SOUTH EAST CENTRAL RAILWAY

ACCIDENT MANUAL

(FOR OFFICIAL USE ONLY)

2014
(Second Edition)

PREFACE

1. This manual set forth the rules, regulations and procedures for dealing with Accidents and should be read in conjunction with the General and Subsidiary Rules and other instructions issued from time to time. Nothing in these rules shall be read as cancelling, amending or modifying any of the General or Subsidiary Rules or Rules of other Manuals of this Railway.
2. This Manual is prepared for the guidance of all staff of S.E.C.Railway who deal or may have to deal with Accidents.
3. Railway servants dealing with accidents must possess a copy of this Manual and should be conversant with the portions concerned to their duties. They should also be conversant with the amendments made to this manual from time to time. The Addendum and Corrigendum should be entered serially in the space provided for this.
4. Extracts of various Acts of the Government of India have been given wherever necessary for reference only. However in case of any doubt or for detailed information, the original Act should be referred.
5. These rules apply throughout South East Central Railway to all its open lines, lines under construction and sidings whether Railway, Private or Assisted which are worked by this railway.
6. Though every care has been taken to print this book carefully, correction and omission if any may be brought to the notice of the undersigned.

August, 2014 **(B.K.Joshi)**

Bilaspur **Chief Operations Manager**

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ACCIDENT MANUAL

CHAPTER-1

GENERAL

1.01 Instruction :-

(a) The instructions contained in the Accident Manual should be read in conjunction with the General Rules for Indian Railways (Open Line) 1976 and Subsidiary Rules thereof. Nothing in these rules should be read as cancelling, amending or modifying any of the General or Subsidiary rules.

(b) These rules apply throughout the South East Central Railway to all its open lines, lines under constructions and sidings whether Railway, private or Assisted which are worked by this Railway.

1.02 Objectives, while dealing with an accident, are :-

(a) To save life and alleviate suffering;

(b) To protect property and mail;

(c) To provide assistance to passengers at the site of the accident;

(d) To ascertain the cause of the accident and to prevent recurrence;

(e) To remove the obstruction and resume normal working, within the minimum time possible.

1.03. Rendering of all possible assistance in the event of accident –

(a) It is the duty of every Railway servant irrespective of department to render all assistance in his power to save life, to protect property and in clearing the line for restoration of normal traffic.

(b) The resources of all Departments in men and materials should be promptly made available, when required for rendering assistance to passengers, in clearing the lines or for transhipment of traffic.

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CHAPTER-II

DEFINITIONS AND GENERAL INSTRUCTIONS

A Definitions

2.01 **(a) Train:** A train is a set of vehicles, worked by locomotive and it includes any other self propelled unit such as light engine/engines, rail motor vehicle/ vehicles etc.; empty or conveying passengers/ live stock/ parcels/ goods; which cannot be readily lifted off the track; and running under a particular number or a distinct name from a fixed point of departure to a fixed destination. Part of a train shall also be treated as a train for the purpose of this 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, beyond which it is not required to go on the same train, is reached. At such station, the moment the train engine or any other vehicle is detached from the train, it ceases to be part of the train.

(b) Passenger Train: A train intended solely or partly meant for the carriage of passengers shall be treated as a passenger train. A workmen's train or a ballast train or a material train or an accident relief train or a tower car or cattle special or military special carrying authorized escorts or similar such train shall be treated as a passenger train.

(c) Other Trains: All other trains not covered under passenger trains shall be termed as other trains.

2.02 **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 engines, rolling stock, permanent way and works, fixed installations, passengers or railway servants or which affects the safety of others or which does or may cause delay to trains or loss to the railway. For statistical purposes, accidents have been classified in categories from "A" to "R" excluding "I" and "O".

NOTE: Except where specially mentioned, nothing in these rules applies to workshop accidents, which are covered by the Factory Act, 1948 and the Rules made there under.

2.03 **Serious Accident:** Accident to a train carrying passengers which is attended-

a) with loss of life, or

b) with grievous hurt to a passenger or passengers in the train, or

c) with damage to railway property, the value of which exceeding ₹ 2 crore, and

d) Any other accident, which in the opinion of the Chief Commissioner of Railway Safety or Commissioner of Railway safety requires holding of an inquiry by the Commissioner of Railway Safety, shall be deemed to be a serious accident.

However, the following shall be excluded from the category of a serious Accident:

(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 railway servants or holding valid passes/tickets, or otherwise who are killed or grievously injured while travelling 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.

2.04 Injuries: Injuries are classified as:

(I) Grievous injury

(II) Simple injury

(I) Grievous injuries: As defined in section 320 of Indian Penal Code 45 of 1860 the following kinds of injuries are termed as grievous injuries:

(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 in severe body pain or unable to follow his ordinary pursuits for a period of 20 days after the accident.

(II) Simple Injuries:

a) A person will be considered to have incurred simple injuries, if these injuries incapacitate the injured person from pursuing his customary vocation for 48 hours after the occurrence of the accident.

b) A railway employee 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.

2.05 Classification of Accidents:

Accidents are classified under following heads**:**

1. Train Accidents.
2. Yard Accidents
3. Indicative Accidents
4. Equipment Failures
5. Unusual Incidents

(1) Train Accident: Train accident is an accident that involves a train.

Train accidents are further divided as:

A) Consequential train accidents, and
B) Other train accidents.

(A) Consequential Train Accidents:

Include train accidents having serious repercussion in terms of-

(i) loss of human life,
(ii) human injury,
(iii) loss to railway property, or
(iv) interruption to rail traffic.

Train accident under following classification will be termed as consequential train accidents:

a.	Collision.	A 1 to A 4
b.	Fire	B 1 to B 4.
c.	Level Crossing	C 1 to C 4
d.	Derailment	D 1 to D 4
e.	Miscellaneous	E 1

a) Collisions:

This refers to the impact of a train against another train or vehicle. It includes head-on collision, rear collision and side collision. It does not include impact of wagons due to rough shunting without casualties and with negligible damage. It also excludes accidents at level crossings.

b) Fire in Trains:

A fire in a train should be treated as a train accident only when it results in death or physical injury or loss (damage) of railway property with a value of ₹50,000 and above.

Note: The other cases of fire in trains, which do not come under this category, should be accounted 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.

c) Accidents at Level Crossings:

This refers to a train running into road traffic, and / or road traffic running into trains at level crossings. Level crossing is the intersection of the road with railway track at the same level.

d) Derailments:

This refers to the off loading of wheel or wheels from the track causing detention or damage to rolling stock / permanent way.

B) Other Train Accidents:

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

(2) Yard Accidents:

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

(3) Indicative Accidents:

In real terms they are not accidents, but serious potential hazards and include all cases of

a) Averted collision (Classification – F)
b) Breach of block rules (Classification – G)
c) Train passing signal at danger (Classification – H)

a) Averted Collision:

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

Such an occurrence may not be treated as an 'Averted Collision' ;

(i) 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.

(ii) If, within the station limits, there is an intervening fixed stop signal at danger which is governing the moving train; and compliance by the moving train with the indication conveyed by the fixed stop signal has averted the collision between the trains or between the train and the obstruction.

b) Breach of Block Rules:

The following incidents are treated as breach of block rules —

I. When a train enters a block section without any authority to proceed, or

II. When a train enters a block section with an improper authority to proceed, or

III. when a train is received on a blocked line but not constituting an averted collision, or

IV. when a train enters or is received on a wrong line at a station or when a train enters catch/slip siding or sand hump.

Note: When a train is received on a blocked line but not constituting an averted collision (C above) means:- a train is received on to a line without keeping the adequate distance clear as per GR 3.40, and the said train has stopped short of starter signal which is at 'ON'.

c) Train Passing Signal at Danger:

When a train passes a fixed Stop signal including a Banner Flag or an Engineering Stop Indicator (other than automatic Stop signal, IB signal and Gate stop signal), at danger

I. without any authority to pass, or

II. with an improper authority to pass.

It constitutes 'Train passing signal at danger'.

(4) Equipment Failures:

Equipment will be considered as failed if it is not able to perform the prescribed function within the prescribed time limit. These include all failures of railway equipment i.e.,

a) Failure of locomotive and rolling stock – Class J.
b) Failure of Permanent Way – Class K.
c) Failure of Electrical Equipment – Class L.
d) Failure of Signaling and Telecommunication – Class M.

(5) Unusual Incidents:

These include cases related to law and order resulting in train accidents or not resulting in train accidents and other incidents as follows:-

a) Attempted Train wrecking or Train wrecking or Bomb Blast or Explosion or Hijacking or Sabotage – Class N.
b) Incident of – Persons falling out of train or run over – Class P.
c) Other Incidents – Accidental death or Natural death or murder or suicide or robbery or blockade to train services – Class Q.
d) Miscellaneous – Vehicles running away or train running over cattle or floods / breaches and landslides etc. – Class R.

2.06 Sabotage:

This refers to the 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. These include accidents falling under category N-1, N-2 and N-3

2.07 Train Wrecking:

This refers to the wilful 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. These include accidents falling under category N-1, N-2 and N-3.

2.08 Attempted Train Wrecking:

This refers to the wilful obstruction of or tampering with the permanent way or works, structures, equipment or rolling stock, which, if undetected, would have resulted in an accident. These include accidents falling under category N-1, N-2 and N-3.

2.09 Commissioner of Railway Safety: means Chief Commissioner of Railway Safety or the Commissioner of Railway Safety appointed under Section 5 of the Railway Act, 1989.

2.10 ACT: Act means the Railway Act 1989 (24 of 1989)

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

a) Threshold value of loss of railway property is fixed at **one lakh rupees** or;

b) Threshold value of interruption to through traffic either partial or total is where duration of interruption is equal to or more than the number of hours specified against each column below.

Interruption	BG=A,B,C or D Spl routes (in hrs)	BG=D,E Spl (in hrs)	BG= E or NG (in hrs)
Total	3	4	6
Or	or	or	or
Total + Partial	6	8	12

2.12 Interruption : Duration of interruption is defined as duration from the "time of accident" till "starting of first commercial train"(goods train or passenger train) on Line Clear from adjacent station for movement over the affected line in that section. The time of starting of the first commercial train on line clear shall be reckoned as the time of restoration. In case the time gap between "track/OHE fit time" and the " time of first commercial train passing over the accident spot" is more than 30", then the restoration will be categorized as "delay in restoration" of traffic. In case the delay is due to non availability of commercial train for starting immediately, the same has to be certified at the level of COM, then that case will not be treated as delay in restoration.

2.13 Railway property:

This refers to locomotives, rolling stock, permanent way and works, signalling and interlocking equipment, electric equipment and other property owned by the railway.

2.14 Public Property:

This refers to all such property as does not belong to the railway namely goods, parcels, luggage, live stock 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.

2.15 Slight Damage to Property:

Means damage to railway property estimated to cost less than ₹50,000/-

2.16 Damage to Property:

Damage to property means damage to railway property with a value of 50,000/-or above and up to 2 crore.

2.17 Serious Damage to Property:

Serious damage to property means damage to railway property estimated to cost over 2 crore.

2.18 Department:

Includes all branches concerned under the administrative set up.

2.19 Engine Failure and Time Failure:

(a) An engine is considered to have failed when it is unable to work its booked train from start to destination. Reduction of the load for a part of the journey would also constitute an engine failure, provided this is due to a mechanical defect on the engine or mismanagement on the part of the engine crew.

(b) When an engine causes a net delay of one hour or more throughout the entire run owing to some mechanical defect or mismanagement on the part of the engine crew, it would constitute a time failure. Trains stalling due to engine trouble or mismanagement by the engine crew necessitating working of the train in two portions would constitute a time failure provided the net loss of time on the entire journey exceeds an hour.

B. <u>General Instructions</u>:

2.20 Scope of the Rules:

a) These rules should be considered as Special Instructions. Nothing in these rules shall be read as over riding, 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 rules made there under.

c) These rules apply throughout the South East Central Railway to all open lines, lines under construction and sidings – Railway, Private or Assisted which are worked by this Railway.

2.21 All accidents falling under the purview of section 113 of the Railway Act, 1989, the termed reportable train accidents and include following :-

a) Any accident attended with loss of any human life or with grievous hurt ;

b) Any collision between train or which one is a train carrying passengers ; or

c) The derailment of any train carrying passengers, or any part of such train; or

d) Accidents which are attended with loss of human life in passenger trains involving train wrecking, or attempted train wrecking, cases of running over obstructions place on the line, of passenger falling out of train or of fire in trains, or grievous hurt as defined in the Indian Penal Code or serious damage to railway property of the value exceeding **2 crore** which have not occurred but which by nature of the accident might reasonably have been expected to occur and also cases of land slides or breach by rain or flood which cause interruption of any important through line of communication for atleast 24 hours.

2.22 Distribution of the Accident Manual: Copy of the Accident Manual shall be available with each branch of Zonal Head quarters / Divisional Head quarters, all Officers, all departments of Control Office, Stations, SM's office, CCC/CC, C&W depots, Offices of SSEs / SEs of Permanent way / Works, S&T, Electrical, Mechanical, Inspectors of Loco / Traffic / Commercial / Train Examiners / P.Way / OHE / RPF / GRP, ARTs / MRTs / Crane Specials / Track Machines / Trolleys / Health Units / RPF posts / GRP posts, each Station Master, Loco Pilot, Tower Cars, Guard, Training Centres, Members of Civil Defence Organisation and other Railway servants as prescribed by Special Instructions.

2.23 Acquaintance with the Rules: Every railway servant is bound by these rules and must make himself acquainted with the rules relating to his duties as well as any revision of rules from time to time.

Duties of railway staff in this chapter and elsewhere in the Accident Manual are not exhaustive. Additional duties prescribed in various other circulars, rule books, manuals, codes etc., from time to time shall also be applicable to the railway servants concerned. The change of designation or up gradation / down-gradation of any post shall not generally change the duties and responsibilities as long as they are not specially changed.

2.24 Objectives:

The following objectives are to be achieved in dealing with the accidents / disasters in the order given below:

a) Save life and alleviate suffering.
b) Provide succor and help to the affected/stranded passengers at the site of the accident.
c) Quick transmission of information at all levels.
d) Preservation of clues and evidences.
e) Ascertain the cause of the accident.
f) Protect property including mails.
g) Restoration of through line of communication at the earliest.

2.25 Resources of all Departments to be made available:

The resources of all departments in terms of men and material should be promptly made available, when required for rendering assistance to passengers, in clearing the line or for transhipment of traffic. Every facility must be afforded to the Civil, Police and Medical officers and the Commissioner of Railway Safety to enable them to proceed quickly to the site in case of a serious accident.

2.26 Every Railway Official to render all Possible Assistance:

Every railway official, whether 'on' duty or 'off' duty, receiving advice of an accident shall do all that is within his power to render assistance. He should take the greatest care in carrying out his duties whether specially assigned or assumed by him automatically.

2.27 Duty for Securing Safety:

(a) Every railway servant shall —

(i) see that every exertion is made for ensuring the safety of the public.

(ii) promptly report to his superior any occurrence affecting the safe or proper working of the railway which may come to his notice; and

(iii) render on demand all possible assistance in case of an accident or obstruction.

(b) Whenever any unusual condition arises due to an obstruction or a defect in train, signals, tracks, bridges, electric traction and overhead equipment or through any other cause, which may affect the movement of trains or the safety of public or property, every railway servant shall –

(i) take immediate steps to stop any train, the movement of which is likely to endangere or which may endanger the safety of its passengers or the public;

(ii) take immediate steps to remove the obstruction or remedy the defect if he is able and competent to do so; and

(iii) make a report to the nearest Station Master/control by the quickest possible means and to his own superior.

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CHAPTER- III

CLASSIFICATION OF ACCIDENTS

For Statistical purpose, accidents have been classified under categories '**A' to 'R'**, excluding **'I' and 'O'** with sub divisions in each category.

(I) Class and description of accidents:

3.01 Consequential Train Accidents:

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 with value exceeding ₹ **2 crore,** and/or

(iii) interruption of running on 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 with value exceeding **2 crore**, and/or

(iii) interruption of running on any important through line of communication for at least 24 hours.

A.3 Collision involving a train carrying passengers, but not falling under A.1 above.

A.4 Collision involving a train not carrying passengers, but not falling under A.2 above.

A.5 Other collisions i.e., collisions occurring in shunting, marshalling yards, loco yards and sidings etc., but not involving a train.

Class 'B' – Fire or Explosion in trains

B.1 Fire or explosion in a train carrying passengers, resulting in

(i) loss of human life and/or grievous hurt, and/or

(ii) loss to Railway property with value exceeding **2 crore**, and/or

(iii) interruption of running on any important through line of communication for at least 24 hours.

B.2 Fire or explosion in a train ***not*** carrying passengers, resulting in

(i) loss of human life and/or grievous hurt, and/or

(ii) damage to Railway property with value exceeding **2 crore**, and/or

(iii) interruption of running on any important through line of communication for at least 24 hours.

B.3 Fire or explosion in a train carrying passengers not falling under B1above but resulting in(i) damage to Railway property is **50,000** or above and upto **2 crore,** and/or (ii) interruption to traffic is more than the "threshold Value," and/or (iii) detaching of coaching stock from the train.(iv) resulting into derailment of rolling stock/stocks from the train and / or(v) requiring relief engine/s.

B.4 Fire or explosion in a train not carrying passengers and not falling under B.2 above, but resulting in

(i) damaged to Railway property is 50,000 or above and upto 2 crore, and/or (ii) interruption to traffic is more than the threshold value, and/or

(iii) detaching of goods stock from the train/s.(iv) requiring of relief engine/s.

B.5 Fire or explosion in a train carrying passengers but not falling under B.1 or B.3 above.

B.6 Fire or explosion in a train not carrying passengers but not falling under B.2 or B.4 above.

B.7 Fire or explosion occurring in shunting, marshalling yards, loco yards and sidings etc., involving rolling stock but not involving a train.

Note: I) 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' – Train running into road traffic, and/or road 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, which is more than **the threshold value, and/or**
(iii) Interruption to traffic which 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 which is more than **the threshold value** and/or (iii) Interruption to traffic which 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 which is more than **the threshold value 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 a 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 and resulting in
(i) loss of human life and/or grievous hurt and / or
(ii) damage to railway property with value exceeding ₹ **2 crore**, and / or
(iii) Interruption of running on any important through line of communication for at least 24 hours.

D.2 Derailment of a train not carrying passengers and resulting in
(i) loss of human life and/or grievous hurt, and / or
(ii) damage to railway property with value exceeding **2 crore**, and / or
(iii) Interruption of running on any important through line of communication for at least 24 hours.

D.3 Derailment of a train carrying passengers, but not falling under D.1 above.

D.4 Derailment of a train not carrying passengers and not falling under D.2 above, but loss to railway property and/or interruption to traffic which is more than the threshold value.

D.5 Derailment of a train not carrying passengers and 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 sidings etc., but not involving a train.

Class 'E' - Other train accidents

E.1 Train running over or against any obstruction including fixed structure, but other than those included under class 'C', resulting in
(i) loss of human life and/or grievous hurt, and/or
(ii) damage to railway property which is more than **threshold value** and/or
(iii) Interruption to traffic which is more than the **threshold value**.

E.2 Trains running into any obstruction including fixed structure but not covered under class 'C' or 'E.1'

3.02. 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 a train not carrying passengers and an obstruction.

Class 'G' – Breach of block rules

G.1 Trains carrying passengers entering a block section without any authority to proceed or without a proper 'Authority to proceed'

G.2 Trains not carrying passengers entering a block section without any authority to proceed or without a proper 'Authority to proceed'

G.3 Train received on a blocked line, but 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.

3.03 Equipment Failure-

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 failure of 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 train carrying passengers and 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 a train not carrying passenger 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 a train carrying passengers and 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 a train not carrying passengers, and not leading to detachment of rolling stock/stocks from the train.

J.9 A train or a portion of a train running away or 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 Loco Pilots of running trains while passing over any length of permanent way leading to interruption in train running.

K.5 Failure of railway tunnel, bridge, viaduct/formation/cutting, 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 a 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 delays to traffic not covered up under class K.1 to K.6.

Note: In the 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 of or any damage to OHE, requiring switching off of OHE for more than three minutes.

L.2 No tension inOHE for more than three minutes.

L.3 Pantograph entanglement not covered under J.1 and J.2

L.4 Defect in AC or other electrical equipment leading to detachment of rolling stock/ stocks from a train.

Class 'M' – Failure of Signalling and Telecommunication Equipment

M.1 Failure of part or complete panel/RRI.

M.2 Failure of interlocking, track circuit or axle counter.

M.3 Failure of block instruments.

M.4 Failure of point machine and related 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 communication or station to level crossing gate communication for more than 15 minutes.

Note: Signal/point and telecommunication failures which were not informed to S&T department will not be taken into account for failure under this head.

3.04 Unusual Incidents

1. Class 'N' - Train Wrecking or attempted train wrecking or Sabotage to a train

N.1 Train wrecking or attempted wrecking 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 Train wrecking or attempted wrecking or Bomb Blast or Explosion or Hijacking or sabotage to a train not carrying passengers with or without loss of human life and / or grievous hurt and / or damage to Railway property.

N.3 Train wrecking or attempted wrecking or Bomb Blast or Explosion or sabotage to signalling 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 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 but 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/ 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 or viaduct etc.

Q.6 Blockade 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 traffic in an important through line of communication for 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 foregoing classifications.

Note: 1. The term 'cattle' does not include sheep, goats, pigs, dogs, donkeys, rams, ewe and lambs.

Note: 2. A train includes a trolley, lorry, motor trolley, when worked under the rules for working of trains.

Note :3. Collision of an engine against a part of a train left behind in the section or disabled train or a run away vehicle/engine etc. will, however, be treated as a case of collision.

Note: 4. In the event of the accident falling in more than one class, it should be treated as an accident in the highest/higher class. But in accident message, while classifying an accident in the highest/higher class, the subsidiary class or classess should also be indicated.

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CHAPTER- IV

List of Duties of Different Officials in the Event of a Serious Accident.

4.01- Duties of a Guard in the event of a serious accident.

Immediately after occurrence of a serious accident, the Guard of the train must;

(a) Note the exact time of the accident and kilometerage;

(b) (i) protect the adjacent line(s) and the train as per Gr. 6.03, 9.10 and SRs thereto;

(ii) Secure the vehicles as per rules;

(iii) ascertain if adjacent line(s) is/are fouled;

(c) Make a quick survey, for an immediate action, of the casualties, injuries and assistance required;

(d) Send the first information of accident with details including the Time of Accident, Kilometer etc. to the control office and then to the nearest Station Master through mobile phone or portable telephone, or walkie-talkie or gate phone, etc., in addition, he should also relay the assistance required.

In case the communication system is not working or not provided, the said information must be sent on a memo through the Assistant Loco Pilot to the nearest station. On double or multiple line section, a train passing on the adjacent line should be stopped and the Loco Pilot or GUARD be given this information and also depute any Railway employee/willing person(s) available on train to nearest station/police station/ Hospital / Village seeking assistance for relief:

(e) render first aid to the injured person(s) taking assistance of all available Railway Staff, Doctors and volunteers on train or near the site of accident ;

(f) get the particulars of damage to the rolling stock, permanent way.

(g) arrange to shift the injured persons to the nearest hospital with the help of all available staff and other volunteers, also keep their particulars ;

(h) see that water, tea etc. are supplied to the affected passengers as far as practicable ;

(i) arrange protection of Railway and public property with the help of available Police and Railway staff;

(j) preserve all clues to possible cause of accident;

(k) at available post Railway employee on the field telephone to ensure regular flow of information.

(l) check the unaffected portion of the train and arrange to clear the same safely to the adjacent station(s) as per rules and in consultation with the control/station Master(s) concerned ;

Note: In case of suspected sabotage, nothing should be disturbed except for rescuing any injured persons, till arrival of police officials and on orders from a Senior Railway official at the site.

(m) Remain in overall charge till replaced by a senior Railway official and permitted by the Competent Authority.

Note :In the event of any disability of the Loco Pilot, the duties devolving on the Loco Pilot, for protection of the line/line(s) shall devolve on the Guard or on a Railway servant deputed by him.

4.02 Duties of Loco Pilot in the event of serious accident.

Immediately after occurrence of a serious accident, the Loco Pilot and his crew must;

(a) note the time of the accident and kilometreage;

(b) protect the adjacent lines in front and the front portion of the train as prescribed in GR 6.03 and 9.10 and SRs thereto, as the case may be;

Note : In the event of any disability of the GUARD, it will be the responsibility of the Loco Pilot to ensure protection of obstructed adjacent line(s) and the train in the rear as per GR 6.03, 9.10 and SRs thereto and to give quick information of the accident to the Control/ Station Master;

(c) take such precautions as may be necessary too as prescribed by special instructions render his locomotive safe,

(d) render all possible assistance to the GUARD in relief measures to the injured and particularly in the assessment of damage to rolling stock, permanent way, locomotive, OHE and nature of assistance required and in giving quick information to the control / Station Master regarding the accident ;

Notes: In case of suspected sabotage, nothing should be disturbed except for rescuing injured persons till the arrival of police officials and on orders from a senior official at the site of accident.

4.03 -Duties of an Assistant Loco Pilot in the event of a serious accident.

Immediately after occurrence of a serious accident, the Assistant Loco Pilot of the train must –

(a) Assist the Guard / Loco Pilot in conveying accident messages to all concerned.

(b) Help the Loco Pilot in protection of site of accident.

(c) Render all possible assistance to the Guard in relief measures to the injured person(s).

(d) Carry out any other job assigned to him relating to accident by the driver of the train.

(e) He should man the engine in absence of the Loco Pilot.

4.04- Duties of STATION MASTER / DY.STATION MANAGER/ ASSISTANT STATION MASTER in the event of an (serious) accident. -

Immediately after an accident or on receiving the report of an accident, the Station Master/ Dy.Station Manager and Assistant Station Master must:

(a) ensure that no other train enters into the affected line/section from either direction/ lock the commutator/handle of the Block Instrument controlling the affected section in “Train on Line” position wherever possible, ensure the signals giving entry to the line are kept at the “ON” position, ensure putting of “Line Blocked” lever/slide/button collars on the concerned lever and /or slide/route button(in case of VDU, option for blocking the line to be clicked), ensure that the points are set against the entry to the affected line and clamped wherever practicable;

(b) take action to protect the traffic and safeguard the property;

(c) collect detailed information of the accident such as time of accident, nature and location of accident, casualties / injuries, obstruction, damages and assistance required and ensure that the adjacent line(s) is/are clear before allowing any movement on it/them;

(d) inform, giving details of the accident and assistance required to the Control through the Control phone or by any other available means of communications;

(e) render first aid to the injured persons taking the assistance of all Railway staff, Doctors and volunteers available on train or near the site of accident, if the accident takes place within the station limits;

(f) arrange to send all available nearest medical assistance to the site of accident, in case the accident takes place in section and is attended with injury to any persons;

(g) take all possible action to inform all concerned officials including civil and police;

(h) see that the injured persons are shifted to hospital with the help of all available assistance, also see that the detailed particulars of the dead and injured are recorded.

(i) arrange to remove the unaffected vehicles of the train, observing all relevant rules, to facilitate relief operation;

Note: If the accident is attributed to sabotage or suspected sabotage, nothing should be disturbed except for rescuing injured persons unless police clearance is received and on orders from the officer in--charge at the site.

(j) take all measures for the quick movement of ARME and / or ART to the site of accident and ensure that the caution order etc. are correctly issued to the Loco Pilot and Guard of all trains while allowing movement to the site of accident clearly indicating the site of accident, the locations where the train must come to stop and other restrictions to be observed;

(k) see that water, tea and other requirements are supplied to the injured and stranded passengers within his resources;

(l) remain on duty until replaced by a Competent person;

(m) report the accident to all concerned by the issue of accident message;

(n) Seize the Train Signal Register/log book, private Number book, Line Admission book and other relevant records note the position of Block Instruments, signals, point's indicators and levers etc.

(o) Take the statements of staff where possible;

(p) preserve all clues and arrange to protect the area with the help of police of RPF;

(q) ensure that all trains for transshipment of passengers are worked to the site of accident with the engine leading unless there are special reasons or specifically permitted otherwise by the officer--in-charge at the site of accident;

(r) warn all passengers in advance in case of their transshipment at the site of accident;

(s) Ensure preservation of documents of damaged parcels, mail and goods etc.

(t) Ensure chronological recording of all information received or/and action taken in connection with the accident, in the station Diary.

4.05 -Duties of all Railway staff travelling in passenger carrying train whether on duty or not

In the event of an accident to a passengers carrying train, all other railway staff travelling on the train, whether on duty or not, shall present themselves to the senior most official at the site and in the absence of any such official, to the guard of the train and carry out the duties allotted to them.

4.06 -Duties of Section Controller.

Immediately when the Section Controller is informed of a serious accident on his section, he shall;

(a) apprise the Deputy Chief Controller of the available particulars of the accident and the nature of assistance required;

(b) ensure that adjacent line(s) in the affected section is/are free form obstruction before advising the concerned Station Master to allow the Train to run over it / them;

(c) regulate train services in suitable places if required;

(d) arrange to inform the Transportation Inspector, Signal Inspector, Loco Inspector, SSE/P.Way, SSE/C&W, SSE/Elect(TRD) if any etc. to proceed to the site of accident by first available means;

(e) advise the Section Controllers of adjacent sections of the accident and to regulate the train services in suitable places is required;

(f) see that the ARME / ART / Tranship Train are worked out to and from the site of accident promptly and have a clear passage;

(g) keep a chronological record of all information received regarding the accident and action taken;

(h) obtain further details with regard to the extent of damages and progress in rescue operation and relief measures and co-ordinate with officer--in-charge at the site;

(i) arrange to remove the unaffected vehicles if any, adjacent to the affected vehicles to facilitate relief operation;

Note: Coaches with passengers if any should be drawn to a nearby station where catering / drinking water facilities are available, in consultation with the Sr. DOM/DOM.

4.07- Duties of Deputy Chief Controller.

Immediately after the Deputy Chief Controller is informed of a serious accident, he shall-

(a) (i) issue order to the concerned SSE and Station Master for immediately working out of Accident Relief Medical Equipment and Accident Relief Train as required;

(ii) He should place demand of ART and/or ARME immediately without delay, on the division closest / most accessible to the accident site.

N.B. The Division on whom the demand of ART and/or ARME is place should respond in quickest possible manner and dispatch the ART and/or ARME with least possible delay.

(b) Ensure the availability of engine for working out of ARME and / or ART.

(c) Ensure that the Accident Alarm siren is sounded in time;

(d) Inform with available details -

(i) CHC, Sr. DSO, Sr. DOM, DOM, AOM, Sr. DMO/DMO;

(ii) Sr.DEN/DEN, Sr. DCM/DCM, Sr. DEE/DEE-(OP & TRD), Sr. DME/DME, Sr. DSTE/DSTE;

(iii) the concerned SO/GRP, OC/RPF, DM, SDO, DC, IRP, DSP, SRP, SHO-Local Police and nearest Forensic Science Laboratory;

(iv) Emergency / Central Control at S.E.C. Railway Hd. Qrs;

(v) Civil, Military, public hospitals and available Doctors at the nearest places, in case of casualty / injury;

(e) ensure that the ARME/ART/Transship Train are moved to and from the site of accident on top priority;

(f) advise RMS authorities if a Mail carrying train is involved in the accident;

(g) Keep a chronological record of details of accident, action taken, progress of rescue service and relief measures etc.

(h) Call off duty Dy.Chief Controllers for manning phones and for gathering and discriminating information's if required.

4.08 -Duties of the chief Controller.

Immediately on receipt of the information of a serious accident, he shall ensure that -

(a) the advice of the accident is sent to all concerned;

(b) the Medical relief van and / or relief train etc. are moved promptly to the site of accident on Top priority.

(c) the emergency office is opened and manned in the Divisional Control office;

(d) the regulation of traffic is done correctly, in consultation with Sr. DOM /DOM;

NOTE: passenger carrying trains should be regulated at convenient stations, preferably where catering facilities, drinking water etc. are available.

(e) timely information of all changes in train timings, diversion or cancellation of trains etc. is given to all stations on his Division as well as to the adjacent Divisions and / or Railway;

(f) arrangements are made for the onward journey of passengers who are able to proceed; and

(g) all assistance are extended to the officer--in--charge of the Divisional Control Office.

4.09- Duties of the officer--in--charge of the Divisional Control Office.

Unless otherwise arranged, the Senior Divisional Operations Manager or in his absence the Divisional Operations Manager shall take charge of the Control Office accident situation, who shall be assisted by officer / Sr. Supervisors of all the concerned branches and shall have the authority to summon for such additional assistance as he deems necessary. He shall;

(a) keep a close watch on the movement of ARME/ ART which, meanwhile, have been ordered and arranged for, if required, movement of ARME/ART from adjoining Divisions/Railways;

(b) make necessary arrangements for doctors and medical staff form nearby hospitals, medical units or stations to move promptly to the site of accident;

(c) keep a close touch with the officer--in--charge at the site of accident to ascertain the position and particularly the assistance required at the site;

(d) ensure that all concerned officials, including Civil and Police authorities, have been advised of the accident;

(e) collect further information regarding the details of accident, progress of rescue, relief and restoration operation and pass on the information to the Headquarters;

(f) arrange for supply of food and drink to injured passengers as well as to other passengers of the affected train and also to the passengers on trains held up at the adjacent station(s) due to the accident.

(g) arrange to open and man information centers for attending to the enquiries from the public at important stations including the station(s) where injured passengers are received and sent to hospital;

(h) maintain chronological record of all items of information received and action taken thereon;

(i) arrange to obtain the list of persons killed and/or injured in the accident, display it at important stations for information of the public;

(j) divert/cancel trains and also run duplicate/transship trains as the circumstances may require;

(k) arrange for transporting the stranded passengers from the site of accident to suitable place(s);

(l) arrange for speedy ex-gratia payment as per extent rules.

4.10- Duties of Divisional Transportation Inspector

On receipt of information of a serious accident, the Divisional Transportation Inspectors shall-

(a) reach the site of the accident by the quickest available means;

(b) take general charge of the situation till the arrival of an officer;

(c) ensure the occupied and obstructed lines are protected as per rules;

(d) make out a quick survey of casualties and injuries, ensure rendering of first aid to the injured, taking assistance of all available Railway Staff, Doctors and Volunteers on the train and near the site of accident;

(e) arrange to shift the injured persons to nearest hospital with the help of available assistance, keeping their particulars as available and ask for further assistance if required;

(f) collect and record all important information relating to the accident, such as,

(i) the condition of the track, with special reference to alignment, gauge, cross levels, super--elevation, points of mount and drop, any sign of sabotage etc.;

(ii) the condition of rolling stock with special reference to brake--power and braking gear;

(iii) all marks on sleepers, rails, locomotives and vehicles etc. specially for preservation of clues;

(iv) position of derailed vehicles;

(v) position of Block Instruments;

(vi) position of indications, keys levers etc. if the accident is with in the station limits, in the section where provided with signals etc.

(vii) prima facie cause of accident;

(g) ensure that the Train Signal Register, Log Book, Private Number Book, Line Admission Book, Speed Recorder Chart and other relevant records are seized,

(h) obtain the statements of staff involved in the accident, as far as possible;

(i) prepare a rough sketch showing the position of derailed vehicles, position of track and OHE etc. make a quick survey of the extent of damage; taking assistance with SSE/JE(P.WAY), SSE/JE (SIG), SSE/JE(C&W) & Loco Inspector as the case may be.

(j) remain at the site of accident for all possible assistance till relieved by another staff.

4.11- Duties of official--in--charge at the site.

