer.
Accidents in Store Yard or open line engineering works, if no enquiry is necessary.	ER-GA. 3	District Controller of Stores and District Engineer (as the case may be).	Head of Deptts. concerned and then to Principal Chief Operations Manager, Chief Safety Officer.
Workshop accidents	A-71	Dy. Chief Mechl. Engineer or Works Manager.	Chief Mechanical Engineer.
Accidents on private siding.	The same forms as accidents on main line.	Divisional Railway Manager.	Principal Chief Operations Manager, Chief Safety Officer.
P-1 and P-2 class accidents	Monthly statement for local Govt.	General Manager.	Local Govt.
In serious accidents where damage to trains and Rly. Property is caused.	Report by letter.	Ditto	Ditto

Note :- Reports on P-1 and P-2 class accidents are to be submitted by the Divisional Railway Manager to the Principal Chief Operations Manager, Chief Safety Officer., Kolkata, as per paragraph 6.34 of this Manual.

APPENDIX – A

Officials to be advised by the initial message under different classes of accidents

Class of accident	Officials to be advised by message	Remarks
A. 1.	GM, CRS/EC, PCOM/CSO, PCCM, CMD (i), PCME, PCEE (ii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iii), ADMO, LF, LF (Diesel)(iv) TXR, TFJ (RS), (ii) DEN (Cons), (v), AEN PWI, SI CAM/DHN (vi), Coal TI (vi) WI/DHN & ASN (vi), ASC, Sr. DCM, DCM (i), CAIR/MRR i), RAILWAYS/NDLS.	<p>(i) To be included in case of injury to any person or loss of human life.</p> <p>(ii) To be included in cases involving electric rolling stock.</p> <p>(iii) To be included only if medical aid is required. Where no DMO is posted ADMO to be advised.</p> <p>(iv) To be included when Diesel Loco is involved.</p> <p>(v) To be included if the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vi) To be included when coal wagons are involved.</p>
A. 2.	GM, CRS/EC, PCOM/CSO, PCCM, CMD (i), PCME, PCEE (ii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO, ADMO, LF, LF (Diesel)(iii) TXR, TFO (RS), (ii) DEN (Cons), (iv), AEN, PWI, SI, CAM/DHN (vi), Coal TI (v) WI/DHN & ASN (v), ASC, Sr. DCM, DCM (i), CAIR/MRR (i), RAILWAYS/NDLS.	<p>(i) To be included in case of injury to any person or loss of human life.</p> <p>(ii) To be included in cases involving electric rolling stock.</p> <p>(iii) To be included when Diesel Loco is involved.</p> <p>(iv) To be included if the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(v) To be included when coal wagons are involved.</p>

Class of accident	Officials to be advised by message	Remarks
A. 3.	GM, CRS/EC, PCOM/CSO, CMD (i), PCME, PCEE (ii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iii), ADMO (iii), LF, LF (Diesel)(iv) TXR, TFO (RS) (ii) DEN (Cons), (v) AEN, PWI, SI, CAM/DHN (vi), Coal TI (v) WI/DHN & ASN (vi), ASC, RAILWAYS/NDLS.	<p>(i) To be included in case of injury to any person.</p> <p>(ii) To be included in case involving electric rolling stock.</p> <p>(iii) To be included only if medical aid is required. Where no DMO is posted ADMO to be advised.</p> <p>(iv) To be included when Diesel Loco is involved.</p> <p>(v) To be included if the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vi) To be included when coal wagons are involved.</p>
A. 4.	PCOM/CSO, PCSTE (i), DRM, GRP, TI (M), CTI, LF, LF (Diesel) (ii) TXR, TFO (RS) (ii) DEN (Cons), (iv) AEN, PWI, SI, CAM/DHN (v), Coal TI (v) WI/DHN & ASN (v), ASC, RAILWAYS/NDLS.	<p>(i) To be included in case of accident in Block Section.</p> <p>(ii) To be included when Diesel Loco is involved.</p> <p>(iii) To be included in case involving electric rolling stock.</p> <p>(iv) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(v) To be included when coal wagons are involved.</p>
A. 5.	DRM, TI (M), CTI, LF, LF (Diesel) (i) TXR, TFO (RS) (ii), DEN (Cons), (iii) PWI, CAM/DHN (iv), Coal TI (v) WI/DHN & ASN .	<p>(i) To be included when Diesel Loco is involved.</p> <p>(ii) To be included in case involving electric rolling stock.</p> <p>(iii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(iv) To be included when coal</p>

Class of accident	Officials to be advised by message	Remarks
D. 1.	GM, CRS/EC, PCOM/CSO, PCCM, CMD (i), PCME, PCEE (ii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iii), ADMO (iii), LF, LF (Diesel)(iv) TXR, TFO (RS), (ii) TFO (OHE) (v), DEN (Cons), (vi), AEN PWI, SI CAM/DHN (vii), Coal TI (vii) WI/DHN & ASN (vii), ASC, Sr DCM, DCM (i), CAIR/MRR (i), RAILWAYS/NDLS.	<p>wagons are involved.</p> <p>(i) To be included in case of injury to any person or loss of human life.</p> <p>(ii) To be included in cases involving electric rolling stock.</p> <p>(iii) To be included only if medical aid is required. Where no DMO is posted ADMO to be advised.</p> <p>(iv) To be included when Diesel Loco is involved.</p> <p>(v) To be included in case of Electrified Sec.</p> <p>(vi) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vii) To be included when coal wagons are involved.</p>
D. 2.	GM, CRS/EC, PCOM/CSO, PCCM, CMD (i), PCME, PCEE (ii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iii), ADMO (iii), LF, LF (Diesel)(iv) TXR, TFO (RS), (ii) DEN (Cons), (vi), AEN PWI, SI CAM/DHN (vi), Coal TI (vi) WI/DHN & ASN (vi), ASC, Sr DCM, DCM (i), CAIR/MRR (i), RAILWAYS/NDLS.	<p>(i) To be included in case of injury to any person or loss of human life.</p> <p>(ii) To be included in cases involving electric rolling stock.</p> <p>(iii) To be included only if medical aid is required. Where no DMO is posted ADMO to be advised.</p> <p>(iv) To be included when Diesel Loco is involved.</p> <p>(v) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vi) To be included when coal wagons are involved.</p>

Class of accident	Officials to be advised by message	Remarks
D. 3.	GM, CRS/EC, PCOM/CSO, PCCM, CMD (i), PCME, PCEE (ii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iii), ADMO (iii), LF, LF (Diesel)(iv) TXR, TFO (RS), (ii) DEN (Cons), (vi), AEN PWI, SI CAM/DHN (vi), Coal TI (vi) WI/DHN & ASN (vi), ASC, RAILWAYS/NDLS.	<ul style="list-style-type: none"> (i) To be included in case of injury to any person. (ii) To be included in cases involving electric rolling stock. (iii) To be included only if medical aid is required. Where no DMO is posted ADMO to be advised. (iv) To be included when Diesel Loco is involved. (v) If the accident occurs within his length and he is not attached to the Divisional Office. (vi) To be included when coal wagons are involved.
D. 5	PCOM/CSO, DRM, GRP, TI (M), CTI, LF, LF (Diesel)(i) TXR, TFO (RS), (ii) DEN (Cons), (iii), AEN PWI, SI CAM/DHN (iv), Coal TI (iv) WI/DHN & ASN RAILWAYS/NDLS.	<ul style="list-style-type: none"> (i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock. (iii) If the accident occurs within his length and he is not attached to the Divisional Office. (iv) To be included when coal wagons are involved.
D. 6.	DRM, TI (M), CTI, LF, LF (Diesel)(i) TXR, TFO (RS), (ii) DEN (Cons), (iii) PWI, CAM/DHN (iv), Coal TI (iv) WI/DHN & ASN (iv).	<ul style="list-style-type: none"> (i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock. (iii) If the accident occurs within his length and he is not attached to the Divisional Office. (iv) To be included when coal wagons are involved.

Class of accident	Officials to be advised by message	Remarks
F. 1.	GM, CRS/EC, PCOM/CSO, PCME, PCEE (i) PCSTE, DRM, MAG, Rail-Police, IRP, GRP, TI (M), MS/DMO (ii), ADMO (ii), LF, LF (Diesel)(iii) TXR, TFO (RS), (i) DEN (Cons), (iv) AEN PWI, SI.	(i) To be included in cases involving electric rolling stock. (ii) To be included only if medical aid is required. Where no DMO is posted ADMO to be advised. (iii) To be included when Diesel Loco is involved. (iv) If the accident occurs within his length and he is not attached to the Divisional Office.
F. 2.	GM, CRS/EC, PCOM/CSO, PCME, PCEE (i) PCSTE, DRM, MAG, Rail-Police, IRP, GRP, TI (M), MS/DMO (ii), ADMO (ii), LF, LF (Diesel)(iii) TXR, TFO (RS), (i) DEN (Cons), (iv) AEN PWI, SI.	(i) To be included in cases involving electric rolling stock. (ii) To be included only if medical aid is required. Where no DMO is posted ADMO to be advised. (iii) To be included when Diesel Loco is involved. (iv) If the accident occurs within his length and he is not attached to the Divisional Office.
F. 3.	GM, PCOM/CSO, DRM, GRP, TI (M), LF, LF (Diesel)(i) TFO (RS), (ii) DEN (Cons), (iii) SI.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock. (iii) If the accident occurs within his length and he is not attached to the Divisional Office.
F. 4.	GM, PCOM/CSO, DRM, GRP, TI (M), LF, LF (Diesel)(i) TFO (RS), (ii) DEN (Cons), (iii) SI.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock. (iii) If the accident occurs within his length and he is not attached to the Divisional Office.

Class of accident	Officials to be advised by message	Remarks
H. 1.	DRM, TI (M), LF, LF (Diesel)(i) TFO (RS) (ii), SI, GM and PCOM/CSO.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock.
H. 2.	DRM, TI (M), LF, LF (Diesel)(i) TFO (RS) (ii), SI, GM and PCOM/CSO.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock.
G.1.	GM, PCOM/CSO, DRM, TI (M), LF, LF (Diesel)(i) TFO (RS), (ii) SI.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock.
G.2..	GM, PCOM/CSO, DRM, TI (M), LF, LF (Diesel)(i) TFO (RS), (ii) SI.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock.
G. 3.	DRM, TI (M), LF, LF (Diesel), TFO (RS), (ii) GM and PCOM/CSO.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock.
G. 4.	GM, PCOM/CSO, DRM, TI (M), LF, LF (Diesel)(i) TFO (RS), (ii) SI.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock.
B. 1.	GM, CRS/EC, PCOM/CSO, PCCM (i), CMD (ii), PCME, PCEE, PCE, CSC/MAG, SP, Rail-Police, DRM, IRP, GRP, TI (M), CTI, MS/DMO (iii), ADMO (ii), LF, LF (Diesel)(iv) TXR, TFO (RS), (v), TFO (OHE) (vi) STI, TLI, EL, DEE (Cons), (vii), AEN PWI, FI, Explosives	(i) PCCM to be included in case of loss of life, serious injury to persons, or extensive damage to goods. (ii) To be included in case of injury to any person or loss of human life. (iii) To be included only if medical

Class of accident	Officials to be advised by message	Remarks
B. 2.	(NDLS) (viii) Inspector of Explosives (viii), ASC, DCM (ii), CAIR/MRR (ii).	<p>aid is required. Where no DMO is posted ADMO to be advised.</p> <p>(iv) To be included when Diesel Loco is involved.</p> <p>(v) To be included in cases involving electric rolling stock.</p> <p>(vi) To be included in case of accidents involving over-head equipments in electrified section.</p> <p>(vii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(viii) In cases of fire to be included only when Petrol and other inflammable liquids are involved.</p>
	CRS/EC (i), PCOM/CSO, PCCM (ii), CMD (iii), PCME, PCE, CSC (i), DRM, GRP, TI (M), CTI, ADMO, LF, LF (Diesel)(v) TXR, TFO (RS), (vi), TFO (OHE) (vii) STI, DEN (Cons), (viii) PWI, FI, Explosives (NDLS) (ix) Inspector Explosives (ix), CAS/DHN (x) Coal TI (x) WI/DHN & ASC (x), ASO.	<p>(i) To be included in case of loss of life, grievous hurt to any person or serious damage to property.</p> <p>(ii) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(iii) To be included in case of injury to any person or loss of human life.</p> <p>(iv) To be included only if medical aid is required.</p> <p>(v) To be included when Diesel Loco is involved.</p> <p>(vi) To be included in cases involving electric rolling stock.</p> <p>(vii) In case of accidents involving over-head equipments in electrified section.</p>

Class of accident	Officials to be advised by message	Remarks
Q. 4.	GM (i), CRS/EC (ii), PCOM/CSO, (iii) PCCM (iv) CMD, (v) PCEE, (vi), PCE, (vii) CSC (ii), DRM, MAG, (ii) SP (ii), Rail Police (ii), IRP (ii), GRP (ii), TI(M), CTI, MS/DMO, (viii), ADMO, TFO (OHE) (ix) EF (SS) (ix) STI (xi) DEE (xii), DEN (Cons), (xiii) AEN (xiv), PWI (xv) SI, FI, Explosives (NDLS) (xvii), Inspector, (Explosives) (xvii), CAM/DHN (xviii) Coal TI (xviii) WI/DHN & ASC/ASO (xviii).	<p>(viii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(ix) In cases of fire to be included only when Petrol and other inflammable liquids are involved.</p> <p>(x) To be included when coal wagons are involved.</p> <p>(i) To be included in case of serious damage.</p> <p>(ii) To be included in case of loss of life or grievous hurt to any person or serious damage to property.</p> <p>(iii) To be included in case of serious damage or when the main line is blocked but not in the case when trains can be passed by the loop line.</p> <p>(iv) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(v) To be included in case of injury to any person or loss of human life.</p> <p>(vi) To be included in case of fire arising out of generation transmission or use of electrical energy.</p> <p>(vii) To be included in case of serious damage to railway property.</p> <p>(viii) To be included only if medical aid is required. Where no DMO is posted AMO to be advised.</p>

Class of accident	Officials to be advised by message	Remarks
		<p>(ix) In case of accidents involving over-head equipments in electrified sections.</p> <p>(x) To be included in case of accidents involving electric sub-stations.</p> <p>(xi) To be included in case of accidents to coaching or goods vehicle.</p> <p>(xii) To be included in case of accidents involving coaching vehicles or due to causes arising out of the generation, transmission or use of electrical energy.</p> <p>(xiii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(xiv) To be included in cases involving buildings or permanent way only.</p> <p>(xv) To be included in case of damage to permanent way.</p> <p>(xvi) To be included in case of damage to signals or interlocking gears.</p> <p>(xvii) In cases of fire to be included only when Petrol and other inflammable liquids are involved.</p> <p>(xviii) To be included when coal wagons are involved.</p>

Class of accident	Officials to be advised by message	Remarks
Q.5.	GM (i), CRS/EC (ii), PCOM/CSO, (iii) PCE, PCEE, CSC (ii), DRM, GRP, TI (M), CTI, TFO (OHE) (iv) DEN (Cons), (v) AEN, PWI, FI, Explosives (NDLS) (vi), Inspector of Explosives (vi) ASC.	<p>(i) To be included in case of serious damage.</p> <p>(ii) To be included in case of loss of life or grievous hurt to any person or serious damage to property.</p> <p>(iii) To be included in case of serious damage or when the main line is blocked but not in the case when trains can be passed by the loop line.</p> <p>(iv) In case of accidents involving over-head equipments.</p> <p>(v) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vi) In cases of fire to be included only when Petrol and other inflammable liquids are involved.</p>
C. 1.	GM, CRS/EC, PCOM/CSO, PCCM (i), CMD (ii), PCME, PCEE (iii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iv), ADMO (iv), LF, LF (Diesel)(v) TXR, TFO (RS), (iii) DEN (Cons), (vi), AEN, PWI, SI, ASC, DCM (viii), CAIR/MRR (viii), RAILWAYS/NDLS.	<p>(i) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(ii) To be included in case of injury to any person or loss of human life.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) To be included only if medical aid is required. Where no DMO is posted AMO to be advised.</p> <p>(v) To be included when Diesel Loco is involved.</p> <p>(vi) If the accident occurs within his length and he is not attached</p>