The senior most official present at the site when the accident occurred shall be in overall charge of the relief operation till he is relieved by another official deputed by the Administration to take over charge. However, the senior most official of the Mechanical Department shall be in-charge of the relief train. The senior most official present at the site of a serious accident, shall –

(a) take general charge of the situation and take action to provide all possible assistance;

(b) depute Officers/senior subordinates and all other staff or specific duties in -

(i) assisting the rescue operation, if any;

(ii) assisting the preservation of clues;

(iii) assisting the transshipment work, if any;

(iv) taking action to remove the obstruction as soon as possible;

(v) ensuring the protection of adjacent line(s) and the affected train as per rules;

(c) See that the portable telephone is installed and manned constantly by a responsible staff and ensure adequate lighting of the accident area at night.

(d) see that the injured persons if any are rendered first aid and shifted promptly for medical aid;

(e) ensure to get clearance from Police authorities in case of suspected sabotage ;

(f) Make an immediate assessment of the following, with the help of the available doctors and/ or others.

(i) the number of persons killed and of those sustaining grievous, simple and trivial injury;

(ii) extent of damage;

(iii) the period of suspension of traffic;

(iv) assistance required;

(v) prima facie cause of accident;

(g) see that a dealing centre is opened at the site of accident and manned -

(i) to keep the details of persons killed, injured and action taken in each case;

(ii) to relay the above information in details to the Divisional Headquarters;

(iii) to attend to public enquiries and

(iv) to relay the progress of relief work;

(h) Ensure recording of all information at the dealing centre concerning the accident and the relief operations in the form of an accident Log Book.

(i) see that immediate action is taken to protect and safeguard property;

(j) see that proper assistance is given to the injured, ladies, children and the aged;

(k) Arrange for transporting the stranded passengers, preferably to stations where drinking water, catering arrangements etc. are available, unless they can be sent to their destinations;

(l) see that the arrangement is made for preservation and proper care of dead bodies, if any, till further 'disposal';

(m) see that obstruction is cleared in a minimum possible time and every action taken for this purpose;

(n) Arrange, in case of the accident occurring at a station, for speedy ex-gratia payment as per extent rules.

4.12 Duties of Divisional Safety Officer (Sr.DSO/DSO/ADSO):

1) Proceed to the site of accident by first available means.
2) Ensure the protection of affected line(s) and adjacent line(s) as per rules.
3) See that a proper arrangement is made in rescue and/or relief operation.
4) Take all action for preservation of clues.
5) See that the assistance, to the extent necessary, is called from all sources.
6) Ensure collection of detailed particulars of the accident.
7) Record statement of Guard and Loco pilot and subject them to breathlyser test and collect blood sample.
8) Ensure joint measurements etc., are taken in prescribed Proforma. Recover the speedometer chart, data logger statement etc.,
9) Ensure evidence of train staff, station staff and public is taken on the spot. Addresses of passengers who are willing to give statements later should also be obtained.
10) If the accident took place within station section, he should arrange to record the knob position on the panels, block instruments position, etc., and sieze the relevant station records.
11) Produce public witnesses in co-ordination with Superintendent of Police and District Magistrate in time, issue press notification in local press when advised by Chief Safety Officer, in case of CRS enquiry.

4.13- Duties of Railway Medical Officer/ Medical Superintendent/ Divisional Medical Officer.

The nearest Railway Medical officer, on receipt of the report of a serious accident with injury to person, shall –

a) reach the site of accident with the medical Relief Train or by the quickest available means, with all men and material commensurate with the seriousness of the accident, assess advise further medical assistance necessary ;

b) obtaining and transmitting the details of persons involved in the accident to the Divisional Control Office and in case of an accident to a passenger-carrying train, reportedly attended with casualties and/or grievous injuries, unless otherwise advised by the Divisional Railway Manager,

c) render medical aid to the injured carefully as far as possible at site;

d) make timely and adequate arrangements for shifting the injured persons to suitable hospitals as considered necessary for further treatment ;

e) keep detailed particulars of the dead and injured e.g. their name, address etc. as far as available ;

f) Deal with the dead and injured as per extant rules and instruction.

g) Coordinating with Civil/Military/State/Public medical authorities and private practitioners for the purpose of (a) above.

4.14 -Duties of Commercial Officer at site.

The Sr. Divisional Commercial Manager or in his absence the Divisional/Assistant Commercial Manager, on receipt of information of a serious accident shall :

(a) reach the site of accident by the quickest available means ;

(b) see that immediate arrangement is made to protect the area and safeguard the property;

(c) look after the comfort of the passengers, injured and un-injured alike;

(d) ensure prompt supply of refreshments, free of charge, to the injured persons and also make adequate arrangement for refreshment and drinking water for the passengers detained at the site of accident for any reason;

(e) ensure, in co-ordination with Medical Officer(s) at site, preparation of a complete list of injured and dead, obtaining if possible, the countersignature of a responsible police official and that necessary action has been taken in each case;

(f) arrange for adequate number of porters for carrying passengers' luggage and parcels in case of transshipment etc.

(g) have the belongings of the injured and dead collected as required and ensure preparation of a list including each time ;

(h) see that the doctors are assisted by porters and other staff in attending to the injured and for shifting them to the hospital;

(i) ensure the making over of the dead bodies to the police for disposal;

(j) arrange preparation of a complete list of damaged consignments ;

(k) see that proper arrangements are made for the transshipment of passengers and their luggage at the site of accident if required, as also for transshipment/ unloading of a parcels/ affected wagons, if required ;

(l) ensure preservation of documents of damaged parcels, Mails and Goods etc.

4.15- Duties of Railway Officers of each Department in Divisional Head Quarters

Immediately on receipt of information of a serious accident, all Railway Officers concerned must report at the Control Office or at the nominated place and take the following action promptly;

(a) Decide, the Officers who will be deputed to take charge at the site and at the Divisional Control office ;

(b) Arrange the quickest means for reaching the site of accident ;

(c) ensure that resources of all Departments, in men and material, are promptly made available for rendering assistance to passengers, in clearing the line and if required, for transshipment of traffic;

(d) make out a general plan of action for dealing with the accident and detailing the duties of officers of different Branches and other Officials ;

(e) ensure that all Civil authorities concerned and other concerned officials have attended the site of accident ;

(f) Ensure attendance of Doctors, ambulances and other available road vehicles in addition to ARME and/or Relief train and preparation being taken in rescue services.

(g) See that the proper arrangement of staff and labour from each Department is made ;

(h) keep a close touch with the Officer--in--charge at the site of accident and different dealing centers and see that all assistance is provided and properly utilized in rescue service and in clearing the line at the earliest ;

(i) keep and close touch with the Head Quarters, adjacent Divisions/Railways for advice and assistance ;

(j) Open a man enquiry counters at important stations of the division for the information of the public .

4.16 Duties of official--in--charge at the station where the injured are being removed to the hospital.

An experienced Railway Official (preferably an Officer) must be deputed to take general charge at the station to which the injured are to be sent for admission to hospital. The Official--in--charge shall -

(a) maintain communication with the officer--in-charge in the Divisional Control Office and at the site of accident to keep the details of injured and dead and inform the hospital authorities for making necessary arrangements for admission ;

(b) arrange the service of as many senior Railway Officials and available volunteers to look after the injured ;

(c) choose the most convenient platform easily accessible to ambulance car, stretchers etc., for the reception of the train conveying the injured ;

(d) arrange for sufficient number of stretchers and a room or part of a covered platform to the set aside for attending to the cases requiring first aid or medical attention before removal to hospital ;

(e) open a special inquiry office at a prominent place for prominent display of notices and lists of the injured or/and dead and to attend to all public inquiries;

(f) request the nearest O/C-RPF and SO/GRP for the posting of an adequate force to control the crowd and for the maintenance of law and order at the station ;

(g) depute a responsible Railway Staff to coordinate disposal of dead bodies which the police has taken charge and see that arrangements are made to extend facilities to the relatives and public to identify the injured and dead bodies, also arrange for drinking water and light refreshments through the Railway catering/ contractors at the station .

4.17 -Duties of the Officer--in--charge of transshipment in case of serious accident.

The Sr. Divisional Commercial Manager or in his absence the Divisional/Assistant Commercial Manager will be in charge of arrangements for the transshipment of passengers and their luggage's, parcels etc. at the site of accident. The official--in--charge of transshipment will be responsible :

(a) to advise the passengers of the transshipment programme well in advance ;

(b) to select, in consultation with the Divisional Engineer or Assistant Divl. Engineer, the sites suitable for detraining and entraining of passengers ;

(c) to see that the sites are demarcated and lighted at night, also that the routes over which the passenger may have to walk are clear ;

(d) to intimate the Station masters of adjacent stations through Control or in writing the exact kilometers of the site of train halt, so that these can be clearly indicated in the Caution Order to be issued to the Loco Pilot and Guard ;

(e) to arrange for supply of drinking water there ;

(f) to arrange for sufficient porters, gangmen, etc. from the nearest sources for the free carriage of passengers' luggage, parcel and Government Mail, etc.
(g) to see that the site is provided with portable Telephone, installed and manned during transshipment work ;
(h) to ensure that each train for transshipment is accompanied by a responsible person, be piloted and correctly hand--signaled to stop at train halt ;
(i) to depute responsible persons to look after the transshipment work and general comfort of passengers and to record the details of the work in Log Book at site ;
(j) to ensure arrangement of Railway Security staff at the site of transshipment to safeguard the passengers and their luggage's, especially at night.

4.18 The Divisional Railway Manager.

In the event of a serious accident, the Divisional Railway Manager shall -

(a) depute an officer to the site of the accident to assume overall charge, unless he himself proceeds to the site of the accident;
(b) ensure that assistance is rendered by each Branch of his Division promptly and efficiently in rescue and relief, transshipment to traffic if required and for removal of obstruction at the earliest; allot specific duties to the individual Officers for dealing with the accident;
(c) keep a close touch with the Officer--in--charge at the site of accident and Officer--in--charge at the Control office and see that all assistance is provided and properly utilized in rescue and relief and for removal of the obstruction ;
(d) Ensure that Telephonic and/or Telegraphic advice of the accident is sent to the concerned officials;
(e) Arrange a preliminary enquiry in cases where immediate investigation of certain matters is considered necessary even though the enquiry may be conducted later by the Commissioner of Railway Safety etc.
(f) Proceed to the site of the accident as and when required under extent instructions.

Note:

(i) In the event of an accident not falling under the Classification of serious accident, but attended with blocking of line, the same line of action shall be taken by the different officials as indicated in this chapter, except which are for dealing with the injured and dead. However, the Divisional/Head Quarters Officers concerned will decide the line of action need be taken in relief and restoration operation etc., considering the location and nature of accidents which are not being fallen under the classification of serious accident, as also considering the seriousness of the serious accident. It is clear that the line of action will vary marginally in case of accidents involving passenger trains with loss of life and/or injuries and those involving goods trains.
(ii) It is made clear to all concerned officials that the list of duties in this chapter is not exhaustive and this is only to make them attention to important aspects. This does not absolve them from following other rules and instructions on the issue.

4.19 -Duties of a Train conductor/Train superintendent in the event of a serious accident.

Immediately after occurrence of a serious accident, the train Conductor/Train Superintendent must : -

(a) Assist the Guard in rendering first aid to the injured person(s) and shifting them to the Hospital.
(b) Look after the comfort of the passengers, injured and un-injured alike.
(c) Assist the passengers for protection of their luggage's.
(d) Make out a list of injured/dead passengers.
(e) Preserve reservation charts to know the particulars on injured/dead passengers.
(f) Organize to transship/transfer passengers and their luggage's to the passenger special.
(g) Assist Commercial Inspector for arranging the snacks, tea, Coffee & drinking water to the injured persons and other passengers also who are detained at the site of accident for any reason.
(h) Collect the addresses of the relatives of the injured/dead passengers to send information regarding accident.
(i) The Train Supdt./Train Conductor should look for the assistance of any Doctor or Para-Medical staff railway/other than railway traveling in the train.

4.20- Duties of a Coach Attendant.

Immediately after occurrence of a serious accident, the coach attendant should work under the guidance of Train Conductor/Train Superintendent.

4.21 -Duties of a Travelling Ticket Examiner (TTE).

(a) The TTE should work under the guidance of the Train Conductor/Train Superintendent.
(b) Similar actions as mentioned in (4.19) above should be initiated by the TTE for his nominated coach.

4.22- Duties of A.C. Mechanic.

(a) He should immediately "Switch Off" the current where necessary to avoid short circuiting.
(b) He should also assist Commercial staff i.e. Train Conductor/Train Superintendent / TTEs in their duties at accident site.

4.23- The Senior most RPF Officer available will assume Control and immediately start the following action.

(i) Segregate the area of incidence by establishing temporary barriers by use of nylon ropes (if available) or any other make shift device available at the site to protect the area against the entry of spectators into the affected place.
(ii) Baggage of passengers should be isolated and protected and consigned goods are taken care of till they are handed over to claimants or taken over by the Railway.
(iii) RPF Personnel should respond to any call for assistance to rescue victims and transport them to nearest Hospital.
(iv) RPF Officers will maintain close liasion and harmony with the Officers of various departments of the Railways, GRP, Local Police and Officers of Civil Administrations.

4.24 Commercial Control:

Commercial control plays a very important role in organizing rescue, and restoration in all types of accidents and, more so, in case of accidents involving casualties/ injuries. Unlike other controls in control office commercial control is normally manned by a single employee. In case of an accident, this single person cannot handle all the myriad jobs of commercial control. Therefore, one of the first duties of Sr.DCM/ DCM is to strengthen commercial control by posting one commercial officer and 3 or

4 commercial inspectors round the clock till restoration is completed.Important tasks to be handled by commercial control in case of a serious accidentare as follows:

1. Inform Sr.DCM, DCM, ACM
2. Like C&W staff, some commercial staff should be nominated to go along with the ARME, whenever the ARME is ordered. This nomination should be done in the normal course and Sr.DCM need not wait for an accident. Some catering staff should also be included in the nominations, who should load drinking water, tea/coffee, snacks and milk in the ARME for serving the affected passengers at site.
3. Commercial control should alert the commercial inspectors and commercial supervisors on either side of the accident site for proceeding to site either by rail or road. They should take with them sufficient number of off duty commercial staff, porters, catering items, cash, etc.,
4. Commercial control should also establish contact with the TTEs on the train and instruct them to first rescue the injured passengers and render first aid. The TTEs should also collect and protect the luggage of dead and injured passengers.
5. Commercial control should keep the road maps of the concerned states of M.P., C.G., Odisha & Maharashtra. By using these maps, they should be able to locate the nearest road links available to the accident. This is crucial for moving injured passengers to hospitals as well as to reach the relief materials to the site.
6. With the help of the TTEs and commercial staff who reached site, the details (Name, ticket no, phone no, designation, address, etc.,) of dead and injured passengers have to be collected. Simultaneously, the details of doctors classification of injuries as grievous or simple should be collected. All these details have to be relayed to the originating/destination/important junction stations so that the relatives of the dead/injured passengers can be informed.
7. Arrange for refunds as per rules.
8. Arrange for free passes for the relatives of injured/dead to reach the site/hospitals.
9. Organize for making ex-gratia payments as applicable on the basis of the injury classification given by doctors.
10. Co-ordinate with operating control for the transport of the passengers of the affected trains. Similarly, organize to regulate other passenger carrying trains at stations where catering facilities are available. Alert the catering staff/ catering contractors at those stations well in advance about the regulations.
11. Make arrangements so that drinking water is supplied to the Railway staff working at site. Catering arrangements should be planned well in advance for the Railway staff working at site, so that food reaches site in time.
12. Mobilize logistics like vans, staff, etc., for reaching and distributing food at site.
13. Nominate commercial staff to associate with GRP/RPF for drawing " Panchanamas" of the dead passengers in the hospitals.

4.25 Diesel Power Controller / Traction Loco Controller:

1) Immediately Arrange power and crew for Medical Relief Van and Accident Relief Train.
2) Ensure Medical Relief van and Accident Relief Train are dispatched within the time prescribed.
3) Inform the Divisional Mechanical / Electrical Officers, headquarters DPC/ TLC, CMPE/CELE.
4) Plan for additional powers and crews to assist in restoration.

5) Obtain bio-data of running staff involved in accident and arrange for breathlyser test and collection of blood samples at the earliest.

6) Co-ordinate with the Dy. Chief Controller so that the necessary locomotives, Loco Pilots, fitters and other technicians reach the site of accident promptly as required.

4.26 Traction Power Controller:

1) Ensure that the Electric Power Supply is cut off from the section if the overhead equipment is involved and / or where crane working has become necessary.
2) Ensure that all the necessary arrangements have been made for despatch of Tower-car, electrical staff and equipment required at the site of accident.
3) Co-ordinate with Divisional Electrical Engineer (Traction distribution), Dy.Chief Controller and Traction Supervisors concerned for quick restoration of the affected OHE.

4.27 Senior Divisional Operations Manager

1) Ensure that Medical Relief Van and Accident Relief Train leave within time and reach the site of the accident on top-priority.
2) Clear the unaffected coaches in the front and rear to the nearest convenient stations after transhipping the passengers from affected coaches.
3) Plan for second ARME/ART for reaching the site from other end, if necessary from adjoining Divisions/Railways.
4) Plan for trains for prompt transport of stranded passengers at the site and clearance of passengers held up at other stations.
5) Clear the stabled loads from the stations on either side of the site so that the lines are available for dealing ARME/ART/Coaching relief train/officers special/material train/tower-car/ light engines, etc.,
6) Mobilise sufficient number of Guards, TIs, SMs, pointsman etc., and deploy at site and at the adjoining stations for organizing shunting and quick movement of ARME/ART/Coaching relief train/ Officers special/ Material trains/ Tower-car/ L.E, etc.,
7) Depute Sr DOM(G)/DOM(G) or AOM to site to co-ordinate the movements and for relaying information about progress of relief/ restoration.
8) Plan for regulation of Passenger, Mail / Express trains, cancellation, diversion, termination short of destination in consultation with Headquarters such that the passengers can get catering facilities.
9) See that chronological log of all items of information and action taken connected directly or indirectly with accident is maintained properly.
10) Keep liaison with adjacent Divisions, Site and Headquarters.
11) Details of the dead, injured sustaining grievous or simple injury, their originating and destination station, ticket No. Hospitals to which sent for treatment and also particulars of next kith and kin to be obtained from the site and relayed to Emergency Control, Chief Safety Officer etc.

4.28 Senior Divisional Mechanical Engineer:

1) Proceed to the site. After site survey, make out a plan of action for quick rescue of injured and trapped passengers. Accordingly call for the equipment, manpower required.
2) Supervise rescue operation.
3) Ensure that Speedo meters record, engine log Books etc., are seized / sealed.
4) Correctly forecast to control as to the sequence of movements required to site.

5) Record the details regarding brake power and other aspects of Rolling stock as per prescribed Proforma.
6) Have the joint measurements of the rolling stock taken.
7) Check the fitness of the stock supposed to move from the site.
8) Note down observations, make arrangements to record joint measurements if loco is involved in accident. If it is not possible for all types of measurements to be taken on the spot then these should be taken in the shed. All relevant records should be sealed in shed.

4.29 Senior Divisional Electrical Engineer (G) :

1) Ensure proper lighting arrangements are provided at the site.
2) In case of fire in coaches, arrange to immediately collect / record evidence of passengers.
3) Examine the coach to ascertain the cause and damage.

4.30 Senior Divisional Electrical Engineer (Traction Distribution)

1) Arrange for adequate number of OHE breakdown staff, tower wagon and proceed to the site of accident by the quickest available means.
2) Depute Officer / Supervisor in control office.
3) Ensure that OHE is made dead and OHE is slewed as required.
4) Arrange and supervise restoration of OHE, expeditiously.
5) Record all relevant information concerning the accident.

4.31 Senior Divisional Electrical Engineer (Traction Operation / Traction Rolling Stock):

1) Where EMU or Electric Locomotive is involved, call the relief train, if required with adequate number of breakdown staff and proceed to the site by quickest available means.
2) Depute officer in the Control Office.
3) Note down joint observation regarding the loco / EMU.
4) Ensure that measurements of the loco / EMU are taken on the spot wherever possible otherwise in Car / Loco Shed.
5) Ensure that speedometer record for maintenance of engine / EMU repairs are sealed in the shed.
6) Ensure prompt and sufficient arrangement for clearing the line.
7) Collect the data of crew from CMS and also their past records of last one month working.

4.32 Senior Divisional Engineer(Civil):

1) Proceed to the site.
2) Ensure joint measurements are taken and sketches of the accident site are accurately drawn out.
3) Ensure collection of adequate labour, material and equipment and their proper deployment for speedy restoration.
4) Depute one DEN / AEN in Control Office for planning, reinforcement of labour, material and staff and movement of material train.
5) Ensure that inspection notes and diary of AEN, S.E/J.E (P.WAY) gang charts, maintenance records etc., are seized and secured.
6) Assist other departments in clearance of line and ensure that track is rendered fit and certified at the earliest.

4.33 Senior Divisional Signal and Telecommunication Engineer:

1) Proceed to site of accident. Make arrangements for installing, Mobile/Railway/ BSNL/ Satellite phones at site in sufficient numbers so that communication from site to control office/divisional office/Zonal office/ other stations, out side agencies takes place smoothly and without delay.
2) Establish communication between the site and Divisional Head Quarters Office.
3) Ensure that a detailed record is made of all evidence bearing on the accident so far as S&T and interlocking are concerned.
4) Preserve clues and seal the relevant equipment if required.
5) Restore the signalling and interlocking for normal working without delay.
6) Collect the data logger report and voice records of Section Controller if available.

4.34 Senior Divisional Security Commissioner (R.P.F.):

1) Post adequate number of RPF staff at the site of accident and at any other place where assistance from his department may be required.
2) Proceed to the site by the quickest available means.
3) Liaise with the local police at site.
4) Ensure security of passengers belongings, parcels, damaged goods, parcel van etc.

4.35 Commercial Inspectors / Commercial Officials:

1) Proceed to the site by AMRV or by Road.
2) Organise rescue and relief for injured and other passengers.
3) Assistance to passengers shall be extended by providing
   a) Drinking water and refreshments free of cost.
   b) Providing free telephone facility.
   c) Issue of Complementary passes.
   d) Information regarding alternative means of transport to destination.
   e) Assistance in protection of their luggage, valuables.
   f) Assistance to ladies, children and the injured.
4) In case of Parcels, Mails, Goods etc. arrange stacking, protection, preservation of documents, cash etc. and arrange tarpaulins when necessary.
5) Ex-Gratia Payment as applicable.
   a) Arrange ex-gratia payment on the spot to the injured and next of kin of dead as per extant rules.
   b) As per rules, money can be drawn from station earnings; proper records to be kept.
6) Information to General Public.
   a) Open information counters and booths for giving information to the Public regarding the names of the injured, dead etc.,
   b) Display list of injured and dead at a prominent place at the Station / Stations. Also pass information to control.
   c) Announcements may be made through Public Address System regarding arrangements for diversion of trains, regulations, probable time of arrival of the relief train with the stranded passengers etc.
   d) If the station is an important one enroute, open information booth even if accident has occurred elsewhere.
   e) Depute TCs etc., on special duty.

4.36 Engineering Staff:

1 All Engineering officials shall report to the senior most Officer at site or take charge if he happens to be the senior most. The staff who are not on duty or travelling by train shall assist in rescue and relief operations.
2 Render assistance to give medical relief / treatment to injured passengers. Make available all transport facilities to the injured passengers and assist in rescue of trapped passengers.
3 Arrange divers with diving equipment for under water rescue.
4 Safeguard and preserve clues till Police or RPF personnel arrive at site and take charge. Collect evidence in the form of track readings and rolling stock measurements.
5 Ensure water supply at adjoining stations and arrange for supply at accident site.
6 Cutting equipment available with the Section Engineers (P.Way) and Section Engineer (Bridges) and workshops to be moved to the site for supplementing the ones available in the B.D. special.
7 Assist other departments in establishing communications and power supply at site, including hiring of Diesel generator sets for augmenting the power supply arrangements.
8 Assist in transhipment of passengers and their luggage.
9 Provide tents and other temporary shelter at site for protection against elements of weather.
10 Ensure track is restored for traffic at the earliest.

4.37 Mechanical / B.D. Staff:

1 Proceed to the site of accident. Assist in evacuating passengers if any, trapped in coaches involved in accident.
2 Record the details regarding brake power and other aspects of the rolling stock as per prescribed pro-forma.
3 Take measurements of the Rolling stock as per the prescribed Proforma / procedure.
4 Check the fitness of the stocks which are supposed to move from the accident site and certify their fitness.
5 Ensure that locos / coaches / wagons re-railed are in a fit condition to be taken from the accident site.
6 Plan for efficient movement of B.D. Special, engine, tower wagon etc., between site and station for quicker restoration.
7 Ensure that the log / diary regarding restoration at the accident site is maintained properly.

4.38 Signal and Telecommunication Staff:

1 Proceed to site by quickest means available.
2 Ensure portable telephone / emergency telephone set is provided at site.
3 Wherever feasible, wireless sets to be installed at accident site for communication with Divisional Headquarters and if possible with Railway Headquarters. Walkie-Talkie sets / Megaphones / loud hailers to be deployed as necessary.
4 DOT/BSNL telephone with STD facility to be arranged at the temporary enquiry offices opened at site and nearest location wherever possible.
5 Render such assistance as required by Guard in attending to the accident victims and stranded passengers.

6 Seal Block instruments, Relay rooms and note positions of levers, knob, slides indications etc., as the case may.

7 Arrange for early restoration of signalling and telecom equipment as soon as such restoration is permitted.

4.39 Electrical Staff:

4.39.1 Power (General):

Ensure lighting arrangements, if required, are provided at the site. In case of Fire in coaches, immediately collect / record evidence of passengers with full particulars. If some passengers are willing to give evidence later on, their names and addresses should also be recorded.

4.39.2 Over-Head Equipment

a) In case of an accident, where OHE is involved, arrange for adequate number of break-down staff / tower wagon and proceed to the site of the accident by the quickest available means.

b) Ensure the OHE is made dead and OHE is slewed as required for ground / crane operations.

c) Arrange and supervise restoration of OHE expeditiously.

4.39.3 Loco Inspector:

a) Proceed to site in case Electric/Diesel Loco or EMU is involved.

b) Supervise restoration operations.

c) Ensure that Speedo graphs, Speedometer chart, Loco / EMU log books are seized ,sealed and kept in safe custody.

d) Note down his observations regarding the Electric / Diesel Loco / EMU and record measurements as per the prescribed pro-forma.

e) Ensure that measurements of the Loco / EMU are taken on the spot. If it is not possible for all types of measurements to be taken on the spot, the same should be taken in shed.

4.40 Security Staff:

4.40.1 First Response: First information about any calamity involving trains or Railway premises will normally be received by the nearest RPF post / Outpost. The person receiving such information should muster maximum available manpower within the shortest possible time and dispatch them to the scene of accident by the quickest means. After dispatching the available force immediately, the Post / Out Post in-charge should requisite additional manpower. He should also simultaneously pass on the information to the senior supervisors, officers and the control rooms.

4.40.2 Reinforcement: Efforts will be made to get the reinforcement from the neighbouring posts / outposts, Reserve Line, Divisional Headquarters or Zonal Reserve. In case any RPSF battalion or Company is located in the vicinity, men can be requisitioned from there for dealing with such emergent situation till additional force is available from other sources.

4.40.3 Equipment: While sending reinforcement, it should be ensured that the necessary equipment required for rescue, recovery and protection of the scene of incident are provided. Such equipment should include:

i) Torches and other lighting arrangements, if it is night time.

ii) Nylon ropes and poles for segregating the affected area from unwanted visitors and spectators.
iii) Loud-hailer for making announcements.
iv) Stretchers and first aid equipments.
v) Wireless sets for inter communication.
vi) Cameras for photographing the scene.
vii) Video recording of rescue and salvage operations and connected administrative arrangements.

4.40.4 Action at the Scene of Incident: The senior most RPF Officer available at the scene of incident shall take over control and immediately start the following action:

1. Separate the area of incident by establishing temporary barriers by use of nylon ropes or any other makeshift device available at the scene. It should be ensured that the on lookers and spectators do not enter the affected area to disturb the scene or hamper the rescue operations.

2. Baggage of passengers should be isolated and protected and consigned goods should be taken care of, till they are handed over to claimants or taken over by Railway authorities.

3. RPF personnel should respond to any call for assistance to rescue victims and transport them to the nearest hospital. A record of casualties sent to the hospitals should be maintained.

4. Hourly position will be sent by the officer at the scene of incident to the Divisional / Zonal Control room giving the latest situation.

5. A temporary RPF assistance post (shed or tent) with proper Board should be established at a conspicuous location so that people needing help approach the RPF. If the operation continues for a longer period, effort should be made to install a temporary telephone connection through the Railway Telecommunication Department, so that the information is passed on quickly. A log book should be opened and minute to minute progress of action by RPF on the lines indicated above, shall be recorded.

6. The senior most officer available at the scene of incident will also ensure proper documentation about the number of persons injured or dead, giving their identity and addresses, if available. In case the friends or relatives of the injured / deceased make any enquires they should be properly guided. After the rescue / restoration operation is completed, cassette and photographs of the scene of incident will be retained by the CSC in his office and will be properly catalogued and preserved for future reference.

4.41 Medical Staff:

i) Note the time of receiving messages.
ii) Inform CMS and other Doctors, and staff.
iii) Alert Blood donors club, Local Hospitals, about arrival of the injured.
iv) At least one doctor shall stay back in Railway Hospital to look after inpatients.
v) The POMKA from Health Unit to be moved to the spot.
vi) Reach the site by road using any available vehicle or hire taxi.
vii) All doctors and staff shall move to AMRV and inform Station Manager that Medical team is ready to move.
viii) Inform CMD about movement of AMRV.
ix) Check all equipments in AMRV.
x) Get operation theatre ready.

xi) Suture of wounds, application of Plaster of Paris and minor surgery can be done in AMRV operation Theatre.

xii) Make out a list of injured with the following details.
a) Simple b) Grievous

xiii) List out the dead

xiv) Inform the Accident Manager and control.

xv) Dressings, splints can be applied at the site or in the First Aid post.

xvi) Details of the injured to be recorded.

a) Conscious

Name :
Sex :
Age
Identification marks:
Address :
Ticket No. :
Originating Station :
Destination :

b) Unconscious

Approximate age :
Sex :
Identification Marks:
Ticket No. :
Other particulars if relatives or friends are available.

xvii) Move the patients to local hospitals by car, taxi, bus where admission is necessary.

4.41.1 On Reaching The Accident Spot.

i) The senior most doctor will take charge.

ii) One doctor shall proceed to collect blood and urine samples of the crew of the train / trains.

iii) Erect the tent and establish receiving station – (First aid post).

iv) Staff to split into groups depending upon the number of casualties.

v) One team shall man the FA post.

vi) The team must check the wreckage for injured and assist in extricating passengers.

4.42 Periodical Inspection of ART/ARME: Periodic joint inspection of ART/ARME's are extremely important and need to be done and monitored very strictly. The Inspection Schedules of ARTs/ARME's is at **Appendix - I**

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CHAPTER V

REPORTING OF ACCIDENTS

5.01 Reportable Train Accidents: All accidents falling under the purview of section 113 of the Railways Act of 1989 are termed as reportable train accidents and include the 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
(c) The derailment of any train carrying passengers
(d) Accidents which are attended with loss of human life in passenger carrying trains due to train wrecking or attempted train wrecking; cases of trains running over obstructions placed on the line; or passengers falling out of train; fire on train; grievous hurt as defined in the Indian Penal Code; serious damage to railway property of the value exceeding ₹ 2 crores. Cases of land slides, breaches by rain/ flood which cause interruption of through running on any important route for at least 24 hours, should also be reported.

5.02 Reporting of Accidents:

5.02.1 To Zonal Railway:

A telephonic advice should be relayed by Divisional Control to Central Control of Zonal Railway Headquarters immediately after the accident in case of following categories of accidents:

(a) All train accidents,
(b) Any yard accident having serious repercussions on movement of traffic on through line resulting in dislocation of traffic, for more than the threshold value as per para 2.11 of Accident manual.
(c) Landslides, breaches, OHE break down etc., which result in dislocation of traffic, for more than the threshold value as per para 2.11.

Note : In addition to this, periodic (monthly) statement of accidents in all categories shall be submitted to zonal headquarters in prescribed pro-forma.

The CHC/ Central Control shall in turn inform all concerned at Headquarters office including GM, PHODs etc in the following order:-

1. CSO
2. CMD (in case of passenger carrying train accidents)
3. Secretary to GM (for information to GM)
4. AGM
5. COM
6. CPTM
7. CTPM
8. Other department controls in Central Control. The respective departmental controls will in turn inform their PHODs, HODs and other officers/supervisors.
9. CPRO
10. Dy.COM/Chg
11. Dy.CSO/Traffic, Dy.CSO/Electrical, Dy.CSO/Mechanical and Dy.CSO/S&T On getting information from the Central Control, the Officers Concerned should be present in the Disaster Management Control Room at HQ for getting further information about the accident. As per the need, the Disaster Management Control

Room shall be manned with Officers for coordinating relief works under the overall Supervision of COM.

In the same manner, in the Divisional Control Office, CHC/Coaching shall arrange to inform the Divisional Officers in the following order:-

1. Sr. DSO
2. CMS/Sr.MS/MS (in case of passenger carrying trains)
3. DRM
4. ADRM
5. Sr.DOM
6. Other departmental controls in control office. The respective departmental controls will in turn inform their branch officers and other officials/ supervisors.

5.02.2 To Railway Board:

In respect of the following accidents, a telephonic advice should be relayed to one of the nominated officers at the Railway Board

(a) All consequential train accidents,

(b) Any yard accident having serious repercussions on movement of traffic on through/ main line resulting in dislocation of traffic for more than the threshold value as per para 2.11.

(c) Landslides, breaches, OHE break down etc., which result in dislocation of traffic for more than the threshold value as per para 2.11.

(d) All train accidents falling in category A to H shall be logged into the "Safety Information Management System (SIMS) website at http://sims.railnet.gov.in. All consequential train accidents reportable to Board, indicative accidents reportable to Board as well as other train accidents reportable to HQ including all yard accidents are to be input into the system for Online Accident Reporting. Telephonic information about consequential train accidents and indicative accidents reportable to Board is also to be conveyed to Adviser/Safety and Director/Safety-II as at present.

The telephonic advice should be relayed in the following order of priority by :

1) Dy. CSO / Traffic or Dy.CSO (Mech) or Dy.CSO(Elect) or Dy.CSO(Engg) or Dy.CSO (S&T).

2) CSO 3) Dy.COM (Coaching) 4) CPTM/CTPM/CFTM

5) COM

Order of priority for reporting of Accidents to one of the following officers of Railway Board :-

	DESIGNATION	**TELEPHONE NUMBERS**	
1.	Director/Safety–I	Railway	: 030 – 43667
		BSNL	: 011 – 23387009
		Mobile	: 09910487477
2.	Director/ Safety–II	Railway	: 030 – 43446/22388
		BSNL	: 011 – 23389987
		Mobile	: 09910487332
3.	Director/Safety-III	Railway	: 030 – 43239
		BSNL	: 011 – 23385047
		Mobile	: 09910487542

4.	Director/Safety –IV	Railway	: 030 – 43574
		BSNL	: 011 – 23070944
		Mobile	: 09910487540
5.	Safety Cell	Railway	: 030 – 43599, 43399, 44175
		BSNL	: 011 – 23382638
		FAX	: 011 – 23382638

Note: These telephone numbers are subjected to change from time to time.They need to be updated by the concerned authorities.

5.02.3 **To enable the Headquarters Office to advise Railway Board**, it is necessary that full details of the accident shall be furnished by the Division immediately after the occurrence of the accident, followed by further details which were not readily available at the time of sending the first advice.

5.03 **Particulars to be given in the Accident Report:** The notices mentioned in section 113 of the Railways Act, 1989 referred to as 'The Act', shall henceforth contain the following particulars, namely —

(i) KM, station or between stations at which the accident occurred;
(ii) Time and date of the accident;
(iii) Number and description of the train or trains;
(iv) Nature of the accident;
(v) Number of people killed or injured, as far as is known;
(vi) Prima-facie Cause of the accident; and
(vii) Probable time of restoration of through running

ACCIDENT FORMAT

Nature of Accident : **Accident Classification:**

Sl.No	**Particulars**	
1	Date and time of accident	
2	Division	
3	Section	
4	Block section	
5	At station or mid-section	
6	Gauge (BG/NG)	
7	Traction (Elect./Non-Elect.)	
8	Route	
9	System of working	
10	Class of stationType of signalling Standard of interlocking	
11	Train particulars	
12	Brief particulars	
13	Train working condition (normal/abnormal) in brief	
14	Procedural failures, if any	
15	Casualties	Killed: Grievous Injuries:

16	Relief arrangements	Simple injuries: ARME/.... ordered at .... and left at .... arrived spot....ART/.... ordered at .... and left at .... arrived spot .140T//.... ordered at ...and left at ...arrived spot ....
17	Officers at site	
18	Time of Restoration	
19	Time of first train passed on the affected line/s	
20	Prima-facie cause	
21	Gate particulars, if involved	As per Annexure
22	Loco pilot particulars	As per Annexure
23	Guard particulars	
24	State/District	
25	Other information, if any	

Annexure - "A"

Gate Particulars (Manned/Unmanned)

Sl.No	Information	Particulars
1	Gate No.: Kms.:	
2	Class:	
3	Traffic/Engineering gate:	
4	Telephone provided or not	
5	Provided with lifting barrier or leaves or chains.	
6	Normal position of the gate	
7	Interlocked or non-interlocked	
8	TVUs with Date of census	
9	Type of Roads & road approaches.	
10	Availability of Road signs	
11	Availability of Speed breakers and their condition	
12	Availability of Whistle board	
13	Visibility (in meters)- Up direction and DN direction (meters on both LH & RH side)	
14	Gradient if any –	
15	No. of accidents during last two years at the same gate	

Annexure -"B"

Loco-Pilot's Particulars

1	Name	
2	Date of Birth	
3	Family members	
4	Qualification	
5	Head Quarter	
6	Grade	
7	Breathlyser test(Positive – intoxication) (Negative – without intoxication)	
8	Date of Appointment	
9	Date Promoted as Asst. Loco-pilot	
10	Date Promoted as Goods Loco-pilot	
11	Date Promoted as Pass. Loco-pilot	
12	Date Promoted as Mail/Exp. Loco-pilot	
13	Date of Medical Examination	Last attended ....., next due .....
14	Date of Refresher	Last attended ....., next due .....
15	Safety Camp attended on	
16	Safety category Grading	
17	Psycho Test	
18	Awards/Punishments	
19	Nominated Loco Inspector	
20	Time of Signing On / Off	
21	Rest availed before duty in hours	
22	Last trip on the Section	
23	Previous history of accident, if any	

In addition to the particulars prescribed above, the following particulars shall also be furnished:-

(i) Whether the train engine was fitted with an electric head light , flasher light and buffer lights and their working (this shall be furnished only in the case of accidents involving running trains, which occur during nights);

(ii) In the accident message to the Railway Board and to the Chief Commissioner of Railway Safety/ Commissioner of Railway Safety, the particulars required shall be given; also, as soon as possible, additional information shall be given regarding the approximate cost of damage to railway property, number of persons who have been killed or have sustained grievous injury or simple injury, under 'Passengers' and 'Railway Staff' separately. The number of persons in the other train, if any, viz. a Goods train, or in other vehicles, such as trollies or road vehicles, or persons not travelling in either of these such as travelling on the foot-boards or on the track who are killed or have sustained grievous injury or simple injury, under 'Passengers', Railway Staff' and 'outsiders', shall be furnished

separately. In reporting accidents to material trains, details as to whether the train concerned was carrying workmen shall always be given.

Note: For the purpose of this rule, a passenger travelling on the foot-board of a train shall NOT be deemed to be passenger in the train.

5.04 **Fax Report to Railway Board:** In the case of accidents mentioned in paragraph 5.01 above, apart from the "All concerned message", the DRM shall send a FAX, not later than the day following the date of accident, to the Railway Board with a copy to the Chief Safety Officer. The FAX report shall contain only important details of the accident. A confirmation copy of the FAX report shall be dispatched to the Railway Board immediately. For this purpose, the first officer arriving at the scene of accident shall collect all the necessary details and report to the DRM immediately after the occurrence of accident.

5.04.1 In case of accidents reportable to Railway Board, Chief Safety Officer / Dy. CSO/ Traffic / Dy.CSO(Engg) / Dy.CSO (Elec) / Dy.CSO (Mech) / Dy.CSO (S&T) should thereafter inform nominated officer of Safety Directorate of Railway Board. At Board level, Safety Directorate shall take follow up action.

5.04.2 In case of landslides, breaches, OHE break down etc., which result in dislocation for more than threshold value and also cases due to public agitation shall be reported by Central Control Office to Punctuality Cell of Railway Board and dealt with by the Coaching Directorate.

5.04.3 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.

5.05 **Reporting of Indicative Accidents:**

The following 'Indicative Train Accidents', shall be reported by telephone to the Railway Board by Zonal Railways and to Zonal Railways by Divisions.

- Averted Collisions
- Loco Pilots passing signal at Danger

5.06 **Reporting of Accidents at Unmanned Level Crossings:**

A telephonic advice shall be given by Divisional control office to Central Control of Zonal Headquarters and Central Control in turn should inform to the nominated officer in the Railway Board's office as indicated in paras 5.02.1 and 5.02.2 immediately after the accident. While giving information to Board with regard to accidents at unmanned level crossing, the following information should invariably be furnished in the telephonic information.

- Whether road signs and whistle boards have been provided on either side of the level crossings approach roads.
- When was the last census taken and whether the level crossing is amongst those proposed to be manned in the near future.
- Whether the view of the track from the road is clear on either side, and
- Whether in the last two years, has there been any other accident at the same level crossing.

However, if complete information in this regard is not readily available at the time of reporting the accident, it should be collected as expeditiously as possible and communicated to the Railway Board subsequently.

For this purpose, the divisions shall furnish the complete details by FAX to Zonal Headquarters within 24hours from the time of accident. In addition to this, the divisions shall

also take photographs of the LC at various important angles such as Road signs, W/L board, visibility for both rail and road users, speed breakers etc., and e-Mail the same to CSO for onward submission to Railway Board.

5.07 Serious Accidents to be Advised Promptly: When a serious accident occurs, the telephonic accident message shall be given promptly and with the least possible delay. This shall be ensured by the DRM , who shall be responsible also for advising by fax, as soon as practicable, the non-railway officials to whom the accident telephonic message has already been sent.

5.08 Procedure for sending Accident Messages:

5.08.1 To the State / Central Government:

The accident message as required by section 113 of the Railways Act-1989, shall be sent without delay by the Divisional Railway Administration to the state Government.

a) By Telephone / Fax in the case of -

(i) Accidents resulted in loss of human life;

(ii) Accidents by reason of which the permanent way is likely to be blocked for more than twenty four hours; and

(iii) Train wrecking or attempted train-wrecking;

b) By letter in all other cases.

5.08.1.1 To Commissioner for Workmen's Compensation:

Accident Report to the Commissioner for Workmen's Compensation under section 10-A of the Workmen's Compensation Act;

a) In case of accidents which result in the death of or serious injuries to railway servants, or contractors' servants doing work for the railway, employed otherwise than in a clerical capacity within railway premises, the DRM shall, within 7 days of the death or serious injuries, send a report to the Commissioner for Workmen's Compensation, in Form Acc.5 (given in Appendix-V)

b) This report shall always be sent irrespective of whether the deceased or injured workman was on duty or not at the time. If the deceased or injured workman was not on duty at the time, the Commissioner's attention shall be drawn to it specifically.

c) Copy of such reports shall be sent to the Heads of the Departments concerned and Chief Safety Officer.

Note:- Failure to send the report within the stipulated time is punishable under Section 18-A of the Workmen's Compensation Act with a fine.

5.08.1.2 To Chief Inspector of Explosives:

Accident Report to the Chief Inspector of Explosives, New Delhi under Section 8 of the Indian Explosives Act, 1884, and Section 27 of the Petroleum Act, 1934**.**

All accidents involving explosion or by fire, in connection with the storage, handling or transport of explosives, occurring in trains or vehicles or elsewhere within railway limits and all accidents by explosion or by fire attended with loss of human life or serious injury to person or serious damage to property resulting from the ignition of petroleum or petroleum vapour, which occurs in trains or vehicles or elsewhere within the railway limits, shall be promptly reported to the Chief Inspector of Explosives, New Delhi. The report shall be in the form of a special report and submitted in

duplicate by DRM with a copy to the Heads of the Departments concerned and Chief Safety Officer within 24 hours.

Note:- The number of copies of special report, referred to in this rule, is in addition to the two copies required to be sent to Chief Safety Officer.

a) Further, pending the visit of the Chief Inspector of Explosives or his representatives or until the instruction is received from the Chief Inspector of Explosives that he does not wish any further investigation or enquiry to be made, all wreckage and debris shall be left untouched except in so far as its removal may be necessary for the rescue of the persons injured and recovery of the bodies of any persons killed by the accident.

5.08.1.3 To Military Authorities:

a) In all cases of accidents where the Military personnel are killed / injured, the DRM shall advise, by telephonic / fax message to -

Embarkation Headquarters/Kolkata, Nearest R.T.O. concerned, Army Headquarters (India), Quarter Master General's Branch, Q. Mov. S(1), New Delhi, and Milrail, New Delhi. -110011.

The telephonic / fax message shall contain the location of accident, the extent of the damage, the effect of the damage on movement, details of military traffic held up or delayed, time by which railway expects to restore traffic and whether alternative routes are available or if any arrangements have been made for transshipment.

Any of the above details which cannot be advised at the time of incident shall have to be advised as soon as possible, in addition to the usual accident message.

b) In case the railway employees working on line sustain injuries as a result of articles thrown from Military Special trains, the Station Master or other Railway Officials present at the scene of occurrence, shall at once, report the matter to the Divisional control indicating, if possible, the vehicle from which the article was thrown.

The DRM shall at once report the matter by telephonic message to Officer Commanding of the train, when it is possible to communicate with him en-route,

or

The Officer Commanding the station of destination.

or

The Headquarters base Sub-area / Embarkation Commandant of the port in respect of trains conveying details for embarkation, to enable him to take necessary disciplinary action against those responsible. All such telephonic messages shall be repeated to:-

Milrail,
Army Headquarters, Quarter – Master
General's Branch, Q.Mov. S(1),
New Delhi 110011; and

The Heads of the Departments concerned with a copy to the Chief Safety Officer.

5.08.1.4 To Postal Authorities:–

When an accident causes or is likely to cause –

a) delay of more than 6 hours to any train carrying mails or mail bags, or
b) any detention to any train carrying foreign mails or mail bags, or
c) diversion or transhipment or loss of or damage to mails or mail bags, or
d) loss of life or injury to the mail service staff,

NP:- Copy of the accident message / fax message shall be sent to the superintendent, Railway Mail Service of the division concerned.

When a train carrying mails is involved in an accident, irrespective of the fact whether the mail van is involved or not, information should be furnished immediately to the concerned Post Master General and the Superintendent, R.M.S. in advance of any accident message / fax message. The Central Control of the Headquarters office will inform the Regional Director, RMS telephonically. The information to the Post Master General and the Superintendent, R.M.S. concerned shall be conveyed by the DRM on the telephone.

5.08.1.5 To State Government Officials:

a) The following State Government officials shall be advised at once telephonically in case of train accidents involving casualties (death / injuries), heavy damages to railway and public properties or trains marooned or in other circumstances, where the immediate need to extend relief measures to the victims is necessary.

5.08.1.5.1 By Station Master to :

(a) District Collector
(b) District Superintendent of Police
(c) Mandal Revenue Officer.
(d) Superintendent of Railway Police
(e) Officer in-charge of nearest Police Station.
(f) Hospitals, Doctors including Private Doctors.

5.08.1.5.2 By CHC (Coaching) to :

(a) District Collector.
(b) District Superintendent of Police or Dy. Superintendent
(c) Superintendent of Railway Police.

The CHC (Coaching) shall ensure that the above mentioned officials are intimated without any loss of time. He shall also co-ordinate with the SM of such station, where telephone communication is not available/not working, to inform various non-railway officials.

5.08.1.6 By Divisional Officers: –

(DRM/ADRM/Emergency Officer/any Officer nominated by DRM for this purpose)

(a) Chief Secretary .
(b) Principal Secretary (Revenue)
(c) Commissioner (Relief).
(d) Director General of Police.
(e) Chief Engineer (Irrigation), in case of breaches of tanks and other related matters involved.

5.08.1.7 Advice to Other Railways by Zonal Headquarters: –

a) A telephonic / fax message shall be sent by the Chief Operations Manager to all railways, if traffic is likely to be stopped for over a week owing to an accident.

b) If stock belonging to another railway is likely to be detained in consequence of an accident, telephonic / fax advice shall be sent by the DRM to the Chief Operations Manager who shall advise the other railways concerned.

5.08.1.7.1 Advice to the Chambers of Commerce:-

On receipt of advice of an accident involving serious interruption to traffic, the Divisional Railway Manager must immediately advise, by telephone / fax, the Chambers of Commerce in their respective jurisdictions.

5.09 Railway Employees to report Accidents.–

Every railway employee shall report, with as little delay as possible, every accident occurring in the course of working the railway which may come to his notice. Such report shall be made to the nearest Station Master or where there is no Station Master, to the railway employee in-charge of the section of the railway on which the accident has occurred through one or more of the following possible means of :-

- Portable control telephone / VHF set / Mobile phone.
- Phone provided at LC Gates / IBS.
- by stopping train / Loco / trolleys or other vehicle passing on adjacent line.
- BSNL / MTNL/ Cell phone if available nearby the site of accident.
- sending message through a railway servant to the nearest Station Master
- Sending the light engine of the train. But before detaching the engine, GR 6.05 and SR thereto should be followed. However in case of suspected sabotage, engine etc., should not be disturbed.
- By road transport, if possible.

5.10 Method of reporting Accidents by Railway Employee:

The report shall be in writing and prepared in duplicate, duly signed, with the time and date. The person receiving the report shall sign both the copies, noting the time and date, and return the duplicate copy to the person making the report. In case the person making the report is illiterate, the person receiving the report shall prepare the report in duplicate, on behalf of the former, sign both the copies noting the time and date, and hand over the duplicate copy to the person making the report, obtaining his thumb impression on the original copy.

In case of cattle run over, the crew shall check the cattle guard and undergear at first opportunity and inform TLC/DPC and the nearest SM on duty through first available means of communication. If any damage is detected with locomotive/rolling stock/ track, a memo should be given by the crew to the SM at the next station.

However, if the crew finds that there is no damage to the locomotive and/or rolling stock, and the affected track/adjacent track is safe for running the train, he may not stop his train at next station for giving a memo regarding the incidence of cattle run over.

Note:-Guards and Loco Pilots of trains shall report accidents to the nearest Station Master in the prescribed form Acc-3 (given in Appendix – V).

5.11 Station Master or Railway employee in-charge of the section to report Accidents:

The Station Master or the railway servant in charge of the section shall report the accident in accordance with the rules laid down by the Railway Administration concerned for reporting of accidents.

5.11.1 Reporting of Accidents by the quickest possible means:

For this purpose, accidents are divided into different categories, namely **"A to R"** excluding **'I' and 'O'** according to seriousness and the accident classes have been serially numbered for each category. Every accident shall be reported by the quickest possible available means, to the Station Master of the station which can be reached quickly. As soon as the Station Master is aware of an accident, he must send a report in Forms Acc.1(i), (ii) and (iii) to the officials concerned.

The Station Master, on receipt of information about the occurrence of an untoward incident shall –

a) Make necessary entries to this effect in the station diary.
b) Arrange for medical assistance to the injured passengers;
c) Make out a brief report on the untoward incident and forward copies thereof to the Divisional office, State Police and in-charge of the Railway Protection Force. The report shall be in the format given in form Acc. I (i), (ii) and (iii).
d) Assist or depute to the Railway Protection Force to complete the process of investigation.

Note: "Untoward incident" means-

(i) The commission of a terrorist act within the meaning of sub-section (i) of section 3 of the Terrorist and Disruptive Activities (Prevention) Act, 1987(28 of 1987); or
(ii) A violent attack or the commission of robbery or dacoit; or
(iii) Indulging in rioting, shoot-out or arson, by any person in or on any train carrying passengers, or in a waiting hall, cloak room or reservation or booking office or on any platform or in any other place within the premises of a railway station; or
iv) The accidental falling of any passenger from a train carrying passengers.

5.12 Station Master to advise Control:

On controlled sections the Station Master shall, as soon as he becomes aware of an accident, advise the Control of all the available particulars. The Control, in turn, shall take all possible steps to advise the officials concerned and also to arrange, immediately for turning out the Accident Relief Train, Medical Relief Train etc.

5.13 Noting down time of Accident:

Railway employees present at an accident site shall take special note of the exact time of accident, and other important details connected with the accident. They shall also take the earliest opportunity of checking their time with the Guard's time or control time, as the exact time of an accident is often an important clue in determining the cause of the accident.

5.14 Preliminary Telephonic Report on Serious Accidents by an Officer:

(i) In case of a serious accident, Sr.DSO (Sr.Divisional Engineer, in the case of landslides or breaches) or, if he is not available the first Officer of the Engineering, Mechanical or Transportation Department, who arrives at the scene of the accident shall at once collect all the information obtainable and furnish to the Divisional Railway Manager, who shall advise the Commissioner of Railway Safety, the Chief Commissioner of Railway Safety, the Head of the departments concerned and Chief Safety Officer.
(ii) The first Officer of the Engineering, Mechanical or Transportation Department who arrives at the site of accident, shall immediately on his arrival, give the Control Office any additional information regarding the 'Assistance Required', if

adequate assistance has not already arrived, to enable the Control Office to take further action in such matter.

5.15 Reporting of Accidents attended with Injury or Loss of Life:

a) In cases of accidents attended with injury to persons or loss of life, the names and addresses of the persons injured or killed and the number and class of tickets held by them and the Origination – Destination stations of the tickets shall be recorded.

b) The Sr.DSO or if he is not available, the Senior Official (Officer or Subordinate if there is no Officer present) who arrives first at the scene of a serious accident involving the death of or injury to, one or more passengers, shall at once appoint an employee to act as reporter and to fill in Form Acc. 6 (See Appendix V for specimen form). The medical staff shall be responsible for recording details of injuries and other medical notes against the name of the injured.

5.16 Reporting of Accidents on Assisted and Private sidings:

Accidents occurring on Assisted and Private sidings shall be reported in the same way as accidents occurring at station yards of the railway. The private party or parties connected with the siding shall also be advised.

5.17 Reporting of Accidents at Joint Stations:

In case of an accident at a joint station, the station Master of the railway working the station shall advise all concerned both on his own railway and on the other railway connected with the joint station, irrespective of the railway actually involved in the accident.

5.18 Reporting of Accidents in Workshops coming under the Factories Act: Accidents resulting in loss of human life or grievous hurt and/or serious damage to property shall be reported in the usual way apart from the necessary report submitted under the Indian Factories Act.

5.19 Reporting of Accidents on Construction lines:

Whenever an accident which is attended with loss of human life or with grievous hurt or with serious damage to property occurs on any construction line, irrespective of whether the work is being carried out by the open Line or construction staff, the CAO/C, or Divisional Engineer-in-Charge shall first report the matter to the nearest station and then advise the following officials:

- Chief Safety Officer
- Principal Chief Engineer
- Chief Mechanical Engineer
- Chief Signal and Tele-communication Engineer.
- Chief Electrical Engineer.
- Chief Medical Director.
- Chief Medical Superintendent.
- Sr.Divisional Medical Officer/Divisional Medical Officer/ACMS.

Regarding Government Officials, the usual procedure shall be followed.

5.20 Reporting of Serious Accidents to the Press:

Whenever a serious accident occurs, the Divisional and Zonal Railway Administration shall advise the press initially and supplementary messages, if necessary shall be despatched immediately after further information is available.

A copy shall be sent simultaneously to

- The Railway Board.
- The Commissioner of Railway Safety of the circle concerned.
- The Chief Commissioner of Railway Safety.

5.20.1 Advice to Press:

a) The DRM, Raipur & Nagpur Divisions shall in consultation with the Chief Public Relations Officer, send brief particulars of serious accidents to the nearest News Agencies and other local News papers. Press notification about serious accidents on the Bilaspur division shall, however, be issued by the Chief Public Relations Officer.

b) It is sufficient if the Press is immediately given such particulars as, for example, the time, date and location of the accident, nature (e.g. collision between trains, derailment of a train indicating whether passenger train or goods etc.), names and addresses of the injured and killed, stating whether the injuries are grievous or simple, whether traffic will be interrupted or communication will be maintained by transhipment, the nature of transhipment, if transhipment is arranged, and when through running is likely to be resumed.

c) As soon as possible, full particulars shall be obtained about the number and names of passengers and railway employees killed, seriously injured and simple injured, this information may be telephoned to the same News Agencies.

d) Copies of all telephonic / fax messages prefixed XXR, shall at once be sent to the Railway Board, C.C.R.S, C.R.S., and Chief Safety Officer, and the first telephonic message shall be sent expeditiously so that the news may reach the Press first from the railway. The second telephonic / fax message giving details of injuries shall also be sent as early as possible. The Railway Board shall be advised of the progress made towards the restoration of through communication by frequent telephonic advices. It is not necessary to advise the News Agencies daily but the progress made towards the restoration of through communication may be telephoned to them from time to time. The DSO shall obtain the required information daily from the Engineer-in-charge for this purpose.

5.20.2 Daily Bulletin to Stations if Communication is interrupted:

In case of an accident resulting in the interruption of through traffic, the DRM in charge of the interrupted section shall issue a daily bulletin to all important stations, and the probable date of restoration of through traffic. It shall also be stated whether this through traffic will mean transhipment of passengers, etc., or the restoration of through running.

5.21 Train Accident returns to be sent to the Railway Board:

a) Information about train accidents, yard accidents and indicative accidents that fall under classification A, B, C, D, E, F, G and H will be compiled by the Safety Branch of Divisions and Zonal Railways.

b) Equipment failures falling under classification J (Failure of Engine and Rolling stock), K (Failure of Permanent Way), L (Failure of Electrical equipment – OHE) and M (Failure of S & T) will be compiled by the respective 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.

c) Unusual incidents falling under classification N (Train wrecking or Sabotage to a Train), P (Casualties) and Q (Other incidents) shall be collected and compiled by Security (DSC - RPF) Department at Divisional level and they shall take subsequent follow up action. Security Department of the Division shall forward monthly statement to Chief Security Commissioner of Zonal Railway concerned. Chief Security Commissioner after compilation of statement shall forward monthly statement to the Security Directorate of Railway Board.

5.22 Preparation of Accident returns:

a) Accidents 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.

b) A train intended solely or partly for the carriage of passengers shall be treated as passenger carrying train. All other trains will come under the category of other trains.

c) 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

d) 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.

e) 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.

f) 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 part of the train derails or resulting in 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.

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

h) Statistics of fire should include all cases of physical fire or smoke emission resulting in death or injury or damage to property amounting to Rs.50000/- (Rupees fifty thousand only) or more and upto ₹ 2 crore.

i) Equipment failures shall include all failures irrespective of date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable.

j) Details and statistics for accident cases falling under unusual incident categories "N", "P" and "Q" shall be maintained and provided by Security (RPF) Department.

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

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CHAPTER VI

PRESERVATION OF CLUES AND EVIDENCE AT ACCIDENT SITE, RECORDING OF MEASUREMENTS

6.01 STEPS TO BE TAKEN TO PRESERVE THE CLUES AND EVIDENCE AT ACCIDENT SITE

6.01.1 – Action to be taken by Officer/Sr. Subordinate present at site: The officer and senior sub-ordinate of any department, who may happen to be present at the time of accident or who first arrives at the site of accident (irrespective of whether he is on duty or not), shall take action to preserve the clues and evidence at the site of accident. He shall inspect the site of accident and locate the crucial evidence and clues that will help in determining the cause of accident. Thereafter, he should organize to post RPF constables or other Railway men available at site to guard the locations, where clues and evidence is available. Once the officials from safety department (safety counselors, DSO, Sr. DSO etc.,) arrive at the site the locations with evidence and clues will be handed over to them.

The evidence and clues will be different in each accident. In a derailment due to track defect initial " point of mount" and " point of drop" are important. Sometimes " Rail fracture" or "Weld failure" can also cause derailment. Accidents are also caused by axle breakages, hanging parts from the wagon/coach, etc. Infringement of unloaded track materials like sleepers, rails can also cause accidents. In sabotage cases, the pandrol clips will be removed or sometimes rail itself is removed, or track is blasted, etc. Loco Pilots passing signals at danger, receiving trains on occupied lines can also cause accidents. In order to determine the exact cause of the accident, the officer/Sr.sub-ordinate present at site should prepare a joint report of the accident which should be analytical and in detail. They should record evidence fully and preserve materials. Analysis at the time of collecting evidence is not considered desirable as it can result in leaving out some evidence as not relevant, but which, later on, may be required for analysis and arriving at correct conclusion. This is apart from other duties like relief and restoration.

Sr.Sub-ordinate Committee being nominated by Safety Officer of the Division should prepare prima facia report of the accident at the site.

6.01.2 Action by Safety Team/ In-charge at Accident Site. On arrival at site, the safety team will take charge of the locations where evidence and clues are available. In case of serious accident, Video recording and still photography also to be done and if required, it may be done with the co-ordination of the respective department. The video cassette of the serious accidents should be prepared not by taking clippings here and there but in a continuous manner by specifically showing the position of coaches, engine, under gears of coaches & engines, rails, track, etc. and the clues which may in turn provide some information to the inquiring authority. Similarly, still photographs should also be taken in a judicious manner. The safety team will thoroughly examine the site and come to some tentative conclusion about the probable cause of the accident. The statements to be recorded and joint measurements to be taken. The following steps also to be taken.

i) In all cases of accidents, the Loco pilot, Asst. loco pilot and Guard will be subjected to breathalyzer test. If they test positive, blood samples will also to be collected.

ii) However, breathalyzer test will be done and blood samples will be collected from Loco pilot, Asst. loco pilot and Guard in all cases of suspected SPAD.
iii) In all those accidents in which prima facie the cause appears to be human failure attributable to train passing staff, both breathalyzer and blood tests of SM/Pointsman/Leverman/ Cabinman/on duty staff be carried out immediately after the accident.
iv) Note the exact number and position of vehicles ie., derailed/ canting/ capsized etc,
v) Speedometer chart to be collected.
vi) Voice record of control to be collected.
vii) In case the accident takes place with in station section, the team will note down the following:
    a) Position of points, signals,
    b) Position of levers/ switches/ knobs/ slots in the cabins and panel.
    c) Note down the indication of track circuits, axle counters, slots, point detection etc., in the panel/cabin.
    d) Readings of all counters/provided for the route, block, axle counters, route cancellation, crank handle, emergency operation of points, emergency route release, etc.,
    e) Block instruments, position of the handles indications available, readings on the counters, etc,
    f) Data logger print outs.
    g) Relay room should be immediately locked with a new and the key should be kept in the safe custody of safety officer.
    h) In case of cabins having inter-cabin control, the position of levers used for slotting purpose.
viii) Carefully examine and record the condition of the permanent way.
ix) Must not interfere with any clue which may be of assistance in arriving at the cause of the accident and any item of debris which may help to trace the cause of the accident, unless such interference is emergent and unavoidable and is permitted by a responsible Officer present at the spot. If it is considered absolutely necessary to remove any items of debris, which may help to trace the cause of the accident, they shall be carefully preserved by the Officer permitting the removal and a record kept of the positions from which they were taken.
x) Where statutory inquiry of CRS is mandatory, no re-railing of rolling stock or any obliteration of the clues should be resorted to without the specific permission of the CRS unless the disturbance to the clues is necessary for saving lives of entrapped passengers.
xi) In all cases of derailments, the marks on the wheels of engine and/or vehicles and the marks on the rails, sleepers etc., of the permanent way in respect of the wheels mounting on and dropping from the rails, the wheels riding on the ballast, etc. shall be specially looked for and recorded. Special care shall be taken to examine the wheels, before the engine and/or vehicles are worked away from the accident spot. The wheel marks, etc. on the permanent way, especially between the points of mount / drop, required for a later reconstruction of the scene shall be carefully examined, preserved and / or recorded, irrespective of whether or not the cause of the accident has been known and irrespective of whether or not photographs have been taken. The rails, sleepers, fish bolts, nuts, etc. irrespective of whether they are serviceable or not, which bear marks

as a result of the accident, especially between the points of mount and drop, shall be marked and serially numbered, with either chalk or paint and carefully preserved.

xii) All damages to rolling stock, locomotives, permanent way etc. shall be recorded. Details of the loads ie., weight and contents of each load, whether evenly or unevenly loaded, etc., shall be recorded.

xiii) In case of suspected sabotage, foot prints, finger prints, etc; shall be carefully noted and preserved for examination by the Police. All the evidence should be preserved and undisturbed till the Police officials arrive and their signatures obtained and all documents authenticated by them. It is also necessary that the photographs and video of relevant clues are taken in their undisturbed state. Only then, restoration work should commence. The damaged rolling stock as well as other clues such as rails, fish plates etc., may be moved to a convenient place for further examination and should remain under the joint custody of the Police and the railway. These should not be removed from this place without the written permission of the Police Authorities. It would be preferable also to get the statements of as many independent eyewitnesses as possible and record their names and addresses. Unless the intention is to save human life, in all cases, the clearance and restoration operations should not commence until the arrival of the Police and until the Railway Officials are authorised to commence such operations. In addition, it should be promptly ascertained from the Commissioner of Railway Safety, whether he desires to inspect the site etc. before commencement of clearance and restoration work.

xiv) Scrutinize as early as possible the Train Signal Register, Line Clear Enquiry and Reply Books, Private Number sheets, Station Diary, S&T failure register, Relay room key register, Route cancellation register, Caution order register and any other relevant records and initial them noting the time and date. In cases where the records are directly connected with the cause of the accident, they shall immediately be confiscated, secured and sealed.

xv) In cases where immediate repairs to points and permanent way are necessary to pass trains, only such parts of the interlocking shall be disconnected as are necessary to carry out the repairs to the track. No alterations or repairs to interlocking gear concerned with the accident shall, on any account, be carried out without obtaining the permission of Safety and S&T Officers.

xvi) In the event of more than one Officer or Senior Subordinate being present at the site of accident or arriving first at the site of accident, the report in the prescribed form shall be signed by all the Officers or Senior Subordinates, as the case may be. If the report is made by one or more Senior Subordinates, it shall be called for and checked by the Officer or Officers who arrived first at the site of accident.

xvii) The Officials of the Engineering, Mechanical, S&T, Loco and OHE Departments, before authorising the restoration shall be personally responsible for ensuring that all the evidence, of their respective departments, relating to the accident has been correctly collected and preserved. It is however to be understood that the establishment of through traffic shall not be unduly delayed, but to be continued side by side with such action as may be necessary to preserve clues, record evidence etc.

xviii) The Official of the Engineering Department shall be responsible for the preparation of the final sketch showing the site of accident, the permanent-way affected, the position of derailed vehicles and the sites at which loose fittings of track and rolling stock are found.

xix) Detailed sketches of damage to rolling stock shall be prepared by the Officer of the Mechanical Department who arrives at the spot. If a large number of vehicles are involved, necessary photographs and video shall be taken.

Note:- It shall not be deemed that the staff other than Officers and Senior Subordinates present at or arriving first at the site of an accident need not take any steps to examine or preserve evidence relating to the accident. It shall be the duty of every railway servant to look for and preserve such evidence which shall be made available to the Officer or Senior Subordinate for incorporating in the prescribed form.

6.02 Examination to certify fitness for movement of Locomotive and Rolling Stock of the Trains involved in Accident:

6.02.1 Locomotives —

a) Locomotive of the accident involved train, if derailed or damaged should be permitted to move from the site of accident after visual examination and written certification by Loco Maintenance supervisor/LI. Depending upon the extent of damage, it can be permitted dead / light / with load upto the next station / yard or beyond. If necessary, speed restriction may be imposed and escort may be provided to check enroute. However, its regular use should be permitted only after proper examination and fitness certification by the shed.

b) When locomotive of the accident involved train is not derailed or damaged, it can be permitted based on visual examination and written certification by Loco Maintenance supervisor/LI.

6.02.2 Coaches —

a) Coaches of the accident involved train, if derailed or damaged should be permitted to move from the site of accident after visual examination and written certification by SSE/JE(C&W). Depending upon the extent of damage, the coaches can be permitted, with or without speed restriction, upto the next station/yard or beyond, but should be permitted for regular use only after proper examination on pit line and fitness certification by SSE/JE(C&W).

b) Other coaches of the accident involved trains, which are not derailed or damaged**,** can be permitted for restricted use based on visual examination and written certification by either SSE/JE(C&W) or Loco Pilot and Guard (in that order) but their regular use should be permitted only after proper examination on pit line and fitness certification by the SSE/JE(C&W).

6.02.3 Wagons —

a) Wagons of accident involved trains, affected or unaffected, should be permitted to move from the site of accident after visual examination and written certification by SSE/JE(C&W) or Loco Pilot and Guard (in that order) who may allow with or without speed restriction upto the next station/yard or beyond depending upon the extent of damage. Such wagons should be permitted for regular use only after intensive examination by C&W.

6.03 The Sketch of the Site of Accident:

The engineering representative should prepare dimensioned sketches adequate for the preparation of scale plan covering the entire site of the accident. In preparing the sketch due regard should be paid to the following instructions:

a) The sketch giving train number, date and KM/TP(OHE post) of the site of accident should be properly labeled.

b) The north point should be indicated.
c) It should indicate prominently the direction of movement and also the names of stations in rear and advance of the accident site.
d) It should cover a length of about 300 metres behind the point of mount and almost an equal distance in front.
e) Each track of the permanent way must be denoted by a pair of lines.
f) The position of level crossings, OHE posts, bridges, tunnels, gradient posts with gradient symbols, curves demarking the beginning and end giving details of degree of curvature prescribed, super elevation and length of transitions should be indicated.
g) It should also indicate:-
   i. The position of all derailed vehicles and the marks left by them either on sleepers, rails or ballast.
   ii. Point of Mount with position of rail joints on either side.
   iii. Point of Drop.
   iv. The pair of wheels of the first derailing vehicle.
   v. The position in which every displaced rail/wagon or part of a rail/wagon and detachable components were found.
   vi. In all cases dimensions from nearest kilometre post and centre line of track should be given.
h) In cases of accidents within station limits, sufficient details about the station layout should be shown in order to fully explain the movement of the affected train in relation to the topography of the place. The signal aspects at the time of accident should be correctly depicted.
i) The distance of the site of accident from a permanent structure to show the site of accident precisely should be indicated.
j) The distances should be indicated to show the extent of the disturbance caused in the permanent way or train composition on account of the accident.
k) A good sketch should always accompany the proceedings duly signed by the President of the enquiry committee. If necessary more than one sketch should be enclosed, one clarifying the yard layout and the system of working and the other giving details such as, position of wheels, wheel marks etc. In the former, one line should be used to represent both the rails of a track and as much portion of the station yard (in case of accidents within station limits) should be covered as may be necessary. All necessary details relevant to the issue should be embodied in the sketch. The terminal station in the down direction should be mentioned on the right extremity of the sketch, the terminal station in the up direction being mentioned on the left extremity. If the accident takes place within station limits, the shorter sketch should be based on the diagram of the Station Working Rules.
l) Any other details considered necessary.

6.04 Pro-forma to be filled up in case of Derailment:

The relevant papers in this pro-forma are required to be filled in by the Inspectors/ Officers of the respective departments before leaving the site of the accident and the complete pro-forma should be countersigned by the senior most Officer present at the site of the accident.