Class of accident	Officials to be advised by message	Remarks
C. 2.	GM, CRS/EC, PCOM/CSO, PCCM (i), CMD (ii), PCME, PCEE (ii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iv), ADMO (iv), LF, LF (Diesel)(v) TXR, TFO (RS), (iii) DEN (Cons), (vi), AEN, PWI, SI, ASC, RAILWAYS/NDLS.	<p>to the Divisional Office.</p> <p>(vii) To be included in case of damage to signals or interlocking gears.</p> <p>(viii) To be included in case of serious injuries to passengers.</p> <p>(i) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(ii) To be included in case of injury to any person or loss of human life.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) To be included only if medical aid is required. Where no DMO is posted AMO to be advised.</p> <p>(v) To be included when Diesel Loco is involved.</p> <p>(vi) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vii) To be included in case of interlocked gates only.</p>
C. 3. (Previous G.3)	DRM, Rail-Police, IRP, GRP, TI (M), CTI, LF, LF (Diesel)(i) TFO (RS), (ii) DEN (Cons), (iii), AEN, PWI, SI, ASC, RAILWAYS/NDLS.	<p>(i) To be included when Diesel Loco is involved.</p> <p>(ii) To be included in cases involving electric rolling stock.</p> <p>(iii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(iv) To be included in case of interlocked gates only.</p>

Class of accident	Officials to be advised by message	Remarks
C.9.	GM, CRS/EC, PCOM/CSO, PCCM (i), CMD (ii), PCME, PCEE (iii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iv), ADMO (iv), LF, LF (Diesel)(v) TXR, TFO (RS), (iii) DEN (Cons), (vi), AEN, PWI, SI, ASC, DCM (viii) CAIR / MRR, RAILWAYS / NDLS.	<p>(i) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(ii) To be included in case of injury to any person or loss of human life.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) To be included only if medical aid is required. Where no DMO is posted AMO to be advised.</p> <p>(v) To be included when Diesel Loco is involved.</p> <p>(vi) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vii) To be included in case of interlocked gates only.</p> <p>(viii) To be included in case of serious injuries to passengers.</p>
J. 1.	PCOM/CSO, PCME, PCEE (i), DRM, TI (M), LF, LF (Diesel)(ii), TFO (RS) (i).	<p>(i) To be included in cases involving electric rolling stock.</p> <p>(ii) To be included when Diesel Loco is involved.</p>
J. 2.	PCOM/CSO, PCME, PCEE (i), DRM, TI (M), LF, LF (Diesel)(ii), TFO (RS) (i).	<p>(i) To be included in cases involving electric rolling stock.</p> <p>To be included when Diesel Loco is involved.</p>
J. 2 (previous H.3).	PCME, PCEE (i), DRM, TI (M), LF, LF (Diesel)(ii), TFO (RS) (i).	<p>(i) To be included in cases involving electric rolling stock.</p> <p>(ii) To be included only when blocking the main line.</p>

Class of accident	Officials to be advised by message	Remarks
J.3.	GM, PCOM/CSO, PCME, PCEE (i), DRM, TI (M), LF, LF (Diesel)(ii), TXR, TFO (RS) (i), DEN (Cons), AEN, PWI (i).	<p>(iii) To be included when Diesel Loco is involved.</p> <p>(i) To be included in cases involving electric rolling stock.</p> <p>(ii) To be included when Diesel Loco is involved.</p> <p>(iii) If the accident occurs within his length and he is not attached to the Divisional Office.</p>
J.4.	PCOM/CSO, DRM, TI (M), LF, LF (Diesel)(ii), TXR, TFO (RS) (iii), DEN (Cons), PWI (iv).	<p>(i) To be included only when the main line is blocked but not in the case when trains can be passed by the loop line.</p> <p>(ii) To be included when Diesel Loco is involved.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) If the accident occurs within his length and he is not attached to the Divisional Office.</p>
H. 6. (Previous)	PCOM/CSO, PCME, PCEE (ii), DRM, TI (M), LF, LF (Diesel)(ii), TXR, TFO (RS) (ii).	<p>(i) To be included only when the main line is blocked but not in the case when trains can be passed by the loop line.</p> <p>(ii) To be included in cases involving electric rolling stock.</p> <p>(iii) To be included when Diesel Loco is involved.</p>
J. 1. (Previous)	PCOM/CSO, PCE, DRM, TI (M), LF, LF (Diesel)(ii), TFO (RS) (iii), DEN (Cons) (iv), AEN, PWI.	<p>(i) To be included only when the main line is blocked but not in the case when trains can be passed by the loop line.</p> <p>(ii) To be included when Diesel Loco is involved.</p>

Class of accident	Officials to be advised by message	Remarks
J. 2. (Previous)	PCOM/CSO, PCE, DRM, TI (M), LF, LF (Diesel)(ii), DEN (Cons) (iii), AEN, PWI.	<p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(i) To be included only when the main line is blocked but not in the case when trains can be passed by the loop line.</p> <p>(ii) To be included when Diesel Loco is involved.</p> <p>(iii) If the accident occurs within his length and he is not attached to the Divisional Office.</p>
J. 3. (Previous)	GM, CRS/EC, PCOM/CSO, PCCM, PCME, PCEE (i), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, TI (M), MS/DMO (ii), LF, LF (Diesel) (iii) TFO (RS), TFO (OHE) (v), EF (SS) (Vi) DEN (Cons), (vii), AEN, PWI, SI, ASC.	<p>(i) To be included in case of electrified section.</p> <p>(ii) To be included only if medical aid is required. Where no DMO is posted AMO to be advised.</p> <p>(iii) To be included when Diesel Loco is involved.</p> <p>(iv) To be included in cases involving electric rolling stock.</p> <p>(v) In case of accidents involving overhead equipments.</p> <p>(vi) To be included in case of accidents involving electric substations.</p> <p>(vii) If the accident occurs within his length and he is not attached to the Divisional Office.</p>

Class of accident	Officials to be advised by message	Remarks
J. 4. (Previous)	GM, PCOM/CSO, PCCM (i), PCME (i), PCEE (ii), PCE, DRM, TI (M), LF, LF (Diesel)(iii), TFO (RS) (iv), TFO (OHE) (v), DEN (Cons), (vi), AEN, PWI.	<p>(i) To be included in the case when it is likely to dislocate the running of Mail and Passenger trains.</p> <p>(ii) To be included in cases which are likely to dislocate the running of Mail and Passenger trains.</p> <p>(iii) To be included when Diesel Loco is involved.</p> <p>(iv) To be included in cases involving electric rolling stock.</p> <p>(v) In case of accidents involving overhead equipments in electrified sections.</p> <p>(vi) If the accident occurs within his length and he is not attached to the Divisional Office.</p>
K. 1. (Previous)	GM, CRS/EC, PCOM/CSO, PCCM (i), CMD (ii), PCME, PCEE (iii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), MS/DMO (iv), ADMO (iv), LF, LF (Diesel)(v) TXR, TFO (RS), (iii) TFO (OHE) (vi), DEN (Cons), (vii), AEN, PWI, SI, ASC, Sr. DCM, DCM (ii) CAIR/MRR, RAILWAYS/NDLS.	<p>(i) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(ii) To be included in case of injury to any person or loss of human life.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) To be included only if medical aid is required. Where no DMO is posted AMO to be advised.</p> <p>(v) To be included when Diesel Loco is involved.</p> <p>(vi) In case of accidents involving overhead equipments in electrified sections.</p>

Class of accident	Officials to be advised by message	Remarks
K. 2. (Previous)	GM, CRS/EC, PCOM/CSO, PCCM (i), CMD (ii), PCME, PCEE (iii), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, IRP, GRP, TI (M), MS/DMO (iv), ADMO (iv), LF, LF (Diesel)(v) TXR, TFO (RS), (iii) TFO (OHE) (vi), DEN (Cons), (vii), AEN, PWI, SI, CAM/DHN (ix), Coal TI (ix), WI/DHN & ASN (ix), ASC, RAILWAYS/NDLS.	<p>(vii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(viii) To be included in case due to tampering of signals or interlocking gears.</p> <p>(i) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(ii) To be included in case of injury to any person or loss of human life.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) To be included only if medical aid is required. Where no DMO is posted AMO to be advised.</p> <p>(v) To be included when Diesel Loco is involved.</p> <p>(vi) In case of accidents involving overhead equipments in electrified sections.</p> <p>(vii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(viii) To be included in case due to tampering of signals or interlocking gears.</p> <p>(ix) To be included when coal wagons are involved.</p>
K. 3. (Previous)	GM, CRS/EC, PCOM/CSO, PCCM (i), PCE, PCSTE, CSC, DRM, MAG, SP, Rail-Police, GRP, TI (M), LF, LF (Diesel)(ii), TFO (RS), (iii) TFO (OHE) (iv),	<p>(i) To be included in case of loss of life, serious injury to persons, or extensive damage to goods.</p> <p>(ii) To be included when Diesel Loco is involved.</p>

Class of accident	Officials to be advised by message	Remarks
	EF (SS) (v), DEN (Cons), (vi), AEN, PWI, SI (vii), ASC, RAILWAYS/NDLS.	<p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) In case of accidents involving overhead equipments in electrified sections.</p> <p>(v) To be included in case of accidents involving electric substations.</p> <p>(vi) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(vii) To be included in case due to tampering of signals or interlocking gears.</p>
L. 1. (Previous)	DRM, Rail-Police, IRP, GRP, TI (M), ADMO, LF, LF (Diesel) (ii), TXR, TFO (RS), (iii), DEN (Cons), (iv), AEN, PWI.	<p>(i) To be included only if medical aid is required.</p> <p>(ii) To be included when Diesel Loco is involved.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) If the accident occurs within his length and he is not attached to the Divisional Office.</p>
L. 2. (Previous)	DRM, Rail-Police, IRP, GRP, TI (M), LF, LF (Diesel) (i), TXR, TFO (RS), (ii), DEN (Cons), (iii), AEN, PWI.	<p>(i) To be included when Diesel Loco is involved.</p> <p>(ii) To be included in cases involving electric rolling stock.</p> <p>(iii) If the accident occurs within his length and he is not attached to the Divisional Office.</p>
L. 3. (Previous)	DRM, Rail-Police, IRP, GRP, TI (M), DEN (Cons), (i), AEN, PWI.	<p>(i) If the accident occurs within his length and he is not attached to the Divisional Office.</p>

Class of accident	Officials to be advised by message	Remarks
L. 4. (Previous)	PCOM/CSO, PCEE (ii), DRM, TI (M), LF, LF (Diesel)(iii), TXR, TFO (RS), (ii), SI.	(i) To be included only when the main line is blocked but in the case when trains can be passed by the loop line. (ii) To be included in cases involving electric rolling stock. (iii) To be included when Diesel Loco is involved.
L. 5. (Previous)	PCOM/CSO, DRM, TI (M), LF, LF (Diesel)(ii), TXR, TFO (RS), (ii), SI.	(i) To be included only when the main line is blocked but in the case when trains can be passed by the loop line. (ii) To be included when Diesel Loco is involved. (iii) To be included in cases involving electric rolling stock.
L. 6. (Previous)	DRM, TI (M), LF, LF (Diesel)(i), TFO (RS), (ii), DEN (Cons) (iii), PWI.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock. (iii) If the accident occurs within his length and he is not attached to the Divisional Office.
M. 1. (Previous)	GM, CRS/EC, PCOM/CSO, PCCM, PCEE (i), DRM, MAG, Rail-Police, IRP, GRP, TI (M), MS/DMO (ii), ADMO, LF, LF (Diesel)(iii).	(i) To be included in cases involving electric rolling stock. (ii) Where no DMO is posted, AMO to be advised. (iii) To be included when Diesel Loco is involved.
M. 2. (Previous)	GM, CRS/EC, PCOM/CSO, PCCM, PCEE (i), DRM, MAG, Rail-Police, IRP, GRP, TI (M), MS/DMO (ii), ADMO, LF, LF	(i) To be included in cases involving electric rolling stock. (ii) Where no DMO is posted, AMO to be advised.

Class of accident	Officials to be advised by message	Remarks
M. 3. (Previous)	(Diesel)(iii), TFO (RS) (i). DRM, GRP, TI (M), ADMO.	(iii) To be included when Diesel Loco is involved. (i) To be included only if medical aid is required.
M. 4. (Previous)	DRM, TI (M), LF, LF (Diesel)(i), TFO (RS) (ii), DEN (Cons) (iii), PWI.	(i) To be included when Diesel Loco is involved. (ii) To be included in cases involving electric rolling stock. (iii) If the accident occurs within his length and he is not attached to the Divisional Office.
N. 1. (Previous)	GM (i), CRS/EC, PCOM/CSO, PCCM (i), PCEE (ii), DRM, MAG, Rail-Police, IRP, GRP, TI (M) (i), CTI, MS/DMO (iii), ADMO, LF (i), LF (Diesel)(iv), TFO (OHE) (v), ELC (vii), DEE (vi), DEN (Cons) (vii), PWI (viii).	(i) Not to be included in case of natural death. (ii) To be included in cases involving electric rolling stock or accidents arising out of generation transmission or use of electrical energy. (iii) Where no DMO is posted, AMO to be advised. (iv) To be included when Diesel Loco is involved. Not to be included in case of natural death. (v) To be included only in accidents arising out of generation transmission or use of electrical energy in the power distribution system in an electrified section. (vi) To be included only when the accident is due to causes arising out of generation, transmission or use of electrical energy.

Class of accident	Officials to be advised by message	Remarks
N. 2. (Previous)	PCCM (i), CSC, DRM, MAG (i), SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (ii), ADMO, DEN (Cons) (iii) ASC.	<p>(vii) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(viii) To be included only when permanent way staff is involved.</p> <p>(i) To be included in case of murder only.</p> <p>(ii) Where no DMO is posted, AMO to be advised.</p> <p>(iii) If the accident occurs within his length and he is not attached to the Divisional Office.</p>
N. 3. (Previous)	PCCM (i), CSC, DRM, MAG (ii), SP, Rail-Police, IRP, GRP, TI (M), CTI, MS/DMO (iii), ADMO (iii), DEN (Cons) (iv), CAM/DHN (v), Coal (TI) (v), WI/DHN and ASN (v) ASC.	<p>(i) To be included in case of robbery, attempted robbery or theft of goods involving heavy loss.</p> <p>(ii) To be included in case of robbery or attempted robbery.</p> <p>(iii) To be included only if medical aid is required. Where no DMO is posted, AMO to be advised.</p> <p>(iv) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(v) To be included when coal wagons are involved.</p>
P. 1. (Previous)	GM, PCOM/CSO, PCSTE, DRM, TI (M), SI.	(i) To be included in cases involving electric rolling stock.
P. 2. (Previous)	DRM, TI (M), TFO (RS) (i), DEN (Cons) (ii), LF, LF (Diesel) (iii).	(ii) If the accident occurs within his length and he is not attached to the Divisional Office.