This pro-forma should form part of the proceedings of the inquiry and should be sent along with the proceedings.

6.04.1 Pro-forma showing the detailed particulars in the case of Permanent Way during an Accident

Soil			Type of formation	Rain fall	Ballast		
SNo	**Type** (Sandy Loamy clay, Moorum Black Cotton etc.)	**Condition** (firm, wet, slushy etc.)			**Type** (stone, Moorum, Sand, Ash etc.)	**Depth below sleeper bottom in centimeters, stating whether clean or caked.**	**Drainage**
1	2	3	4	5	6	7	8

Sleepers								
Width of shoulders in cms from outside of				**Type** (wooden CST9, steel trough, PSC etc)	**Condition** (New, Secondhand, damaged, unserviceable etc)	**Density**	**Square Or not**	**Packing (Loose Or sound)**
Rail		**Sleeper end**						
Left	**Right**	**Left**	**Right**					
9	10	11	12	13	14	15	16	17

Rails			Rail fastenings	
			Dog/Screw spikes, keys, tie bars cotters, loose jaws etc.	
Weight (52kg/60kg 90R/75R etc)	**Condition of wear** (attach rail profile if wear heavy)	**Type of welding** (Free rails, SWR, LWR, CWR etc)	**Number per sleeper seat**	**Condition: (Tight or loose or missing** in each sleeper)
18	19	20	21	22

Rail Joints			General remarks about cracks or fracture of flash-plates, fish bolts and other components	Description of anti-sabotage measures like reverse jaws, welded rails 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)		
23	24	25	26	27

Location of point of mount		Location of point of Drop	
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**
28	29	30	31

	To be jointly signed by	
Supervisor (P.Way)	**Supervisor (Traffic)**	**Supervisor (C&W)**

Note- (1) left and right are with respect to direction of train movement.
(2) The data in Col.2 to 25 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.25 and should be preserved.
(4) Col.26 need be filled in only when there is a suspicion about sabotage being the cause of derailment.
(5) Sag extends 90 metres on either side of theoretical junction of the grade lines.

6.04.2 Track Measurements

Stn. No.	Distance apart in metres	Gauge slack or tight in exact mm	Cross level (mm)		Marks on sleeper or rail top	Grinding or rubbing marks on rails
			Under no load condition	under load condition to be measured with a locomotive/ fully loaded wagon/ coaching stock bogie		
1	2	3	4	5	6	7

Examination of alignment for perceptible kinds of tack distortion in the vicinity of the point of mount and drop	Sub-sidence of track	Versine in mm		
		Measurements should be taken with a 20 m chord length at 10m apart	Remarks regarding length of transition, degree of curve and specified super-elevation, general alignment etc.	longitudinal level to be recorded in the case of NG or in case of sags and curves
8	9	10	11	12

To be jointly signed by		
Supervisor (P.Way)	**Supervisor (Traffic)**	**Supervisor (C&W)**

Note:- (1) The point of mount should be marked station number '0' and the stations numbered serially as (+) for measurements ahead of site of derailment and (-) for measurements in rear.
In case of sudden derailment point of drop will be considered as '0' station. In case of gradual derailment point of mount will be treated as '0' station.
(2) The cross level will be measured on the left rail only as determined from the direction of movement
(3) Normally measurement will be taken at stations 3 meters apart for a distance of 45 m on either side of '0' station if the cause of derailment is indisputably known, otherwise they will be taken for a distance of 90 meters in rear and 45 meters ahead of zero station.
(4) Where necessary, measurement for columns 3, 4 and 5 may be taken additionally at individual sleepers up to 9mts in rear of point of mount/drop.
(5) This Pro-forma 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, etc.
(6) Longitudinal levels should be recorded for 300 metres in rear and 100 metres in front, in case of straights at the middle of each rail and at versine recording points on curves at @ 20/10 metres intervals.

(7) If the locomotive has also derailed, then one supervisor from loco branch will also sign the measurement pro-forma/sheet.

6.05 Locomotive (Diesel & Electric):

Pro-forma to be Filled in Case of Derailment When Locomotive is Involved in Accident

Information to be furnished by the Mechanical / Electric department:

1. Basic information:

(a) Date of accident ……..

(b) Train number …….

(c) Locomotive class…….

(d) Locomotive number…….

(e) Locomotive manufacture year and place…….

(f) Base shed of locomotive……..

(g) Date and place of last POH……

(h) Kilometres earned after last POH……..

(i) Date and place of last major inspection…….

(j) Date and place of last schedule inspection…….

(k) Whether any schedules are overdue?.....

2. Give brief particulars of the safety items not provided or provided but missing/not working:

Whether locomotive is provided with:

Safety fittings	Provided/ working	Provided/ Not working	Not provided
Head light			
Speedometer			
Speed recorder			
Flasher light			
Horn			
Brake system			

Particulars of Electrical protection (for Electric locomotive in case of fire only)

Relay	Provided/ Working	Provided/ Not working	Not provided
Earth fault in auxiliary circuit (QOA)			
Over current in power circuit(QLM)			
Over current in rectifier block (QRS)			
Earth fault in power circuit (QOP)			
Time lag relay (Q44)			

3. (a) Damage to the loco (brief description) ……
(b) Cost of damage to the loco (in rupees)……

4. Check and record the observations as follows:
(a) Position of control handles, cut-out cocks etc. after the accident.
(b) Functioning of brake synchronizing valve - Whether working or not
(c) Position of brake blocks after the accident - whether applied or not
(d) Condition of cattle guard
(e) Any sign of seizure of roller bearing in axle box

(f) Comments if any coil spring is broken or displaced.
(g) Any other observation in respect to mechanical defect of the locomotive, which might have any bearing on safe running of loco.

5. Measurement for wheels for all classes of locomotives

S. N	Description	Observed value (in mm)			Remarks
1	Diameter of wheel tread		left	right	Wheel size below condemning limit is relevant only in case of wheel breakage due to lesser rim thickness
		1			
		2			
		3			
		4			
		5			
		6			
2	Wheel flange thickness		left	right	Information is normally relevant in case of two road case.
		1			
		2			
		3			
		4			
		5			
		6			
3	Wheel root wear		left	right	
		1			
		2			
		3			
		4			
		5			
		6			
4	Tread wear		Left	Right	Tread should be measured from tread at 63.5/57 mm from wheel gauge face (from the back face of flange) in BG/MG.
		1			
		2			
		3			
		4			
		5			
		6			
5	UST of axle: Give the date of last UST test done		left	right	Information is relevant in case of axle breakage.
		1			
		2			
		3			
		4			
		5			
		6			
6	Wheel gauge For checking wheel gauge, average of three measurements at equal spacing on the inner periphery of the two wheels on the same axle is to be recorded.	1			All measurements shall be taken on a level tangent un-canted track. These measurements for unloaded wheels should be taken in workshop after dismantling. 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			
		5			
		6			

Note: 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, where as 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 converter) and wheel count increases towards the cab –2

2. The measurement of wheels are to be done using wheel gauges for which RDSO specification has to be followed.
3. All measurements are to be taken in shed on a level, Un- canted track
4. Service limits given in the maintenance manual are for good maintenance practice & these are not safety limits.

6.05.1 Pro-forma for measurement of Electric and Diesel Locomotives after Accident

Locomotives, which are not mentioned in this Pro forma, may be measured in similar manner)

SL	Description		Observed value (in mm)	Remarks
1	Buffer Height			All measurements shall be taken on a level tangent un-canted track. This measurements is required to be taken only in case of trailing stock is with buffers.
2	Lateral clearances	End Axles (1,3,4&6)		Applicable for WDM2, WDM2C, WDG4, WDS6, WAM4, WCG2, ZDM4,WDG2,WCAM3,WAG5,WAG9,WAG7,WAP3,WCAG1 & WAP4 Locomotives only.
		Middle Axle (2&5)		Applicable for WDM2, WDM2C, WDG4, WDS6, WAM4, WCG2, ZDM4, WCAM3, WAG5, WAG9, WAG7, WAP3, WAP6, WAP4, WAPI & WCAGI Locomotives only.
3	Lateral clearance	End Axles (1,2,3,&4)		Applicable for WDPI & WAP5 locomotives only.
4	Longitudinal clearance between axle box and pedestal liner – (for all axles)			Applicable for WDM2, WDM2C, WDM5,, WDS6, WAM4, WCG2, WAG5, ZDM4,YDM4A WDG2, WCAM3, WAG7, WAP4, WDPI, WCAGI & WAPI Locomotives only.
5	Longitudinal clearance between axle box and pedestal liner – (for middle axles)			Applicable for WAP3, WAP6, WDP2 Locomotives only.
6	Height of rail guard from rail level			
To be jointly signed by				
SLI/LI (Loco)		**TI/SS (Traffic)**		**SSE/SE (P.way)**

6.06 Measurement Table for Coach Involved in Accident

Note: Details regarding all derailed vehicles should be given except:–

(i) Where vehicles have derailed due to locomotive derailment, there is no need for details of coaches.

(ii) When the first derailed vehicle is obvious from examination of marks on wheels, then the details for first derailed vehicle need only be given.

(iii) When the obvious and indisputable cause is sabotage or an obstruction on track.

S.No.	Date of incident	Train No.	Details of BPC along with the name of station where it is issued and SSE/SE/JE (C &W) who issued it.	Coach No.	Type	Mechanical code	Tare in tonnes
1	2	3	4	5	6	7	8

carrying capacity	Built date	Return date	POH particulars		'C' schedules/IOH particulars	
			date	Shop	date	shop
9	10	11	12	13	14	15

Type of brake-Air/vacuum	Position from engine	Wheel and axle face particulars (in case of breakage of any wheel/axle)		Wheel and axle	
		Axle face particulars	Ultrasonic particulars of the hub of the disc	Stamping particulars on wheel disc regarding manufacturer/ RA/RD (in case of breakage of any wheel/axle)	
16	17	18	19	20	
		1L	1L	1L	
		1R	1R	1R	
		2L	2L	2L	
		2R	2R	2R	
		3L	3L	3L	
		3R	3R	3R	
		4L	4L	4L	
		4R	4R	4R	

Wheel and axle		
Wheel gauge in mm (taken in four places) *	Any indication of bent axle or wheel having shifted on axle	Observation after measuring the profile with tyre defect gauge (good/rejectable) **
21	22	23

Roller bearing (When roller bearing is involved as cause)			
Condition of axle box, rear and front covers	Condition of face cover plate	Condition of locking plate and stud	Condition of roller bearing and its components
24	25	26	27

Buffer height (to be measured on a level track in mm after uncoupling & re-railing)	Details of broken parts giving location w.r.t. point of mount and derailment & whether breakage considered due to accident.	Any other defect in the coach contributed to or caused the derailment	List of damages to the coach due to accident	Other observations
28	29	30	31	32
No load 1L				
No load 1R				
No load 2L				
No load 2R				

To be jointly signed by		
SSE/SE (C&W)	**TI/SS (Traffic)**	**SSE/SE (P.way)**

***** 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:- IRC A PT. IV Rule no. 2.95, 3.2.2 and 54.22.1, Plate No. 45 to 53)

6.06.1 Measurement Table for Wagon Involved in Accident

Note: Details regarding all derailed vehicles should be given except:-

(i) Where vehicles have derailed due to locomotive derailment, there is no Need for details of wagons.

(ii) When the first derailed vehicle is obvious from examination of marks on wheels, then the details for first derailed vehicle need only be given.

(iii) When the obvious and indisputable cause is sabotage or an obstruction on track

S.N.	Date of accident	Train number	Details of BPC along with the name of station where it was issued and Engineer (C&W) who issued it.	Wagon Number
1	2	3	4	5

Type	Mech. code	Tare in Tones	Carrying capacity	Built date	Return date
6	7	8	9	10	11

POH particulars		ROH Particulars		Pay load in tonnes	
Date	Shop	Date	Shop	From labels	From actual weight
12	13	14	15	16	17

Commodity loaded	Station		Position from engine	Buffer Height
	From	To		Measurement to be taken after uncoupling and re-railing on level track
18	19	20	21	22

WHEEL AND AXLE FACE PARTICULARS(In case of breakage of wheel/axle)			
Axle face particulars	**Ultrasonic particulars on the hub of the disc**	**Stamping particulars on wheel disc regarding Manufacturer/RA/RD**	
23	24	25	
1L 1R	1L 1R	1L 1R	
2L 2R	2L 2R	2L 2R	
3L 3R	3L 3R	3L 3R	
4L 4R	4L 4R	4L 4R	

WHEEL AND AXLE		
Wheel gauge in mm (Taken at four places) *		**Observation after measuring the profile with tyre defect gauge (Good /Rejectable) ****
26		27
1		
2		
3		
4		

***** The wheel gauge is to be measured in empty condition and 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)

Axle box (for IRS stock only) (To be recorded only when failure of plain bearing is involved as a cause)				
Brass thickness in mm.	**Condition of box and brass**	**Condition of sole plate**	**Condition of journal**	**Clearance between brass and collar of journal in mm**
28	29	30	31	32

Axle guard (for IRS stock only) To be recorded only when failure of plain bearing is involved as cause			
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**
33	34	35	36

Roller bearing (When roller bearing is involved as a cause)		
Condition of face cover plate	**Condition of locking plates & studs**	**Condition of roller bearing and its components**
37	38	39

Spring and spring gear (for IRS stock only)			Bogie		
Any broken / cracked / missing shackle pin	**Camber of spring in mm. Under tare after re-railing on a level uncanted track (for laminated spring only)**	**Axle load**	**Vertical clearance at side bearers in mm (for stock having clearance type side bearers only)**	**Whether a load is placed on more than one wagon**	**Any other defect in vehicles which may have contributed to or caused the derailment**
40	41	42	43	44	45

Details of broken parts giving locations with respect to point of mount and derailment	List of damages to the wagons due to accidents.	Other observations
46	47	48

To be jointly signed by		
SSE/SE (C&W)	**TI/SS (Traffic)**	**SSE/SE (P.way)**

6.07 Signal & Telecommunication

Name of the Station/ Cabin ……

(i) Points & Locks

Last movement done over the points just before the accident and whether signalled or non-signalled.	Particulars of damage	Whether Rod worked or D.W. worked or power operated	Whether fitted with H.P.L or E.F.P.L
1	**2**	**3**	**4**

Whether fitted with lock bar or provided with track circuit	Whether fitted with linear detector or rotary detector (direct) or rotary detector (indirect) or Elec. Detector.	Position of points/LB and/or detector at both side and panel/lever frame.	Whether recorded the position of Route/Point/Track Circuit/Signal indication etc. in the Panel
5	**6**	**7**	**8**
Data logger report	**Noted dimensions of point switches and lock slides**	**Position of lock plunger whether fully plunged or otherwise with dimensions.**	**Position of lock bar with reference to rail table, with dimensions of clearances etc**

9	10	11	12
Damage of lock bar with reference to rail table, with dimensions of clearance etc.,	Damaged to stretcher bar/ lockbar/ detector rods etc., with sketches of components affected.	Any other abnormal features of the components or assembly of points noticed with details of abnormal clearances. (If any)	Position of point machine whether in Normal or Reverse
13	14	15	16
Damaged to Throw Rod/ Detection Rod, Lock Rods and Point machine etc.		Remarks	
17		18	

To be jointly signed by(All the pages to be jointly signed)		
SSE/SE (S&T)	TI/SS (Traffic)	SSE/SE (P.way)

(ii) Signal/Track Circuit/Location box/Goomty :

Position of Signal arm and aspect displayed by signals concerned	Any other abnormal features of the signal fittings and components noticed with details	Damaged to signal Post.	Damaged to Location box/Goomty
01	02	03	04
Damaged to Track Circuits	Track Relay Terminal Voltage	Locking of Relay Room/Location etc.	Remarks
05	06	07	08

To be jointly signed by(All the pages to be jointly signed)		
SSE/SE (S&T)	TI/SS (Traffic)	SSE/SE (P.way)

6.07.1 Signal and Telecommunication (Block)

Name of the Station/ Cabin:……..			
Block section	System of Train working	Position of block instrument/ commutator/slide at both stations.	Whether TSR taken into custody or not.
1	2	3	4

Recorded entries in TSR of previous three movements in either directions	Any discrepancies or over writing noticed in TSR	Whether last stop signal inter-locked with block. If so, any defect noticed.	Whether ESR or MSR provided & whether it was working satisfactorily.
5	6	7	8

Person who manipulated block instruments ASM/SM/DY.SS or any unauthorised person	On single line, token number and train number involved, number of tokens in use on the section	Any other irregularity of block working noticed	Whether Data logger report extracted.
9	10	11	12
Whether counter reading of related operation is taken		Remarks	
13		14	

To be jointly signed by		
SSE/SE (S&T)	**TI/SS (Traffic)**	**SSE/SE (P.way)**

Note:- The measurements indicated in the above pro-forma are only indicative and not exhaustive. In some accidents where the cause is not readily apparent, then more measurements may have to be taken from loco/coach/wagon/track/ S&T gear etc. The decision of Sr.DSO and DRM will be final in this matter.

*****

CHAPTER VII

RESCUE AND RELIEF MACHINERY

7.01 Long Range Electric Sirens:

As a means of giving immediate warning to the staff of various departments in the event of an accident, a Long Range Electric Siren has been installed at each of the following stations of respective Divisions.

BSP Division	R Division	NGP Division
• Bilaspur • Shahdol • Korba • Raigarh • Manendragarh • Brajrajnagar	• BMY	• Itwari • Gondia • Chhindwara • Nainpur • Motibagh

7.02 Accident Siren Code:

a) Sounding of hooter for tuning out of Relief Train/ARME van will be as follows :-

S. No.	Description of accident	Total No. of blasts	Duration of each blast	Gap between 2 consequitive blasts
1.	Relief Train with ARME	5	60 Seconds	10 seconds
2.	Relief Train without ARME	3	60 seconds	10 seconds

b) The official in-charge of the 'Hooter' is responsible for proper maintenanceof itand to keep a trained staff ready round the clock for sounding the hooter at once on receipt of orders from train order officials

c) Target time for the turn out of ARME and ART

i) The Accident Relief Medical Van must be despatched to the site of accident within 15 minutes from the base station after sounding the hooter where there is double exit siding and within 25 minutes in case of single exit siding with the first available engine.

ii) The Accident Relief Train must be turnout/despatched from the base station to the site of accident within 30 minutes by day and 45 minutes by night after sounding of hooter.

7.02.1 In the event of the Long Range electric siren getting out of order, the emergency call shall be given by sounding the whistle of an engine as per the specific siren codes given in the table under para 7.02 above.

NOTE:

(a) Both the delayed action switches — the tumbler switch marked 'accident warning' and the check switch marked 'test push' are provided with locking arrangements. The key of the delayed action switch and the duplicate key of the check switch should be kept in a sealed glass-fronted box. The original key of the check switch shall be kept by electrical staff. In case of emergency, the seal of the glass fronted box should be broken and the key taken out to give the emergency call. After the emergency call is over and the key restored to the box, arrangements should be made to replace the broken glass and/or to reseal the box.

(b) The check switch marked 'test push' shall be tested by the Electrical Department once a month.

(c) If an emergency call has to be given due to an accident, the Dy.Chief Controller (punctuality) on duty in the divisional control will be responsible for giving the call.

(d) On hearing the emergency call, the staff nominated to turn out for such calls shall respond immediately and take up the positions and duties allotted to them.

7.03 Stations where Accident Relief Trains are Located:

(A) LIST OF ARTs

S. No.	Div		Class	Model (Make of HRE/HRD available in ARTs)				BD Cranes
		Station	Type of ART	Make of HRE	Year of HRE	Make of HRD	Year of HRD	Make and cap. Of Crane
1	BSP	BSP	A	Lukas	2003	Bahco	1987	GOTTWALD 140 T
2		SDL	B	Lukas	1997	Bahco	1987	-
3		KRBA	B	Lukas	2009	Halmatro	2013	-
4		BRJN	Tool Van	Lukas	1997	Lukas	2012	-
5		MDGR	Tool Van	MFD	2012	Lukas	2012	-
6	R	BIA	A	Lukas (2 Nos.)	2009	-	-	GOTTWALD 140 T
7		BIA	BD Truck	Lukas	1983	-	-	-
8	NGP	G	A	Lukas, MFD	2005, 2012	-	-	GOTTWALD 140 T
9		ITR	B	Lukas, MFD	1997, 2012	-	-	-
10		DGG	Tool Van	Mech. Jack	-	-	-	-
11		CWA (NG)	C	Mech. Jack	-	-	-	-
12		NIR (NG)	C	Lukas	1989	Lukas	2009	-
13		MIB	BD Truck	Lukas	1997	-	-	-

(B) List of ARMvs

S.No.	Division	Station	Type of ARMV	Make of HRE	Year of HRE	Make of HRD	Year of HRD
1	BSP	BSP	Scale-I	Nil	Nil	Lukas	2012
						Halmatro	2013
2		SDL	Scale-I	Nil	Nil	Lukas	2003
						Halmatro	2013
3		RIG	SPART, Scale-I	Nil	Nil	Lukas	2009
						Halmatro	2013
4	R	BIA	Scale-I	Nil	Nil	Lukas	2003
						Lukas	2008
5	NGP	G	SPART, Scale-I	Nil	Nil	Lukas	2003
						Halmatro	2012
6		ITR	Scale-I	Nil	Nil	Halmatro	2002
						Halmatro	2012
7		CWA (NG)	Scale-II	Nil	Nil	Nil	Nil
8		NIR (NG)	Scale-II	Nil	Nil	Lukas	2009
9		MIB	Scale-II	Nil	Nil	Nil	Nil
10		TMR	Scale-II	Nil	Nil	Nil	Nil
11		DGG	Scale-II	Nil	Nil	Nil	Nil
12		NAB	Scale-II	Nil	Nil	Nil	Nil

(C) Details of 140T BD Crane in SECR are as follows:

Location	Bilaspur	Bhilai	Gondia
Division	BSP	R	NGP
Type of ART	A	A	A
Capacity of Crane (Tonne)	140 T	140 T	140 T
Make of Crane	GOTTWALD No.142032	GOTTWALD No.142041	GOTTWALD No.144021
Design (Old/New)	Old	Old	New
Year of Mfd. Of crane	1986	1994	2010
Capability to run at Speed	100 kmph	100 kmph	100 kmph

7.03.1 Keys of Accident Relief Train:

i. The key of the mechanical equipment van / power and tool van / staff car shall be kept in TXR Office / loco shed. The key of Engineering Equipment van should be kept in the SE/P. Way's office for use when Accident Relief Trains are ordered. The duplicate keys of all the vehicles of the Accident Relief Train shall be kept in a separate sealed glass fronted box at a conspicuous place in the Station Master's office for emergency use. If the keys from the C&W/S&T/Engineering/Electrical offices cannot be obtained readily for any reason, the seal or the glass of the box in the Station Master's office shall be broken and the duplicate keys taken out for use. After use, the duplicate keys shall be put back in the box immediately on its return. The Station Master will ensure replacement of broken glass and / or to reseal the box forthwith.

ii. Whenever the duplicate keys of the Accident Relief Train in the Station Master's office are taken out of the box, and put back, the Station Master shall enter the fact in the station diary noting the date, time and reasons for having done so.

7.03.2 Starting of Accident Relief Train:

(a) The Accident Relief Train and Crane Special shall be readily available at all times on a stabling siding set apart exclusively for this purpose, preferably with double exit.

(b) The DRM, DME, DOM, DSO and Assistant Officers of the Transportation (Traffic), Mechanical and Engineering Departments and the Control office may order an Accident Relief Train, if necessary.

(c) Whenever the Accident Relief Train is ordered, the Chief Crew Controller / Station Master / SSE (C&W),SSE/Telecom, SSE/P.WAY, Medical officials (As per the siren code)shall report for duty as soon as the Hooter/Siren is sounded. They shall take steps to turn out the Accident Relief Train with the least possible delay.

(d) The target time for starting an Accident Relief Train is as under

(1) During day light hours (from 06.00 to 18.00 hours): 30 minutes

(2) During night hours (from 18 to 06.00 hours): 45 minutes

(e) There shall be no delay whatsoever in dispatching the Accident Relief Train. The Chief Crew Controller shall ensure that the first available engine and crew are provided for the accident relief train.

Chief Controller and Section Controller concerned will also ensure that engine, crew and guard are provided for despatching the Accident Relief Train within the target time.

7.03.3 Inspection of Accident Relief Train:

The Accident Relief Train shall be inspected as per inspection schedule given in Appendix I. by the following officials jointly.

i. SSE/P.way, SSE/C&W, Traffic Supervisor, SSE/S&T and SSE/Elec.

ii. The SSE/C&W shall examine the Mechanical Equipment Van Power and Tool Van, Staff Car etc., including the Mechanical condition of the complete Rolling Stock and the Crane. The SSE/C&W will also ensure that periodical oiling and re-packing is done to the rolling stock and that there are no overdue POH vehicles in the composition.

iii. The SSE/P.Way shall examine the engineering equipment van.

iv. The SSE/S&T shall thoroughly test the communication equipment provided in the Accident Relief Train such as portable field telephone, public address system, megaphone etc., and ensure that they are in good working condition and ready for use in emergency.

v. The SSE/Electric shall examine and test the electric generators and other electrical equipments.

vi. Such periodical inspections carried out by the Supervisory officials shall be entered in a separate register meant for this purpose and a detailed report submitted to their Departmental Officers and Sr.DSO / DSO. The Inspection Registers for Officers will, however, continue to be separate in the Accident Relief Train. The copy of the Inspection Report of the Officers shall be sent to the Departmental Officers concerned and Sr.DSO / DSO. The Departmental Officers concerned and Sr.DSO / DSO shall be responsible for ensuring the compliance of the irregularities noted in the above Inspection Reports.

vii. Proper housekeeping, proper stacking of equipment and tools and their location with name badges shall be ensured by the departments concerned in all the ART vans.

7.03.4 Generating Plant:

Both portable and stationary type oil engine driven generator sets are available in the Power & Tool Van and Auxiliary Van. Power & Tool Van is marshalled with the Accident Relief Train and Auxiliary Van with Medical Relief Van.

a) The vehicles (Power & Tool Van and Auxiliary Van) which contain the generator sets shall be maintained in the same way as other coaching stock in regular use and shall be inspected monthly by the Electrical Official in charge and the Train Examiner. The Electrical Official in charge shall inspect the generator sets along with the other electrical equipment provided to ensure that all equipment is in good working condition to meet emergencies. Particulars of inspection and maintenance work carried out shall be recorded in the inspection book provided in the van.

b) The Divisional / Assistant Electrical Engineer shall inspect the equipment once in a quarter along with the electrical supervisor and record his inspection notes in the inspection book provided in the Power & Tool Vans and Auxiliary Vans of all depots of his Division and ensure the satisfactory condition of the equipment. He shall also ensure that the staff who are earmarked for the operation of the equipment on these vans in emergencies are fully competent and conversant with their duties.

c) For operating the generator sets provided in the Power & Tool Van and Auxiliary Van adequate staff must be booked.

7.04 Accident Medical Relief Train & Medical Relief Equipment:

There are two types of Medical Equipment namely, Scale I and Scale II. Scale I equipment is stored in Medical vans and Scale II equipment is stored in boxes in Special room at the station platform. This equipment is called Accident Relief Medical Equipment..

7.04.1 The Policy regarding provision of different types of Accident Relief Medical Equipment as per IRMM Vol. II (Rule 703) is as follows:

i. Accident Relief Medical Equipment Scale I is a unit of the Accident Relief Train and is stationed at divisional headquarters and at other selected important stations preferably where there are hospitals or health units in charge of Railway Medical Officers. The function of the vehicle is to carry medical personnel & equipment to the site of the accident so that prompt medical aid can be rendered and injured persons transported expeditiously to the nearest hospitals.

ii. An Auxiliary Van is also provided and stabled in the same siding. The siding should have access from both ends. The Auxiliary Van carries emergency tools for extricating passengers from the debris and should also carry adequate supply of drinking water and provisions for tea, coffee and light refreshment to be served to affected passengers.

iii. As far as possible, medical equipment / items likely to be required immediately for opening a temporary field dressing station should be kept in numbered portable containers with each container having a printed card attached to it displaying details of its contents.

iv. The medical vehicle should be stabled in a siding which is open at both ends. Although the responsibility of positioning the medical vehicle for quick exit rests with the Operating and Mechanical departments, yet it also is the duty of the Medical department to keep an eye on the position in which the medical van is stabled. If it is stabled in any manner likely to cause delay in its movement in an emergency, it should be brought to the notice of official in charge at once.

v. The medical portion of the Accident Relief Train i.e, the medical van and auxiliary van should be stabled separately or so marshalled on the relief train that it can, if necessary, be dispatched in advance of the rest of the rake without any delay.
Note: All medical vehicles should be so built as there is no speed restriction when they are dispatched to the site of accident. Further, the Train Examiner should ensure that all bearings etc., of these vehicles are in good working condition.

7.04.2 Scale II – Equipment

i. Accident Relief Medical Equipment Scale II is located at selected stations where there is no Accident Relief Train. They should be located at every 80 to 100 KMs apart and preferably where there is a Railway hospital or a health unit. Generally there should be at least one Scale II equipment stationed on either side of a Scale I equipment station so that in case of major accidents, at least one can reach the site of the accident in quick time.

ii. The equipment which now consist of 3 sets of POMKA and additional items should be under the charge of the Station Manager / Dy.SM, and should be stored in portable boxes of suitable size and standard specifications as approved by the Chief Medical Director, on a raised concrete platform (so that its bottom does not touch the floor), in a separate room adjacent to the station building. If necessary, a room should be specially constructed for this purpose. It should have separate entry and exit one on either side, and it should be so situated as to facilitate easy loading of the boxes in the train. For quick transporting, loading and unloading of the boxes containing Scale II equipment, a wheelbarrow should also be provided.

iii. This equipment is intended for use in major accidents only and is to be handled by any Doctor or by qualified First Aiders under the supervision of the Doctors. It should not be normally utilized for minor accidents.

7.04.3 Portable Medical Kit for Accident (POMKA)

Contents of POMKA should be stored in a convenient suitcase (Size 21 inches) for easy transportation by road / rail. There should be one set of POMKA in Health units & polyclinics and two sets in sub-divisional hospitals. The divisional / zonal hospitals are required to have three sets of POMKA with some additional items.

7.04.4 Special First Aid Boxes

i. The Special First Aid boxes with additional contents should be provided in all the long distance, superfast, Shatabdi and Rajdhani Trains. The tablets and injections provided in these boxes can be used by any qualified allopathic Doctor who may be traveling in the train. Other first aid material provided, including Paracetamol tablets (for headache / fever) can be used by a person trained in first aid.

ii. These boxes will be under the charge of the Train Superintendents in the trains, who will be responsible for getting these boxes replenished from the hospitals / health units, from time to time.

iii. In the trains where Train Superintendents are not posted / available, such boxes will be in the charge of departmental Pantry Car Managers who, likewise, will be responsible to get them replenished from the railway hospitals.

iv. The boxes with Pantry Car Managers in the above mentioned trains will be in addition to those provided with Guards.

v. The additional boxes and items required for the purpose may be supplied from the Railway hospitals and no additional budgetary sanction on this account will be provided. The size of these special boxes will be 46 cms in length, 30 cms in width, and 13 cms in height and should be made of metal only. The requisite number of the boxes on each Railway may be assessed as per the number of rakes with an added cushion for replacements / additional future provisions in more trains. CMDs on the Railways will arrange to process procurement of these boxes through the Controller of Stores.

7.04.5 First Aid Boxes:

i. Static First Aid boxes should be hung in a prominent place on a wall bracket in breakdown vans of Accident Relief Trains, and at stations, workshops, yards, loco sheds and carriage and wagon deports, etc., These boxes should be made of metal, preferably aluminum, with the lid fitting well down over the sides so as to be dust proof, and should have a handle or a canvas strap to ensure ease carrying. The exact size and pattern of the boxes should be of a standard size issued by the Chief Medical Director.

ii. The First aid boxes for Guards of passenger carrying trains should be of the standard size as fixed by the St. John Ambulance Association of India and the contents should be as detailed in Para 7.19.1. These boxes should be the personal equipment of the Guards and should be carried by them in their guard-boxes.

iii. The equipment in First Aid boxes in the workshops may differ from the standard first aid boxes to comply with the rules prescribed by the respective state Govt., under the Factories Act., in case they are different from those laid down by the Ministry of Railways.

iv. First Aid box for Gangmen shall be an aluminum or metallic box, which is not likely to rust. Sturdy wooden boxes wherever used may be retained till they are fit for use. Their replacement should be by aluminum boxes only.

v. The equipment contained in the First Aid boxes is only for first aid and is to be used only by those qualified in first aid. Even though no First Aid box has been provided for the Guards of the goods trains, the Guards and Loco Pilots of such trains are expected to be trained in first aid, so that, life saving measures like stopping of hemorrhage and transport of case with fractured limbs can be undertaken at the accident site.

7.04.6 Maintenance of keys of MRT & Medical Equipment (as per Rule 704 IRMM):

7.04.6.1 Scale-I Equipment ––

The keys of the locks of the various external doors of the medical van will be in duplicate, one set to be with the Station Master and other set with the Medical Officer in-charge of the station where the vehicle is located. The keys in both the cases should suitably be marked for identification, and will be kept in a glass fronted case, duly sealed by the Station Master and the Medical Officer in-charge of the station. The key box is to be kept at a prominent place in their respective offices. One set of keys of all the locks inside the Medical Van shall be secured in a glass

fronted case fixed inside the Medical Van, duly sealed by the DMO. The other set will be retained in his custody in glass fronted box fixed in prominent place in the Hospital.

7.04.6.2 Scale-II Equipment ––

The boxes of scale-II equipment will not be provided with locks and keys but will be kept sealed by the Medical Officer in charge of the section. The room housing the scale-II medical equipment will be locked and provided with duplicate keys. One key will be with the Station Master on duty and the other key with the Medical Officer in charge. The keys in both cases should be suitably marked for identification, and will be kept in glass fronted cases, duly sealed by the Station Master or the Medical Officer as the case may be and fixed at prominent place in their respective offices.

7.04.6.3 Auxiliary Van: The keys of the locks of the Auxiliary van shall be in duplicate, one set of the keys shall be in the custody of the Station Master and second set retained by the TXR at the station. These keys shall be secured in a sealed glass fronted box fixed in the office of the respective officials. The keys of all the locks inside the Auxiliary Van shall also be in duplicate. One set of these keys shall be secured in a glass fronted box fixed inside the Auxiliary Van duly sealed by TXR and other set of keys retained by TXR at the station.

7.04.6.4 First Aid Boxes ––

i. The First Aid boxes for use at static locations such as stations, marshalling yards, workshops, loco sheds, carriage and wagon depots, etc., will be kept under the charge of the local supervisor on duty.

ii. The First Aid boxes with Guards of trains carrying passengers will have no keys.

iii. Special First Aid boxes should be sealed. If locked, the keys should be available either with the Train Superintendent or the Pantry Car Manager, as the case may be.