Class of accident	Officials to be advised by message	Remarks
P. 3. (Previous)	PCOM/CSO, PCEE, CSC (i), DRM, Rail-Police, IRP (i), GRP (i), TI (M), TFO (RS), TFO (OHE), EF (SS), DEN (Cons) (ii), AEN (iii), ASC (i).	(iii) To be included when Diesel Loco is involved.
		(i) To be included in case the occurrence is due to theft or attempted theft.
		(ii) If the accident occurs within his length and he is not attached to the Divisional Office.
P. 4. (Previous)	DRM, Rail-Police, IRP, GRP, TI (M), DEN (Cons) (i), AEN, PWI.	(iii) To be included in case of damaged to sub-station buildings only.
		(i) If the accident occurs within his length and he is not attached to the Divisional Office.
P. 5. (Previous)	PCOM (i) CSO, PCE, DRM, TI (M), TFO (RS) (ii), DEN (Cons) (iii), AEN, PWI.	(ii) To be included in case of interlocked gates only.
		(i) To be included only when the main line is blocked but not in the case when trains can be passed by the loop line.
		(ii) To be included in cases involving electric rolling stock.
P. 6. (Previous)	DRM, TI (M), ADMO, LF, LF (Diesel) (ii), TXR, TFO (RS), DEN (Cons) (iv), AEN, PWI.	(iii) If the accident occurs within his length and he is not attached to the Divisional Office.
		(i) To be included only if medical aid is required.
		(ii) To be included when Diesel Loco is involved.
		(iii) To be included in cases involving electric rolling stock, masts or over-head equipments.
		(iv) If the accident occurs within his length and he is not attached

Class of accident	Officials to be advised by message	Remarks
P. 7. (Previous)		to the Divisional Office.
	DRM, TI (M), CTI, MS/DMO (i), ADMO, LF, LF (Diesel) (ii), TXR, TFO (RS) (iii), DEN (Cons) (iv), PWI, CAM, DHN (v), Coal TI (v), WI/DHN & ASN (v).	<p>(i) To be included only if medical aid is required. Where no DMO is posted, ADMO to be advised.</p> <p>(ii) To be included when Diesel Loco is involved.</p> <p>(iii) To be included in cases involving electric rolling stock.</p> <p>(iv) If the accident occurs within his length and he is not attached to the Divisional Office.</p> <p>(v) To be included when coal wagons are involved.</p>

N. B. – Full designations of the officials are given in Appendix – A(I).

APPENDIX – A (I)

Full designations of the officials required to be advised by telegram under different classes of accidents.

1. GM - General Manager
2. CRS/EC - Commissioner of Railway Safety/East Circle.
3. PCOM - Principal Chief Operations Manager.
4. CSO - Chief Safety Officer.
5. PCCM - Principal Chief Commercial Manager.
6. CMD - Chief Medical Director.
7. PCME - Principal Chief Mechanical Engineer.
8. PCEE - Principal Chief Electric Engineer.
9. PCE - Principle Chief Engineer.
10. PCSTE - Principal Chief Signal & Telecom Engineer.
11. DRM - Divisional Railway Manager.
12. MAG - District Magistrate.
13. SRP - Superintendent, G. R. Police.
14. IRP - Inspector, G. R. Police.
15. GRP - Officer-in-Charge, G. R. Police.
16. TI (M) - Transportation Inspector (Movement).

17. DMO - Divisional Medical Officer.
18. ADMO - Assistant Divisional Medical Officer.
19. LF - Loco Foreman.
20. LF (Diesel) - Loco Foreman (Diesel).
21. TXR - Train Examiner.
22. TFO (RS) - Traction Foreman (Rolling Stock).
23. TFO (OHE) - Traction Foreman (Overhead Equipment).
24. EF (SS) - Electrical Foreman (Sub-stations).
25. TI (Stock) - Transportation Inspector (Stock).
26. TLI - Train Lighting Inspector.
27. EL - Electrician.
28. ELC - Electrical Chargeman.
29. DEE - Divisional Electrical Engineer.
30. DEN(Cons) - Divisional Engineer (Construction).
31. AEN - Assistant Engineer.
32. PWI - Permanent Way Inspector.
33. SI - Signal Inspector.
34. FI - Fire Inspector.
35. Explosives - Chief inspector of Explosives.
(NDLS)
36. - Inspector of Explosives.
37. CAM/DHN - Coal Area Manager, Dhanbad.
38. Coal (TI) - Coal Traffic Inspector of the Section.
39. WI - Weighment Inspector.
40. ASC - Assistant Security Commandant.
41. DCM - Divisional Commercial Manager.
42. CAIR - Catering Inspector.
43. MRR - Catering Manager.
44. STI - Stock Transportation Inspector.

APPENDIX – A (2)

The Headquarters and jurisdictions of the Senior Superintendent,
Railway Mail Service.

Portion of lines	Postal code of the Section	Official to whom intimation by wire should be sent	Remarks
Sealdah – Lalgola	H – 2	Sr. Supdt. RMS 'H' Division Kolkata.	
Sealdah – Ranaghat via Bongaon	H – 5		
Sealdah – Sahibganj	H – 12		
Sealdah – New Jalpaiguri	H – 13		
Sealdah – New Jalpaiguri	H – 25		
Sealdah – Sahibganj	H – 26		
Sealdah – Ranaghat	H – 27		
Sealdah – Krishnanagar city	H – 28		
Sealdah – Budgebudge	H – 29		
Gede – Sealdah	H – 30		
Ranaghat – Banpur	H – 31		
Howrah – New Jalpaiguri	H – 33		
Ranaghat – Nabadwipghat via Krishnanagar city	H – 34		
Sainthia – Katwa via Ahmedpur	H – 38	Sr. Supdt. RMS 'WB' Division Howrah.	
Sealdah – Bongaon	H – 40		
Sealdah – Diamondharbour	H – 40		
Sealdah – Bongaon	H – 42		
Barasat – Hasnabad	H – 44		
Sainthia – Andol	H – 47		
Kharagpur – Nimtita	H – 49		
Ranaghat – Shantipur	TVP		
Krishnanagar city – Ranaghat	TVP		
Sealdah – Barasat	TVP		
Howrah – New Farakka	WB – 6		
Howrah – Madhupur	WB – 8		
Burdwan – Pakur	WB – 25		
Howrah – Burdwan via Chord	WB – 28		
Burdwan – Katwa	WB – 29		
Howrah – Tarakeswar	WB – 30		
Burdwan – Asansol	WB – 31		
Howrah – Burdwan (via Main)	WB – 32		
New Farakka – Malda Town	TVP		
Howrah – Siliguri	SG – 35		

APPENDIX – B
LOCATION AND BEATS OF ART, SPART, MEDICAL VAN &
140T B.D. CRANE OF E. RLY. AS ON 01.05.2017

ANNEXURE - 'A'

DIVISION	GAUGE	STATION OF ART	CLASS OF RELIEF TRAIN	TYPE OF HRE	PROVISION / CAPACITY OF B.D. CRANE	PROVISION OF MEDICAL VAN	ART		140T BD CRANE		ARMV	
							SECTIONAL JURISDICTION	MAX BEAT (IN KM)	SECTIONAL JURISDICTION	MAX BEAT (IN KM)	SECTIONAL JURISDICTION	MAX BEAT (IN KM)
SDAH	BG	BGA	A(Conv)	LUK AS	140T (DSL Hyd.)	YES Scale-I	SDAH-KYI (Exclu.), KGK (Chcord) - SDAH (S.Section), DDJ-BLYH , DDJ-BNJ, DDJ-HNB, SDAH-CG-DH- BGB- NMKA , SDAH-NH- BDC (Excl).	SDAH-NAMKHANA = 108	Entire SDAH Divn. DDJ to C.C Link West cabin (exclu),	SDAH-LGL = 226.89	SDAH-NH-KGK(Chord) , DDJ-BLYH , DDJ-BNJ, SDAH-HNB-BT-DH-BGB-CG-NAMKHANA ,	SDAH-NMKA = 108
			SP	LUK AS			Entire Kolkata Goods & Coaching complex including CP/Yd, Circular Rly.	DDJ-MJT =18.40				
	BG	RHA	B	LUK AS	NA	YES Scale-I	RHA-KLYM, RHA-STB-BNJ-LGL, RHA-GEDE	RHA-LGL =153.71	NA	N/A	RHA-KYLM-NH , RHA-BNJ, Br, RHA-GXD, RHA-LGL-STB,Br.	RHA-LGL =153.71
HWH	BG	HWH	A	LUK AS	140T (DSL HYD)	YES Scale-I	HWH-HGY , HWH-BMAE, HWH-SHE-TAK-BISHNUPUR(Exclu), SE.RLY. Diversion. CCR Link.	HWH-BISHNUPUR = 117.40	HWH - KAN(inclu), HWH-KWAE(inclu), HWH-SHE-TAK-BISHNUPUR(Exclu) DKAE-CC LINK (West Cabin),HWH-BTNG, HWH-BWN-BGNA	HWH-KAN = 120	HWH-KAN-SNT(Exclu) via HBC, HWH-BDC-SKG-GLI,HWH-BDC-KWAE-BZLE, HWH-SHE-TAK-BISHNUPUR (exclu), BDC-BZLE	HWH-SNT = 190.81
	BG	BDC	B	MF D	NA	NIL	HGY-BDC-MUG , MUG-TABE Link , BDC-NH Branch , BDC-KWAE .	BDC-KWAE =65.41	NA	N/A	N/A	N/A
	BG	BWN	SP	LUK AS	NA	NIL	BWN-BMAE, BWN-MUG, BWN-KAN-GLI(Exclu.), BWN-BGNA	BWN-MUG = 60.45	NA	N/A	N/A	N/A

DIVISION	GAUGE	STATION OF ART	CLASS OF RELIEF TRAIN	TYPE OF HRE	PROVISION / CAPACITY OF B.D. CRANE	PROVISION OF MEDICAL VAN	ART		140T BD CRANE		ARMV	
							SECTIONAL JURISDICTION	MAX BEAT (IN KM)	SECTIONAL JURISDICTION	MAX BEAT (IN KM)	SECTIONAL JURISDICTION	MAX BEAT (IN KM)
HWH	BG	RPH	A	LUKAS	140T (DSL Hyd.)	YES Scale-I	KAN-RPH-GMAN, RPH-SNT-SURI, RPH-NHT-AZ-KWAE(Exclu)-BZLE-AZ-JRLE, RPH-DUMKA(Exclu)	RPH-KWAE = 132	RPH-KAN(Exclu), RPH-GMAN(inclu), RPH-NHT-AZ-KWAE (Exclu)-JRLE (Excl), RPH-SNT-SURI (Exclu), RPH-Dumka (Exclu)	RPH-KWAE = 134	SURI-SNT-RPH-NHT-GMAN, BZLE-AZ-JRLE, AZ-NHT, RPH – Dumka (Exclu)	RPH-JRLE = 94.70
ASN	BG	UDL	B	MFD	NA	NIL	GLI(Inclu.)-RNG(Inclu.) UDL-Suri(Exclu.), UDL-TOP-UKRA-BBI-STN(Exclu.), TOP- BBI Chord , BMGA- Palasthali & All siding & Branch line between UDL-RNG, UDL-PAW.	UDL-GLI = 56.70	NA	NA	NA	NA
	BG	ASN	A	MFD	140T (Diesel Hyd.)	YES Scale -I	RNG (Exclu.) - JAJ (Exclu.), ASN - PKA (Exclu.) and all sidings & branches between RNG-BCQ, MDP-GRD-JSME-BDME-DUMKA- BANKA (Excl).	ASN-DUMKA = 182	ASN-KAN(Exclu),ASN-JAJ(Exclu), ASN-DHN(Exclu),ASN-MDP-GRD, ASN-JSME-BDME-DUMKA- BANKA (Excl) , ASN-UDL-SURI(Inclu), UDL- PAW- PSME, UDL-TOP-BBI- STN, TOP-BBI Chord,All Siding and Branch lines between of ASN Divn.	ASN-DUMKA = 182	3-Coach SPARMV Complete Asansol Division.	ASN-DUMKA = 182
MLDT	BG	MLDT	B	MFD	NA	YES Scale -I	MLDT-NFK-JRLE and NTPC Yard, MLDT-KIR after permission.	MLDT-JRLE = 79.23	NA	NA	MLDT-NFK-JRLE	MLDT-JRLE = 79.23
	BG	SBG	A	LUKAS	140T (Diesel Hyd.)	YES Scale -I	SBG-BHW-NFK, SBG-BGP (Inclu), RJL-TPH branch.	SBG-BGP = 73	SBG- KEU (excl), SBG-GMAN (Excl), SBG-BHW-AZ (Excl), SBG-MLDT, SBG-BGP-MDLE- HSDA- DUMKA (Excl) , BGP- BANKA , SBG- JMP- MGR, SBG-RJL	SBG-DUMKA = 192	SBG-BGP, BGP-BHW- NFK , RJL-TPH, SBG-BHW-SNT(Excl).	SBG-SNT = 160.39
	BG	JMP	B	LUKAS	NA	YES Scale -I	JMP-BGP(Exclu), JMP-KEU (exclu), JMP-MGR, JMP-MDLE- HANSDIHA-DUMKA (EXCL) , JMP-BGP-Barahat-Banka (Exclu BGP),Qry. Siding, JMP Workshop & Traffic Yard.	JMP-DUMKA (Excl)=171	NA	NA	3 - Coach SPARMV BGP-KEU, MGR-JMP, BGP- MDLE-BANKA- HSDA-DUMKA (Excl).	JMP-DUMKA (Excl)=171

N.B- Bold letter marking indicates modified section w.r.t. latest Time Table published in 1st Oct'16.

APPENDIX – C

Location, jurisdiction and the target time of despatch of the Accident Relief Medical Vans.

Location	Jurisdiction	Target time for despatch
Sealdah Division		
1. Narkeldanga	Sealdah to Naihati, Kankurgachi Chord, Dum Dum Jn. to Dankuni (exclusive) Dum Dum Jn. to Bongaon, (including Hasnabad Branch), Sealdah to Diamond Harbour including Budge Budge, Canning & Lakshmikantapur Sections.	(i) 30 Mtrs. for Main Line, Central and CCR sections. (ii) 35 Mtrs. for Southern Sections.
2. Ranaghat	Ranaghat to Naihati, Ranaghat to Bongaon Branch, Ranaghat to Gede, Ranaghat to Lalgola including Shantipur Branch.	25 Mtrs.
Howrah Division		
3. Howrah	Howrah to Sainthia (exclusive) via H.B. Chord, Howrah to Shaktigarh via Bandel including Tarakeswar and Nalhati Branches, Bandel to Nabadwipdham (inclusive).	30 Mtrs.
4. Azimganj Jn.	Azimganj to Nabadwipdham (exclusive) Azimganj – Barharwa – Sainthia including Nalhati and Farakka Branches.	25 Mtrs. in UP direction. 30 Mtrs. in Dn. direction.

Location	Jurisdiction	Target time for despatch
5. Jamalpur Jn.	Jamalpur to Barharwa (exclusive) including Monghyr, Mandar Hill, Sakrigali Ghat and Rajmahal Branches.	30 Mtrs.

Asansol Division

6. Asansol	Entire Asansol Division	30 Mtrs.
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Note : The target time for despatch of Medical Vans have been fixed on the basis of actual trials and must not be exceeded under any circumstances. Doctors and other concerned staff must make it a point to turn up without delay at the Medical Van siding or the running line from where the Medical Van is scheduled to start, which may be ascertained beforehand.

APPENDIX – C (1)

Miscellaneous Tools Equipment for Medical Van.