7.05 Stations where Medical Relief Equipment (Scale-I & Scale-II) are Located:

7.05.1 Location and composition of Medical Relief Trains :

BILASPUR DIVISION

S.No.	Name of Equipment	Station	Scale	BG/NG
1	ARME	SDL	I	BG
2		BSP	I	BG
3		RIG	I	BG
4	POMKA - THREE SET	MDGR	II	BG
5		APR	II	BG
6		CPH	II	BG

RAIPUR DIVISION

S.No.	Name of Equipment	Station	Scale	BG/NG
1	ARME	BMY	I	BG
2		DRZ (3 Set) POMKA	II	BG
3	ARME	R (3 Set) POMKA	II	BG
4	POMKA - ONE SET	BIA	-	BG
5	POMKA - ONE SET	DRZ	-	BG
6	POMKA - THREE SET	R	-	BG
7	POMKA - TWO SET	BMY	-	BG

NAGPUR DIVISION

S.No.	Name of Equipment	Station	Scale	BG/NG
1	ARME	ITR	I	BG
2	ARME	G	I	BG
3	ARME	NIR	II	NG
4	ARME	CWA	II	NG
5	ARME	MIB	II	NG
6	ARME	TMR	II	BG
7	ARME	DGG	II	BG
8	ARME	NAB	II	NG+BG
9	POMKA - One set	HBG	-	NG
10	POMKA - One set	AQ	-	BG
11	POMKA - One set	MIB	-	NG
12	POMKA - One set	ITR	-	BG
13	POMKA - One set	TMR	-	BG
14	POMKA - One set	G	-	BG
15	POMKA - One set	DGG	-	BG
16	POMKA - One set	NAB	-	NG
17	POMKA - One set	CWA	-	NG
18	POMKA - One set	NIR	-	NG

i. The Medical van containing scale I equipment is marked "Accident Relief Medical Equipment" and bear on each side a White Cross against a Signal Red background, each unit of the cross being 60cms long and 15 cms wide.

ii. The special room containing the Scale II equipment is marked on at least two sides by a White cross against Signal Red background as mentioned in clause (i) above.

iii. A copy of the list enumerating the equipment in Scale I and II shall be exhibited on the wall inside the Medical Van and in the special room, respectively, for ready reference.

7.05.2 Stabling and Maintenance of Medical Relief Trains:

i. The Medical Relief Train consisting of a Medical van and an Auxiliary van, coupled together shall be stabled in traffic yard in a siding which has entry/exit preferably

on both ends for quick despatch in either direction. Since the Medical and Auxiliary vans have to leave the station within 15 minutes of the ordering of the Medical Relief Train, it should on no account be detained/delayed.

ii. At such stations where the staff conversant with the use of Oxy-acetylene equipment and other tools provided in the Medical Relief Train are not be able to accompany the Auxiliary van within the target time of 15 minutes, the TXR staff and Train Lighting staff available at the station who are trained for handling these equipments should leave with the Medical Relief Train.

iii. No other vehicles shall be stabled on the line or siding set apart for the Medical Relief Trains.

iv. All the officials of the departments concerned shall ensure that the Medical Relief Trains are kept always in fit condition.

7.05.2.1 Entry in Tools and Plants Register ––-

The articles in the Accident Relief Medical Van and the Scale II equipment room shall be entered in the Tools and Plants Register of the concerned DMO, while the articles in the Auxiliary Van shall be entered in the Tools and Plant Register of the TXR as the case may be.

7.05.2.2 Inspection Book ––

An inspection Book is provided in the Medical Van and in the Scale II Equipment room. All Inspecting Officials shall record the inspection notes and sign there in. The copy of the Inspection Report of the Officers shall be sent to the medical officers concerned and Sr.DSO / DSO. The medical officers concerned and Sr.DSO / DSO shall be responsible for ensuring the compliance of the irregularities notified in the above Inspection Reports.

7.05.3 The target time for turning out the Medical Relief Train is as under ––

i)	For direct despatch/double exit	15 Minutes	Both during day and night
ii)	For indirect despatch/single exit i.e., shunting on to the running line first	25 Minutes	

This time is reckoned from the time of last hooter sounded to the time of dispatch. It shall be ensured by all concerned that there is no delay in dispatching ART/ARME.

7.05.4 Joint Inspection of Medical Relief Vans and Scale II Equipment:

a) The Medical Relief Van and Auxiliary Van shall be inspected as per inspection schedule given in Appendix-I by the following officials jointly.
   - Divisional Medical Officer
   - Traffic Supervisor
   - SSE (S&T)
   - SSE (C&W)
   - SSE (Electrical)

   The seal of the box containing the keys may be broken for the purpose of inspection. After each inspection, the concerned official shall keep the keys in the box kept for this purpose and reseal it.

b) The SSE (C&W) shall personally examine and ensure that the Medical van and Auxiliary Van are in good working order from the "Mechanical point of view " and then certify as to the mechanical fitness of the Medical Van and Auxiliary Van. The SSE (Electrical) shall personally examine and ensure that the electrical portion of the Medical Van and Auxiliary Van is in good working order.

c) The SSE (C&W) shall, in coordination with the Fire Extinguisher Fitters, ensure that the DCP Type Fire Extinguishers are opened up for inspection quarterly. They should be tested annually by discharge. Fire Pressure testing of these Fire Extinguishers to a pressure test of 350 lbs per square inch should also be carried out once in every two years. They shall ensure that these Fire Extinguishers are kept in good working order at all times and also that spare refills are available.

d) The Divisional Medical Officer shall check the Medical equipment and arrange for the immediate replacement of articles found unserviceable or damaged. He shall ensure that articles marked with date of expiry are replaced well in advance of that date . All milk tins, tea and coffee should be replaced within the expiry date. On receiving replacement, the old milk tins, tea and coffee should be sent to the Divisional Medical Officer for use in the Divisional Headquarters Hospital or for condemnation, as the case may be. The Medical Officer shall check up the Scale II equipment once in a month.

e) The SSE (S&T) shall thoroughly test the portable telephone equipment once in a month and ensure that it is in good working order and ready for use in an emergency and make an entery in the register available in the van. He shall also ensure that the staff of the other departments who will be called upon to use the portable telephone equipment are competent to do so.

f) After each monthly inspection, a report shall be submitted by the officials to their respective Divisional Officers / Sr.DSO/DSO stating that the Medical and Auxiliary vans have been inspected and furnished the defects and deficiencies noticed, if any and remedial action taken. The medical officers concerned and Sr.DSO / DSO shall be responsible for ensuring the compliance of the irregularities notified in the above Inspection Reports.

7.05.5 Inspection of Scale I and II Medical Equipment by Chief Medical Superintendent: The Chief Medical Superintendent (CMS) shall inspect the Scale I equipment in Medical Van at least once in 6 months and Scale II equipment at Stations at least once in a year and take such action as is found necessary to see that the equipment is up to the standard and in good working order.

7.05.6 Trial run of Medical Relief Train:

As already mentioned above, the Mechanical and the Electrical Department shall be responsible for the proper maintenance of the Mechanical and Electrical fittings respectively of the Medical Van and Auxiliary van. In addition, to ensure that all bearings etc., are in good condition, the SSE (C&W) shall arrange for the Medical Van and Auxiliary Van to be taken out on a trial run periodically in consultation with

DMO, at least once in a quarter on a passenger train to the nearest junction station where it may be detached and brought back. This shall be arranged by the SSE (C&W) and the Station Manager in consultation with the control and the Chief Medical Superintendent.

Note: The movements of the Medical Van shall immediately be advised to the concerned DMO by the Station Manager.

7.05.7 Water drums in Medical Relief Vans:

The water drums kept in the Medical Van shall always be kept filled with water upto the brim by the SSE (C&W). Chlorination shall be done by the Divisional Medical Officer if the water is not already chlorinated. The drums shall be prevented from becoming rusty by filling them to the brim.

7.06 Joint Inspection of entire Accident Relief Machinery by Divisional Officers: The entire Accident Relief Machinery as a whole i.e., the Medical Relief Train, the Accident Relief Train and the Crane Special inclusive of the Mechanical and engineering Tool vans shall be inspected by a Committee consisting of Sr.DSO / DSO, Sr.DEN / DEN, Sr.DME / DME, Sr.DEE / DEE, Sr.DSTE / DSTE and Sr.DMO /DMO at least once in six months, and a joint report regarding the results of the Inspection submitted to the Divisional Railway Manager. The Sr.DSO / DSO shall act as the Secretary of the Committee and shall be responsible for convening the periodical meeting and submitting the joint report to the Divisional Railway Manager. Only in regard to matters concerning change in policy, equipment or stabling arrangement, if any, the Divisional Railway Manager shall address the Chief Safety Officer for orders; in all other respects he shall dispose of the case. The consolidated statement showing the dates on which the joint inspection was made shall be submitted by the Divisional Railway Manager to the Chief Safety Officer, by the end of the month following the six months period.

7.07 Action to be taken by Divisional Medical Officer on receipt of information of an Accident requiring Medical Assistance: On receipt of information of an accident necessitating medical attendance either from the control or by the sounding of the siren, shall ascertain from the control or the Station Master as to the exact nature of the accident, the probable number of persons injured etc. He shall precisely note down these particulars in a book maintained for this purpose with the time and date of receipt of the message.

7.08 Action to be taken by Divisional Medical Officer, where no special Medical Relief Equipment is provided:

a) The Medical Officer of the Health Unit, where no special Medical Relief Equipment is provided, shall proceed at once to the site of accident by the quickest means of transport available, sending at the same time a message to the Divisional Medical Officer of the nearest station where special Medical Relief Equipment is provided asking him to move the equipment to the accident spot by first means and stating that he is proceeding to the accident spot.

b) The DMO shall take with him his medical bag / POMKA and the Emergency Box supplied to his health unit.

7.08.1 Action to be taken by Divisional Medical Officer at a place where Scale II medical equipment is provided: The Divisional Medical Officer at a place where Scale II equipment is provided shall proceed to the accident spot by the first available means taking with him, if possible, the entire Scale II equipment. If it is not possible to take the entire equipment by the first available means, he shall proceed taking with him as much of the equipment as possible and arranging with the Station Master to send the remaining equipment by the next available means, i.e., train, trolly, motor car etc. He shall also take with him his medical bag and the emergency box available in the Health Unit.

7.08.2 Action to be taken by Station Master at a station where scale II Medical Equipment is provided but where there is no Divisional Medical Officer: At stations where Scale II equipment is provided but where there is no Divisional Medical Officer, it is the responsibility of the Station Master to see that the equipment is moved by the first available means with some First Aiders available at the station. The Guard of the train carrying this equipment or the persons whosoever is entrusted with the task of carrying this equipment by other means shall see that the equipment

is handed over to any Medical Officer or the Divisional Medical Superintendent or local Doctor who is present at the accident spot.

7.09 Equipment considered necessary in all Accidents:

The following equipments are considered absolutely necessary in any accident.

a) Petromax and Hurricane lanterns if the accident is at night or relief work is expected to go on into the night.
b) Canvas shelters depending upon the weather.
c) Haversacks with first Field dressing etc., which shall always be carried, and
d) Splints.

7.10 Action to be taken by Divisional Medical Officer where ARME is provided:

a) The DMO at a place where Medical and Auxiliary vans are provided, shall immediately assemble the necessary men at the station and advise the Station Master of his readiness to move to the accident spot with Medical and Auxiliary vans and his staff. The Station Master shall at once advise the Control. It shall be the responsibility of the Traffic Department to move the Medical and Auxiliary vans and the staff to the accident spot. The Divisional Medical Officer shall also take with him his line box, medical bag and the emergency box supplied.

b) No mechanical staff will be specially deputed to man the Medical and Auxiliary Vans, but immediately on becoming aware of an accident requiring the use of the Medical and Auxiliary vans, all the Train Examining staff on platform duty including the Electrical staff, shall report to the SSE (C&W) who in turn, gets in touch with the Station Master; and if required, the SSE (C&W) or in his absence, his Assistant, along with some carriage and wagon staff and electrical staff earmarked to Auxiliary Van to operate the portable generator etc., proceed with the Medical Relief Train to the site of the accident.

7.11 Responsibility of Divisional Medical Officer at an Accident spot:

a) The Divisional Medical Officer proceeding to an accident spot shall take with him as many staff as available for utilization as stretcher bearers, dressers and assistants for bringing water, boiling instruments and keeping the equipment ready for use. For this purpose, he shall maintain a list of qualified First Aiders at his station and whenever required, take an appropriate number of First Aiders, wherever there is a St. John Ambulance Brigade Division, as many of them as possible, instructing the Pharmacist to advise their immediate superior. He shall leave necessary instructions with the Pharmacist to receive the injured persons or to send additional equipment to the site of the accident when asked for.
b) The Divisional Medical Officer proceeding to an accident spot shall, before actually leaving for the spot, inform his Sr.Divisional Medical Officer, of what exactly he has arranged. On arrival at the accident spot he shall, as soon as possible, inform the Sr.Divisional Medical Officer of the number of persons killed and injured, the nature of injuries and the arrangements made, to render medical aid and any additional medical assistance required, if this has already not been done.

7.12 Standing instructions by Divisional Chief Medical Superintendent to Divisional Medical Officers: Divisional Chief Medical Superintendents, shall prepare standing instructions for each Divisional Medical Officer in-charge of each Hospital and Health Unit to ensure that the DMO keeps his staff informed of his whereabouts when he is away from the Hospital or Health Unit and that, if the DMO himself cannot proceed to an accident spot promptly, the Divisional Medical Officer of the adjoining Hospital or health Unit is immediately advised of the position. The staff required to be left behind at the Hospital or Health Unit shall also be indicated.

7.13 Responsibility of Divisional Medical Officer proceeding to the site of the Accident:

a) The Divisional Medical Officer shall proceed to the site of accident by the first available train, taking with him the medical relief equipment and necessary staff. He shall decide from the estimate of the injuries as given in the accident message or as ascertained by him from control, whether assistance from the neighbouring Division is required; if so, he shall send necessary requisition by the earliest possible means to the nearest Divisional Medical Officer, Chief Medical Officer and the adjacent Medical Officers-in-charge of civil or other Hospitals nearest to the scene of accident. On arrival at the site of accident, he shall, after affording medical aid, as best as possible, arrange for the removal of the injured from the site of the accident to the nearest Hospitals. Officers of the Traffic and other departments shall give every possible assistance to the Divisional Medical Officer in his effort to reach the scene of accident as quickly as possible for the removal of the injured from the site of the accident, by clearing the debris or other work to unearth the injured persons and in sending messages to the Chief Medical Officer and Divisional Medical Officers of other divisions and others.

b) If the Divisional Medical Officer can possibly reach the site of accident by motor car in advance of the Medical van or equipment or staff, he shall do so, after nominating an officer of another Department or his subordinate to take charge of the arrangements to send the medical equipment.

c) Medical Officers attending accidents, should consider the necessity of subjecting the Motormen / Loco Pilot or any other staff connected with the safe running of trains involved in an accident, to an alcoholic test as one of their immediate duties, on reaching the site.

7.14 Opening of Dressing Station and Temporary Hospitals:

a) At the site of accident, the Senior Medical Official present shall decide on a place for a dressing station and depute staff preferably those qualified in First Aid to help him in his work. This dressing station shall be conveniently situated, and if there are sufficient staff, two such stations may be opened where injured cases brought from the wreckage by stretcher may be dressed. The tarpaulins and bamboo posts provided in the Accident Medical equipment shall be utilized for setting up these stations. If the accident is by day, the First Aid stations thus set up shall be marked by a red flag and during night time by a red lamp. The senior Engineering Official at the site shall be responsible for ensuring adequate labour to work as stretcher bearers, under the guidance of the Medical staff.

Note: Except in cases of extreme urgency, no operative procedure shall be undertaken at the site of accident.

b) If it is found necessary to open temporary Hospitals and if the accident takes place in or near the precincts of a station, the Divisional Medical Officer shall request any refreshment room, waiting rooms, institutes or other public buildings belonging to the railway for such purpose. Speed in evacuation is of the utmost importance and the aim of the medical relief party shall be to evacuate all cases to hospitals in the shortest time possible. Before transporting the injured for admission to any Railway or non-Railway Hospitals, the authorities there shall be advised in advance by phone requesting them to make necessary arrangements for receiving the cases.

7.15 Medical Personnel to attend to the Injured:

a) It is the duty of the Medical personnel to attend to the injured immediately and no time shall be wasted in collecting the following data for which responsible staff from other Departments may be detailed to work in co-operation with the Medical Officer-in-charge.
   i. The temporary and permanent address of the injured.
   ii. The date, class and number of ticket and the stations between which it is available.
   iii. Age, occupation or status in life, and if possible, the monthly income of the injured.

b) The Senior Medical Officer, shall, however, be responsible for recording details of injured and the treatment undertaken on the spot together with the particulars as to how they were disposed off etc., in the note / book which is provided along with the medical relief equipment. If it is found that the injured passengers have already been treated by either fellow passengers who may be Medical Practitioners or by Guards having First Aid Equipment in their van or by the Civil Medical authorities near the scene of accident or by any other non-railway individuals, everything shall be done to obtain complete notes of such persons on the lines detailed above. If necessary, a visit may be paid later to the local, civil or other hospitals where the injured have been admitted, and request the Medical Authorities to permit the Railway Doctor to take these notes. A complete list of the injured persons with full particulars of the injuries, etc., must then be sent to the Chief Medical Superintendent by first means by the Divisional Medical Officer or the Senior Medical Subordinate in-charge of the medical arrangements at the scene of the accident.

c) Officials of all Departments, especially at the site of accident, shall keep in close touch with one another and the Medical personnel shall not leave the place until they are informed by the Divisional Railway Manager or the Site Manager present that all injured passengers have been extricated from the debris.

d) The Medical Subordinate or the Divisional Medical Officer who first arrives at the site of accident shall intimate his arrival to the Chief Medical Superintendent and send telephonic reports so as to keep the Chief Medical Superintendent informed of the number of persons injured etc., and what medical aid is rendered to them, until the Chief Medical Officer himself arrives at the accident spot.

7.16 Divisional Medical Officer to replace articles in Medical Relief Equipment after use: After use, the Medical Relief Equipment shall be inspected by the Divisional Medical Officer as soon as possible and arrange for immediate replacement of all the used articles.

7.17 Duty of Station Master, Control etc., when the accident is likely to require the services of Accident Relief Train, Accident Medical Relief Train, Crane Special etc.: In the case of accident likely to require the use of the Accident Relief Train, Medical Relief Train, Crane Special etc. Station Master on duty on controlled sections shall immediately advise control giving all available information. Control shall at once arrange for such assistance as may be required. As the delivery of accident messages is liable to delay, Control shall take immediate steps to communicate necessary information to the Divisional Operations Manager and also to the Officers and Subordinates of other Departments, so as to expedite turning out the Medical Relief Train, Accident Relief Train etc.

7.18 Regular drills by staff with regard to action to be taken in case of an Accident: With a view to test the readiness and quick turn out of Relief Trains, it is required

to have periodical drills once in every quarter .However if ART/MRT is turned out on account of accident in that quarter, the periodicity may be reckoned from that date. The real intention of these mock drills is to test the practical knowledge of all the staff that has to play a part in any accident in addition to turning out the relief trains. Drill regarding accidents shall be practical since practice leads to perfection. It is necessary always to watch and measure the results of training and drills so that the circumstances, at a given occurrence can be grasped and the prescribed plan of drills followed, to find out the alertness of staff in case of emergency. These accident drills should be conducted under the supervision of the Safety Officers and Safety Counsellors. In order to ensure that maximum benefit is derived from drills, this should be properly planned before hand so that delays and mistakes, if any committed by staff, can be noted and instructions given at the spot. While conducting the drills, it should be ensured that only the concerned Divisional Railway Staff participate in such drills and that the Police, Civil Authorities, the Public and the Press are not scared unnecessarily by such mock drills. The real purpose of these drills is to make all the staff who have specific duties to perform in case of an accident, to practice their parts regularly and test check the equipments, so that in a real emergency they perform their duties without confusion. The staff of Mechanical, Electrical, Traffic, S&T, Security, Medical, Commercial, Civil defense are required to participate in these drills and the specific duties of each should be clarified to all and they should practice the same during the course of such drills.

a) The staff should be drilled in the following items:
   i. Turning out Accident Relief Trains.
   ii. Whether correct information is given to the control particularly in respect of the nature of assistance required.
   iii. Action to be taken to stop any train or trains approaching the station
   iv. Medical assistance available mustered in full strength and calling out St. John Ambulance Brigades.
   v. Arrangements to the extent possible for protecting public belongings.
   vi. Other assistance to provide succor.
   vii. Staff conversant with the use of Portable telephone; and
   viii. Information, if required, given to adjacent stations etc., Detailed reports on the Drills conducted shall be sent to the Safety Branch of Head quarters office.

7.18.1 Guidelines for Mock Drill:

a) Disaster Management essentially necessitates a state of preparedness under all circumstances and the efficacy of the arrangements therein can be assessed only by conducting periodical mock drills.
b) Mock Drill is a series of hypothetical accident conditions that create forces to act instantaneously to raise levels of awareness of potential accidents and means to deal with them.
c) Objectives:
   i. To gauge the preparedness, detailed planning and keeping all equipment in good fettle.
   ii. To integrate the operational response and to measure overall performance of the exercise.
   iii. To measure performance in regard to accident restoration.
d) Mock drill shall be conducted as per Para.7.18 at least once in 3 months either during day or night. It is desirable not to repeat the drill again and again at the same time or section.

e) Such drills shall not unduly hamper regular working of trains.

f) It may be ensured that no inconvenience is caused to traveling public. Such drills should not lead to panic which may result in inconvenience or injury to the public.

g) While absolute secrecy and confidentiality shall be maintained regarding the conduct of mock drill, CSO, GM, AGM, Secy. to GM shall be advised in advance of such mock drill.

h) Except under instructions or orders from HQ, this drill shall be confined only to the respective Divisions and on this account, no traffic shall be refused from the adjoining Divisions / Railways.

i) Mock drill trials may end with the departure of ARME / ART. However, if considered necessary, DRM may permit the ARME / ART to proceed upto the mock accident site. In such cases, the drill shall end with the various agencies having set up their field establishment and deployed their equipment.

j) During these trials, the following aspects shall be closely watched by the Officer in-charge of the drill.

i) Turning out of ARME / ART within the prescribed time.
ii) Speed of the specials.
iii) Attendance of Staff.
iv) Handling of accident relief Cranes, HRDs, HREs and other rescue equipment.
v) Logging of events.
vi) Functioning of field telephones and communication network.
vii) Functioning of generator sets, lighting equipment etc.
viii) Preparedness of First-Aiders and availability of medical equipment.

k) On completion of the drill, a detailed report shall be submitted within 3 days to the Headquarters detailing:

i. Response time of ARTs / ARMEs
ii. Alertness and skill of the Staff.
iii. Deficiencies noticed and corrective measures initiated if any
iv. Assistance required.

7.19 Maintenance and replenishment of First Aid Boxes & Stretchers:

a) Following procedure should be observed for maintenance and replenishment of First Aid boxes in order to fix responsibility for the safe custody of the First Aid boxes maintained at different places and to ensure that the contents are as per the list so that they will be useful in emergencies.

b) First Aid boxes supplied are made of mild steel or aluminum and painted red with Red Cross painted on a white background on top. The printed list of contents is pasted on the inner side of the lid. The various departments using the boxes may adopt a distinct code prefix and serial number and paint them on each box for easy account and identification as follows:

SEC RLY FA BOX NO.	SEC RLY FA BOX NO. WORKSHOP MIB
SEC RLY FA BOX NO. LOCO SHED R	SEC RLY FA BOX NO. GANG NO.1 CPH

c) The following are the types of First Aid boxes provided:
(i) First Aid equipment in First Aid boxes provided in breakdown vans, stations, workshops, marshalling yards, loco sheds, C&W depots and First Aid Boxes provided as personal equipment of Guards of all passenger carrying trains.
(ii) Elementary First Aid equipment for Gangmen: NP The list of equipment for the above types of First Aid boxes is given in Para 7.19.2 below. Instructions regarding the treatment of minor injuries are printed in the card containing the list of items.

d) The initial supply of the required number of First Aid Boxes for all departments would be made by the Medical Department on whom requisition should be placed. Fully equipped First Aid boxes will be supplied to the DOM, DEN, DEE, Chief Crew Controller etc. The departments concerned will maintain a register for the supply received and issues made to the various units. In estimating the requirements, 10% extra may be requisitioned for as spare for relief purposes. The Station Masters of Guards HQs or Guards changing station will be the official in-charge of the pool and will have 10% of their normal requirements as spare. As regards other departments the departmental in-charge official will be responsible for the accountal and safe custody of the First Aid boxes.

e) It will be the responsibility of the official in charge of the First Aid boxes to arrange replenishment of the articles used once in three months from the nearest Health Unit, to which the box should be sent.

f) The First Aid Boxes required for Guards working Mail/Express and Passenger trains should be issued once in three months by the subordinate in-charge of the pool of First Aid Boxes to the Guards working the trains.

g) The Guards while taking over the box should ensure that the contents are correct and will be subsequently responsible for items, as the box is issued as a personal equipment to be carried in their line box. Each First Aid Box is provided with an injury card. If any item is used for rendering First Aid to any injured passenger, the Guard will record on the injury card, the train number, name of the injured person and ticket number, particulars of the injuries and item and quantity used. These particulars should be recorded immediately after rendering First Aid so as to enable correct account of the contents being maintained. The remarks of the inspecting officials as and when they inspect are also to be entered on the injury card. The Guard will get the item/items replenished from the Official in-charge of the pool. At stations other than his headquarters he may obtain replenishment from the nearest Health Unit. It will be the responsibility of the Official in-charge of the pool to keep the spare boxes always fully equipped by obtaining replenishments from the nearest health unit. He may also keep in stock a certain quantity of the refills etc., so as to replenish the First Aid Boxes then and there.

h) The Guard or any other person to whom the First Aid Box is issued is responsible for the contents of the box.

i) It will be the responsibility of the DMO in-charge of Health Unit to check the contents of the First Aid Boxes whenever they are sent to him and see that they are correct and dust proof and the contents, which are not in serviceable condition are replaced by fresh ones. The deficient items should be replenished and recorded in the injury card. The box should be handed over to the messenger who brings it.

J) The DMO should also check all the First Aid boxes periodically in their jurisdiction at the stations, sheds, C&W Depots, workshops etc., especially those with Guards once in a month to ensure that the articles kept are fresh in the box and are as per the schedule. The boxes with the station sheds, C & W depot, Gangmen etc., should be checked at least once in a quarter. A register should be maintained in the Health Unit showing the number of boxes available at various establishments and date of check.

k) Surprise checks of the First Aid boxes shall be carried out by all the inspecting officials periodically at the stations and running trains, and necessary endorsements made in the injury card provided in the box.

l) The officials nominated as in-charge of the pool should maintain a register containing particulars of the First Aid Boxes in their custody and obtain the signature of the Guard at the time of issue of the box. The Guards will satisfy themselves of the correctness of the contents before taking over the box.

m) The Station Masters of the Guards changing stations and Guards headquarters stations will be provided with an imprest stock of the item required for replacement then and there. The imprest stock may be recouped periodically from the nearest Health Unit. In such cases, the items used should be accounted for clearly with particulars and list sent to DMO. The DMO will issue the items to the Station Master concerned under a challan. A proper account shall be maintained by the Station Master, of the articles received from the DMO. This system is suggested so that Guards need not waste too much time of their rest period to go to the Health Unit for replenishment of the First Aid boxes.

n) All DMOs in charge of sectional Health Units and Divisional Hospitals should always maintain adequate stocks of all the items required for replenishment of First Aid boxes.

o) It should be ensured that a First Aid box allotted to a particular Division is not allowed to be sent to other Division or Railway, except under very special circumstances and in such cases both the sending and receiving parties shall be held equally responsible for early return of the First Aid box to the Division to which it was originally allotted.

p) Minor repairs to the First Aid boxes may be arranged by the concerned branches locally by getting them attended to by the Works Branch or meeting the charges from imprest.

7.19.1 Contents of First Aid Box (includes Guard's First Aid Boxes)

S.No	Description	Quantity
1	Set of six wooden extensible splints (St. John ambulance size)	1 set
2	Sterile adhesive strip dressing (Standard size)	20 numbers
3	Rubber tourniquet	2 numbers
4	Gauze Roller bandages (7.5cm x 4 m)	10 numbers
5	Traingular bandages (130 x 90 x 90 Cm)	4 numbers
6	Tab paracetamol in strips	2 strips
7	Anti-septic cream 25 gms	1 tube
8	Injury card	1 number
9	Safety pin set of 10	1 set
10	Tab diazepam one strip	10 numbers
11	Cotton Wool	100 grams

7.19.2 Contents of First Aid Box of Gangmen.

S.N	Description	Quantity
1	Gauze roller bandages	10Nos.(7.5cmx4 m)
2	Traingular bandages	4 Nos. (130 cm x 90 cm x 90 cms)
3	Tab paracetamol in strips	20 tabs
4	Chloromycetin applicaps in plastic container	10 numbers
5	Antiseptic cream 25 gms	1 tube
6	Sterlite adhesive strip dressing(standard size)	10 numbers
7	Sterilized first field dressing in sealed polythene container (12 x 8 cm)	2 numbers
8	Safety Pin set of 10	1 set

7.19.3 Proforma for the report to be sent by Station Master

No. of Box	Custodian of box		Inspected		Items found short and unaccounted		Cost of articles to be re-covered		Remarks
	Name	Design	By	on	Name	Qty.	₹	Ps.	

7.19.4 Register to be maintained in Health Unit showing the number of boxes available at various establishments

Date of Inspection	No. of Box	Produced by		Condition of Box &Contents
		Name	Design	
1	2	3	4	5

Items replenished		Date when test Inspected and by Whom	Signature of person taking delivery of box	Remarks
Name	Quantity			
6	7	8	9	10

7.20 Stretchers:

a) A stretcher shall be provided in all trains carrying passengers. It should also be provided in workshops, marshalling yards, C&W depots and loco sheds etc. The stretcher shall be available in the Guard's portion of the SLR. Adequate number of stretchers will be kept with the Station Masters of train ordering stations and the Station Masters are responsible to provide every passenger carrying train with a serviceable stretcher. The Guard should ensure that a stretcher is provided in his portion of the SLR before the train leaves the originating station. He is responsible for its safe custody. In this connection, SR 4.19.02 should be ensured.

b) Certain number of spare stretchers will be allotted to the Depot stations for purposes of replacement / supply to extra trains carrying passengers, i when ever they are ordered. A correct list of all stretchers at stations is to be maintained by the DOM/G The stretchers may be painted as S.E.C.Railway with the code number of the Division, Station and serial number of the stretcher so that it may be easily traced and identified.

c) It will be the responsibility of the Operating Branch to maintain the stretchers in serviceable condition. The initial supply of stretchers and replacement of the unserviceable ones will, however, be made by the Medical Branch.

d) Stretchers allotted to a particular station shall not be allowed to be taken to another station, division or railway except under very special circumstances and in such cases the staff of both the sending and receiving stations shall be equally responsible to ensure that the stretcher is returned to the proper unit to which it was originally allotted.

e) The maintenance and upkeep of the stretchers is the responsibility of the concerned branch. Minor repairs, replacement of canvas, etc., when necessary are to be arranged by them through the works branch or locally meeting the cost from imprest, after obtaining competent authority's sanction. At places where it is possible to get them repaired by the C&W depot, this may be done. If a stretcher cannot be repaired it must be sent to Medical branch for condemnation and replacement.

7.21 Maintenance of Accident Relief Machinery:

Maintenance of rolling stock of SPART / ART, / ARME , Cranes, Rail-cum-Road Vehicle, Emergency Road Vehicle etc.,

a) Maintenance of the rolling stock shall be the responsibility of the C&W Depot available closer to the ART / ARME / BD Crane Depot. SSE / C&W of that particular Depot will ensure the schedules are carried out periodically.

b) Maintenance of SPARTs will be the responsibility of the nominated Depot. SPART at RIG will be maintained by deputed staff at RIG & SPART at G will be maintained by Diesel staff at Gondia working under DLS/MIB. Instructions / JPO issued from time to time in this regard shall be followed.

c) Controlling Officer for maintenance of ART / ARME equipment and BD Crane will be Officer of the Depot at which ART / ARME / BD Crane are stationed. He will be responsible for day-to-day maintenance and to carry out the maintenance schedules in accordance with the manufacturer's instructions / RDSO instructions or any guidelines issued by the competent authority. He will be responsible to keep all the spares / tools / consumables required for maintenance of the equipment under his control. All the nominated maintenance Staff irrespective of the Department will be under his control. With the specific instructions from the competent authority, additional Officers / Depots can be entrusted with the maintenance job for technical reasons.

d) An Officer is to be nominated by Depot / Division in-charge Officer (Sr.DME / DME) for the maintenance of each ART / ARME / BD Crane.

7.22 Maintenance of equipment kept in accident relief machinery:

a) Hydraulic Re-railing Equipment and Hydraulic Rescue Devices (cold cutting equipment) shall be maintained as per the maintenance schedules issued by Headquarters.

b) Regular maintenance Staff shall be deployed at each ART / ARMV Depot for proper maintenance of ARTs / ARMVs / BD Cranes and equipment (HRE & HRD etc.) provided.

c) If needed, AMC can be entered with OEMs for maintenance of any equipment in the ARTs/ARMVs/BD Cranes.

7.23 Training of Man Power:

Trained manpower is an essential ingredient for any development. Modernization without such trained manpower will become futile. Particularly for handling an unforeseen situation like managing a disaster, training to the Officer / Official concerned is an inevitable input. To acquire necessary knowledge and skill, the Officer / Official may be given periodic training in his duties and other management fields.

Training may be conducted on the following lines:

a. Individual Training for enhancing the skill of the staff attached to Accident Relief Train, general training to Engineering staff, OHE Staff and all Supervisors in Disaster Management.
b. Seminars on disaster preparedness / action plan shall be conducted periodically.
c. Joint exercises.
d. Simulation exercises.
e. Skeleton exercises - various units shall arrange mock drill.
f. Special training may be arranged to the Officer / Official in extrication, rescue, medical relief, rolling stock restoration technique and Civil Defence by the concerned Department and list of such trained Staff shall be kept at every ART Depot.
g. All ART/MRV nominated Supervisors and staff shall be trained in rescue operations and First-Aid. Additional staff from the Depot from where ART / ARME is stationed shall also be trained. Names of such additional trained staff shall be made available in ART / ARME so that they can be called during major accidents / disasters.

7.24 Portable Emergency Control Phone

7.24.1 Provision of Portable Emergency Control Phone in Brake vans: Brake vans of Mail, Express and Passenger trains and Accident Relief trains as well as Special Trains are equipped with Portable Emergency Control Phone in a box. In case of emergency / accident, the communication between the Loco Pilot / Guard of a train and the control is made possible by using the Portable telephone in the block section and for requisitioning any assistance.

Every Guard working Mail, Express and Passenger trains shall ensure that his brake van is equipped with Portable Control telephone in a box. A register is also provided in the box to record maintenance tests and use of the equipment by Guards. These phones are mainly two types.

a) A portable telephone set, kept in a metal / wooden box, works on 3 volts (two cells of each 1.5 volts) with a telescopic pole of 4.57 meters in height.
b) A new light weight Portable Emergency Control Phone works on 3 volts battery is kept in a small Rexene pouch.
c) Both these phones can work on 2 wire communication (over head line in non-traction area) and 4 wire communication system in traction area.
d) The system of working can be selected by using a small switch provided – on – PT Phones marked as 2W / 4W (non-traction area / traction area separately).
e) The selection of 2W / 4 W should be done before the connection to EC socket or over head lines.
f) A green colour indication illuminates when power is in ON position.
g) A multi-colour “LED” is provided on new light weight phones, to indicate the battery condition.

7.24.2 Instructions for use of the Portable Emergency Control Phone on Emergency Communication socket in OHE area:

7.24.2.1On Electrified Sections —

a) The emergency telephone socket has been provided on AC traction for maintenance of overhead electrical equipment and for enabling the train crew to contact the Controller in the event of an emergency/accident.

b) The emergency socket has been provided in the socket box on suitable rail posts of 1.5 m height all along the route at an interval of 1000 meters.

c) On every mast the symbol of a Telephone Hand Set is indicated along with the direction of nearest telephone socket.

d) The emergency socket box consists of a 6 (six) pin socket housed in a water proof GI sheath box.

e) The corresponding connection of 6 pin plug has been provided to the portable emergency control telephone.

f) The train crew has to plug it into the emergency socket for contacting the Section controller / Traction Loco Controller through TPC.

g) On calling, the TPC connects the Section Controller on the emergency control circuit for answering the train crew.

h) Whenever the PT phone is used, necessary entries should be made in the register provided in the box for this purpose

7.24.2.2 On non-Electrified Sections: Where underground quad cable is provided for communication, emergency sockets have been provided in the socket box on suitable rail post along the route at an interval of 1000 meters and the procedure for use of field telephone is the same as that laid down for electrified sections to speak to Section Controller.