Sl. No.	Description	Quantity recommended by relief train committee of S.E. Rly.	Remarks
1.	Weather proof floodlight fitting 300 W with 15 m load and weather proof plug.	4	2 will be fixed on the medical van, while two will be portable.
2.	Main cable for portable generators 15 Amp. Capacity 3 core, armoured rubber sheathed flexible 50m.	1	The cable will be 2 core suitable for 32V.
3.	Drum on fixed stand for main cable.	1	-----
4.	Tel stands for floodlight 2.5m high.	4	2 will be fixed on the coach, and 2 will be portable.
5.	200W gas filled bulbs screw type	6	-----
6.	30W gas filled bulbs baynot type	20	These will be 30W 24V lamps.
7.	Hand lamp with lead	10	-----
8.	Insulation tape ¾"	10	-----
9.	H.S.D. Oil (45 gallons each barrel)	2	(Four-gallon tins of diesel/ petrol).
10.	Lubricating oil	1 gl.	
11.	Oil measuring can, 1 gallon capacity	1 Set	These will be 1lit capacity.
12.	Kerosene oil	1 Bottle	-----
13.	Tool set complete with cutting pliers hammers screw drivers, knife & c	1 Set.	-----

Sl. No.	Description	Quantity recommended by relief train committee of S.E. Rly.	Remarks
14.	Spanner DE of size ¾" to 1½" at steps of 1/8"	1 Set.	-----
15.	Generating set 1KVA 24/32V (ADC Diesel) petrol engine driven 1 KW capacity complete with distribution board with 10 outlets for hand lamps and 2 for portable flood lights.	2 Nos.	-----
16.	Aluminum telescopic ladder 20' high	2	These will be provided on electrified sections only.
17.	Earthing rod for earthing the O.H.E.	2	-----
18.	Petromax lamps	4	-----
19.	Fire extinguisher (soda type 2 gallons)	2	-----
20.	Fire extinguisher (foam type 2 gallons)	2	-----
21.	Oxy. Acetylene set complete with 4 Oxygen and 2 D.A. gas cylinders and regulator, cutter gloves and goggles.	1	-----
22.	Hydraulic jacks 30 Tons capacity (pumping unit integral with jack 11" closed height 6" lift).	4	2 of 30 Tons 2 of 10 Tons
23.	Chain pully block 3 Tons capacity	2	13 Tons 1½ Tons
24.	Rope Manila 1" dia	50'	-----
25.	Rope Manila 1½" dia	50'	-----
26.	Tommy bars	6	-----
27.	Axes felling	6	-----

Sl. No.	Description	Quantity recommended by relief train committee of S.E. Rly.	Remarks
28.	Saw hand 20"	1	----
29.	Hammer ball pane 2½ lbs	6	----
30.	Pin punches 7" x ¾"	6	----
31.	Chisel chipping flat	6	----
32.	Wire chisels	6	----
33.	Sledge hammer 7 lbs	4	----
34.	Pick axes 7 lbs	4	----
35.	Phowrah (Khodali)	4	----
36.	Shovels sacking	4	----
37.	Spanner D/E 3/8" x ½"	1 Sets	
38.	Spanner 5/8" x ¾"	1 Sets	
39.	Spanner 7/8" x 1"	1 Sets	
40.	Spanner 1 1/8" x 1¼"	1 Sets	
41.	Clyburn 12"	2 Sets	
42.	Bucket 1C 12" x 11" x 7 lbs	4	
43.	Fog Signal	24	
44.	Flags bunting green	2	
45.	Flags red	2	
46.	Banner flag 6' x 4'	2	
47.	Hand signal lamp tri-colour	2	
48.	Torch light 3 cells	4	
49.	Sigrees	2	
50.	Al. kettles large	2	
51.	Tea urns	2	

Sl. No.	Description	Quantity recommended by relief train committee of S.E. Rly.	Remarks
52.	Paper cups	300	
53.	Paper dishes (full plate size)	300	
54.	Tent Kabul Pal	1	
55.	Toilet soap	2 cakes	
56.	Soap dish	2	
57.	Folding tables 3' x 3'	2	
58.	Kerosene oil	1 tin	
59.	Tea	3 Kg.	
60.	Coffee	1 Kg (Nescafe)	
61.	Condensed milk	10 tins	
62.	Sugar	10 Kg.	
63.	Biscuits	10 Kg.	

APPENDIX – D

Rules for ex-gratia payments to persons injured in railway accidents or to the dependents of the deceased.

- (1)** Railway Board's orders regarding payment of ad-hoc relief apply to accidents involving not only trains carrying passengers as covered by Section 124 of the Indian Railways Act. but also to all accidents involving Moving trains including shunting Engines and Light Engines irrespective of the fact
 - (i) whether the persons involved are passengers or not, (this includes Railway servants and passengers without ticket)
 - (ii) whether the Railway is responsible for the accident or not ; but do not apply to railway accidents, not involving moving trains (for example, falling off the roof, slipping on the platform, etc)
 - (2)** The Board has clarified that ex-gratia payments may be made only in the cases of
 - (a) Train accidents, such as derailments, collisions, etc.
 - (b) persons or vehicles knocked down or run over at level crossing gates, including unmanned level crossing gates, and
 - (c) persons knocked down or run over in shunting operations.
- Note :-** Passengers without tickets when involved in accidents specified above are also eligible for ex-gratia payment.
- (3)** No ex-gratia payments should be made in the following categories of cases
 - (i) Persons killed or seriously injured as a result of falling down from the roofs or foot-boards of moving trains
 - (ii) Persons killed or injured as a result of hitting against 'Signal posts or over-bridges, water-columns or other structures near the track while the train is in motion and
 - (iii) Trespassers run over and killed either accidentally or due to the person concerned deliberately committing suicide.

(4) (A) The amount of ex-gratia relief payable to the dependents of dead or injured bona fide passengers involved in only **Train Accidents** as defined under section 124 should be as under :

- (i) In case of death – Rs.50,000/- (Rupees fifty thousand) per case.
- (ii) In case of grievous injury –
 - (a) Rs.25,000/- (Rupees twenty-five thousand). *Lump sum* for hospitalization up to 30 days to take care of initial expenses.
 - (b) Thereafter Rs.300/- per day be released at the end of every 10 day period or discharge, whichever is earlier.
- (iii) In case of simple injuries – Rs.5000/- (Rupees Five thousand).

(B). The amount of ex-gratia relief payment to the dependents of dead or injured bona fide passengers involved in untoward incidents as defined under section 124A should be as under :-

- (i) In case of death - Rs. 15,000/- (Rupees fifteen thousand) per case.
- (ii) In case of grievous injury –
 - (a) Rs.5,000/- (Rupees Five thousand). Lump sum for hospitalization up to 30 days to take care of initial expenses.
 - (b) Thereafter Rs.1000/- per week or part thereof the period for indoor treatment up to further six months of hospitalization.
 - (c) Rs.500/- per week or part thereof the period for indoor treatment up to further five months of hospitalization.
(The maximum period for which ex-gratia is payable to the grievously injured passenger will be 12 months)
- (iii) In case of simple injury – Rs.500/- (Rs. Five hundred).

(C). The amount of ex-gratia relief admissible to road users who meet with an accident due to Railway's prima facie negligence at **Manned Level Crossing Gates** should be as under :-

- (i) In case of death - Rs. 50,000/- (Rupees fifty thousand) per case.
- (ii) Grievous injuries – Rs.25, 000/- (Rupees twenty five thousand).
Lump sum (Irrespective of the period of hospitalization)
- (iii) Simple injuries - Rs.5,000/- (Rupees Five thousand)

(D) The terms & condition for payment of ex-gratia relief

- (i) No ex-gratia payment would be admissible to the trespassers, persons electrocuted by OHE and road users at unmanned level crossings.
- (ii) The amount of ex-gratia relief admissible to road users who met with an accident due to Railway's prima facie liability at Manned Level Crossing gate will be counted towards the amount of compensation payable, if action is tenable against the Railways under the Law of Torts and an award is actually granted by a Court of Law.
- (iii) Ex-gratia payment should also be made to railway servants killed or injured by a moving train while performing their duty, for example, gangman working on track run over accidentally by a moving train.
- (iv) Payments should be sanctioned/ arranged preferably on the spot by a Senior Scale Officer nominated by the General Manager after making such enquiries as can be reasonable made on the spot after the immediate needs by way of medical attendance etc. to injured persons are attended to.
- (v) These ex-gratia payments, except in case of road users at manned level crossing, are not to be taken into account at the time of formal claims for compensation.
- (vi) This ex-gratia relief in case of hospitalization will be exclusively for passengers who are grievously injured in train accidents or untoward incidents as defined under section 123, read with Section 124/124-A, of the Railway Act, 1989.
- (vii) The period of treatment as indoor patient for more than 30 days would need to be certified by a Railway Doctor for the purpose of further ex-gratia payment up to the period of remaining 11 months. In case where the injured is taking treatment in other than Railway hospital, the treatment has to be certified by Railway Doctor.

(E) Delegation vide correction slip No.06 of Unified Schedule of Power/ Part E&F/commercial & Catering Matters :-

At headquarters Level - **PHOD/CCM** &

At Divisional Level - **DRM**

In all cases of ex-gratia relief, **Finance concurrence** is necessary.

(Authority: Railway Board's letter No.2014/TC-III/1/2/IRTC(C)/Ch.IV

dated 07-11-2014 & Claims Circular No.02/2014 and Dy.GM/G's No. G.176/13-W/CCM/USOP/Pt.II dated 31.12.2015)

- (5)** (a) These payments should be made on the spot when an accident occurs at the personal discretion of the Officer nominated by the General Manager to exercise powers under these orders as soon as possible after the immediate needs by way of medical relief, etc., to injured persons are attended to.
- (b) In respect of payments to the dependants of those killed, the ex-gratia payments may be made after due enquiries by the officer nominated to ascertain the bonafides of the beneficiaries who are really deserving the monetary relief.
- (6)** The term 'dependent' used herein is not subject to specific definition. It is left to the discretion of the nominated Officer to decide who among the claimants should be deemed as 'dependent' of the deceased, depending on the circumstances of each case.
- (7)** (a) The withdrawal of money from station earnings for making of ex-gratia payments is permissible (b) Allocation of ex-gratia payments is 'G-1502-Other compensation' (Demand No.9) (c) The amount required for making ex-gratia payment should be drawn on the authority of Station Pay Orders Form No. Com-480/B/A/Rev/55.
- (8)** These ex gratia payments should not be taken into account at the time of disposal of the formal claims before the ad-hoc or ex-officio Claims Commission appointed to determine Railway Accident Compensation cases under Section 82B of the Indian Railways Act.

(9) The following Officers will have powers to grant ex-gratia monetary relief –

Designation	Area
(a) Divisional Railway Managers and Divisional Commercial Managers.	So far as their divisions are concerned.

(b) Provided that in an emergency the Divisional Rly. Manager may nominate a Senior Scale Officer, who is on the spot on any occasion to make ex-gratia payments in any particular accident.

(10) (a) The Officer making ex-gratia payments should record in writing that the payment were made in deserving cases, after satisfying himself that the person concerned was of limited means.

(b) Immediately after payments are made, the Divisional., Railway Manager concerned will submit a full report of the payments made to the D.A.O. concerned, (to whom each payees acquittance in original should be sent) sending copies to F.A. & C.A.O. (H.O. Expenditure Section, and C.C.M. (Claims Branch) Koilaghat, Kolkata giving full particulars of the accident, the names and addresses of the persons who were injured or killed, the amounts of ex-gratia payments made and the names and addresses of the payees and their relationship to the deceased, etc. and also certify that the payments have been made in deserving cases after satisfying himself that the person concerned was of limited means quoting the name and designation of to be Officer who made the ex-gratia payments.

APPENDIX – E

Despatch of messages in case of serious accidents free of cost.

The Railway Board vide their letter No. 703 TG-1-57/64, dated 6th November 1957, have agreed that inland telegrams may be despatched free of cost to the closest relations conveying the news of safety of those travelling by a train involved in a Serious Accident. Express telegrams intimating the condition of injured passengers should be sent free or cast to their relatives and should be confirmed by letters. In case of death the telegram should be sent to any address, which may be found with the deceased.

As the circumstances under which such telegrams should be sent free of cost would depend on the merits of the case i.e. the nature of the accident, the senior most Officer-in-charge of the local arrangements regarding the accident should decide when this facility is to be granted.

Messages so accepted will be booked in the usual manner.

The messages will only convey information about the safety of the sender if travelling in the train/trains involved in the accident.

Only one message should be issued for a passenger travelling in the train or trains involved in the accident.

The cost of such messages will be taken to account in the Coaching Balance Sheets taking corresponding special credit, quoting reference to DRM's letter authorizing the SM's. to book the messages free of cost on such occasions or otherwise as ordered.

The Station Masters of stations at which such messages are accepted will prepare a statement in quadruplicate showing the sender's name, the addressee and his address, the money Receipt No. and date and the class and cost of the message and send one copy to the D.R.M., C.O.M. and C.A.O. (TA) each.

If a serious accident occurs on station, which is not a Railway Telegraph Office, such messages should be sent to the Post Office for clearance if the same is nearby. The specimen authorization form to be used for this purpose is appended below. The authorization can be issued by an official not below the rank of an Inspector. DRM to submit a copy thereof to the Accounts Office concerned together with the original receipts obtained from the Postal Department. On the office copy of the authorization letter, the postal date stamp of the Post Office where the messages were handed in must be obtained and the same preserved for a year.

SPECIMEN FORM

..... Station

To The Post Master

Date

Dear Sir,

I certify that the attached inland Telegrams
(..... in numbers) are from the bonafied passengers of train number
..... running between station and
..... station which has met with an accident at
hours on date and are addressed to their closest relations conveying the news of
their safety and request that these may be telegraphed immediately without
prepayment.

The cost of these telegraphs may please be debited to the General
Manager, Eastern Railway, Calcutta, in accordance with the agreement arrived
at between the Ministry of Railways (Railway Board) and the P & T Department
vide later's office Memo No. T35-7jT-2, dated 27th August 1953.

Dated

Signature in full

Enc Telegram.

.....

N.B. : In case of a Passenger train accident, at a station, which has a Cell Phone
connectivity, a few Cell Phone should be immediately hired by the Station
Master and the stranded passengers should be permitted to use these free
of charge. Station Manager should have powers to hire Cell Phones as
needed or use of stranded passengers.

(Item 44 of Disaster Management)

APPENDIX – F
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(Railway Board)

No. E(G) 58PS5-6/1

New Delhi, dated 25th Aug. 1958.

To

The General Manager
Eastern Railway
Calcutta and others.

**Sub : Issue of complimentary passes to the next of kin of the victims
as well as to the surviving victims of the railway accidents.**

The Board have had under consideration the question of issuing complimentary passes to the next of kin of victims from any station in India to the site of accident and back to their destination as well as to the surviving victims who are discharged from the hospitals to their destination. The Board have carefully considered the matter and have decided that the complimentary passes may be issued to the next of kin of victims as well as to the surviving victims discharged from the hospitals. The class of passes should, of course, be the same in which the surviving victims were travelling or higher if recommended by the Doctor. The class of -passes for the relatives may be determined according to the status of the person. The Board desire that while issuing such passes, the following aspects should be borne in mind

- (i) The issue of such complimentary passes may be centralized in the General Manager's Office and should have the approval of the General Manager.
- (ii) Such complimentary passes may be issued to not more than two relatives of the injured or deceased passenger.
- (iii) Sufficient safeguard may be adopted so that these passes are not misused.
- (iv) Break journeys on such passes should not be allowed.
- (v) The complimentary passes so issued may be included in the half yearly statement submitted to the Board in accordance with their letter No. E(G) 57-P55-6/2 of 8th March 1957.

Pease acknowledge receipt of this letter.

M. P. K. Menon,
Asst. Director, 'Establishment',
Railway Board.

APPENDIX – G
FORM A
BAD RIDING OF ENGINES

SRCE 1628/VII/ER.

(Report on Track)

1. SM's Wire No., date, time and station.
2. Kilometrage and Section of Railway-
3. Train No. and Engine No.
4. Driver's Report.
5. Date and time of Inspection by PWI.
6. Rails –
 - (a) Type and weight
 - (b) Length
 - (c) Age.
7. Sleepers –
 - (a) Type
 - (b) Age
 - (c) No. per rail,
 - (d) Spacing.
8. Ballast –
 - (a) Width at top
 - (b) Deficiency of full Boxing Section
 - (c) Depth below bottom of sleeper
 - (d) Class.
9. Formation –
 - (a) Level or grade.
 - (b) Height of bank.
 - (c) Depth of cutting
 - (d) Class of Soil.
10. Alignment –

Straight or Degree of curvature,.
11. Type of bridge.
12. Last date of –
 - (a) Through.
 - (b) Slack packing.
13. Remarks by-

(a) PWI	(b) AEN	(c) DEN
---------	---------	---------

FORM B

Engine No.	Train No.	Approximate speed when lurching or swaying occurred	Condition of bogie control springs	Condition of bogie slides	Clearance all axle boxes	Inter-mediate friction geare, if any	Whether ferodo liners are fitted to behind track or bogie

(a) Remarks by L.F.

(b) Divisional Mechanical Engineer.

APPENDIX – H-I

Extracts from the Indian Railways Act, 1989

Section 124 – Liability of Railway Administration in respect of - accidents to trains carrying passengers :-

- (1) When in the course of working a railway an accident occurs, being either a collision between trains of which one is a train carrying passengers or the derailment of or other accident to a train or any Part of a train carrying passengers, then, whether or not there has been any wrongful act, neglect or default on the part of the railway administration such as would entitle a person who has been injured or has suffered loss to maintain an action and recover damages in respect thereof, the railway administration shall not withstanding any other provision of law to the contrary, be liable to pay compensation to the (extent set) out in subsection (2) and to that extent only for loss occasioned by the death of a passenger dying as a result of such accident, and for personal injury and loss, destruction and deterioration of animals or goods owned by the passenger and accompanying the passenger in his compartment or on the train, sustained as a result of such accident.
- (2) The liability of a railway administration under this section shall, in no case, exceed ten thousand rupees in respect of any one person.

Section 113 - Report of railway accidents :-

When any of the following accidents occur in the course of working a railway, namely

- (a) any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property;
- (b) any collision between trains of which one is a train carrying passengers;
- (c) the derailment of any train carrying passengers or of any part of such a train;
- (d) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or serious injury to property;
- (e) any accident of any other description which the Central Government may notify in this behalf in the official Gazette, the railway administration working the railway, and if the accident happens to a train belonging to any other railway administration, the other railway administration also shall, without unnecessary delay, send notice of the accident to the Provincial Government and to the Inspector appointed for the railway ; and the station master nearest to the place at which the accident occurred, or where there is no station master, the railway servant in charge of the section of the railway on which the accident occurred shall, without unnecessary delay, give notice of the accident to the Magistrate of

the district in which the accident occurred and to the officer in charge of the police station within the local limits of which it occurred, or to such other Magistrate and Police officer as the Central Government appoints in this behalf.

Section 150 – Maliciously wrecking or attempting to wreck train :-

- (1)** 2 Subject to the provisions of sub-section (2), if a person unlawfully –
- (a) puts or throws upon or across any railway any wood, stone or other matter or thing, or
 - (b) takes up, removes, loosens or displaces any rail sleeper or other matter or thing belonging to any railway, or
 - (c) turns, moves, unlocks or diverts any points or other machinery belonging to any railway, or
 - (d) makes or shows, or hides or removes, any signal or light upon or near to any railway, or
 - (e) does or causes to be done or attempts to do any other act or thing in relation to any railway,

with "intent," or with "knowledge," that he is likely, to endanger the safety of any person travelling or being upon the railway, he shall be punished with imprisonment for life or with rigorous imprisonment for a term which -may extend to ten years ;

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, where a person is punished with rigorous, imprisonment, such rigorous imprisonment shall –

- (a) in the case of a first conviction, be not less than three years, or
- (b) in the case of a subsequent conviction, be not less than seven years.

- (2)** If a person unlawfully does any act or thing referred to in clause (a) or clause (b) or clauses (c), (d) or clause (e) of sub-section (1)-
- (i) with intent to cause the death of any person and the doing of such act or thing causes the death of any person ; or
 - (ii) with knowledge that such act or thing is so imminently dangerous that it must in all probability cause the death of any person or such bodily injury to any person as is likely to cause the death of such person, he shall be punished with death or imprisonment for life.

Note : A person charged with having placed stone on the rail under S. 150 of the Act cannot be allowed to plead that no train was due at the time. (14 Bom 260)

Section 151 - Damage to, or destruction of certain railway properties.

1. Whoever, with intent to cause or knowing that he is likely to cause damage or destruction to any of the properties of a railway referred to in sub-section (2) causes by fire, explosive substance or otherwise, damage to such property to the amount of one hundred rupees or upwards, or destruction of such property, shall be punished with imprisonment for a term which may extend to ten years.
2. The properties of a railway referred to in sub-section (1) are railway track, bridges, station buildings and installations, carriages or wagons, locomotives, signalling, telecommunication, electric traction and block equipment and such other properties as the Central Government, being of opinion that damages thereto or destruction thereof is likely to endanger the operation of a railway, may, by notification in the official Gazette, specify.
3. Every notification issued under sub-section (2) shall be laid before each House of Parliament immediately after it is made if it is in session and on the first day of the commencement of the next session of the House if it is not in session, and shall cease to operate at the expiration of forty days from the date of its being so laid or from the re-assembly of Parliament, as the case may be, unless before the expiration of that period a resolution approving the issue of the notification is passed by both Houses of Parliament.

Explanation. Where the House of Parliament are summoned to reassemble on different dates, the period of forty days shall be reckoned from the later of those dates.

APPENDIX – I

MAGISTERIAL AND POLICE ENQUIRIES

Extract from Railway Board's Notification No. 1926-T, dated 19th March 1930.

A. MAGISTERIAL ENQUIRIES

22. Enquiry by, or police Investigation ordered by Magistrates :-

Whenever an accident, such as is described in Section 13 of the Act, has occurred in the course of working a railway, the District Magistrate, or any other Magistrate, who may be appointed in this behalf by the Local Government, may, either

- (a) himself make an enquiry into the cause which led to the accident ; or
- (b) depute a subordinate Magistrate, who if possible, should be a Magistrate of the first class, to make such an enquiry ; or
- (c) direct an investigation into the causes which led to the accident to be made by the police.

23. Advice of enquiry to the Agent or Manager and Government inspector :-

Whenever it is decided to make an enquiry under clause (a) or clause (b) of rule 22, the District Magistrate or other Magistrate appointed as aforesaid or the Magistrate deputed under clause (B) of rule 22, as the case may be, shall proceed to the scene of the accident and conduct the enquiry there, and shall at once advise the Agent or Manager of the Railway and Government Inspector by message of the date and hour at which the enquiry will commence, so as to enable the railway administration to summon the requisite expert evidence.

24. Summoning of Railway Servants, etc. to give evidence :-

A Magistrate, making an enquiry under rule 22, may summon any railway servant, and any other persons whose presence he may think necessary, and, after taking the evidence and completing the enquiry, shall, if he considers there are sufficient grounds for a judicial enquiry, take the requisite steps for bringing to trial any person whom he may consider to be criminally liable for the accident. Whenever technical points are involved, the Magistrate should call for the opinion of the Government Inspector professional persons.

25. Report of enquiry to the Agent or Manager and Government Inspector :-

The result of every enquiry or investigation made under rule 22, shall be communicated by the Magistrate to the Agent or Manager of the Railway and to the Government Inspector.

26. Summoning of Government Inspector etc., to explain railway matters In judicial enquiry :-

If, in the course of any judicial enquiry into an accident occurring in the course of working a railway, the Magistrate desires the assistance of the Government Inspector or of the Agent or Manager of the railway, or the attendance of any officer of the railway, to explain any matter relating to railway supervision, management or working, he will issue a requisition to the Agent or Manager for the attendance at court of an officer competent to explain such matter, stating at the same time the nature of the assistance required. In summoning railway servants, the Magistrate will take care not to summon so large a number of the employees, especially of one class on the same day, as to cause inconvenience to the working of the Railway. In the case of very serious accidents it will generally be advisable for the Magistrate to obtain a report, from both the Government Inspector and the Agent or Manager of the railway, in regard to the accident, before finally concluding the judicial enquiry.

27. Sending copy of Magistrate's decision in judicial enquiry :-

On the conclusion of any such judicial enquiry the Magistrate shall send a copy of his decision to the Agent or Manager of the railway and to the Government Inspector, and shall, unless in any case he thinks it unnecessary to do so, report the result of the enquiry to the local Government.

B. POLICE ENQUIRIES

28. Duties of the Railway Police :-

- (1) The railway police may make an investigation into the causes which led to any accident occurring in the course of working a railway and shall do so
- (a) whenever any such accident is attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, or has Prima facie been due to any criminal act or omission ; or
- (b) whenever the District Magistrate or the Magistrate appointed under Rules 22 has given a direction under Clause (c) of that rule.

Provided that no such investigation shall be made when an enquiry has been commenced or ordered under Clause (a) or Clause (b) of Rule 22.

- (2) The railway police shall report, with as little delay as possible, to the nearest Station Master or, where there is no Station Master, to the Railway servant in charge of the section of the railway on which the accident has occurred, every accident which may come to their notice occurring in the course of working a railway attended with loss of human life, or with serious hurt as defined in the Indian Penal Code, or with serious injury to property, or which has Prima facie been due to any criminal act or omission.

29. Investigation by the Railway Police :-

- (1) Whenever an investigation is to be made by the railway police :
- (a) In a case in which an accident is attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, or
 - (b) in pursuance of direction given under Clause (c) of Rule 22, the investigation shall be conducted by the officer in charge of the railway police, or, if that officer should be unable to conduct the investigation himself, then by an officer to be deputed by him.
- (2) The officer deputed under Sub-Rule (1) shall ordinarily be the senior officer available, and shall, whenever possible, be a gazetted officer, and shall in no case be of rank lower than that of Inspector.

Provided that the investigation may be carried out by an officer in-charge of a police station.

- (I) in such a case as is referred to in Clause (a) of Sub-Rule (1) unless loss of life or grievous hurt has been caused to more persons than one or injury to property has been caused to a value exceeding Rs. 20,000, or there is reason to suspect that any servant of the railway has been guilty of neglect of rules ; or
- (II) In the case referred to in Clause (b) of Sub-Rule (1) if the District Magistrate so directs.

30. Notice of investigation by the Railway Police :-

The officer who is to conduct an investigation in pursuance of Rule 29 shall proceed without delay to the scene of the accident and conduct the investigation there and shall at once advise the Agent or Manager of the Railway and the Traffic Officer of the district by message of the date and hour at which the investigation will commence so that, if possible, the presence of a railway official may be arranged for to watch the proceedings, and to aid the officer making the investigation. The absence of a Railway official must not however, be allowed to delay the investigation, which should be made as soon as possible after the accident has taken place.

31. Assistance by the District Police to the Railway Police :-

- (1) In every case to which Rule 29. applies, immediate information shall be given by the railway Police to the district police, who, if so required, shall afford all necessary assistance and shall if occasion arise, carry the investigation beyond the limits of the railway premises. But the railway police are primarily entrusted with the duty of carrying on the investigation within such limits.
- (2) Subject to any provisions elsewhere contained in these rules, the further prosecution of the case, on the conclusion of the police investigation, shall rest with the railway police.

32. Report of investigation to the District Magistrate, etc :-

The result of every police investigation shall be reported at once to the District Magistrate or other officer appointed in this behalf by the local government, to the Agent or Manager of the Railway or other officer appointed by him, and to the Government Inspector.

33. Discharge of duties by the District Police in the absence of Railway Police :-

Where there are no railway police, the duties imposed by Rules 28, 29 and 30 Sub-Rule (2) of Rule 31 and Rule 32 the railway police, or on the officer in charge of the railway police, shall be discharged by the district police or by the District Superintendent of Police, as the case may be.

APPENDIX – J

Warning against giving false evidence at Joint Enquiries

Extract from Gazette No. 26, dated 17th December 1941.

(1) The attention of the staff is drawn to the Deputy General Manager (Personnel)'s Circular No. E. 1795/4 dated the 13th March 1939 with reference to the giving of false evidence at joint Enquiries by railway staff. This letter is reproduced below for ready reference.

"It has been suggested that a rule should be introduced to facilitate the dealing with staff who give false evidence at joint Enquiries. I would point out that the Regulations regarding disciplinary action against non-gazetted staff including removal from service, dismissal and rights, of appeal cover such cases and should be enforced.

The staff giving evidence at the enquiry may be advised at the outset, that the giving of any false evidence will be dealt with in accordance with these rules.

(2) It is regrettable that in spite of these orders it has been observed that certain members of the staff have been guilty of giving deliberately false evidence at Joint Enquiries and all concerned are hereby advised that the Presidents of Joint Enquiry Committees are at the outset to warn all witnesses against giving untruthful evidence and to bring to their attention what they render themselves liable or if they disregard this warning."

APPENDIX – K (1)
GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No 22-Sec (Spl)/152/12

dated New Delhi, the 7.7.1975.

To

The Chief Secretaries,
All State Governments and Union Territories.

Sub :- Accidents resulting from sabotage-Signing of factual
notes by the Police and Railway Officials jointly.

Sir,

I am directed to invite attention of the state Governments to the procedure indicated in the Ministry of Home Affairs letter No. F. No. 19/6,73-GPA-1 dated 18.7.1973 for recording of the factual note jointly by the Police and Railway Officials on the conditions obtaining at the site after the derailment and before the restoration work is taken up.

It has been reported to this Ministry that in some cases the Police Officers have shown reluctance in signing the factual notes presumably for want of necessary directives from the State Governments to them.

The State Governments are accordingly requested that the instructions contained in the Ministry of Home Affairs letter No. F. No. 1916/73-GPA I dated 18.7.1973 (copy enclosed for ready reference) may please be circulated for the information and guidance of all concerned in the State Police.

Yours faithfully,
Sd/- B. C. Misra
Joint Director, Security
Railway Board.

DA : One.

No. 72/Sec (Spl)/152/12.

dated New Delhi, the 7.7.1975.

Copy forwarded for information to the General Managers, All Indian Railways.

Sd/- B. C. Misra
Jt- Director, Security
Railway Board.

DA : One.

Copy to the Safety (A&R)/Safety (Imp) Branches of Board's Office.

APPENDIX – K (2)

No. F. No. 19/6/73-CPA I

Government of India/Bharat Sarkar
Ministry of Home Affairs/Griha Mantralaya

To

All the State Governments and Union Territories New Delhi 110001, 18th July,
1973

Sub :- Accidents resulting from sabotage-Signing of factual notes
by the Police Officials.

Sir,

I am directed to say that the Commissioner of Railway Safety while commenting upon the report of the Additional Commissioner of Railway Safety on the recent accident suspected to have been caused by sabotage has suggested that it would be better if the police officers visiting the site of accidents suspected to have been caused by sabotage prepare and sign a factual note jointly with Railway Officials, on the conditions obtaining at the site just after the derailment and before any restoration work is taken up. The Ministry of Railways have pointed out that the police officers are generally reluctant to sign such factual notes and this results in some delays in the restoration of communications. It is requested that the State Governments may issue necessary instructions to the Police authorities concerned in the matter.

Yours faithfully,

Sd/- M. L. Mehta

Deputy Secretary to the Government of India.

Copy forwarded for information to the Ministry of Railways (Railway Board),
New Delhi and others.

APPENDIX – K (3)

Conditional supply of statutory Inquiry reports to Police authorities.