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CHAPTER VIII

SCHEDULE OF POWERS, MEDIA MANAGEMENT AND COMPLIMENTARY PASSESS

8.01 Facility for Non-Railway officials for reaching the site of Accident:

Whenever any accident has occurred in the course of working a railway, the Head of the Railway Administration concerned shall give all reasonable aid to the District Magistrate or the Magistrate appointed or deputed or to the Commission of Inquiry appointed under the Commissions of Inquiry Act, 1952 or any other authority to which all or any of the provisions of the said Act have been made applicable and to the Commissioner of Railway Safety, Medical Officers, the Police and others concerned to enable them to reach the scene of accident promptly and shall also assist those authorities in making inquiries and in obtaining evidence as to the cause of the accident.

8.01.1 Non-Railway Officials (Civil and Police) to be given facility to proceed to site of serious Accident :

The Sr.DOM/DOM shall also advise the non-railway officials of the movement, of Medical Relief Train, Accident Relief Trains, other relief trains and trolleys to the site of accident. They shall be given every facility to proceed to the site of accident by the relief trains and trolleys. However, relief trains shall not be delayed on this account.

8.02 Schedule of Powers of Officers to requisition for Helicopter/ Aero planes to reach the site in case of Serious Accident:

General Managers / Divisional Railway Managers are empowered for requisition of helicopter / aircraft to reach the site of accident in the following cases.

i. Where more than 10 casualties (death / serious injuries) are feared and it is difficult for these officers to reach the site within reasonable time.

ii. Where heavy damage is caused to Railway installations in sensitive and tension filled areas (e.g. wreckage of track, bridges etc., through bomb blast, other means of sabotage etc.)

iii. Where public reaction in case of late arrival of senior officers at site is likely to be highly adverse.

iv. The GM / DRM should exercise the above powers personally.

Normally, in case of an accident only one helicopter should be requisitioned by a Zonal Railway, except when there is a serious passenger train accident involving several casualties when it is essential for both the General Manager and the Divisional Railway Manager to reach the site at once to satisfy the public and the Press. However, for dispatching the rescue teams to the site of the accident, separate helicopter/aeroplane may be requisitioned, if so needed.

The GMs/DRMs may exercise the above powers personally and may not delegate these powers.

Zonal Railways are further empowered to requisition helicopter/aeroplane to evacuate injured and dead in the event of serious accident. GMs may personally exercise these powers and may not delegate these further.

8.03 Medical Aid to the Persons Grievously Hurt in Accident:

Whenever any accident, occurring in the course of working a railway, is attended with grievous hurt, it shall be the duty of the Head of the Railway administration concerned to afford medical aid to the sufferers, and to see that they are properly and carefully attended to till they are sent to their homes or handed over to the care of their relatives or friends. In such case, or in any case in which any loss of human life or grievous hurt has occurred, the nearest available local Medical Officers shall be sent for, if such Medical Officer is nearer at hand, than the Railway Medical Officer.

a) Procedure to be adopted by Station Master when a passenger or a trespasser is injured within Railway premises:

i. In all cases in which a passenger or a trespasser is injured within railway premises, the Station Master shall arrange to render First-Aid immediately. Efforts made to ascertain if any doctor is available in the train or on the platform and obtain medical assistance.

ii. If the case is a serious one, arrange to summon medical aid from the nearest source available, whether Railway, Civil, Military or Private.

iii. If necessary, arrange for transport, and send the patient at the earliest opportunity to the nearest hospital whether Railway, Civil, Military or Private.

iv. Where the Police are available and there is reason to suspect that case is one of a trespasser , inform the Railway Police and, after due medical aid has been rendered, ask the Police to arrange for the disposal of the case.

v. In case of a serious accident and also in cases where the attendance of the Railway Medical Official in-charge and the Divisional Medical Officer in-charge is likely to be delayed, the Station Master shall send a telephonic message calling for medical assistance, to the Divisional Medical Officer of the adjoining division and all the Railway Medical Officials stationed between the two Divisional Headquarter stations on either side of the station. On sections where control is in operation, the Station Master, shall, in addition to sending the telephonic advise the control to inform them.

vi. In calling for medical assistance from the Local, Civil, Military or Private Hospital or dispensary and local Doctors, the Station Master shall send the requisition by the quickest possible means. If the requisition cannot be sent by telephone, the Station Master shall send a messenger with a message. The message shall be written legibly and sent through suitable staff who are well acquainted with the location of the hospitals and dispensaries and with the residence of the doctors.

vii. A list of Private Medical Practitioners, Railway and non-Railway hospitals and dispensaries including Government, Municipal, Mission, Military or Private Medical Institutions available at, or in the vicinity of the station, and qualified First Aiders available at station, should be painted on a board and exhibited in a conspicuous place outside Station Master's Office, or painted on the wall outside the Station Master's Office at each station for the guidance of all concerned in case of emergency.

b) Schedule of Powers of Officers to incur expenditure towards relief measure in case of Serious Accident: (Misc.SOP Item No.14 & 16 of SECR- 2013)

Misc.SOP Item No.	Nature of Item	Designation	Powers delegated
14	Expenditure at accidents site for: a) Providing food and beverages and arranging transport for injured/stranded assengers.	DRM/ADRM/SAG	Full Powers
		JAG/SS (I/C)	Upto Rs.20,000/- per occasion
	b) Food for staff attending to breakdown/accident duties. Note: Account/Voucher to be submitted for these expenditure from station earnings as soon as possible. This will become personal liability, if account/voucher is not rendered.	PHOD/CHOD	Full Powers
		DRM/ADRM	Full Powers
		JAG	Upto Rs.20,000/- in each case
		Sr.Scale	Upto Rs.10,000/- in each case
		Jr.Scale	Upto Rs.3,000/- in each case
		Nominated Sr.Subordinate	Upto Rs.1,000/- in each case
16*	(d) For carriage of sick persons in case of accidents and natural calamities. NB: * Requires prior finance concurrence.	PHOD/CHOD	Full powers
		DRM/ADRM	Full powers
		JAG/Sr.Scale in Independent Charge	Upto Rs.20,000/- per occasion

Note: - For the exercise of the power, the senior most Sr. Scale officer at the site of the accident is empowered to withdraw the amount from station earnings.

c) Supply of Food and Drink:

i. At the site of accident, refreshments, food and beverages may be supplied free of cost to the affected passengers. These may be arranged from the railway and /or outside sources if necessary.

ii. The Senior most Official at the site shall have the powers to arrange conveyance of affected passengers free of cost by any available mode of transport and also incur expenditure for carriage of passengers' luggage etc

Note: Proper accountal should be kept of the expenditure incurred duly supported by the vouchers to enable post audit of the expenditure. A statement of the expenditure incurred should be signed by the Senior most Officer at site and put up to Divisional Railway Manager within a period of one month after the accident.

d) Employment of large body of Workmen to handle heavy machinery:

When as a result of an accident, a large body of workmen are utilized to handle heavy machinery, etc., in connection with clearance of wreckage, the first Officer of the Engineering, Mechanical or Transportation Department, who arrives at the site of accident shall send a requisition to the Railway Divisional Medical officer concerned to arrange for medical assistance with First Aid and other equipment, for attending to workmen.

e) Slight injury to railway employee which turns out to be serious : In case of injury to Railway employees, if the injuries originally diagnosed as slight, eventually necessitates absence from duty for 20 days or more, the Divisional Railway Manager shall advise the Chief Safety Officer. In case of injury to staff of

the Railway Protection Force and the Fire service, the Chief Security Commissioner shall advise the Chief Safety Officer.

8.04 Media Management at Site:

The electronic media is in the forefront of reporting train accidents even before the details reach Divisional Control / Central Control due to leap in information dissemination. Arrangement at site may be made for press briefing at regular interval. As per extant instructions, only DRM or the senior most Official present at the site of disaster / accident shall be the Chief spokes person. Proper "Press briefing booth" may be opened and manned by Sr.Officers. First hand information should be as accurate as possible. Adequate number of tents/shamianas to be erected with proper posters for the use of media personnel. The following duties by concerned Officials are listed below:

8.04.1 Duties of CPRO / PRO:

a) On getting the information, proceed to the Emergency Control Room.

b) Collect the details on real time basis from the Emergency Control.

c) Only the reliable details as confirmed by the site Manager is to be given to the Print / Visual Media.

8.04.2 Objectives of Media Management Plan:

a) To post the public with factual information.

b) To create a positive public opinion.

c) To create a healthy relationship with the media.

i. Any accident, shall be reported to Public Relations Branch by Central Control. It should be ensured that CPRO / PRO is informed of all the available details.

ii. Depending upon the gravity of the situation, CPRO or his representative will immediately position himself in the Central Control.

iii. Either CPRO or his representative shall proceed to the accident spot, whenever required, to take charge of PR work at the site.

iv. Meanwhile, PR Official stationed at the Central Control will obtain more details from the site for information of media.

v. The Public Relations Officer, on arrival at site of accident, shall collect factual information from the Officer-in-charge of the accident site and relay the same to the media men at the site and also to PR representative in the Control. Thus, an on line communication channel will be established to keep media informed of all important details.

vi. Railway's endeavor shall be to ensure that only factually correct and confirmed information is relayed to the media. For this purpose, the following action shall be taken.

- Unconfirmed news having no proper source shall not be relayed to media.
- No one except the PR representative stationed at Control / site shall relay any information to the media.
- No Railwaymen shall express or voice any criticism, opinion or views at any point of time about the accident.

- Only General Manager, CPRO, DRM and Officer authorized by the General Manager is competent to interact or give interviews to the media.

vii The media may be given the following information:

a.	Nature of the accident – place, exact location, time, Train No. & name/s of the dead and injured passengers.
b.	Steps taken by Railways to render immediate medical attention and to provide food and travel facilities for the stranded passengers and also communication facilities like cell phones, STD phones.
c.	Names of Hospitals where injured are being treated.
d.	Facilities offered to the kith and kin of the victims - Payment of ex-gratia. with the assistance of Commercial representatives at site. The media persons must
e.	Setting up of the passenger assistance booths, tele/fax No. e-mail address etc.
f.	Diversion of trains, road bridging, re-routing etc.
g.	Probable restoration.
h.	Prima-facie cause of the accident will be relayed to press only with the approval of DRM / GM.

8.04.3 Media needs: Public Relation/ Commercial Department should look after the media needs at site.

a) Convenience and conveyance of media shall be taken care of by Public Relation personnel

be directed to the hospitals where injured are being treated.

b) Commercial Department must ensure that list of passengers who travelled by the accident involved train, along with the list of dead and injured in the accident, is available to the PR Official in Control / site by the fastest possible means.

8.04.4 Advice to the Press:

a) The Divisional Railway Manager, Raipur & Nagpur Divisions shall in consultation with the Chief Public Relations Officer, send brief particulars of serious accidents to the nearest News Agencies and other local News papers. Press notification about serious accidents on the Bilaspur division shall, however, be issued by the Chief Public Relations Officer.

b) It is sufficient if the Press is immediately given such particulars as, for example, the time, date and location of the accident, nature (e.g. collision between trains, derailment of a train indicating passenger or goods etc.), names and addresses of the injured and killed, stating whether the injuries are serious or minor, whether traffic will be interrupted or communication will be maintained by transhipment, the nature of transhipment, if transhipment is arranged, and when through running is likely to be restored. However, cases of trivial injuries shall not be furnished to the press, but the Railway Board will have to be advised.

c) As soon as possible, full particulars shall be obtained of the number and names of passengers and railway employees killed, seriously injured and slightly injured (minor injury), this information may be given to the same News Agencies.

d) Copies of all messages prefixed XXR, shall at once be sent to the Railway Board, C.C.R.S, C.R.S., CSO and General Manager (T), and the first message shall be sent expeditiously so that the news may reach the Press first form the

Railway. The second message giving details of injuries shall also be sent as early as possible. The Railway Board shall be advised of the progress made towards the restoration of through communication by frequent messages/ telephonic advices. It is not necessary to advise the News Agencies daily but every stage in the progress made towards the restoration of through communication may be intimated to them from time to time. .

8.05 **Accommodation of the relatives of the deceased:** As an additional relief measures to their relatives, who arrive at the site of accident/hospitals, the relatives the deceased may be allowed to use the waiting rooms and /or retiring rooms free of charge if considered necessary, without detriment to the convenience of other passengers.

8.06 **Complimentary Passes:** Complimentary passes may be issued to the next of kin of the 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 traveling or higher if recommended by the Doctor. While issuing such passes the following aspects should be borne in mind:-

a) The issue of such complimentary passes may be centralized in the General Manager's office and should have the approval of the General Manager.

b) Such complimentary passes may be issued to not more than two relatives of the injured or deceased passenger.

c) Sufficient safeguard may be adopted so that these passes are not misused.

Break of journeys on such passes should NOT be allowed.

The complimentary passes so issued may be included in the half yearly statement submitted to the Board.

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CHAPTER IX

EX-GRATIA PAYMENTS

9.01 Relief to Passengers involved in Train Accidents:

1. The amount of ex-gratia relief payment to be paid to the dependents of dead or injured passengers involved in only Train Accidents as defined under sections 124 of the Railways Act, 1989.

	Type of accident	Amount of ex-gratia for Death	Amount of ex-gratia for Grievous Injury	Amount of ex-gratia for Simple Injury
	In case of Train Accident (as defined under section124 of the Act)	Rs. 50,000/- (Rupees Fifty thousand only)	Rs. 25,000/- (Rupees Twenty Five Thousand only)	Rs. 5,000/-(Rupees Five Thousand only)

The amount of ex-gratia for death/injury in Untoward Incidents, as defined under section 124-A of the Railways Act,1989 will remain the same which are as follows:-

(i) In case of death Rs.15,000/-
(ii) in case of grievous injuries Rs. 5,000/-
(iii) In case of simple injuries Rs. 500/-

2. The amount of ex-gratia relief payment to be paid to the road users who meet with an accident at Manned Level Crossing Gate due to Railway's prima facie liability would be as follows:-

	Type of accident	Amount of ex-gratia for death	Amount of ex-gratia for Grievous Injury	Amount of ex-gratia for Simple Injury
	In case of accident at Manned Level Crossing (due to railway's prima facie liability)	Rs. 50,000/- (Rupees Fifty thousand only)	Rs. 25,000/- (Rupees Twenty Five Thousand only)	Rs. 5,000/-(Rupees Five Thousand only)

3. No ex-gratia payment is admissible to trespassers, persons falling from train, persons electrocuted by OHE and Road users at UMLC.
4. Ex-gratia payments should also be made to railway servants killed or injured while on duty by a moving train, for example working on track run over accidentally by a moving train.
5. Payments should be sanctioned/arranged preferably on the spot by a senior scale or Higher Officer nominated by the General Manager after making such enquiries as can be reasonably made on the spot after the immediate need by way of medical attendance etc., to the injured persons are attended to.
6. These ex-gratia payments except, in the case of road-users at manned level crossings, are not to be taken into account at the time of disposal of the formal claims for compensation.
7. In order to ensure that the payment is made to the actual person involved in the accident, the officer making the ex-gratia payment should record all evidence in writing after satisfying him self as also regarding the bonafide kith and kins of the injured/dead in the cases the payment is required to be made to them.

NOTE:

i. This ex-gratia payment will be exclusively for passengers who are grievously injured in train accidents or untoward incidents as defined under Section 123 of the Railway Act, 1989 and stay in hospital as indoor patients.

ii. This ex-gratia payment is payable for a maximum period of 13 months.
iii. The period for 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 upto the period of 13 months. In case where the injured is taking treatment in other than Railway Hospital, the treatment has to be certified by Railway Doctor.
iv. Sr.Divisional Medical Officers shall also keep track of such injured person taking treatment in other than Railway hospitals. Sr.DCM/DCM shall keep co-ordination with Sr.DMO for the purpose and arrange payment of ex-gratia every week at the doorstep of injured person. Every care shall be taken by Sr.DCM/DCM to avoid any inconvenience to injured person in such cases.
v. Those walking along the track and whose presence on railway premises is not connected with the business of the Railway are to be treated as tress-passers.

8. In case of road users who are injured at manned level crossings, such payments will be counted towards the amount of compensation payable, if action is tenable against the Railways under the law of Torts and award is actually granted by a Court of Law.
9. Payments should be sanctioned / arranged preferably on the spot by a Senior scale or higher scale Officer nominated by General Manager after making such enquiries as can be reasonably made on the spot after the immediate needs by way of medical attendance etc., to the injured person.
10. These ex-gratia payments, except in the case of road users at manned level crossings, are not to be taken into account at the time of disposal of the formal claims for compensation.
11. 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, free of charge.
12. Withdrawal of money from station earnings for making ex-gratia payments is permissible. The amount required for making ex–gratia payments should be drawn on the authority of Station Pay Orders form.
13. The following officers will have powers to grant ex–gratia monetary relief.
Provided that in an emergency the DRM may nominate a Senior Scale officer, who is on the spot on any occasion to make ex–gratia payment in any particular accident.

Designation	Area
DRM and Sr.DCM.	So far as their Divisions are concerned.

14. Immediately after payments are made, the DRMs concerned will submit a full report of the payments made to the Divisional Accounts Officer concerned to whom each payee's acquittance in original should be sent, sending copies to FA & CAO (Headquarters Expenditure Section) Bilaspur and Chief Commercial Manager (Claims Branch) Bilaspur 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 payee's 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 the officer who made the ex–gratia payments.

9.02 Compensation for Death / Injury in Train Accident or Untoward incident: The Railway, are liable to pay compensation for death / injury of a passenger on train accident as defined under Section 124 of the Railway Act 1989. Similarly, the Railways are also liable to pay compensation for death / injury to a passenger and platform ticket holder in untoward incidents as defined under Section 124-A of the Act, such as terrorist acts violent attack, robbery, dacoity, rioting, shoot out or arson by any person in train or within the premises of a Railway Station or accidental falling of a passenger from train.

9.03 Compensation: Claims for compensation for death / injury of a passenger in train accident or the Railway Claims Tribunal having jurisdiction over the site of the accident decides untoward incident.
The Tribunal has 21 benches at 18 major cities in the Country viz.

Ahmedabad	Bangalore	Bhopal
Bhubaneshwar	Mumbai	Kolkata (3 benches)
Chandigarh	Ernakulam	Guwahati
Gorakpur	Jaipur	Lucknow
Chennai	Delhi (2 benches)	Nagpur
Patna	Secunderabad	Ghaziabad

9.03.1 Scale of compensation: Amount of compensation in case of death and permanent disability is ₹ 4.0 lakhs. In case of injuries, the minimum amount is 32,000/- and the maximum is 3.60 lakhs.

9.03.2 Who can Claim: An application for compensation under Section 124 or 124-A may be made to the Claims Tribunal:

i. by the person who has sustained the injury or suffered any loss, or by any agent duly authorized by such person in this behalf, or
ii. Where such person is a minor, by his guardian, or
iii. where death has resulted from the accident / untoward incident, by any dependant of the deceased or where such a dependant is a minor, by his guardian.
Every application by a dependant for compensation under this Section shall be for the benefit of every other dependant.

9.03.3 Procedure for Filing Application: The Claimant or his agent or his duly authorized legal practitioner should present the application in Form II (specimen enclosed) in triplicate to the Registrar of the Tribunal having jurisdiction over the place of accident / untoward incident. The application can also be sent by registered post to the Registrar of the Bench concerned. Application is to be filed within one year from the date of the accident.

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SPECIMEN APPLICATION FORM

BEFORE THE RAILWAY CLAIMS TRIBUNAL, BHOPAL BENCH, HABIBGANJ RAILWAY STATION CAMPUS, HABIBGANJ, BHOPAL - 16

FORM II

Application under Section 16 of the Railway Tribunal Act, 1987 read with Sections 124 and 125 of Railway Act, 1989 in respect of claims for compensation arising out of accident to a train:

PART – I

Original accident Application No.---------- date ----------
Between ---------- Applicant/Applicants and General Manager, South East Central Railway, Bilaspur
RESPONDENT

PART - II

S.No.	Page No.	Description of documents attached
1.		
2.		
3.		
4.		
5.		
6.		

Signature of the applicant

For the use in Tribunal's office
Date of filling or
Date of receipt by post
Registration No.

For Registrar

PART - III

To

THE RAILWAY CLAIMS TRIBUNAL,
HABIBGANJ RAILWAY STATION CAMPUS,
HABIBGANJ, BHOPAL - 16

I, ---------- Son/Daughter/Wife/Widow of ---------- residing at ---------- having been injured in Railway Accident, hereby apply for the grant of compensation for the injury sustained.
I, ----------Son/Daughter/Wife/Widow of ---------- residing at ---------- hereby apply as dependent for the grant of compensation on account of the Death/Injury sustained by Shri/Kumari/Shrimati ---------- who died/was injured in the Railway Accident referred to hereunder:

Necessary particulars in respect of the deceased/injured in the accident are given below:

1. Name and father's name of the person injured/dead (husband's name in the case of married woman or widow).
2. Full address of the person injured/dead.
3. Age of the person injured/dead.
4. Occupation of the person injured/dead:
5. Name and address of the employer of the deceased, if any.

6. Brief particulars of the Accident indicating the date and place of accident and the name of the train involved.
7. Class of travel, and ticket/pass number, to the extent known.

7A. Journey from and Journey to:

8. Nature of injuries sustained along with medical certificate.
9. Name and address of the medical officer/practitioner, if any who attended on the injured/ dead and period of treatment.
10. Disability for work, if any, caused:
11. Details of the loss of any luggage on account of the accident.
12. Has any claim been lodged with any other authority? If so, particulars thereof.
13. Name and permanent address of the applicant.
14. Local address of the applicant, if any.
15. Relationship with the deceased/injured.
16. Amount of compensation claimed.
17. When the application is not made within one year of the occurrence of the accident, the grounds thereof.
18. Any other information or documentary evidence that may be necessary or helpful in the disposal of the claim.
19. Mention the documents, if any, filed along with application.

I, ----–---------- solemnly declare that (a) the particulars given above are true and correct to the best of my knowledge and (b) I have not claimed or obtained any compensation in relation to the injured/dead which is the subject matter of the application.

Signature/LTI of the applicant

Place:
Date:
Name of witness and his address in case left thumb impression is put by applicant.

VERIFICATION

I, ---------- (Name of the applicant) S/o, Do/o, W/o---------- age---------- do hereby verify that the contents of paragraph ----------to ---–---------- are true to my personal knowledge and paragraphs ---------- to ---------- are believed to be true to the best of my knowledge of the legal advice given to me and that I have not suppressed any material fact.

Signature of the applicant

Place:
Date:

Full address:

To
The Registrar,
Railway Claims Tribunal,
Bhopal Bench,
Habibganj Railway Station Campus,
Habibganj, Bhopal – 16.

(Form to be submitted to RCT in triplicate)

THE GAZETTE OF INDIA: EXTRAORDINARY SCHEDULE

(See Rule 3 of Railway Accident (Comnepsation) Rules, 1990)

Compensation Payable for Death and Injuries Amount of Compensation

PART - I

For death ——————————————————— ₹ 4,00,000

PART - II

1. For loss of both hands or amputation at higher sites – 4,00,000
2. For loss of hand and a foot – 4,00,000
3. For double amputation through leg or thigh or amputation through leg or thigh on one side and loss of other foot – 4,00,000
4. For loss of sight to such an extent as to render the claimant unable to perform any work for which eye sight is essential – 4,00,000
5. For very severe facial disfigurement – 4,00,000
6. For absolute deafness – 4,00,000

PART - III

1. For amputation through shoulder joint – 3,60,000
2. For amputation below shoulder with stump less than 8" from tip of acromion – 3,20,000
3. For amputation from 8" from tip of acromion to less than 4 1/2" below tip of olecranon – 2,80,000
4. For loss of a hand or the thumb and four fingers of one hand or amputation from 4 1/2" below space tip of olecranon – 2,40,000.
5. For loss of thumb – 1,20,000
6. For loss of thumb and its metacarpal bone – 1,60,000
7. For loss of four fingers of one hand – 2,00,000
8. For loss of three fingers of one hand – 1,20,000
9. For loss of two fingers of one hand – 80,000
10. For loss of terminal phalanx of thumb – 80,000
11. For amputation of both feet resulting in end bearing stump – 3,60,000
12. Foramputation through both feet proximal to the metatarso-phalangeal joint – 20,000
13. For loss of all toes of both feet through the metatare-phalangeal joint – 1,60,000
14. For loss of all toes of both feet proximal to the proximal interohalangeal joint – 1,20,000
15. For loss of all toes of both feet distal to the proximal inter-phalangeal joint – 80,000
16. For amputation at hip – 3,60,000
17. For amputation below hip with stump not exceeding 5" in length measured from tip of great trenchanter but not beyond middle thigh – 3,20,000
18. For amputation below hip with stump exceeding 5" in length measured from tip to great trenchanter but not beyond middle thigh – 2,80,000+
19. For amputation below middle thigh to 3 1/2 below knee – 2,40,000
20. For amputation below knee with stump exceeding 3 1/2 but not exceeding 5" – 2,00,000
21. Fracture of spine with paraplegia – 2,00,000
22. Amputation below knee with stump with exceeding 5" – 1,60,000
23. For loss of one eye without complications to the other being normal – 1,60,000
24. For amputation of one foot resulting in end bearing – 1,20,000
25. For amputation through one foot proximal to the emetalarso-phelangeal joint – 1,20,000
26. Fracture of spine without paraplegia – 1,20,000
27. For loss of vision of one eye without complications of disfigurement of eyeball the other being normal – 1,20,000
28. For loss of all toes of one foot through metatarso-phelangeal joint – 80,000
29. Fracture of hip joint – 80,000
30. Fracture of major bone femur tibia of both limbs – 80,000
31. Fracture of major bone humerus redius both limbs – 60,000
32. Fracture of Pelvis not involving joint – 40,000
33. Fracture of major bone femur tibia on limb – 40,000
34. Fracture of major bone humerus radius ulna one limb – 32,000.

CHAPTER X

INVESTIGATION AND INQUIRIES

10.01 Investigation on the spot: The Officers and Senior Subordinates present at the site of accident must jointly investigate the cause and advise DRM and other Officers concerned, their opinion, mentioning the department or departments responsible and person or persons responsible for the occurrence. The investigation on the spot includes recording of statements of staff concerned and, if necessary, other independent witnesses. These depositions shall be produced at any subsequent enquiry and included in the general evidence.

10.01.1 Staff alleged to be guilty of offences which, in the opinion of the Divisional Railway Manager or the concerned Divisional Officer would, if proved, amounting in their removal from service /dismissal, shall be placed under suspension, pending the result of the inquiry.

10.01.2 In case of a Loco Pilot passing a fixed stop signal at ON or Engineering Stop Indicator or running into banner flags, and if there are grounds for suspecting that the accident may be due to defective vision, the Loco Pilot shall be placed under suspension and directed immediately for vision test.

10.01.3 Whenever any member of the staff is placed under suspension in consequence of an accident, the usual procedure regarding suspension of staff shall be observed.

10.02 Information to be collected on the spot to facilitate Inquiry Committee to arrive at the cause of the Accident: After every accident certain vital information bearing on the cause of the accident is to be collected on the spot which may not be available later, on account of clearance operations undertaken and the resumption of normal traffic. If such information is not collected, it often becomes difficult for the Inquiry Committee to ascertain the cause of that accident. The information to be collected in different cases is given below:

10.02.1 Loco Pilot passing Signal at Danger:

i. In order to avoid any dispute later, the fact that a Loco Pilot has passed a signal at danger, should be formally brought to his notice through a written memo by the station master of the concerned station.
ii. The SM / ASM / Pointsman must confront the Loco Pilot and Guard with regard to the position of the signal and the position of the lever / knob concerned. The position of the signal and route should be recorded by the SM and signed by the SM, Loco Pilot, Guard and other witnesses, if available.
iii. The distance by which the train has passed the signal shall be recorded with respect to the length of engine + coach/wagons and / or telegraph/OHE posts, or by measuring the actual distance in metres.
iv. In the night time, the brightness of the signals should be noted. The weather condition such as foggy/tempestuous condition shall also be recorded.
v. If the Loco Pilot is required to use glasses, it should be checked whether he was in possession of them and using them.
vi. Arrangement for testing brake power of the train shall be made by Officers / Sr. Subordinates at the nearest C&W examination point.
vii. Breathlyzer test on the Loco Pilot/ALP should be done immediately and blood samples of LP/ALP shall be collected. The Loco Pilot /ALP shall be sent for further medical examination.

viii. Data logger output in relation to this incident should be obtained from S&T officials.

10.02.2 Collision and Averted Collision:

i. The aspect of the signal and position of point levers/ knobs in the panel, and block instruments shall be checked and noted down immediately.
ii. The train signal register should be signed so as to indicate the last entry made and then seized.
iii. Line Nomination Books if any are in force, they shall be seized from the concerned staff immediately.
iv. The position of the two trains or train and obstruction shall be marked on the sleepers. The distance between them shall be measured in metres in case of Averted Collision. A rough sketch shall be drawn showing their position vis-à-vis signals, station platform, turnouts and other fixed land marks.
v. Arrangement for testing brake power of the train/trains shall be made by the Officers / Sr.Subordinates at the nearest C&W examination point.
vi. Breathalyser test on the Loco Pilot/ALP shall be done immediately and blood samples taken and then sent for further medical examination.
vii. Breathalyser test & Medical examination shall be conducted for on duty station operating staff.

10.02.03 Derailments:

i. Point of mount and drop, if available, should be marked.
ii. Track measurements shall be taken and a sketch shall be drawn.
iii. Measurements of rolling stock shall be taken.
iv. For locomotive derailments, examination of locomotives shall be done.
v. The rail fittings and the point readings including the locking arrangement should be examined. It shall be seen whether there was any obstruction resulting in gap in the points. Marks on the rails and sleepers shall be observed.
vi. In cases of derailments during shunting operations, it should be noted as to who was actually supervising the shunting.
vii. The position of the shunt signals, point / trap indicators/ any point levers concerned shall be recorded. Shunting order, if any, shall be seized.

10.02.04 Accident at Manned Level Crossing:

i. Location, number and classification of the gate.
ii. Whether engineering or traffic?
iii. Whether interlocked or non-interlocked?
iv. Gate working instructions – validity.
v. Visibility of signals, if the gate is interlocked.
vi. Condition of the road surface / approaches of the level crossing.
vii. Duty roster of the Gatemen.
viii. Competency Certificate of the Gateman on duty.
ix. Last census – date and TVUs.
x. Length of the check rails and clearance.
xi. Availability of the safety equipment.
xii. Frequency of inspections and last inspection by Officers / Supervisors.
xiii. Availability of whistle boards, road signs, speed breakers and stop boards etc

10.02.5 Accident at Unmanned Level Crossing:

i. Location number and classification of the level crossing.
ii. Curve or straight for railway track and road separately.
iii. Visibility for road users and the Loco Pilot separately.

iv. Condition of the road surface and approaches of the level crossing.

v. Last census – date and TVUs.

vi. Length the check rails and clearance.

vii. Availability of whistle boards, road signs, speed breakers and stop boards etc

Note: In all the accidents, Photographs from different angles shall be taken and submitted through e-mail within 24 hours of the accident to Chief Safety Officer for onward transmission to Railway Board. Where necessary, videography may also be recorded.

10.03 Object of Accident Inquiry:

a) To ascertain the correct cause of accident.

b) To fix responsibility for the accident. (The responsibility shall be fixed at appropriate level and should be specific i.e., primary, secondary and blameworthy. While fixing individual responsibility, extenuating circumstances, if any shall be mentioned).

c) To formulate proposals for preventing recurrence of similar accidents.

d) To determine whether there was any laxity in working to which the accident could be attributed.

e) To examine whether there has been any laxity / delay in rendering rescue, relief and restoring through lines of communication.

f) To suggest improvement in system, practices and procedures.

10.04 Classification of Accident Inquiries: The Accident inquiries are classified into two types. They are

a) **Non-Railway Enquiries:**

i. Judicial Commission or Commission of Inquiry as per Enquiries Act of 1952.

ii. Commissioner of Railway Safety Enquiry

iii. Magisterial Enquiry

iv. Police Enquiry

b) **Railway Enquiries:**

i. Joint Inquiry

ii. Inter-departmental Inquiry

iii. Departmental Inquiry

10.04.1 The Judicial Commission or Commission of Inquiry: The Central Government may appoint a Commission of Inquiry under the Commission of Inquiry Act, 1952 (LX of 1952) in a very serious accident. In such an event any other enquiry / investigation or other proceedings in relation to that accident shall be stopped and all records or other documents relating to such enquiry shall be forwarded to such authority as may be specified by the Central Government in this behalf.

10.04.2 Commissioner of Railway Safety Inquiry: CRS shall hold statutory enquiry into the accidents falling under Section 113 of Railways Act 1989. The CRS may order and personally conduct an inquiry into an accident other than those falling under section 113 of Rly. Act, which he considers to be of sufficiently serious nature to justify such a course being adopted. The CRS shall inform the GM /

CSO of his intention to hold an inquiry and shall at the same time, fix and communicate the date, time and place of the inquiry.

10.04.3 Magisterial Inquiry: It may be judicial or non-judicial and is appointed by the State Government. In case of reportable train accident, the District Magistrate or any other Magistrate may himself make an inquiry or depute a Subordinate Magistrate or direct the Police for investigation.

10.04.4 Police Inquiry: The Railway Police may make an investigation into the causes which led to the accident occurring in the course of working a railway. Whenever any such accident is attended with loss of human life or with grievous hurt or with serious damage to railway property of the value exceeding Rs.2 Crore or has prima facie been due to any criminal act or omission. This can be parallel, if required, to any other enquiry.

10.04.5 Joint inquiry: Whenever an accident, such as mentioned in section 113 of the Act, has occurred in the course of working a railway, the Head of the Railway Administration concerned shall order an inquiry to be promptly made by a Committee of Railway Officers, to be called as 'Joint Inquiry', for the thorough investigation of the cause which led to the accident.

In specific cases, where considered necessary, Inter-departmental Inquires will be ordered by the General Manager. In such cases, the General Manager will specify the Officers or Senior subordinates who shall constitute the Inquiry Committees and also, where necessary, fix the date.

10.04.6 Inter Departmental Inquiry: For accidents not falling under the purview of CRS, the DRM shall order an enquiry by a committee of officers from the departments concerned. In case GM considers it is necessary to hold an inquiry by the HODs/ PHODs in to such accidents, the same can be ordered. In such cases, there is no need for DRM to order an inquiry.

10.04.7 Departmental Inquiries: If the cause of the accident is attributable beyond doubt to a particular department in Railways and the Head of the Department accepts the responsibility, the inquiry by the inter-departmental committee can be dispensed with. In such cases the inquiry can held by an officer/officers of the department concerned so as to determine the responsibility of staff, if any and to suggest measures to prevent such accidents in future.

10.05 Ordering of Inquiries: Normally DRM shall order all departmental and inter-departmental inquiries into accidents. The GM or on his behalf, the CSO may order a joint inquiry into serious accidents, as deemed fit.

a) Whenever a Joint Inquiry is to be made, the Head of the Railway Administration concerned shall issue notice about the date, time and place at which the Inquiry will conducted to the following Officers, namely —

   i. the District Magistrate of the district in which the accident occurred or such other officer as the State Government may appoint in this behalf, and the Superintendent of the Railway Police and District Superintendent of Police;

   ii. the Commissioner of Railway Safety.

   iii. the Head of the Railway Police having jurisdiction at the place where the accident occurred or, if there are no Railway Police, the Officer in-charge of the police station having jurisdiction at such place.

b) The date and time at which the Inquiry will commence shall be fixed so as to give the Officers mentioned, above sufficient time to reach the place where the Inquiry is to be held.

c) Where a Joint Inquiry is held into an accident on receipt of information about the inability of the Commissioner of Railway Safety to hold an inquiry under Sub-rule (5) of rule 2 (Statutory Investigation into Railway Accidents Rules 1998), the Head of the Railway Administration concerned shall also issue a press note in this behalf inviting the public to tender evidence at the inquiry or to send information relating to the accident to the Joint Inquiry Committee at an address specified in the press note.