Inquiry Report of Accidents occurring on the Railway should be treated as confidential till such time cases of prosecutions (if any) arising out of the accident are finalized in a Court of Law and all the Legal processes connected therewith come to an end. Only on request copy of the Inquiry Report can be given to the Police Authority cautioning them that this is a confidential document and must not be produced or called for as a piece of evidence in a Court of Law. To ensure this status, a confirmation to this effect should be obtained from the Police before supplying them with a copy of the Report. As a further safeguard, a cautionary slip stating the fact may be pasted on the cover sheet of the Report sent to the police.

On receipt of an Inquiry Report from the Commissioner of Railway Safety, if the Head of the Railway Administration considers the prosecution of any person/persons desirable, he shall immediately forward a copy of the report together with a statement of such persons to the District Magistrate of the District in which the accident occurred or to such other Officers as the State Government may appoint in this behalf and to the concerned Police authorities. In such cases as well, the Railway Administration shall also specifically caution the District Magistrate / the Police authorities to whom they have furnished copy of the Report that it is a confidential document and not to be produced or called for as evidence in a Court of Law. (Rule 11 on Notices of and Inquiries into accidents of the Railway Rules 1973).

APPENDIX – L

Categorization of accidents for reporting to the General Manager

Category 'A'

- A 1. All cases of collisions, derailments, accidents at level crossings and fire in trains, which involve death and grievous injuries.
- A 2. Land slides, breaches, floods, etc. resulting in total interruption of through communication.
- A 3. Accidents in Kolkata suburban area / Patna likely to draw attention of the public/Press.
- A 4. Total interruption of through communication
 - (i) On Grand chord, Main Line, Calcutta Suburban sections, and PTRU – GHD – Son Nagar section expected to last for 6 hrs. or more.
 - (ii) On other sections expected to last for more than 12 hrs.

Category 'B'

- B 1. All accidents involving Mail/Express trains irrespective of casualties or damage to Railway property. '
- B 2. All cases of collisions, derailments, accidents at level crossings, fire in trains involving minor injuries and or damage to the Railway property to the extent of Rs. 1 00,000/- or more.
- B 3. Grievous injuries sustained by passengers in the course of Railway working, such as in shunting of slip coaches passengers getting electrocuted or falling from the roof of a train or passengers getting run over in the yard, etc.
- B 4. Blocking of two lines on quadruple sections, or one line of Grand Chord or PTRU-GHD section for 8 hrs. or more.
- B 5. Through running likely to be interrupted on Main lines for more than 12 hrs.
- B 6. When the Parliament is in session, all accidents or incidents of unusual nature, which are likely to attract the attention of parliament,

Category 'C'

Other accidents or incidents or unusual occurrences including death, grievous injuries of the Railway employees in the course of Railway working.

APPENDIX – N

(A) 9 Actions to be taken in case of a Level Crossing Gate Accident :-

Gateman/Cabinman when faces any accident at his level crossing gate, shall take the following actions, in addition to his duties as mentioned in GWR, as per priority

- i) Protection
- ii) Collection of information
- iii) Send information to controlling SM as quick as possible over phone or by any means.
- iv) Meet train guard and follow his orders.

1. Guard :-

In addition to what has been prescribed in para 3.02 of (A.M) Accident Manual, he shall also do the following, as soon the guard notices that his train involved in a level crossing gate accident.

- i) Seek assistance of the Gateman/Cabin man and any other Railwayman on the train for attending to the injured passengers and for other relief operations.
- ii) In case of road user's injury, he shall collect all the particulars of the road vehicle and injured passenger. With the help of local people he shall send the injured persons to local hospital.

2. Controlling Station Master/Station Master of both side

After getting the information of a level crossing gate accident he/they shall

- i) Ensure that no other train enters into the affected section
- ii) Note the exact location, gate number, nature of casualty and assistance required
- iii) Advise the control immediately of the accident indicating the nature of medical aid and other assistance required and in the station diary record the time of first information received.
- iv) Maintain a diary, keep all log of events till resumption of normal movement
- v) Inform the local GRP and Local Police and seek their assistance
- vi) In case of casualties of road users, inform the Local Health units/Hospitals with the quantum and seriousness of injuries and assistance required.
- vii) Rush to assisting batch to the Accident site for assistance in rescue operations along with doctors and other manpower.
- viii) Take orders from control and give latest development of accident.

3. Section Controller :-

In addition to what has been prescribed in para 3.15 of A.M. (Accident Manual), he shall also do the following as soon as the section controller is informed of a serious level crossing accident on his section.

- i) Restrict all movements in the affected section informing SM/ASMs.
- ii) Inform all notice stations and the adjacent stations for all trains arranged to enter the affected section to issue stop dead caution at location and to pass according to the directives of a responsible Rly. servant present at site.

4. Deputy Controller/Controller :-

The Chief Controller/Dy. Controller on duty, on receipt of information of a serious level crossing gate accident, shall in addition to what has been prescribed in para 3.16 of Accident Manual, do the following:-

- i) Inform RPF Control, ACS, Commandant of RPF, OC GRP, OC RPF, DM, SDO, DC, IRP, DSP, SRP, OC Local Police and nearest Forensic Science Laboratory.
- ii) Inform emergency/central control at KKK E. Rly.
- iii) Inform Civil, Military, Public Hospitals and available Doctors at the nearest places, in case of casualty.

APPENDIX - M

BG Section Route-wise

ROUTE – ‘A’ (Interruption – Total 3 Hrs. or Total/partial 6 Hrs.)

Howrah – Chhoto Ambana/Asansol Division
(Via HB – Chord & G. Chord)

ROUTE – ‘B’ (Interruption – Total 3 Hrs. or Total/partial 6 Hrs.)

- a) Punjab Mail Route
Howrah-Bardhaman (Via Bandel)
Sitarampur to Nargangoo/ML/ASN Divn. (Via Patna/E.C.R.)
- b) Sahebganj Loop/Khana Jn. to Kiul/Via Sahebganj
Bhagalpur to Jamalpur
- c) Barharwa to New Farakka to Malda
- d) Bonidanga Link Cabin to Bonidanga.

ROUTE – ‘C’ (Interruption – Total 3 Hrs. or Total/partial 6 Hrs.)

HOWRAH DIVN.

Bandel – Katwa
Tarakeswar Branch
Naihati Branch (Bandel to Naihati)
Liluah to Belur Math

SEALDAH DIVN.

Circular Rly.
Dum Dum to Princep Ghat
Sealdah to Naihati
Naihati to Ranaghat
Ranaghat to Krishnanagar City
Kalinarayapur to Shantipur
Dum Dum to Bongaon
Dum Dum to Dankuni

Sealdah to Baruipur
Ballyganj to Budge Budge
Sonarpur to Canning
Baruipur to Diamond Harbour
Baruipur to Lakshmikantapur to Kakanjali to Kashinagar to Kakdwip
Kalyani – Kalyani Simanta
Dum Dum Jn. – Chitpur
Kankurgachi – Ballygunge
Barasat – Hasnabad
Ranaghat – Gede
Ranaghat – Bongaon
Bongaon - Petrapole

ROUTE – ‘E’ (Interruption – Total 6 Hrs. or Total/partial 12 Hrs.)

HOWRAH DIVISION

Katwa Junction – Azimanj Jn. Cabin
Azimganj – Nalhati
Belanagar – C.C. Link (East Cabin)
Dankuni – Bhattanagar
Liluah – Tikiapara (SER)
(Liluah Avoiding Line)
Howrah – Ramkrishnapur – Shalimar (SER)
Magra – Tribeni (Avoiding line)

SEALDAH DIVISION

Krishnanagar City – Lalgola

ASANSOL DIVISION

Andal – Sitarampur
(Via Topasi – Barabani)
Madhupur – Giridih

Andal – Sainthia

Ikrah – Gurandi

Bhimgara – Palasthali

Jasidih – Baidyanathdham

Kulti – Salanpur

Kalipahari – Damodar (SER)

MLDT DIVISION

Azimganj – New Farakka 'B' Cabin

Tinpahar Jn. – Rajmahal

Bhagalpur – Mandarhill

Jamalpur – Munghyar

N.G. SECTION ROUTEWISE

ROUTE – E

SDAH DIVISION

Shantipur – Nabadwip Ghat

HOWRAH DIVISION

Bardhaman Jn. – Katwa Jn.

Katwa Jn. – Ahmadpur Jn.

APPENDIX - M

LOCATION OF ACCIDENT RELIEF TRAINS ON IR

Central	A	11	Kurla, Bhusawal, Manmad, Itarsi, Bina, Jhansi, Agra, Jabalpur, New Katni Jn., Ajni, Dund.
	B	7	Kalyan, Igatpuri, Bhopal, Banda, Amla, Wardha, Wadi,
	SP	0	Nil
Eastern	A	3	Howrah Loco Shed, Rampurhat, Asansol, Andal, Sahibganj
	B	6	Bandel Jn., Rampur Hat, Beliaghata, Ranaghat Jn., Andal Jn., Malda Town.
	SP	2	Bardhaman, Beliaghata
East Central	A	4	Jhajha, Dhanbad, Barwadih, Mughalsarai
	B	4	Danapur, Barkakana, Gomoh, Chopan, Pathardih Jn., Gaya, Dehri-on-Sone.
Northern	A	14	Kanpur, Delhi, Ludhiana, Pathankot, Lucknow, Moradabad, Rosa, Ambala, Bhatinda, Lalgarh, Churu, Rewari, Hanumangarh, Jodhpur
	B	7	Allahabad, Tundla, Ferozpur, Amritsar, Faizabad, Suratgarh, Samdhari
	SP	2	Saharanpur, Merta Road
North Eastern	A	12	Bareilly City, Kasganj, Lucknow, Gorakhpur, Mailani, Gonda, Chapra Kacheri, Sonpur, Samastipur, Saharsa, Narkatiaganj, Darbhanga
	B	3	Gonda, Mau, Barauni
	SP	1	MUV
Northeast Frontier	A	12	New Guwahati, Lumding (MG), Katihar (MG), New Jalpaiguri, Badarpur (MG), Tinsukia, Ragapara (MG), Alipurduar (MG), Katihar, Lumding, Siliguri (MG), New Guwahati (MG).
	B	1	New Bongaigaon
	SP	0	Nil
Southern	A	14	Arakkonam, Tiruchirapali (MG), Mayiladuthurai (MG), Villupuram (MG), Madurai, Madurai (MG), Sengottai (MG), Pallachi (MG), Bangalore, Mysore (MG), Erode, Shoranur, Quillon, Quillon (MG).
	B	10	Basin Bridge, Tondiarpet Marshalling Yard, Jolarpettal, Chennai Egmore, Tiruchirapali, Villupuram, Rsikere, Mangaolre, Trivandrum, Ernakulam Marshalling Yard.
	SP	0	Nil
South Central	A	13	Secunderabad, Kazipet, Purna, Gooty, Vijayawada, Rajamundry, Hubli, Miraj, Akola (MG), Nizamabad (MG), Guntakal (MG), Pakala (MG), Gadaa (MG).

	B	6	Bellampalli, Kachiguda, Guntakal, Renigunta, Bittragunta, Castle Rock.
	SP	2	Secunderabad, Vijayawada

South Eastern	A	15	Adra, Hatia, Bilaspur, Bhilai, Shadol, Chakradharpur, Bondamunda, Kharagpur, Khurda Road, Nagpur, Gondia, Sambhalpur, Kantabhanji, Visakhapatnam, Kirundal.
	B	11	Bokaro Steel City, TATA, Dongapushi, Santragachi, Talcher, Palasa, Bhadrak, Korapur, Rayagada, Jharsuguda, Cuttack.
	SP	2	Jharsuguda, Cuttack
Western	A	17	Udhna, Vadodara, Kankaria, Ratlam, Kota, Gangapur City, Rajkol, Jaipur, Abu Road, Mhow (MG), Nimach (MG), Gandhidham (MG), R. Pratapnagar (MG), Phulera (MG), Sabarmati (MG), Bhavnagar (MG), Jetaisar (MG).
	B	2	Valsad, Ujjain.
	SP	1	Bandra
Indian Railways	A	115	
	B	60	
	SP	10	
	Total	185	

APPENDIX – M

LIST OF BG ARMVs

Central	18	BYCYLLA (BY), KALYAN (KYN), IGATPURI (IGP), BHUSAWAL (BSL), BHOPAL (BPL), ITARSI (ET), BINA (BNA), JHANSI (JHS), AGRA CANTT (AGC), BANDA (BND), JABALPUR (JBP), NEW KATNI (NKJ), AJNI (AOA), AMLA (AMF), WARDHA (WR), SHOPAPUR (SUR), DAUND (DO, WADI
East Central	7	MUGHAL SARAI (MGS), GAYA (GYA), JHAJHA (JAJ), DANAPUR (DNR), DHANBAD (DHN), BARWADIH (BRWD), (CPU)
Eastern	8	HOWRAH (HWH), ASANSOL (ASN), MALDA TOWN (MLDT), SAHIBGANJ (SBJ), JAMALPUR (JMP), BELIAGHATA (BGA), RANAGHAT Jn. IN (RHA), RAMPURHAT (RPH)
Northern	19	DELHI (DLI), AMBALA (UMB), BHATINDA (BTI), SAHARAN PUR (SRE), FIROZEPUR (FZR), AMRITSAR (ASR), LUDHIANA (LDH), PATHANKOT (PTK), MORADABAD (MB), ROSA (RAC), LAKSAR (LRJ), ALLAHABAD (ALD), KANPUR (CNB), TUNDLA (TDL), SURATGARH (SOG), LJODHPUR (JU), MERTA ROAD, LUCKNOW (LKO), FAIZABAD (FD),
N. E. RLY.	6	GONDA IN (GO), MAU Jn. (MUJ), SONERPUR (SEE), CHAPRA (CPR), BARAUNI (BJU), GORAKHPUR (GKP)
Southern	16	CHENNAI CENTRAL, ARAKKONAM (AJJ), JOLARPETTAI (JTJ), ERODE (ED), TONDIARPET (TNPN), NADYRAU (MDU), BAGALPORE (SBC), ARSIKERE (ASK), SHORANPUR (SRR), MANGALORE (MAO), ERNAKULAM (ERS), TRIVANDRUM (TVC), OUILON (OLN), MYSORE (MYS), ARSIKERE, HARIHAR
S.C.RLY.	12	MIRAJ (MJR), HUBLI (UBL), GHORPUR (GPR), CASTLE ROCK (CLR), SECUNDERABAD (SC), KAZIPET (KZJ), VIJAYAWADA (BZA), RAJA UAUNDRI (RJY), BITRAGUNTA (BTTR), PURNA (PAU), GOOTY (GY), RENUGUNTA (RU)
S.C.RLY.	21	ADRA (ADA), HATIA (THE), BOKARO STEEL CITY (BKSC), BILASPUR (BSP), BHILA (BIA), SHADOL (SDL), CHAKRADHARPUR (CKR), BONDAMUNDA (BNDM), BONGAPOSI (DPS), TATANAGAR (TATA), KHARAGPUR (KGP), SANTRAGACHI (SRC), KHURDA ROAD (KUR), BHADRAK (BHC), PALASI (PSA), NAGPUR (NGP), BONGARGARH (DGG), SAMBALPUR (SBP), KANTA BANJI (KBJ), VISHAKAPATNAM (VSKP), KORAPUT (KRPU)
WR	16	VALSAD (BL), UDNA (UND), MUMBAI CENTRAL (MCT), VADODARA (BRC), AHMEDABAD (ADI), KOTA (KTT), GANGAPUR CITY (GCC), RATLAM (RTM), UJJAIN (UJN), RAJKOT (RJT), HAPA (HAPA), ABU ROAD (ABR), AJMER (AII), JAIPUR (JP), BANDIKUIN (BKI), PORBUNDER (PBR)
	129	

APPENDIX – N

(B) Actions during and after coach/wagon caught fire :-

- 1. Guard :** If a train detected caught fire on run the first and foremost duty of the guard will be as follows:-
 - i) Being intimated, either by walkie – Talkie by any danger signal displayed by any person or listening any alarm or seeing emission of smoke or fire, immediately, he shall stop the train at a convenient place i.e not on any bridge or inaccessible location etc. He shall then arrange with the help of Loco Pilot to detach that brining coach/wagon and that shall be isolated at a distance not less than 45 mts. between affected coach/wagon and the other coach/wagon of the train.
 - ii) He shall arrange to protect the train in accordance with General Rules 6.03, if not protected by fixed signals.
 - iii) He shall take all possible steps to evacuate the passengers from the affected coach and to save to properties, belongings, wagon label, seal etc. every efforts shall be made.
 - iv) All available help shall be mobilized.
 - v) He shall inform the SMs of either end as well as control office of the section about the particulars of the fire and coach/wagon, time, train No. Kilometerage (if in mind section)
 - vi) He shall intimate control/SM for the nature of assistance required either by available communication system or through messenger.
 - vii) He shall be the in-charge of the site till arrival of rescue team and responsible Railway officials to take over as in-charge.
 - viii) He must act accordingly the directives of the officer-in-charge at site.
- 2. Loco Pilot :**
 - i) He shall immediately switch on the flasher light
 - ii) He shall talk with guard over wakie-talkie to isolate the affected coach
 - iii) If it is on electrified section, the Loco Pilot shall immediately switch off the circuit breaker and lower the pantograph, bringing the train to a stop.
 - iv) After disconnecting the electric supply to the affected circuits the Loco Pilot shall take necessary action to put out the fire by using all available means including fire extinguishers.
 - v) If the fire cannot be extinguished by the above means the Loco Pilot shall advise the traction Power controller through the emergency telephone to make the affected section of the over-head equipment dead.

- vi) Ordinary fire extinguishers or water from a hose pipe shall on no account be used to extinguish fire on live wire or electrical equipment. If the services of the fire brigade required, the brigade shall not be allowed to commence operations until all electrical equipment in the vicinity of the fire have been made dead.
- vii) If it is a DMU, the motorman shall immediately switch off the circuit breaker and shut down the engine, bringing the train to a stop at once.
- viii) On run if the Loco Pilot notices fire at any place on his route, he shall drive his train in such a manner that fire can not harm bogie/wagon.
- ix) If the Loco Pilot and guard of a running train notice fire on another passing train on adjacent line the Loco Pilot shall switch on flasher light, whistle continuously and both shall exhibit red hand signal to attract the attention of the Loco Pilot and the guard of the affected train. If they fail to do this, they shall stop the train at the next station and report the matter in writing to the SM.
- x) He shall stop his train at a safer distance from affected train and after lighting the flasher light shall assist the Loco Pilot guard of other train for protection and extinguishing the fire and if required, shall immediately proceed to next station to communicate the message to controller and Station Master intimating the nature of fire and assistance required.

3. SM/Controller :-

- i) No train shall be sent further in the affected section till getting clearance.
- ii) Shall requisition fire brigade from nearest location and inform local police.
- iii) If it is a passenger train ARME shall immediately be run out with doctors and other staff trained in the fire fighting.
- iv) All local doctors of adjacent area irrespective of hospitals, nursing homes etc. shall be advised to rush to the spot.
- v) If sabotage is suspected, shall act according to the directives of local police that all clues are restored for future investigation.

N.B. :-

- 1) For detail duties of other officials chapter III and Appendix-N of AM shall be followed.

Points to remember –

- i) Be speedy but do not get nervous
 - ii) Raise alarm
 - iii) Locate the fire extinguishing substances viz., water, bucket with water/sand, fire extinguishers etc.
 - iv) And use those as per requirement.
 - v) Arrange to isolate the source of fire if possible.
 - vi) Segregate/remove all valuable properties.
- 2) General instructions for the treatment of burns and scalds –
- i) See that your hands are clean. Avoid handling the affected area more than it necessary.
 - ii) Do not apply lotions of any kind on the affected area.
 - iii) Do not remove burnt to clothing and do not break blisters.
 - iv) Cover the area(including burnt clothing) with a prepared sterile dressing if possible, otherwise clean lint, freshly laundered linen or some similar material may be used.
 - v) Bandage firmly except when blisters are present or suspected, in which case bandage lightly.
 - vi) Immobilize the affected area by suitable means.
 - vii) treat for shock
 - viii) In serious case remove the patient to hospital as quickly as possible, injured may be supplied with oral rehydration solution (ORS).
 - ix) In a minor case, give large quantities of warm fluids, preferably weak tea sweetened with sugar.

APPENDIX-P

Observation/ Measurement Proforma for Accident Investigation/ Inquiry

General Guidelines

1. Careful observation of clues and a comprehensive record thereof is vital for accident enquiry. In addition, a comprehensive record of track and rolling stock parameters and operating features is required for investigation of derailments.

2. There are two broad categories of derailment

Sudden derailment caused by wheel set jumping of the rails. Such a derailment indicates that the derailing forces were high enough to suddenly force the wheel off the rail. These are typically caused by failure of vehicle/track components, obstruction on track, entanglement of hanging parts of rolling stock etc. These derailments are characterised by a short mark on rail table between point of mount and point of drop. In some cases the point of mount may even be absent.

Derailment by flange climbing, caused by wheel mounting the rail in a relatively gradual manner. It indicates that the derailing forces were powerful enough to overcome the normal stabilising forces, yet not sufficient to cause a sudden derailment. Such derailments are characterized by a longer mark on the rail table between point of mount and point of drop. Track and rolling stock parameters and operating features influence the rail-wheel interaction forces and, hence, their complete record and a comprehensive analysis is required to arrive at the mechanism of derailment. Cause and consequence of derailment are required to be differentiated through this comprehensive analysis.

3. Locating and examining the wheel mounting mark (s) at the initial point of derailment is very important for identifying the category of derailment. Precise measurement and critical and detailed examination of the wheel mounting marks should be made e.g. their length, strong or faint, broken or continuous, single or multiple, etc. Photographs should be taken of such marks; not only on the rail, but also on the fastening, slippers and ballast.
4. Derailment proneness increases with increased Lateral wheel force, reduced Vertical wheel load (off loading) and increased positive Angularities of wheel. Derailment proneness becomes substantially higher in case of axle moving with a persistently positive angularity. Track and rolling stock parameters and operating features should be critically analysed for their contribution towards these causes. In case of derailment in curve, proper functioning of bogie rotation system to ensure undue angularity needs close examination. Contribution of track twist and spring defects and twist in bogie frame/ vehicle under-frame to derailments caused by wheels off loading needs to be analysed. In case of derailment at high speed, parameters affecting vehicles oscillation and dumping thereof needs a close analysis.

5. Wheel analyzing the mechanism of derailment, relative contribution of track and rolling stock parameters to the rail-wheel interaction forces needs a comprehensive analysis. Reference should be made to the safety limits/Maintenance limits specified in IRPWM/IRCA Rules/Maintenance Manuals.
6. Proforma for measurement of Loco motive, Wagon, and Carriage are attached as Annexure –A, B & C respectively for recording the details. The Joint Measurement to be submitted by Senior Supervisors shall not be complete till all the measurement of rolling stock and track as per enclosed proforma have been recorded. Only completed joint measurement w.r.t. rolling stock and track shall become a document to be relied upon by the enquiry committee for drawing conclusion regarding cause of accident.
7. No enquiry shall be completed before the complete measurement of rolling stock and track is available and made part of the enquiry report. Enquiry committee may get additional measurements done as per requirement of the derailment case.
8. The photographs of the concerned sections of track and part of rolling stocks shall be taken and annexed in the enquiry report. ART personnel should be trained for identifying such relevant part of tracks and rolling stocks involved in the accident.
9. In case of derailment of passenger trains causing injury to passengers, video recording of the concerned part of track and rolling stock shall be carried out by nominated ART personnel, trained for the purpose.

Photography and videography of accident site shall be with great care & precision, similar to a crime scene photography/videography. ART personnel nominated for this shall suitably be trained for the purpose. The photographs, videos should be self explanatory such that relevant conclusion can be drawn.

10. Site sketch of the derailment/accident location shall be prepared giving due care that all the relevant items are included along with the dimensions. A sample sketch is attached for guidance. Instructions for the preparation of sketch of the site of accident has been given in “Accident Manual” shall be followed.

Preservation of relevant clause, documents & photographs/videography of the accident scene shall be done under the supervision of Safety Officials of the Division.

11. M&C report from RDSO must also be part of accident enquiry report in case accident is attributed to breakage of any component of track or rolling stock.
12. In case of suspected sabotage, Tell-tale sign must be preserved and recorded.
13. If rail/weld failure is suspected to be cause of derailment, assessment of impact loading to which the rail/weld was subjected to prior to its failure becomes important. In such cases, WILD data for few proceedings trains shall be analysed for critical alarms and any critical alarm shall be brought out and deliberated by enquiry committee.
14. Observations of SM's Panel need to be recorded in case accident takes place in station area.
15. Speed recorders and event recorders in the locomotives shall be freezed immediately post the accident. SM's control panel shall be freezed till the time position of the knobs, switches, points & crossings etc. are jointly recorded. It is the responsibility of the concerned controlling officer/safety officials to ensure freezing of the above. Safety official shall take into custody of all the relevant documents, broken parts etc.

Proforma for Motive Power/Locomotive (Diesel & Electric)**Proforma to be filled in case of accident / derailment when loco is involved in accident.****1. Basic information:**

- (a) Date of Accident:
- (b) Train No.:
- (c) Loco Class:
- (d) Loco Number:
- (e) Loco manufacture year and place:
- (f) Base Shed of Loco:
- (g) Date & Place last POH:
- (h) Kilometers earned after last POH:
- (i) Date & Place of last major inspection:
- (j) Date & Place of last schedule inspection:
- (k) Whether any schedule is overdue?:

2. Give brief particulars of the safety items not provided or provided but missing/not working

Whether Loco is provided with:

Safety fittings	Provided	Working
Headlight		
Speedometer		
Speed Recorder		
Flasher light		
Horn		
Brake system		
VCD		

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SUPERVISOR (C&W/Loco)	SUPERVISOR (TRAFFIC)	SUPERVISOR (P.Way)

3. Check & Record the observations as follows:

- (a) Position of control handles, cutout cocks etc. after the accident.
- (b) Functioning of brake synchronizing valve-whether working or not.
- (c) Position of brake blocks after accident- whether applied or not.
- (d) Condition of cattle guard.
- (e) Any sign of seizure of roller bearing in Axle box including condition of its components.
- (f) Condition of Pivot and Side Bearer arrangement bogie including obstruction to Bogie rotation.
- (g) Condition of Friction Damper components/Hydraulic Dampers.
- (h) Condition of Traction Rod/Guide Rod including its connection.
- (i) Condition of Traction Link including its connection.
- (j) Condition of Lateral Stop components between Bogie and Loco body underframe.
- (k) Any other observation in respect to mechanical defect of the locomotive, which might have any bearing on safe running of loco.

Note : Defective or broken material should be sent to CMT for testing, if necessary.

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**4. Measurement for Wheels for All Classes of Locomotives with wheel gauge
(04 locations applicable for Bo-Bo Locos)**

S.No	Description	Observed Value (in mm)			Remarks
1.	Particulars of axle (ID No.)	Observed Value			
		1			
		2			
		3			
		4			
		5			
		6			
2.	Diameter of wheel at tread		LH	RH	
		1			
		2			
		3			
		4			
		5			
		6			
3.	Wheel Flange thickness		LH	RH	
		1			
		2			
		3			
		4			
		5			
		6			
4.	Wheel Root wear		LH	RH	
		1			
		2			
		3			
		4			
		5			
		6			
5.	Tread wear		LH	RH	Tread wear should be measured from tread at 63.5 mm from wheel gauge face (from the back face of flange) in BG and at 57 mm from wheel gauge face (from the back face of the flange) in MG.
		1			
		2			
		3			
		4			
		5			
		6			

6.	UST of axle: Give the date of last UST test done	Axle	Observation	Information is relevant in case of axle breakage.
		1		
		2		
		3		
		4		
		5		
		6		

Notes:

1. Wheel number one is the outer end axle of truck under the short hood and wheel count increases towards the Long hood on diesel loco, whereas for Electric loco, wheel number one is the outer end axle under cab-1 (Cab-1 is that side of the loco which has the compressors and Cab-2 is that side of the loco which has the ARNO convertor) and wheel count increases towards the Cab-2.
2. The measurements of wheels are to be done using wheel gauges to RDSO drawing No.-SKDL-3592 for all BG locomotives except WAP-5 locos. For WAP-5 locos RDSO's drawing No. SKDL - 4446 & SKDL - 4447 may be followed.
3. All measurements are to be taken on a level, un-canted track at the nearest yard.
4. Service limits given in the Maintenance Manual are for good maintenance practice and these are not safety limits. However, the measured values shall be compared with the service limits and degradation in values shall be discussed while finalizing the findings.

S.No.	Description	Observed Value (in mm)		Remarks
7.	Wheel gauge : For checking wheel gauge, three measurements at equal spacing on the inner periphery of the two wheels on the same axle is to be recorded. Check for bent axle, if any.	1		All measurements shall be taken on a level tangent un-canted track. Information is relevant in case of wheel disc shifting/ bent axle only. For safety, similar limits as applicable for track gauge are relevant for wheel gauge also.
		2		
		3		
		4		
		6		

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5. Measurement of other relevant items:

Sl. No.	Description		Observed Value (in mm)	Remarks
1.	Buffer/ coupler height measurement of parameters such as buffer length etc. may also be done to check possibility of buffer entanglement.			All measurement shall be taken on a level tangent un-canted track. This measurement is required to be taken only in case of trailing stock is with buffers.
2.	Lateral clearances	End Axles (1,3,4 & 6)		
		Middle Axles (2 & 5)		
3.	Lateral clearances	End Axles (1,2,3 & 4)		Applicable for Bo-Bo locomotives only.
4.	Longitudinal clearances, between axle box & bogie. Pedestal liner (for all axles)			Except : WDP3A, WDG4, WDP4, WDP4B, WAP5, WAP7, WAG9 locomotives
5.	Longitudinal clearances between axle box and bogie pedestal liner (for middle axles)			Applicable to WDP3A locomotive only.
6.	Height of Rail Guard from rail level			
7.	Condition of suspension Springs i.e. normal/ broken fresh and old fracture or deformities occurred after derailment due to sudden impact.			
8.	Deflected height of coil spring after re-railing on level, un-canted track.			
9.	Condition of Rubber/ Elastomeric Spring Assembly at the Secondary stage.			

Note :- Measurement of items (e) to (j) in Para 3 & item 8 & 9 in Para 5 will be done as per site condition.

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Annexure- 'B'**Proforma for Wagon**

Note: Details regarding all derailed vehicles should be given except :-

1. (i) Where vehicles have derailed due to locomotive derailment
 (ii) When the obvious and indisputable cause is sabotage or an obstruction on track
2. Front and rear and left (L) and right (R) are with respect to direction of movement.
3. For an obvious cause of derailment such as a broken axle, spring dropping off the run, and/or some part of under gear hanging loose and causing obstruction only relevant particulars need be filled.
4. Particulars for each derailing vehicle should be given in one sheet. Information against columns (5), (6), (8), (16), (17), (21), (22) should invariably be given for adjacent wagons on the same sheet.
5. Relevant details of adjacent vehicles should also be given if cause of derailment is not apparent.