10.06 Minimum Level of Inquiry:

Accident inquiry by the Railways:

a) All serious accidents shall be inquired into by the Commissioner of Railway Safety.
   i) In case Commissioner of Railway Safety or Chief Commissioner of Railway Safety is not in a position to inquire into serious accident cases, the Inquiry shall be done by JA Grade Inquiry Committee with DRM as the accepting authority subject to the review by CSO.
   ii) All cases of collisions falling under A1 to A4 categories shall be inquired into by a committee of SAG officers with General Manager as the accepting authority unless the same is being inquired into by CRS.

b) All other consequential train accidents except Unmanned Level Crossing Accidents, shall be inquired into by a committee of JA grade officers or by Branch Officers. DRM shall be the accepting authority for these inquires subject to the review by CSO.

c) Unmanned Level Crossing accidents and all other train accidents shall be inquired into by a committee of Senior Scale or Junior Scale Officers as decided by respective DRMs, with DRM as the accepting authority.

d) All yard accidents shall be inquired into by a Committee of Senior Supervisors with Sr. DSO / DSO as accepting authority.

e) All cases of Indicative Accidents shall be inquired into by a Committee of Senior or Junior Scale Officers with DRM as the accepting authority.

f) General Manager or DRM can have the inquiry conducted by a committee of higher level of Officers than the above mentioned levels depending upon the seriousness of the accident.

g) Accident Inquiry reports where the responsibility lies on staff of foreign railways, shall be put up to AGM directly, he being the accepting authority in such cases. If the post of AGM is not available, SDGM may be nominated as the accepting authority. In the absence of SDGM post also, the Chief Safety Officer will act as the accepting authority for such Accident inquiry reports.

h) All cases of equipment failures shall be inquired into by Senior Supervisors/ Supervisors of respective departments.

i) All inquiries will be ordered by the concerned DRM except for inquiries into collisions as per item (ii) as above wherein General Manager will order the inquiries.

j) Safety Officers shall be one of the members of all departmental Accident inquiry committee.In case Safety Officer in same grade as of the inquiry committee is

not available in the division, Safety Officer of one grade below may be nominated for the inquiry Committee.

k) All cases of Train passing signal at danger shall be inquired in to by a committee of JA grade officers with Sr. DSO/DSO as one of its member.

10.07 Schedule for completion of Accident Inquiry: In all accidents where inquiries are necessary, they must be held as soon as possible after the accident and the proceedings submitted without delay. The time-table counting 'D' as the day of accident will be as under:

S.No.	Target	Schedule / Remarks
1	D	Date of Accident.
2	D+1	DRM /GM shall order the inquiry, if no particular department accepts the responsibility.
3	D+3	Committee shall commence the inquiry into the accident.
4	D+7	Committee shall submit the inquiry report to DRM /GM.
5	D+10	Acceptance of inquiry report by the DRM/GM./Sr.DSO(Only for yard accident)
6	D+15	Inquiry reports will be finalized by CSO/AGM. **Note:** CSO for review cases only. AGM for accident cases in which foreign railway staff are held responsible.
7	D+20	Submission of inquiry report to CRS with remarks. A copy of findings of the Inquiry Report to be sent to Railway Board.
8	D+90	DAR action against officials held responsible to be completed.

Note:

a) DRM/GM may decide to have the inquiry conducted even in cases where a particular department accepts the responsibility for enabling thorough review of associated systems involved in the accident.

b) Time limits prescribed are the upper limits. Railway should make efforts to finalize the Inquiry Report and DAR action as early as possible but not beyond the prescribed time limits.

10.08 Acceptance of responsibility by Departments concerned:

a) Except as provided for in clause (b) below, and irrespective of whether a joint or Inter departmental Inquiry is ordered by the General Manager, the Sr.DSO of the division shall be advised within two days by the other divisional officers whether their department is accepting responsibility or not. If no department accepts responsibility, the Divisional Safety Officer shall at once put up the case to the Divisional Railway Manager who will, if necessary, order an Inter Departmental inquiry.

b) No advice regarding acceptance of responsibility need be sent in case of accidents at level crossings resulting in no injury to persons and/or no damage to public property.

10.09 Special Report: A special report on an accident is a brief narrative report and it shall be submitted in cases indicated in Chapter-III. It shall contain only the facts of the case, relevant particulars from the statements of staff, the conclusions regarding the cause of accident and the responsibility of staff, together with the rules violated. When a special report contains any detail which is in super-session of what has already been furnished in the accident message, this shall be specifically indicated in the special report. The 'Matters Brought to Light' in the course of the investigation of the accident, and 'suggestions', if any, regarding the steps to be taken to avoid recurrence of the accident, shall be incorporated

in the separate paragraphs. The special report shall not contain any reference to the disciplinary action proposed to be taken against the staff held responsible. Disciplinary action against the staff held responsible shall be initiated only on acceptance of the findings by the appropriate authority. The actual punishments imposed on staff shall be communicated, within the stipulated time limit to the Chief Safety Officer.

10.10 Commencing of Joint and Inter-departmental Inquiries: When a Joint or Interdepartmental inquiry is ordered by the General Manager, the Senior Most Officer of the inquiry committee shall fix the date as per the schedule and place, in consultation with other members of the committee but, in all cases, the inquiry shall be held at the station nearest to the site of accident and within three days after the occurrence of accident. The site of accident shall be inspected immediately and such inspection shall not be dispensed with under any circumstances. The date once fixed may not be changed, except in case of absolute necessity. The representative of each department shall be responsible for summoning and arranging for the attendance at the inquiry of the staff of his department who may be able to give evidence in the case. The Presiding Officer shall arrange for the attendance of any other witnesses whose presence he considers necessary to examine.

10.11 Method of conducting Joint / Inter Departmental Inquiries:

a) Before starting the Inquiry, issues shall be framed and the evidence confined to these issues as far as possible. Witnesses shall not be permitted to make long irrelevant statements, but from the outset shall be asked questions relevant to the point of issue, after which their evidence, as recorded shall be read over to them and they shall be asked if they have anything to add. Witness shall be cross-examined and re-examined if necessary, to elicit important details.

b) If a witness has given a statement prior to the Inquiry, that statement shall first be read over to him and recorded as his deposition. The witness shall also be specifically asked to state whether he has anything to depose in addition to, or in modification of that statement and his reply recorded and his signature obtained. Any further evidence on the part of such witness shall be the outcome of cross examination and no fresh independent statement shall be recorded. The questions put to the witness in the cross examinations and the answers therefore, shall be recorded then and there.

c) If a witness in his statement gives evidence of facts which have occurred and which are contrary to the rules and regulations and which render him culpable of neglect or violation of the rules and regulations, it shall be elicited from the witness, during his examination/cross examination whether he is aware that the facts stated by him are contrary to the rules and regulations.

d) The Inquiry Officer or the Committee shall not be satisfied merely with the determination of the immediate cause or causes of the accident. It shall look for drawing out necessary evidence and ascertain the contributory factors, if any, which have led the staff to commit the breach of rules. It shall also go fully into the matter of the compelling circumstances, if any, which have a bearing on the accident. Contributory factors are such factors as an irregular and unauthorised method of working followed at the station, a general laxity in working having taken root at the station for want of proper supervision, etc., which have led to the breach of rules. Compelling circumstances are such circumstances as inadequacy of signalling and interlocking equipment or other safety devices such

as key box, point indicator, etc., inadequacy or absence of communication equipment resulting in frequent trips on the part of the station staff over long distances, impossibility, especially at peak periods, of carrying out all the operations and duties laid down for the staff, absence of the minimum staff required to perform all the duties, impracticability of complying with Station Working Rules, staff working overtime for want of timely relief, etc. Considerable care shall be exercised in assessing the compelling circumstances. The standard considered desirable shall be co-related to the work load at the station and shall be compared to the standards obtainable at other similar stations.

e) The Inquiry Officer or the committee shall also note "matters brought to light" in the course of the Inquiry, which though not having a direct bearing on the accident may lead to accidents in future.

f) In the case of a Joint Inquiry, it is not necessary for the members of the Magistracy and the Police to attend the deliberations in regard to the finding or to sign the Joint Inquiry proceedings, but they may ask any questions while the examination of witnesses is going on and the answer given to such questions may be recorded as part of the proceedings.

10.12 Composition of Inquiry Committee:

a) The composition of the inquiry committee will depend upon the nature of accident. Normally officers from Safety, Engineering, Operating, Mechanical department will be in the committee. Officers from other departments are nominated based on the nature of accident.

b) When staff or engine of another division is involved, representative of that division may also be included in the inquiry committee.

c) In case of fire accident, the representative of Security branch should also be associated.

d) No Officer or a Subordinate official whose evidence is required to be recorded before an inquiry committee should be appointed as a Member of that committee except when allowed only under the personal orders of the CSO / DRM.

10.13 President of Inquiry Committee:

(1) In a Joint/Inter Departmental Inquiry, the senior most Officer in the highest grade among those nominated for the enquiry will act as president of enquiry committee. Seniority in the same grade among Officers belonging to different departments being reckoned on the total length of service and among officers of the same department, from the date of appointment to the grade.

(2) At a Senior Supervisors Inquiry, the senior most subordinate in the highest grade among those present at the inquiry will preside, seniority as between Sub-ordinates belonging to different departments in the same grade being reckoned on the total length of service, and as between subordinates belonging to the same department, the respective seniority in the Department.

10.14 Officers' duties in connection with Inquiry: Whenever an inquiry has been ordered, it will be the duty of the Divisional Officer of each department to advise all persons concerned under his charge or any other witnesses whom the committee may require to give evidence to be present at the place and on the date and time fixed for the inquiry. He will also be responsible for seeing that all documents necessary for conducting the inquiry are available and any other information required is readily produced. Inquiry Committee should take care not to call unnecessary witnesses.

10.15 Failure to attend Inquiry: If a member of the Inquiry Committee fails to attend the inquiry due to any reason, he shall submit his written explanation to the President of the Inquiry Committee. When an Officer or a Subordinate is unable to attend an inquiry at which his presence is essential on account of the technical knowledge or knowledge of other facts which he possesses and it is not desirable to postpone the inquiry, an Officer or a Subordinate Officer of similar standing should, if possible, represent him and the Divisional Officer or Head of the Department, as the case may be, must be approached in order that this may be arranged. Witnesses who are summoned to inquiry and fail to appear must similarly explain the absence. If an officer/ staff, who has been summoned to depose before the committee absents himself without proper and sufficient reason, should be taken up under DA R.

10.16 Postponing of an Inquiry: An inquiry will not ordinarily be postponed due to the absence of a witness, but if after recording all other evidences, a decision cannot be arrived at, the inquiry may be adjourned till the witness is available. In case of a witness being sick, the President of the inquiry committee will advise the medical authorities to instruct the witness to attend the inquiry and if the witness is unable to attend himself, he may depute a representative to record his evidence, subject to the concurrence of the Medical Officer.

10.17 Guidelines for the members of Inquiry Committee: Following are a few guidelines for the members of inquiry committee —

a) Strict impartiality must be observed by all members of the committee.
b) Findings shall be drawn unanimously and as far as possible dissent note should not be given.
c) Different technical data as well as evidence bearing on the accident have to be collected and an attempt should be made to reconstruct the sequence of events leading to the accident.
d) Unless the cause of accident is evident, each of the factors that could result in the accident should be examined and its contribution, if any, assessed.
e) In case of contradictory evidence, the value of such evidence should be discussed giving reasons why a particular version is given credit, another version is discounted.
f) The sequence of events prior to and after the accident should be brought out in the proceedings.
g) To check general laxity in working or ineffective supervision, the relevant 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.

10.18 Proceedings of Joint or Inter-departmental Inquiries: A report of the proceedings shall be drawn by the President or by someone deputed by him for this duty, in Form No. Acc**.** 9 to 9 (O) (Refer Appendix V for Specimen forms). Any corrections in it shall be initialed by the President. The signature of the witness shall be obtained then and there on all pages of the deposition/evidence/ answers to cross examination, all corrections being attested by the Witness. The report of the proceedings shall be in the following sequence:-

(i) Form Acc. 9-Summary.
(ii) Form Acc.9 (A)- List of members of the Committee and of other officials attending.

(iii) Form Acc. 9 (B)- Descriptive account of the Accident, which shall, among other things , contain the following information:-

- Gradients.
- Curves.
- Type of signalling and interlocking.
- Type and condition of permanent-Way.
- Weight of engine and weight on each wheel.
- Marshalling of train.
- Brakes and braking system.
- Condition of rolling stock.
- Time the train was due, if late, time lost and reason therefor.
- Extract from the Train Signal Register, Line Clear Enquiry and Reply Books at the stations at both ends of the block section concerned, if the running time, speed, departure / arrival time is in dispute,
- Whether the train was booked to run through or to stop.at, Whether train was booked to cross, or was crossing out of course.
- Weight on each wheel of vehicles concerned in a derailment.

Note:- Only such of the above items as are directly relevant to the accident under Inquiry shall be included.

(iv) Form Acc.9 (c) List of witnesses examined with their names, designation, and staff numbers / PF number.

(v) Form Acc.9 (D) and (E) – Deposition of witness.

(vi) Form Acc.9 (F) – Remarks and reasons for finding.

(vii) Form Acc.9 (G) – joint finding.

(viii) Form Acc.9 (H) – Matters brought to light during the inquiry.

(ix) Form Acc.9 (I) – Suggestions & Recommendations.

(x) Form Acc.9 (J) – Adequacy or otherwise of rescue and relief measures, etc.

(xi) Form Acc.9 (k) – Composition, marshalling order and particulars of rolling stock on the train involved.

(xii) Form Acc.9(L) – Details of photographs taken at the site of accident.

(xiii)Form Acc.9 (M) – Details of damages to engine and rolling stock and approximate cost thereof.

(xiv)Form Acc.9 (N) – Details of damages to permanent way and approximate cost thereof.

(xv) Form Acc.9 (O) – Details of damages to signal interlocking and communication gear and approximate cost thereof.

(xvi) List of passengers and / or railway employees injured or killed,and their disposal and the particulars of ex-gratia payment made

(xvii) A detailed dimensional sketch illustrative of the accident.

(xviii) Pro-forma as stipulated in Appendix V in case of derailments.

10.19 Description of the Accident: The descriptive account shall be confined to a brief and shall contain no reference to the evidence.

10.20 Recording of Evidence:

a) Each witness shall be assigned a number, which, in addition to being entered for the name of the witness at the commencement of the statement, shall be repeated after the signature / thumb impression at the end as 'Witness No …' and in the proceedings wherever he is referred to. All particulars required from Form Acc. 9 (D) of the inquiry proceedings shall be filled up in case of each witness. In case

of a witness belonging to train or station staff, the hours of duty and rest availed shall also be recorded.

b) Evidence should be recorded as connected, narrative, subsequent demands brought out in cross question and answers. Care should be taken not to intimidate witnesses. Witnesses who understand English shall read and sign the recorded statement on each page.

c) While recording the evidence of illiterate witnesses or when witnesses are not conversant with English, their evidence should be read over and explained in Hindi/vernacular language before their thumb impression/signatures are obtained and the President should certify that this has been done. If the witness is unable to sign his name, his thumb impression should be taken on each page and attested by the President.

d) For recording the evidence, the President of Inquiry Committee may utilize the services of a stenographer to take down the evidence duly typing on computer for this purpose. If a stenographer is not available, he will nominate a representative of the department concerned. The typed statement shall be read and signed by the witness on each page.

10.21 **Findings:** The findings shall be concise and should clear and consist of a simple statement of the opinion of the Committee as to what caused the accident. The findings shall also mention the name of the persons responsible and the rule/rules or instructions violated by each of the staff held responsible or the offences committed by them. In respect of cases where more than one staff / department is held responsible, the primary responsibility of the staff / department shall be specifically indicated. When the Committee is of the opinion that the evidence given by a witness is willfully false, they shall record this under the heading 'Matters Brought to Light'. It should also be mentioned, under which of the following categories the accident falls:

a) Failure of Railway Staff.

b) Failure of other than Railway staff.
   i. Tampering with the track.
   ii. Other miscellaneous causes.

c) Failure of equipment :-
   i. Mechanical.
   ii. Track .
   iii. Electrical.
   iv. Signalling

d) Sabotage.

e) Accidental or Act of God -
   i. Combination of factors.
   ii. Other miscellaneous causes.

f) Could not be established.

10.22 **Remarks and Reasons for Findings:** This should include the following three items in three separate paragraphs:

a) Discussion of all conflicting evidences and the Committee's deductions from there;

b) The contributory factors, if any, and

c) The extenuating circumstances, if any;

In the absence of conflicting evidence, contributory factors or extenuating circumstances in a particular accident shall be specifically mentioned. The

Committee shall state the reasons fully which have led them to arrive at their findings bearing in mind that the proceedings have to be considered by those who have not had the advantage of hearing the evidence and reviewing the circumstances on the spot. The description of the accident and the remarks should, therefore, be comprehensive and self explanatory. The value of evidence of each witness should be noted upon and it shall be stated in case of doubtful witnesses, whether the witness is impartial or not.

10.23 Suggestions: The Committee may suggest any improvements in the rules or practices of working, which in their opinion, would prevent similar accidents in future or improve the working in any way, based not only on the cause or causes of the accident, but also the contributory factors, if any, and the extenuating circumstances, if any. If there are no suggestions to be made, a 'nil' entry should be made in Form Acc. 9.(I).

10.24 Matters Brought to Light during the Inquiry: In the matters brought to light during the inquiry, the irregularities in working, which might lead to any accident, although not having a direct bearing on the present accident, should be indicated. In the absence of any such matter, a 'nil' entry should be made in Form Acc. 9 (H).

10.25 Signing of Joint or Inter-Departmental Inquiry Proceedings: The proceedings shall be drawn up and signed before the Committee disperses. If the members of the Committee are not unanimous regarding the findings or remarks and reasons for findings or suggestions, a note of dissent shall be drawn separately and signed. If a member is unable to agree with the findings wholly or any part, he shall record his note of dissent and reasons thereof. The note of dissent shall be drawn up on the spot and signed.This document shall accompany the proceedings together with the remarks of the President of the Inquiry Committee.

10.26 Inquiries into Accidents at Joint stations:

a) Accidents occurring at Joint stations should be treated as accidents of the working railway and the responsibility for initiating, conducting and finalizing the inquiry proceedings should devolve on the railway working the joint stations. In case the train of the using railway is involved in an accident, the railway, working the junction shall inform the railway concerned and the Officer of the appropriate level of that railway should be appointed as a member of the Inquiry Committee. This would be desirable as the staff working the particular train would have to be examined by the inquiry Committee and the presence of an Officer of that railway to which the staff belong would facilitate the smooth conduct of the Inquiry.

b) As a normal procedure whenever an Officer of another railway is appointed as a member of the Inquiry Committee constituted by another Railway, that Officer should be given two copies of the complete inquiry proceedings, one for his divisional office and other for his headquarters office.

c) If, in such cases, the Inquiry Committee hold the staff of the other railway responsible for the accident, the punishment awarded to the staff shall be finally accepted and communicated by the headquarters of the railway under which the staff work, to the headquarters of the other railway, who in turn will advise the same, to their own divisional officers, so that their records would be completed.

d) In case the Divisional officers do not accept the findings arrived at by the Inquiry Committee, they shall submit their own report to their own headquarters. The correspondence in this regard will be done between railways at the headquarters level only.

10.27 Particulars to be furnished in the Special Report or Inquiry Report: In regard to the following accidents, the particulars under each item shall be specially furnished in the Special Report or Inquiry Report:–

a) Accidents at level crossings**:**
   i. When road vehicles are run into rail traffic, particulars regarding number, position and damage to vehicles.
   ii. Whether the gates are manned or unmanned.
   iii. Whether the gates are provided with single leaf or double leaves.

b) Whether the gates close across the rail and road or across the road only.

c) Whether the gates are protected by signals and if so, give the description.

d) If the gates are not protected with signals, what is the normal position of the gates, whether usually kept open for road traffic or not.

e) If the gates are provided with lifting barriers the same should be brought out

f) Whether the gates are lighted at night and if so how.

g) Description of the scene of occurrence:–
   i Whether on straight or curve.
   i. Length of clear view obtainable in both directions both for the road user and the Loco Pilot.
   ii. Gradients if any, both from rail side and road side.
   iii. Whether the line is fenced or not.

h) In case of accidents in which a running train runs into road traffic at level crossings, the inquiry proceedings should contain the following information
   i Distance at which the level crossing becomes visible to the Loco Pilot of an approaching train from the direction concerned.
   ii. Particulars of visibility of the track in the direction concerned to the approaching road user.

i) Whether the engine was fitted with electric head light.

j) Particulars as regards to the road vehicles, whether damaged or not, position of road vehicles, if forming part of a convoy of road vehicles passing over a level crossing.

k) The distance at which the gate is visible to the Loco Pilot of an approaching train.

l) Whether the level crossing is connected by telephone with the adjacent block station.

m) Whether red discs are painted on the gates of the level crossing.

n) Whether gates are opened and closed electrically or mechanically or manually.

o) Whether the gates situated at or between stations

p) Whether the level crossing is provided with road signs on road approaches.

q) Whether whistle boards have been provided on either side of the level crossing.

10.27.1 Accidents in which the question of signalling is particularly involved:

a) Is the station interlocked?

b) If interlocked, what is the standard of interlocking?

c) Where are the Home and Outer signal levers located?

d) Are the signals visible from the place from which they are worked? If not, whether Arm and Light repeaters are provided?

e) Is the Home signal visible from the Outer signal? If not, at what distance from the Outer signal the Home signal is visible?.

f) Is there any detection between the Home signal and Outer signal? If so, what type, electrical or mechanical?

g) Are the points worked by levers, at the points location or from a cabin?
h) What method of locking the points is in use?
i) Are the points provided with a point indicator or governed by a starting signal?
j) In case of a stations with Multiple Aspect signalling , state whether the Home signal is visible from the Distant signal and if not at what distance from the Distant signal it is visible?
k) If the stations are provided with Centre Panel / RRI / SSI / EI / end panels, the required information shall be collected on the above lines, the position of knobs etc.,
l) Is the relay room in double locked condition?
m) Any S& T gear is under disconnected?
n) Analysis of events recorded by data loggers.

10.27.2 Cases of Loco Pilots passing signals at 'ON' and where the adequacy or the efficiency of the brake power is in question:

(a) The composition, number of axles and load of the train.
(b) The normal composition and load.
(c) The class of engine which worked the train at the time of the occurrence and the normal load for this class on the section in question.
(d) If brakes were in working order, the number and braking capacity of the brake vans on the train, the number of wheels braked, the type of engine brakes applied, and the number of wheels braked by them.
(e) Total No. of inoperative vacuum brake cylinders on the trains before the occurrence of accident.
(f) Gradients.

10.27.3 Parting of Trains resulting from the Breakage of Coupling Gear :

a) Gradient on which the train parted.
b) Number of vehicles on train in terms of units.
c) Total tonnage of vehicles.
d) Tonnage behind breakage.
e) Type of coupling.
f) Manufacturer's name.
g) Period in use.
h) Train worked with vacuum / air brake or non-vacuum.
i) Distance by which the rear parted portion rolled back.

10.27.4 Cases of Rail Fractures on Main or Running Line:

a) Length of rail.
b) Weight per metres.
c) Brand and stamp marks.
d) The distances, centre to centre of the sleepers on either side of the breakage and from each of these to the next sleeper.
e) The probable date the broken rail was laid.
f) The heaviest class of engine using the rail.
g) Information regarding the position of rail, description of ballast, curvature of track, etc.
h) A sketch (blue print) to full scap size, to show the position of the fracture, in which a section to full size of the worn out rail and the profile of a new rail of the same section to indicate the wear, shall be included.

10.27.5 Cases of Fractures of Axles of Engines / Vehicles:

a) Drawing / sketch showing the position of fracture.

b) Position and nature of fracture.
c) Stamps on the axle showing manufacturer's name, contract number, cast number, name of steel, date etc.
d) If a vehicle axle, the diameter of broken journal;
e) if an engine axle, kilometreage run.
f) Date of issue.

10.27.6 Accidents attributable to Breakage of Journals of Vehicles etc :

a) The last POH date of the vehicle.
b) The tare weight.
c) The carrying capacity.

10.27.7 Public Knocked down or Run over by Trains or Vehicles:

a) Whether the site of the accident is a level crossing.
b) If the site of the accident is not a level crossing, the nearest level crossing.
c) Whether the level crossing is manned or unmanned.
d) Whether the accident was noticed by the Loco Pilot.
e) Whether the train was worked with vacuum/air brake or non-vacuum.
f) Whether the engine was fitted with headlight and; if so, whether it was in working order.
g) Particulars of fencing at the site of accident.
h) Whether the Loco Pilot was whistling continuously.

10.27.8 Terminal stations - Train running into buffer end:

a) Particulars of fixed Stop signals and their location.
b) Whether any hydraulic buffer stop provided or not.
c) (i) In accidents involving persons falling out of trains, the description, type and number of the carriage from which the person fell out, the fact whether the person fell through the window or door-way and, if through the door-way, the condition of the window or door and its fastenings, and the fact whether warning notices were exhibited.

Note: –

i. In the case of persons falling out of trains, etc, the person's statement should be obtained. When the person's statement could not be obtained and recorded immediately after the accident due to the injuries sustained by the person or for any other reason, the statements of witnesses on the train should be obtained. If the statements of the witnesses also could not be obtained, the person's statement should be obtained subsequently as early as possible either through the hospital authorities or the Railway Police.
ii. In accidents involving falling of shutters, the condition of the shutter and the fact, whether warning notice was exhibited should be specially furnished.
iii. In case of fire to a passenger coach, the battery boxes under the coach should be specially examined to see whether the fire has originated from them.
iv. In all cases of actual collision between running trains or between a running train and another train or vehicle, the actual length of the concerned trains and vehicle must be mentioned.
v. In all cases of death caused by accidents in which an inquest is held by the police, the inquest proceedings must be obtained by the Divisional Officer concerned and the verdict at the inquest indicated in his report.
vi. In all cases of accidents in which application for assistance was made, the special report or inquiry proceedings should indicate the following–
    a) Time at which the application was made out and by whom.
    b) Station to which and means by which application was sent.

c) Particulars of assistance asked for.
d) Time at which the station received the application.
e) Action taken by the station.
f) Time of arrival of assistance.
g) Particulars of assistance received.
h) Reasons for undue delay, if any, in the receipt of assistance.

vii. In case of averted collisions, the exact distance by which collision was averted should be indicated in the inquiry proceedings.

viii. In case of accidents in which a running train runs into road traffic at level crossings, the inquiry proceedings should contain the following information
a) Distance at which the level crossing becomes visible to the Loco Pilot of an approaching train from the direction concerned.
b) Particulars of visibility of the track in the direction concerned to the approaching road user.

10.28 Report of inquiry to the Head of the Railway Administration:

a) As soon as any joint or inter departmental inquiry has been completed, the President of the Committee of Railway Officers or the Head of the Department, as the case may be, shall send to the Head of the Railway Administration concerned a report which, shall contain**:**
i. Brief description of the accident ;
ii. Description of the locality of the accident ;
iii. Detailed statement of the evidence taken;
iv. The conclusions arrived at together with a note of dissent, if any;
v. Reasons for conclusions arrived at ;
vi. The nature and extent of the damage caused;
vii. Where necessary, a sketch illustrative of the accident;
viii. The number of passengers killed or injured;
ix. The number of railway employees killed or injured;
x. An appendix containing extracts of the rules violated by the staff responsible for the accident.

b) The Head of the Railway Administration concerned shall forward, with his remarks as to the action intended to be taken in regard to the staff responsible for the accident or for the revision of the rules or the system of working, a copy of the report –
i. To the Commissioner of Railway Safety for the section of the railway on which the accident occurred;
ii. If no Inquiry or Investigation has been made under rule 10.04.2 or if a Joint or inter Departmental Inquiry has been held first, to the District Magistrate or the Officer appointed under rule 10.05 (a) (i) and
iii. If any Judicial Inquiry is being made, to the Magistrate making such Inquiry.

c) The copy of the report aforesaid shall be accompanied:
i) by a statement of the persons involved in the accident whose prosecution the Head of the Railway Administration concerned considers to be desirable;
ii) by a copy of the evidence taken at the Inquiry.

d). The President of the Committee shall arrange for
i. Typed copies of the proceedings to be taken while the Joint or Inter-departmental Inquiry is in Progress. When completed, the copies, after verification, shall be signed by each member of the Committee, and the President shall send sufficient number of copies to the Divisional Railway Manager. The Divisional Railway Manager shall forward copies of proceedings in triplicate or as directed to the Chief Safety Officer with his remarks.

ii. Neither the inquiry proceedings nor the covering letter forwarding them, nor remarks on inquiry proceedings shall contain any reference to the disciplinary action to be taken against the staff held responsible. While forwarding the inquiry proceedings, the Divisional Railway Manager besides indicating whether he agrees with the cause of the accident or not, should also mention if in his opinion there is prima-facie cause for instituting disciplinary proceedings against staff, if any, held responsible. Only on receipt of the orders of the Chief Safety Officer regarding the finding in the inquiry proceedings, shall disciplinary action be taken by the appropriate authorities in accordance with Discipline and Appeal Rules. The actual punishment imposed on the staff shall be communicated to the Chief Safety Officer within the stipulated time.

iii. In all cases where inquiries are conducted under the Railways (Notices of and Inquiries into accidents) Rules, 1998 and where, there is prima-facie suspicion of sabotage having been committed, the Security Commissioner of the Division should invariably be associated with such inquiries and the findings in such cases invariably be routed through the Chief Security Commissioner and vetted jointly by Chief Security Commissioner and Chief Safety Officer.

iv. If the Magistracy or the Railway Police or the Local Police require a copy of the Inquiry Proceedings or the findings, they have to apply to the Chief Safety Officer. Neither the Inquiry Committee nor any other official is authorised to comply with such requests.

10.29 Acceptance of Findings: The findings of Inquiries into accident cases should be accepted by DRM / GM

a) If the findings are not accepted by the DRM /GM, a fresh inquiry shall be ordered.

b) If the findings of Sr. Supervisors of inquiry Committee are not accepted, an inquiry at Officers level should be ordered by the DRM.

c) In the case of a joint inquiry, if findings are not accepted, the matter may be referred to the same committee or a new committee may be constituted.

(d) Accident Inquiry Reports with staff of foreign railway responsibility should be put to AGM directly being the Accepting Authority in such cases. If the post of AGM is not available, SDGM may be nominated as the Accepting Authority. In the absence of SDGM post also, the Chief Safety Officer will act as the Accepting Authority for such accident inquiry reports, wherein staff of foreign Railway is held responsible.

10.30 Reports of inquiries to Commissioner of Railway Safety :

a) Whenever any , not of the nature specified in section 113 of the Act, such as averted collisions, breach of block rules or other technical accidents, occur in the course of working a railway, the Railway Administration concerned may cause an inquiry either Jointly or Departmentally to be held into the accident.

b) Where an inquiry is held as provided above, the Head of the Railway Administration concerned shall forward a copy of the report of the inquiry to the Commissioner of Railway Safety.

10.31 Submission of Inquiry Reports:

a) Submission of Inquiry report to DRM by President of the inquiry committee: The President of the Inquiry Committee shall be responsible for the timely preparation and submission of the inquiry report. The inquiry report shall be submitted to the DRM through Sr.DSO / DSO within 7 days from the date of accident. The Sr.DSO / DSO will put up the inquiry report with his observations to the DRM for acceptance.

Submission of the inquiry reports to the CSO by Sr.DSO / DSO : The inquiry report duly accepted by the DRM shall be submitted to CSO within 10 days from the date of accident in all accidents as under:-

All reportable train accidents	3 copies
Other Train accidents	2 copies
Unusual incidences	1 copy

While forwarding the report, the DRM will offer his remarks:-

i. On the recommendations of the enquiry committee.

ii. On other aspects of the enquiry e.g., other Matter Brought to Light and systems improvement, if any.

b) Submission of the Inquiry report to the PHOD. The DRM, after accepting the inquiry report shall submit the same as early as possible to the Heads of Departments concerned.

c) Submission of the inquiry report by CSO to Railway Board: The CSO will submit all inquiry reports to the Railway Board on all accidents reportable to Railway Board. If there is any issue in the inquiry report in which it is necessary to obtain views of other PHOD / HODs, the inquiry report shall be sent to the PHOD / HODs concerned to enable the latter to record their views before the report is sent to Railway Board.

d) While forwarding the report to the Railway Board, the CSO will state whether the findings are accepted or not and indicate the action proposed to be taken against the staff, if any, held responsible for the accident

e) Forwarding the inquiry report to CRS: A copy of the inquiry report of reportable train accident shall be forwarded to the CRS by CSO.

10.32 Metallurgical and Chemical investigation of Fractured Rails, broken parts of Rolling Stock or other Equipment:

a) The broken material i.e., fractured rails, broken parts of rolling stock or other equipment which may be vital for concluding the cause of the accident will be collected / seized by the Guard / SM /TI present at site and handed over to the Sr.DSO / DSO for further necessary action.

b) The Sr.DSO /DSO after consultation with the Branch Officer concerned will send the broken material to the CMT/LGD or RDSO / LKO.

c) On receipt of the investigation report from CMT/LGD, RDSO/LKO, Sr.DSO/DSO will advise the inquiry committee, DRM and CSO.

d) In the event of breakage of any part of locomotive or other rolling stock of foreign railway, a copy of the report should also be sent to the concerned workshop / Loco shed, CME and CSO.

10.33 Norms of Punishments to be imposed:

The norms of punishments prescribed by Railway Board. The norms should be followed rigidly. The Sr.DSO / DSO shall personally monitor the punishment awarded to the officials responsible for the accident & ensure that it is as per the rules in force. If it is inadequate, he will put the case to the DRM for review. A monthly summary of such cases shall be sent by Sr.DSO / DSO to CSO.

10.34 Magisterial Inquiry:

Whenever an accident, such as is described in section 113 of Railway Act, has occurred in the course of working of a railway, the District Magistrate or any other Magistrate who may be appointed in this behalf by the State Government, may, either

(a) himself make an inquiry into the causes 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 inquiry, or

(c) direct police to investigation into the causes which led to the accident, to be made by police;

Provided that where, having regard to the nature of the accident, the Central Government has appointed a Commission of Inquiry to inquire into it under the Commissions of inquiry Act, 1952 (60 of 1952) or has appointed any other authority to inquire into it and for that purpose has made all or any of the provisions of the said Act applicable to that authority, a Magistrate or a Police Officer shall not make his inquiry or investigation under this rule and if he has already commenced his inquiry or investigation, shall not proceed further with it. Such Magistrate or Police officer shall hand over the evidence, records or other documents in his possession relating to the inquiry or investigation to such authority as may be specified by the Central Government in this behalf.

10.34.1 Notice of Magisterial Inquiry:

Whenever it is decided to make an inquiry under clause (a) or clause (b) of rule 10.34 the District Magistrate or other Magistrate appointed as aforesaid or the Magistrate deputed under clause (b) of rule , as the case may be, shall at once inform the Commissioner of Railway Safety, the Head of the Railway Administration concerned and the Divisional Railway Manager of the date and hour at which the inquiry will commence so as to enable the Railway Administration to summon the requisite expert advise. After sending such information, he shall proceed to the scene of the accident and conduct the inquiry there.