Sl. No.	Date of incident & Time	Train No.	Details of BPC along with the name of station from where it is issued and of engineer (C&W) who issued	Wagon No.	Type	Mech. Code	Tare Tonnes	Carrying capacity and axle load	Built Date	Return Date
1	2	3	4	5	6	7	8	9	10	11

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POH Particulars		ROH Particulars		Payload in Tonnes		Commodity loaded and remarks regarding uneven loading (give sketch for details of uneven loading)	Station		Position from Engine
Date	Shop	Date	Depot	From Lables	From actual Weighment		From	To	
12	13	14	15	16	17	18	19	20	21

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Buffer/Coupler Height	Wheel and axle face Particulars (in case of breakage of wheel/axle)		
(i) Measure Buffer/Coupler height after uncoupling & re-railing on un-canted level track. (ii) Record whether there is buffer entanglement (Yes/No)	Axle face Particulars	Ultrasonic particulars on the hub of the disc	Stamping particulars on wheel disc regarding Manufacturer/RA/RD
22	23	24	25
End 1 L	1L	1L	1L
	1R	1R	1R
End 1 R	2 L	2 L	2 L
	2 R	2 R	2 R
End 2 L	3 L	3 L	3 L
	3 R	3 R	3 R
End 2 R	4 L	4 L	4 L
	4 R	4 R	4 R

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Wheel and Axle								
Wheel diameter (i) Measurement (ii) Record whether below condemning size (Yes/No)	Wheel gauge in mm *(taken at three places)	Observation after measuring the profile with tyre defect gauge (Good/Rejectable) **						
26	27	28						
	1		Thin flange	Sharp flange	Worn out root	Deep flange	Hollow tyre	Flat tyre
		1L						
	2	1R						
		2L						
	3							
		2R						
	4	3L						
		3R						
		4L						
		4R						

* The wheel gauge is to be measured at the horizontal plane passing through the centre of axle

** The wheel profile is to be checked with tyre defect gauge only (Ref: IRCA Pt.III Rule No.3.2.2(d) and 4.18.1 Plate No.-57 to 66)

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Roller Bearing		
(To be recorded in case of any abnormalities observed in Roller bearing/Axle Box)		
Condition of face cover plate	Condition of locking plates & studs	Condition of Roller Bearing and its components
29	30	31

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Axle Box (for IRS Stock/UIC) (To be recorded only when failure of plain bearing is involved as a cause)				
Brass thickness mm	Condition of box and brass	Condition of sole plates	Condition of journals	Clearance between brass and collar of journal in (mm)
32	33	34	35	36

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Axle Guard (for IRS/UIC Stock)			
Lateral clearance between axle box and axle guard in (mm)	Whether axle guard can work clear of axle box	Are the axle guard bent or otherwise damaged to prevent free movement of axle box	Remark regarding bridle bar
37	38	39	40

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Clearances for Casnub Bogie (Corresponding measurements to be taken for IRS/UIC Bogie)			
Type of Bogie	Lateral clearance between side frame & bolster in mm	Lateral clearance between side frame & axle box adopter in mm	Longitudinal clearance between side frame & axle box adopter in mm
41	42	43	44

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SPRING AND SPRING GEAR						
Any Broken/ cracked/ missing/ clearance of shackle and shackle pin and general condition (for UIC/IRS)	Thickness of packing plate under spring seat in mm	Remarks whether any spring eye touches sole bar (for laminated spring only)	Condition of suspension springs i.e. normal, broken/fresh and old fractured or deformities occurred after derailment due to sudden impact	Camber of spring in mm after re-railing on a level uncanted track (for laminated spring only)	Deflected height of coil spring after re-railing on level, uncanted track (for Casnub)	Condition of elastomeric pad above adaptor (for Casnub)
45	46	47	48	49	50	51

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SUPERVISOR (C&W)	SUPERVISOR (TRAFFIC)	SUPERVISOR (P.Way)

Bogie		
Condition of center Pivot including lubrication and wear (for Casnub)	Condition of Side Bearer including Vertical clearance at side bearers (for stock having clearance type side bearers only)	Condition of Friction Snubber Wedge Assembly (for Casnub)
52	53	54

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Whether a load is placed on more than one wagon	Any other defect in vehicle which may have contributed to or caused the derailment	Details of broken parts giving location w.r.t. point of mount and drop	List of damages to the wagon due to accident	Other observations*
55	56	57	58	59

Note:- Measurement of Item 3, 4 & 5 of opening note, item **42, 43, 44, 46, 47, 49, 50, 56 & 59** will be done as per site condition.

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SUPERVISOR (C&W)	SUPERVISOR (TRAFFIC)	SUPERVISOR (P.Way)

Annexure- 'C'**Proforma for Carriage**

Proforma to be filled in case of Derailments:

Note: Details regarding all derailed vehicles should be given except:-

1. (i) Where vehicles have derailed due to locomotive derailment.
(ii) When the obvious or indisputable cause is sabotage or an obstruction on the track or broken axle or wheel.
2. Particulars for each derailed vehicle should be given in one sheet. Information against columns nos. (5), (6), (7), (14), (50) and (51) should invariably be given for adjacent coaches on the same sheet.
3. Front and Rear, left (L) and Right (R) are with respect to direction of movement.
4. For an obvious case of derailment such as a broken axle, spring dropping off on run, and/or some part of undergear hanging loose and causing obstruction, only relevant particulars need to be filled.
5. Relevant details of adjacent vehicles should also be given if cause of derailment is not apparent.

S.No.	Date of incident & Time	Train No.	Details of BPC along with name of the station where issued and Engineer (C&W) who issued it.	Vehicle No.	Type	Tare in tonnes	Carrying capacity in tonnes	Built date	Return date	POH details
1	2	3	4	5	6	7	8	9	10	11

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Station		Position from engine	Wheel gauge in mm (to be measured at three locations) measured in empty condition at the horizontal plane passing through the center of the axle.	Wheel diameter (i) Measurement (ii) Record whether below condemning size (Yes/No)		Any Indication of bent axle or wheel having shifted on axle	Wheel and axle face particulars (in case of breakage of any wheel/axle)		Stamping particulars on wheel discs regarding manufacturer/RA/RD (in case of breakage of any wheel/axle)		Observations after measuring the profile with wheel defect gauge (Good/Rejectable)	
From	To						Axle face particulars	Ultrasonic particulars on the hub of the disc			L	R
12	13	14	15	16(i)	16(ii)	17	18	19	20		21	22
							1L	1L	1L			
							1R	1R	1R			
							2L	2L	2L			
							2R	2R	2R			
							3L	3L	3L			
							3R	3R	3R			
							4L	4L	4L			
							4R	4R	4R			

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ROLLER BEARING			
(To be recorded in case of any abnormalities observed in Roller bearing/Axle Box)			
Condition of axle box, rear and front covers/end cap (FLAT)	Condition of face cover plate	Condition of bearing seal & studs/locking plate and bolts (FLAT)	Condition of Roller Bearing and its components
23	24	25	26

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Spring and Spring Gear								
Condition of Coil suspension spring i.e. Normal/ Fractured (old/fresh)	Condition of Rubber Spring i.e. Normal/Cracked including length of crack (for LHB only)	Condition of Air Spring including leakage in piping	Deflected height of Coil spring after re-railing on a level uncanted track	Vertical clearances (for ICF)			Condition of Rubber Disc and Bump Stop of Primary Suspension (for LH B)	Height of Bogie Bolster base plate from rail level (for LHB)
				Crown clearance	Bogie frame-Bolster clearance	Body-Bogie frame clearance		
27	28	29	30	31	32	33	34	35

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Condition of Bogie Components			
Condition of Hanger (for ICF)	Condition of Equalising Stay (for ICF)	Condition of Anchor Link (for ICF)	Condition of Control Arm, Rubber element and Bore (for LHB)
36	37	38	39

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Damping System		
Condition of Axle Guide Cum Dash Pot including Oil level (for ICF)	Condition of Hydraulic Dampers	Condition of Anti Roll Bar (for LHB)
40	41	42

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System of Bogie Rotation and Clearance					Condition of Grounding cables, Wheel Slip Protection (WSP), and Speed sensor (for LHB)	Condition of Brake Gear Assembly
Conditions of Center Pivot including verticality of Pivot pin (for ICF)	Condition of side Bearer including Oil level and Wear (for ICF)	Condition of longitudinal/ Lateral flexibility of Secondary Spring (for LHB)	Clearance between Traction Center and Longitudinal/ Lateral Bump Stop (for LHB)	Remarks regarding free movement of bolster and pivot and their condition		
43	44	45	46	47	48	49

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SUPERVISOR (C&W)	SUPERVISOR (TRAFFIC)	SUPERVISOR (P.Way)

Buffer/Coupler height (to be taken on a level uncanted track after uncoupling and re-railing) (in mm)		Condition of Side Buffers Working, dead, drooping, entanglement	Details of broken parts giving location w.r.t. point of mount and derailment and whether breakage considered due to accident	Any other defect in the vehicles which may have contributed to or caused the derailment such as condition of coupler, draft gear pocket, shearing plates etc.	List of Damages to Coaches due to accident	Other observations considered relevant to derailment
Front	Rear					
50	51	52	53	54	55	56

Note:- Measurement of Item 5 of opening note, item 24, item 28 to **49**, item **54** & item **56** will be done as per site condition.

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SUPERVISOR (C&W)	SUPERVISOR (TRAFFIC)	SUPERVISOR (P.Way)

Annexure- 'D'

Proforma for Track measurement (PART- A)

Proforma showing the detailed particulars to be collected in the case of Permanent Way during an Accident

Soil			Type of Formation	Rain Fall	Ballast		
S.No.	Type e.g. Sandy, loamy clay, Moorum, Black cotton etc.	Condition- Firm, Wet, clushy etc.			Type/stone, Moorum, Sand, Ash etc.	Depth below sleeper bottom in cms. Stating whether clean or caked	Drainage
1	2	3	4	5	6	7	8

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Width of shoulders in cm. from outside of rail				Sleepers				
Left	Right	Left	Right	Type- Wooden, CST-9, steel trough etc.	Condition- New/ second damaged/ unserviceable etc.	Density	Square or not	Packing loose or sound
9	10	11	12	13	14	15	16	17

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Rails			Rail fastenings		Rail joints		
Weight 52 Kg/ 90R/75 R etc	Condition of wear	GMT Carried	Dog/screw spikes, keys, tie bars, cotters, loose jaws etc		Condition: Hogged battered, low etc	Staggered or square	Creep-Direction and extent of creep, type of creep anchors used with numbers per rail in the affected section
(Year of manufacturing)	(attach rail profile if wear is heavy)		Number per sleeper seat	Condition: Tight or missing (in each sleeper)			
18	19	20	21	22	23	24	25

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General remarks about cracks Or Fracture of fish- plates, fish bolts and other components	Description of anti- sabotage measures like reverse jaws welded rails etc.	Location of points of mount		Location of points of derailment	
		Whether on straight, curve Or transition	Whether on a falling grade, level or rising grade and/ or on sag	Whether on straight, curve or transition	Whether on a falling grade, level or rising grade and/ or on sag.
26	27	28	29	30	31

Note-

- (1) Left and right are with respect to direction of Train movement.
- (2) The data in Col. 2 to 26 need not be collected when the defect is obviously and indisputably on account of sabotage and/or obstruction on track.
- (3) Only broken track material which is not indisputably to be broken after the accident should be included in Col. 26 and should be preserved.
- (4) Col. 27 need be filled in only when there is a suspicion about sabotage being the cause of derailment.
- (5) Sag extends 90 meters on either side of theoretical junction of the grade lines Col. 29 and 31.

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Proforma for Track measurement (PART- B)

Station No.	Distance apart	Gauge slack of tight from the Exact in loaded condition (mm)	Cross Level under Loaded condition (mm)	Marks on sleepers or rail top	Grinding or rubbing marks on rail
1	2	3	4	5	6

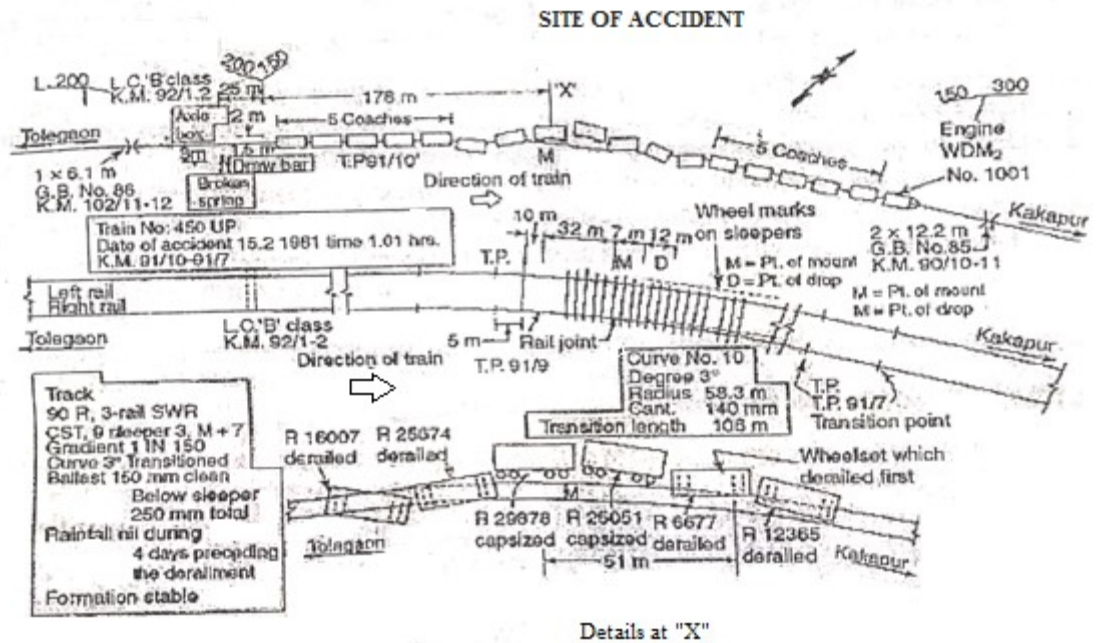
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Examination of alignment for perceptible kinds of track distortion in the vicinity of the point of derailment	Subsidence of track	Versine in mm. in loaded condition			
		On 20 M. or 10 M. chord depending on practice prevalent on the Railway for flat curves more than 600 M. radius	On 10 M. or such shorter chords as considered necessary for sharp curves (less than 600 M. radius on B.G. and M.G.)	Remarks regarding length of transition, degree of curve and specified super elevation general alignment etc.	Longitudinal level to be recorded in the case of M.G. and N.G in case of sags and curves
7	8	9	10	11	12

Note-

- (i) The point of mount should be marked station No. 0 and the stations numbered serially as (+) for measurements ahead of site of derailment and (--) for measurements in rear.
- (ii) The cross level will be measured on the left rail only as determined from the direction of movement.
- (iii) Normally measurement will be taken at station 3 M. apart for a distance of 45 meters on either side of 0 station if the cause of derailment is indisputably known, otherwise they will be taken for a distance of 100 meters in rear and 45 meters ahead of zero station.
- (iv) Where necessary measurements for Col. 3, 4 and 5 may in addition be taken at individual sleepers.
- (v) This proforma need not be filled when the cause of derailment is obviously established as due to sabotage, obstruction on track, broken axle, and/or spring having fallen off prior to point of derailment.
- (vi) Longitudinal levels should be recorded for 300 meters on rear and 100 meters in front, in case of straights at the middle of each rail and at versine recording points on curves @ 20/10 M intervals.

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SUPERVISOR (C&W)	SUPERVISOR (TRAFFIC)	SUPERVISOR (P.Way)



TYPICAL SKETCH OF ACCIDENT SITE

TO BE JOINTLY SIGNED		
SUPERVISOR(C&W)	SUPERVISOR(TRAFFIC)	SUPERVISOR(P.WAY)

(Authority : Railway Board's letter no. 2018/Safety(A&R)/1/8 dated 25.01.2019)