10.35 Judicial Inquiry:

A Magistrate, making an inquiry under rule No.10.34 may summon any railway servant, and any other person whose presence he may think necessary and, after taking the evidence and completing the inquiry, shall, if he considers that there are sufficient grounds for holding a judicial inquiry, 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 shall call for the opinion of the Commissioner of Railway Safety or other professional persons.

10.36 The result of Magisterial inquiry to be communicated to the Head of the Railway Administration and CRS:

The result of every inquiry or investigation made under rule shall be communicated by the Magistrate who has held such inquiry or investigation, to the Head of the Railway Administration concerned and to the Commissioner of Railway Safety.

10.37 Procedure for summoning the Commissioner of Railway safety and Railway servants to assist the Magistrate holding Judicial Inquiry:

(a) If, in the course of any judicial inquiry into an accident occurring in the course of working a railway, the Magistrate holding such inquiry desires the assistance of the Commissioner of Railway Safety or the Head of the Railway Administration concerned, he issue a requisition to the Chief Commissioner of Railway Safety or the Railway Board for the presence of the Commissioner of Railway Safety or the Head of the railway administration, stating at the same time the nature of the assistance required, and if the assistance of any Railway Officer is required the Magistrate shall issue a requisition to the Head of the railway administration for his attendance in the court.

(b) The requisition referred to in sub section (a) shall state the nature of the assistance required. In summoning railway officials, the Magistrate shall take care not to

summon on the same day so a large number of the employees, especially of one class, as to cause in convenience to the working of the railway. In the case of serious accidents, the Magistrate may obtain reports from the Commissioner of Railway Safety and the Head of the Railway Administration concerned in regard to the accident, before finally concluding the Judicial Inquiry.

c) The Magistrate conducting the Judicial Inquiry shall, as far as possible, avoid summoning the Commissioner of Railway Safety, if in the report submitted, the opinion of the said Commissioner on technical matters which required explanation has already been expressed.

10.38 Communication of the decision of Judicial Inquiry to the Railway Administration, Commissioner of Railway safety and the State Government:

On conclusion of the judicial inquiry, the Magistrate shall send a copy of his decision to the Head of the Railway Administration concerned and to the Commissioner of Railway Safety, and shall, report the result of the inquiry to the State Government, if he thinks it is necessary to do so.

10.39 Police Investigation:

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, with serious damage to railway property of the value exceeding ₹ 2 Crore or has prima facie been due to any criminal act or omission; or

(b) Whenever the District Magistrate or the Magistrate appointed under rule 10.34 has given a direction under clause (c) of that rule:

Provided that where, having regard to the nature of the accident, the Central Government has appointed a Commission of Inquiry to inquire into it under the Commissions of Inquiry Act, 1952 (60 of 1952) , or has appointed any other authority to inquire into it and for that purpose has made all or any of the provisions of the said Act applicable to that authority, or where the Magesterial Inquiry is being held under clauses (a) & (b) of Rule 10.34, the Railway Police shall not make an investigation under this rule. If they have already commenced their investigation, they shall not proceed further with it and shall hand over the records or other documents in their possession relating to the investigation to the such authority as may be specified by the Central Government in this behalf..

10.39.1 Railway Police to report every Accident:

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 employee 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 grievous hurt or with serious damage to railway property of the value exceeding 2 Crore or which has prima facie been due to any criminal act or omission.

10.39.2 Status of Police Officer investigating the accident:

a) Whenever an investigation is to be made by the Railway Police,

i) in an accident case which is attended with loss of human life or with grievous hurt or with serious damage to railway property of the value exceeding 2 Crore.

ii) in pursuance of the direction given under clause (c) of rule 10.34.

iii) the investigation shall be conducted by Head of the Railway Police of the area in which the accident has occurred, or if that Officer is unable to conduct the investigation himself, by an Officer to be deputed by him.

b) The Officer deputed under the above rule 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 an Inspector.

Provided that investigation may be carried out by an Officer-in-charge of a police station.—

i. In a case where there is no loss of life or grievous hurt has been caused to more persons than one or no damage to railway property of value exceeding 2 Crore has been caused or there is no reason to suspect that any employee of the railway has been guilty of neglect of any rule relating to the working of the railway; or

ii. In a case if the District Magistrate so directs.

10.40 Notice of Police Investigation: The Police Officer who is to conduct an investigation shall at once inform the Head of the Railway Administration concerned and the Divisional Railway Manager of the date and time at which the investigation will commence, so that a railway official may be arranged to watch the proceedings and to help the officer making the investigation. After sending such advice, he shall proceed, without delay to the scene of the accident and conduct the investigation there. The absence of a railway official shall not, however, be allowed to delay the investigation which shall be conducted as soon as possible after the accident has taken place.

10.41 Assistance of the District Police :

a) Immediate information shall be given by the Railway Police of the area to the District Police, who, if so required, shall afford all necessary assistance and shall, if occasion arises, carry the investigation beyond the limits of the railway premises. But the Railway Police of the area shall primarily be responsible for carrying on the investigation within such limits.

b) Subject to the provisions contained in these rules the further prosecution of the case on the conclusion of the police investigation, shall rest with the Railway Police.

10.42 Communication of the result of Police investigation: The result of every Police investigation shall be reported at once to District Magistrate or other Officer appointed in this behalf by the State Government, to the head of the Railway Administration concerned or other Officer appointed by him and to the Commissioner of Railway Safety.

10.43 District Police to discharge duties of Railway Police: Where there are no Railway Police in the area, the duties imposed on the Railway Police of the area or on the Head of such Railway Police, shall be discharged by the District Police or by the District Superintendent of Police, as the case may be.

10.44 Preservation of accident records :-

(a) Accident records should be preserved as under:--

Accident	A Class	Atleast five years.
Accident	B Class	Atleast five years.
Accident	All other class	Atleast three years.

(b) The records of accident cases classified other than A and B but of special or seriuos nature should be preserved for atleast five years.

(c) The record of accident cases in which the Commissioner of Railway Safety or any other commission has held an inquiry are not to be destroyed.

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CHAPTER- XI

COMMISSIONER OF RAILWAY SAFETY

11.01 'All concerned' telephonic message to the Commissioner of Railway Safety: The Commissioner of Railway Safety shall be included in the 'All Concerned' telephonic messages in case of the following accident classes.–

A1 to A4;	B1 to B4;
C1 to C4;	D1 to D3;
N1 & N2.	

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

a) Any accident to a train carrying passengers, workman special or material train resulting in

   i. loss of life and/or grievous injury (or defined in the Indian Penal Code) to anybody traveling in the train, and /or

   ii. damage to Railway property exceeding a value of Rs.2 crores, and/or

   iii. interruption to running on any important through line for at least 24 hours.

b) Accidents at manned level crossings involving collision between a train and a road vehicle in which there is loss of life or grievous injury to passengers in the road vehicles. Passengers in the road vehicles include both driver and other occupants of road vehicles.

c) Collisions 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 Zonal Head Quarter in the order of priority given below:

(1) Dy.CSO (Optg) or Dy.CSO (Mech) or Dy.CSO (Elect) or Dy.CSO (Engg) or Dy.CSO (S&T)

(2) CSO

(3) Dy.COM (Coaching)

(4) CPTM/CTPM/CFTM

(5) COM

11.03 Accidents to be reported to the Commissioner of Railway Safety by Post:

The Divisional Railway Manager shall send, as soon as possible, a typed copy of the accident message by post, to the Commissioner of Railway Safety in case of the following accident classes :-

D 4;	F 1 to F 4;
G 1 to G 4 ;	H 1 and H 2;
J 4 & J 5	(When the parting occurs outside station limits.)
J 6	(Failure of rolling stock on running trains – axles.)
K 1 to K 6	

11.04 Non- Reporting of accidents to the Commissioner of Railway Safety: Excepting the accidents mentioned in paragraph 11.01 or 11.03 above which are reportable to

the Commissioner of Railway Safety by telephone or by post, no other accidents shall be reported to the Commissioner of Railway Safety either by telephone or by post.

11.05 Statement of accidents to the Commissioner of Railway Safety: The Chief Safety Officer shall submit to the Commissioner of Railway Safety the following statements of accidents: -

a) Monthly–Accidents coming under accident classes M-1 to M–3 & N–1.
b) Quarterly – A statement showing summaries of accidents under section 113 of the Railways Act 1989.

11.06 Statutory investigation into Railway Accidents - under Section 122 of the Railways Act, 1989 (24 Of 1989): Inquiry into a serious accident by the Commissioner of Railway Safety:

(a) Where the Commissioner of Railway Safety receives notice under Section 113 of the Railways Act 1989 of the occurrence of an accident which he considers of a sufficiently serious nature to justify such a course, he shall as soon as possible notify the Chief Commissioner of Railway Safety, the Railway Board and the Head of the Railway Administration concerned of his intention to hold an inquiry and shall, at the same time, fix and communicate the date, time and place for the inquiry. He will also issue or cause to be issued a Press note in this behalf, inviting the public to tender evidence at the inquiry and to send information relating to the accident to his office address.

(b) While notifying his intention to hold an inquiry as aforesaid, the Commissioner of Railway Safety shall also inform the District Magistrate and the Superintendent of Police of the District concerned.

For the purpose of this rule, apart from the nature of accidents mentioned in para 11.02 above, any other accident which in the opinion of CCRS or CRS requires the holding of an enquiry shall be deemed to be an accident of serious nature as to requiring the holding of an inquiry.

Where the Chief Commissioner of Railway Safety considers the holding of an inquiry into an accident necessary, he may either hold the inquiry himself or direct the Commissioner of Railway Safety to do so.

EXPLANATION :

i) The inquiry under this rule shall be obligatory only in those cases where the passengers travelling in the train, killed or grievously hurt.
ii) If a person travelling on the foot-board or roof of a passenger train is killed or grievously hurt or if a person is run over at a level crossing or elsewhere on the railway track, an inquiry under this rule shall not be obligatory.
iii) Similarly, if in a collision between a road vehicle and a train carrying passengers at a level crossing, no train passenger is killed or grievously hurt, it shall not be obligatory for CRS enquiry.
iv) For the purpose of this rule, workmen's trains or ballast trains carrying workmen shall also be treated as passenger carrying trains and in the event of a workman being killed or grievously hurt as a result of an accident to the train, an inquiry under this rule shall be obligatory.

(c) When an accident requiring the holding of an inquiry occurs at a station where the jurisdiction of two or more Commissioners of Railway Safety meet, the duty of complying with this rule shall devolve on the Commissioner of Railway Safety within whose Jurisdiction the Railway working such a station lies.

(d) (i) If, for any reason, the Commissioner of Railway Safety is unable to hold an inquiry at an early date after the occurrence of such an accident, he shall inform the Head of the Railway Administration concerned and the Railway Board accordingly and he shall also inform the Chief Commissioner of Railway Safety of the reasons why an inquiry has not been held by himself.

(ii) On receipt of the proceedings of the Joint Inquiry (inquiry made by a Committee of Railway Officers) from the Head of the Railway Administration in accordance with rule 15 of Railway (Notices of and Inquiries into accidents) Rules, 1998, the Commissioner of Railway Safety shall scrutinize the same and in case he agrees with the findings of the Joint Inquiry, shall forward a copy of the report to the Chief Commissioner of Railway Safety along with his views on the findings and recommendations made. In case the commissioner feels, he may direct the Railway Administration either to conduct inquiry de-novo or re-examine specific issues and submit revised findings. On the other hand the commissioner of Railway Safety, after examination of the joint inquiry proceedings, considers that an inquiry should be held by himself, he shall, as soon as possible, notify the Chief Commissioner of Railway Safety, the Railway Board, and the Head of of the Railway Administration concerned, of his intention to hold an inquiry and he shall at the same time fix and communicate the date, time and place for the inquiry.

(e) (i) Where having regard to the nature of the accident, the Central Government has appointed a Commission of Inquiry to inquire into the accident under the Commissions of Inquiry Act 1952 (60 of 1952) or has appointed any other authority to inquire into it and for that purpose has made all or any of the provisions of the said Act applicable to that authority, the Commissioner of Railway Safety to whom notice of the accident has been given shall not hold his inquiry. Where he has already commenced his inquiry, he shall not proceed further with it and shall hand over the evidence, records or other documents, in his possession relating to the inquiry to such authority as may be specified by the Central Government in this behalf.

(ii) If, as a result of the police investigation, a regular case is lodged in criminal court by the police, the Commissioner of Railway Safety shall discontinue his inquiry.

11.07 Attendance of Railway employees to attend Inquiries: When an inquiry under rule 2 of the Statutory Investigation into Railway Accidents Rules, 1998, or under rule 17 of the Railway (Notices of and Inquiries into accidents) Rules, 1998 or a judicial inquiry is being made, the Head of the Railway Administration concerned shall arrange for the attendance, as long as may be necessary, at the place of inquiry, of all railway employees whose evidence is likely to be required at such an inquiry and if the inquiry is to be held by the Commissioner of Railway Safety under rule 2 of Statutory Investigation into Railway Accident Rules, 1998, the Head of the Railway Administration concerned shall issue notice of the date, hour and place at which the inquiry will begin to the officers concerned. He shall also arrange for the attendance of the Divisional Officers, Railway Servants required as witness at the inquiry.

11.08 Officers to assist Commissioner of Railway Safety ––

When an inquiry under rule 2 of the Statutory Investigation into Railway Accidents Rules, 1998, is held, the General Manager will nominate an Officer of Senior Administrative rank or above who shall attend the inquiry held by the Commissioner of Railway Safety along with other Officers of lower rank who are normally required to assist the Commissioner of Railway Safety. The Divisional Railway Manager should also attend the inquiry held by the Commissioner of Railway Safety into train accidents

personally, unless it is beyond his control due to very compelling reasons. This is to facilitate the inquiry officer in obtaining the evidence, maintain liaison with local Magistracy and the Police for completing the inquiry expeditiously.

11.09 **A brief Preliminary Narrative Report:** Where the Commissioner of Railway Safety has held an inquiry in respect of any of the accidents described in rule 2 of Statutory Investigation into Railway Accidents Rules 1998, he shall submit a brief preliminary narrative report to the Railway Administration concerned, the Chief Commissioner of Railway Safety and the Railway Board simultaneously. The report shall be factual and shall not contain any reference to persons implicated.

11.10 **Final Report:** Whenever the Commissioner of Railway Safety has made an inquiry under rule 2, he shall submit a report in writing to the Chief Commissioner of Railway Safety and shall forward a copy of the report each to

a. The Railway Board;
b. The Railway Administration concerned;
c. In the case of a Railway under the control of a State Government or Local Administration to such Government or Administration also;
d. The Magistrate, making the inquiry if a magisterial inquiry is being made; and
e. The Director, Intelligence Bureau, Ministry of Home Affairs, Government of India, if the commissioner of Railway Safety finds that the accident was caused by sabotage or train wrecking.

11.11 **Action on the report by Railway Administration:** Whenever the Head of the Railway Administration concerned receives a copy of the report of the Commissioner of Railway Safety, under rule 4 of the statutory investigation into Railway Accidents Rules, 1998, he shall at once acknowledge its receipt. If he differs from the views expressed in the report, he shall at the same time submit his remarks thereon, or, if he is not able to do so immediately, he shall, in his acknowledgement of the report, inform the Commissioner of Railway Safety, of his intention to submit his remarks later. If the Head of the Railway Administration concerned considers the prosecution of any person or 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 Officer as the State Government may appoint in this behalf and to the concerned Police authorities. On receipt of the findings of the Commissioner of Railway Safety, the Police Authorities shall, as soon as possible, intimate the Head of the Railway Administration concerned about their decision regarding launching of any prosecution.

a) Report to Commissioner of Railway Safety –– Whenever the Chief Safety Officer is required to submit his report to the Commissioner of Railway Safety in accordance with rule 11.11, he shall submit it within a fortnight of the receipt of the draft report from the Commissioner of Railway Safety. Heads of Departments who are referred to herein shall submit their remarks within five days of receipt of the reference from the Chief Safety Officer.

b) Advice to the Chief Commissioner of Railway Safety and the Railway Board – In every case in which in accordance with rule 11.11, the Chief Safety Officer shall submit his remarks to the Commissioner of Railway Safety or advise him his intention to submit his remarks later, a copy of the remarks or of the advice of his intention to submit his remarks later, as the case may be, as also a copy of every communication issued by the Chief Safety Officer in regard to the reports of the Commissioner of Railway Safety, shall be sent by the Chief

Safety Officer directly to the Chief Commissioner of Railway Safety with a copy to the Railway Board.

C) **Commissioner of Railway Safety to be informed of Punishment Awarded ––** In cases where departmental action is taken against railway servants held responsible for an accident as a result of an inquiry by the Commissioner of Railway Safety, he shall be informed of the punishment finally awarded to the railway employees concerned.

11.12 **Railway's Remarks on the Suggestions:** Whenever the report of the Commissioner of Railway Safety points to the necessity for or suggests a change in any of the rules or in the system of working of the railway, the Head of the Railway Administration concerned shall, while acknowledging the report, intimate the action taken or proposed to be take to prevent a recurrence of similar accidents or shall inform the Commissioner of Railway Safety of its intention to report further on the proposals contained in the report of the Commissioner of Railway Safety.

11.13 **Publication of Reports:** Recommendations with regard to the publication of reports shall be made by the Chief Commissioner of Railway Safety to the Central Government.

11.14 **District Magistrate to attend CRS inquiry:** Where no Magisterial inquiry is being made under rule 6 of Statutory Investigation into Railway Accidents Rules, 1998, the District Magistrate shall, as far as possible, attend the inquiry conducted by the Commissioner of Railway Safety personally, or depute some other Officer to represent him at the inquiry.

11.15 **District Superintendent of Police to attend CRS inquiry:** The District Superintendent of Police shall, as far as possible, also attend the inquiry conducted by the Commissioner of Railway Safety personally or depute some other Officer to represent him at the inquiry.

11.16 **Technical matters:** The Commissioner of Railway Safety shall, as far as possible, assist any Magistrate making a Judicial inquiry or an inquiry under rule 10.37 or a Commission of Inquiry appointed under the Commissions of Inquiry Act 1952 (60 of 1952) or any other Authority appointed by the Central Government to which all or any of the provisions of the said Act have been made applicable, or whenever he may be called upon to do so for the purpose of clarification of any technical matters.

S. No	Particulars of returns	Date by which to be submitted by the Divisions to CSO	Date by which to be submitted by CSO to CRS
i	Monthly statement of train accidents	Monthly	By the end of the month.
ii	Monthly summary of fatal and serious injury cases to passengers and railway servants	By the 15th of following month to which the statement relates.	By the 3rd week of the following month to which the statement relates.

11.17 **Powers of the Commissioner of Railway Safety––**Nothing in these rules shall, except to the extent provided in 11.06 (a) be deemed to limit or otherwise affect the exercise of any of the powers conferred on Commissioner of Railway Safety by sections 7 & 8 of the Railway Act, 1989.

11.18 Target dates for submission of returns: Target dates for the submission of Accident Returns to Commissioner of Railway Safety.

i	Summaries of Section 113 of Railways Act statements.	Quarterly- within two days after following quarter to which the statement relates	Quarterly – within one week of the following quarter to which the statement relates.
ii	Report on the working of the Commission of Railway Safety.	……	Annually-By 7th April for the year ending 31st March.

11.19 Target for completion of CRS Inquiries: The following guidelines are hereby issued to Zonal Railways and different Directorates in order to ensure finalization of CRS inquiry reports within six months.

S.No	Target	Activity
i	D	Day of accident
ii	D+3	CRS will commence his inquiry
iii	D+10	CRS will forward a brief preliminary narrative report, provisional findings and immediate recommendations to CCRS, GM of Railway concerned, Railway Board and Secretary, Ministry of Civil Aviation. On receipt of the Preliminary Report in Railway Board, same will be forwarded to Directorates concerned for suitable action on immediate recommendations.
iv	D+30	(a) GM of Railway concerned will furnish his Railways remarks along with the action taken report to CRS and Railway Board. (b) Action taken by Directorates in Railway Board will be communicated to the Safety Directorate.
v	D+60	CRS will submit his detailed report to CCRS and forward a copy of the report to each of Authorities mentioned in rule 4 of the Statutory Investigation into Railway Accident Rules, 1973. On receipt of final report, it will be put up to the DRM and PHODs concerned. CSO shall consolidate all these remarks and along with his remarks submit to GM for his final remarks. All these remarks along with GM's remarks shall be sent to CCRS, CRS and Railway Board / Directorate concerned for action on the Inquiry Report. The Directorate concerned shall take suitable action on recommendations and will guide Zonal Railways on important policy matters.
vi	D+90	On receipt of the final inquiry report, GM of Railway concerned shall forward his comments on the final inquiry report to CRS with copy to CCRS and Railway Board On receipt of final inquiry report, Safety Directorate will forward views of Safety Directorate to CCRS.
vii	D+110	CCRS will submit his note on inquiry report to Secretary /Ministry of Civil Aviation forwarding simultaneously copies thereof to Railway Board. Comments of CCRS will be forwarded to different Directorates for suitable action.
viii	D+140	Directorates concerned will submit action taken report on recommendations of CRS and comments of CCRS, after getting the same approved by the Executive Director concerned. (a) In case, recommendation has been accepted and instruction has been issued, 30 copies of the same should be forwarded to Safety Directorate. (b) In case, any recommendation is not acceptable, approval of the Board (Member concerned) must be obtained and communicated to the Safety Directorate.
ix	D+180	Railway Board will communicate their views on the report to CCRS endorsing a copy to Zonal Railway. Railway shall finalise D & AR Inquiry and send details of staff held responsible along with the details of punishment imposed in each individual case.

Note: Railway shall finalise D&AR Inquiry and send details of staff held resposible along with the details of punishment imposed in each individual case.

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CHAPTER XII

UNUSUAL OCCURRENCES

12.01 Unsafe Bunds of Tanks or Rivers: Station Masters and others who receive intimation from Government Officials or Village Authorities or any person likely to give reliable information of the unsafe condition of bunds of tanks or rivers, should at once inform the same 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 to the Controller on duty. The Station Masters at both ends of the block section likely to be affected should stop all trains, including run through trains and issue caution order. Advising the Loco pilot to "observe special caution and reduce speed as necessary"

12.02 Injured or Dead persons found on or near the Railway Track:

(a) When the person is Alive:

(i) When any railway employee finds any injured person on or near the track, he should do his best for rendering first aid and arrange for medical help as early as possible. He should also arrange to inform the police through the Station Master of the nearest station or any other person in the vicinity. The person should be transported to the nearest hospital for medical aid. However, all available evidence should be preserved as far as possible.

(ii) When any person is run over or knocked down by a train, first aid shall be rendered by the Guard of the train and/or by a qualified Doctor if any in the train or at the station. The person shall be transported to the nearest railway station in the direction of the run of the train where medical aid is available and the Station Master will arrange to send the injured to the hospital immediately, after rendering first aid, if not already rendered.

(iii) If an injured person is found on or near the track or run over or knocked down by a train, a statement of the person should be recorded by the Guard and/or Loco Pilot or by the person who happens to find the injured person. The particulars to be recorded are "name, father's name, age, sex, address, relatives/friends available nearby, how he happened to be on the line, particulars of the injuries and how the wounds were inflicted etc". The statements should be prepared in duplicate and signed by the Guard,/Loco Pilot/ the person who finds the injured and some other responsible witness. One copy should be handed over to the Station Master of the nearest station where the injured person is handed over, for onward transmission to the Police authorities. Along with the statement a memo showing the date, time and place where the injured was found and action taken thereof should also be handed over to the Station Master. In case the Railway employee who finds the injured person is illiterate, he should seek the assistance of some responsible person for obtaining and recording the above statement and particulars.

(b) When the person is not Alive:

(i) When a dead body is found on or near the railway track by any railway employee or any person is run over and killed by a train, the Guard and/or Loco Pilot of the train or the railway employee concerned must ensure recording of all available evidence. The dead body should not be removed

until the arrival of the Police as the chances of clues which may lead to detection of causes may be interfered with.

However, to clear the line for the movement of subsequent trains, the dead body may be removed from the line; but in doing so, the movement should be the minimum required. Handling of the dead body by many people should be avoided so as to keep the available finger prints undisturbed. Factual information must be given to the Police Authorities without loss of time.

(ii) The following particulars must be collected and furnished in the memo by the Guard and /or Loco Pilot of the train or by the person who happens to find the body:–

(a) Time and place the body was found;
(b) Position of the body in relation to the track;
(c) Blood stains on the ballast, rail, sleeper etc.
(d) Extent of injuries;
(e) Whether injuries were inflicted by a train or otherwise;
(f) Approximate age;
(g) Sex;
(h) Name, father's name and address if available;
(i) Position of clothing and any other evidence found on or near the track;
(j) The name of the informant, his father's name and full address.

(iii) The body may, thereafter, be left in charge of Village Chowkidar or any responsible person in the vicinity or Lineman or Gangman or Gateman. If no responsible person is readily available at the site or nearby, it shall be removed with the help of available assistance 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 handed over to the Station Master of the next station. In all cases, a written memo giving the particulars as mentioned in sub-para (ii) above shall be made out by the Guard and/or Loco Pilot of the train or by the person who happens to find the dead body and the memo should be handed over to the Station Master. A copy of the memo should also be handed over to the man under whose charge the body is kept, for onward submission to the Police Authorities.

(iv) In case the body is found by a railway employee not working a train, he shall, unless he himself is in a position to advise the police authorities or as mentioned in sub-para (iii) above, take immediate steps to advise any responsible person in the vicinity of the scene to enable the latter to take further action.

(c) Attempts should be made to find out the identity and address of the deceased or injured. The Station Master should send a telephonic advice to the relatives of the deceased or injured free of cost, followed by a letter confirming the telephonic advice, if there is no relative or friend with the deceased or injured.

12.03 Person Fallen from Train: In case of a person fallen out of train, the Guard of the train shall take the following action.

a) A statement of the person involved in the accident should be recorded, in all cases where it is possible. But in case of child, the statement of the guardian with the child should be recorded. The statement of two co-passengers, who were eye witnesses to the incident, shall also be recorded. The statements shall be recorded in the presence of the Railway Police traveling by the train and countersigned by the police. If there is no Railway Police traveling by the train,

the signature and addresses of two responsible passengers in whose presence the statement is recorded should be obtained.

b) The following information shall be collected and furnished by the Guard of the train for accident report on form Acc 3 —

(i) KM at which
   a. The person fell down
   b. The train stopped.

(ii) The place where the person fell down (on platform or between the lines and platform or on other line or in between two tracks etc.)

(iii) Was the incident noticed by the Guard and/or Loco Pilot and train brought to a stop or the alarm chain was pulled and if so by whom?

(iv) Was the train backed to the accident spot?

(v) Name, age, sex and address of the person and detailed particulars of ticket held;

(vi) In case of child, the name, relationship and address of the guardian also

(vii) Where was the person/child seated or standing at the time of incident as seen by the fellow passengers?

(viii) Was the person injured and killed or only injured; particulars of injury;

(ix) Owning Railway, number, type, description and position of the coach from the engine and brake-van, from which the person fell down; condition of door/ window handles, shutters, safety catch.

(x) Brief description as to how the incident happened

(xi) Whether first aid was rendered, if so, by whom?

(xii) How the injured / dead was disposed off?

(xiii) Was there any GRP/RPF constable on the train and was there any TTE in the coach;

(xiv) Remarks as to whether the occurrence is accidental or due to carelessness of the person concerned or due to any other reason.

12.04 Carriage windows or doors involved:

(a) In all accidents in which carriage windows or doors or their fastenings are involved, the Guard of the train shall, along with the train examining staff, immediately examine the windows or the doors or their fastenings and whether warning notices have been duly exhibited and record the result of the examination jointly in the combined train report for the train. If there is no train examining staff at the scene of the accident, the Guard shall, as soon as possible advise by telephone the train examining staff at the next train examining station ahead about the accident. Immediately on arrival at the next train examining station ahead, the Guard along with the train examining staff, shall examine the condition of the windows or the doors or their fastenings in the carriage or carriages and whether, warning notices have been duly exhibited in the carriage or carriages and record the result of the examination jointly in the Combined Train Report for the train.
NOTE: **Form Acc 4 (Appendix V)** shall be countersigned by the train examining staff on duty in token of the particulars against item 6 of the form being correctly recorded.

(b) It shall also be the responsibility of the train examining staff, on a requisition from the Guard or on receipt of accident message, to examine the condition of the doors or windows or their fastenings and check whether warning notices have been duly exhibited in the concerned coach. Advice immediately the Divisional Railway Manager and Divisional Mechanical Engineer (C&W).

12.05 Defective running of Locomotives:

If, in the Loco Pilot's opinion, the running of his locomotive is in any way abnormal, the Loco Pilot shall exercise his discretion to reduce the speed of the train to an extent which he considers safe, and report the circumstances at first opportunity to the CCC / TPC / TLC who shall immediately report the matter to Sr.DEE / Sr DEE(TRD) or Sr.DME as the case may be. The permission of the latter shall be obtained before the engine is put back into service. These instructions refer to all types of locomotives

12.06 Persons found Dead in Trains or at Stations:

In the case of persons found dead in trains or at stations, the Station Master shall hand over the dead body to the Police for disposal and, until such time this is done, depute a railway employee to be in-charge of the dead body. In case of death by contagious disease, the Director of Public Health of the State and the Civil Surgeon of the District and the concerned Medical Officer of the Railway should be advised.

12.07 Murder on Running Train:

If a crime of a serious nature such as murder or serious assault is committed in a railway carriage on a running train, the following action will be taken by the staff with a view to helping the Police Officials in their investigation:

(a) Immediately after knowing about such an offence, the Guard of the train should empty the compartment and lock it up. After closing all shutters from outside, so that blood-stains, marks of struggle, foot-prints, finger impressions etc., may remain undisturbed.

(b) If the crime took place in a second class or sleeper class compartment, the carriage will be detached at the station where the crime was detected and will be kept under watch till the police arrive to take over the case.

(c) If the crime took place in an AC coupe / cabin / coach, the coupe / cabin / cubical shall be emptied of passengers and the carriage is allowed to proceed to the nearest station, where it can be replaced. At this station, a member of the Railway Police will watch it until a Police Officer arrives.

(d) No one, either a railway employee or an outsider, shall be allowed to enter the compartment until the Police arrive except in case, if it is necessary to attend to the injured persons, who are unable to leave the compartment without assistance.

(e) The concerned Railway Police Station will be advised of the station where, the carriage has been or will be detached. After the carriage is taken over by the Police, it should 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 should be reported to the Divisional Railway Manager concerned.

12.08 Care of Dead Bodies:

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.

12.09 Material Fouling the Track:

On completion of unloading of track material etc., Engineering officials shall ensure that there are no heaps of material or other obstruction on the line or fouling the line, which will cause derailment or endanger the safety of passengers or the railway employees engaged in shunting operations on completion of unloading of track material etc. Engineering officials shall give a' Fit 'and 'Safety Certificate 'in writing to the Station Master to this respect before allowing any traffic.

12.10 Precautions against Derailment:

If any part of the engine/ vehicle/ Carriage/Wagon has fallen down and there is reason to believe that the fallen part may be fouling the track, a careful search should be made for the fallen part by the Guard and Asst. Loco pilot. If the fallen part cannot be traced, the train should be stopped at the next station and the Station Master should be advised. The station master will issue Caution Order to the Loco Pilot of the first train proceeding into the section to be on the lookout for the fallen part. The SM will also inform the JE/SSE/P.Way to undertake a search.

12.11 Dangerous Practices:

The following dangerous practices are prohibited.

a) Attempting to jump upon or alight from an engine or vehicle moving.
b) Going between vehicles, for purposes of coupling or uncoupling when a train is moving.
c) Hanging on to the side of a vehicle, with foot resting upon an axle box or the rod or brake handle, when shunting is being performed.
d) Riding upon the buffers of vehicles in motion.
e) Moving vehicles, without first ascertaining that no person is standing between or sitting under the vehicles.
f) Passing too close in front of or behind the rear of trains at stations
g) Going too close to the vehicles or between vehicles, without first making sure that the vehicles are not moving.
h) Passing from vehicle to vehicle, while a train is in motion.
i) Crossing the line without first looking in both directions for any approaching train or vehicle.
j) Crossing the line, or going between vehicles, without first looking in both directions for train or vehicle movements, on the same or adjacent lines,
k) Standing on or walking on or between rails, instead of well outside of them.
l) Sitting or lying under vehicles standing at stations.
m) Working on vehicles under repairs, without the protection of special signals, such as red flags or lights, banner flags etc.
n) Roof traveling.

12.12 Reporting Fire:

a) When reporting cases of fire on trains, the position of the vehicle on the train in relation to the train engine should be given.
b) Whenever serious fire accidents occurred in a coach / wagon, the Station Master / Control office will send information immediately to the Scientist / Forensic Laboratory which cater to the area so as to enable the Scientist to attend to the site of accident promptly for collecting clues / samples leading to the causes of the fire. In cases of accident involving fire, services of Fire Service Department to be requisitioned by the Station Master.

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CHAPTER XIII

SABOTAGE

Procedure for dealing with cases of Sabotage or Train Wrecking

13.01 General: The rules contained in this chapter are additional rules meant for cases where derailments and/or other serious consequences arise due to train wrecking or 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 accident, it should be classified as train wrecking. The acts which constitute train wrecking have been detailed in sections 150 and 151 of The Railways Act 1989.

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 train wrecking or not.

13.02 Explosion on Track or Train:

a) On hearing an explosion, the Loco Pilot shall stop his train as soon as possible and examine the track along with the Guard at the site of explosion to ascertain the extent of the damage. If the Loco Pilot does not bring the train to a stop within a reasonable time, the Guard shall draw the attention of the Loco Pilot by cautiously applying the vacuum / air pressure brake by operating the Guard's brake van valve.

(b) The Loco Pilot 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 Loco Pilot 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 Loco Pilot and the Guard, the Station Master shall immediately advise the Controller who will:

(i) Advise the SSE/P. Way 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 Chief Crew Controller for a thorough examination of the train and the engine at the next terminal station.

(iii) The duties prescribed above for the Controller will devolve on the Station Master on non-controlled sections.

The Station Master shall immediately issue a message to the Station Master at the other end and obtain his acknowledgement by exchange of PN.

(e) The Station Master at both ends of the reported section must stop all trains and issue Caution Orders to Loco Pilots, specifying the KM and the speed restriction.

(a) No train shall be allowed until such time SSE/P.way certified the track safe for the passage of train.

(b) In such cases the train shall be started only after Police clearance.

13.03 Duties of Guard, Engine crew and other Railway staff when a derailment or any other serious consequences take place to the train due to suspected train wrecking or sabotage:

The Guard along with the engine crew and other railway staff traveling by the train involved, after reporting the accident, protecting the train and rendering first aid to the injured shall —-

a) Carefully examine the track jointly with responsible passengers and record the results of the examination and have the record signed by them.

b) See that the portion of the track, rails, fish plates, bolts and other fittings appearing to have been tampered with, are not touched or moved by any persons and that these are closely watched till the arrival of the Civil and Police Authorities.

Note: (i) In the case of an Officer or a Supervisor being on the train, the above duty will devolve on him.

(ii) Whenever assistance is obtained from any passenger or other member of the public, their names and addresses should invariably be kept on record for future reference, if necessary.

13.04 Information to the Civil and Police Authorities: The Station Master adjacent to the site of the accident shall inform the local Civil and Police/ RPF / GRP authorities by the quickest means available and give them all possible assistance to reach the site.

13.05 Precautions by Engineering Supervisors: After going to the site of the accident, Assistant Engineers and Permanent Way Inspectors should take the following precautions —-

(a) Instruct the Gangmen proceeding to the site of the accident, in the first instance, not to carry any tools with them.

(b) Ensure that tool boxes of Gangmen sent to the site of accident are not opened until they have been checked by the Police.

(c) Instruct them not to touch or remove any portions of the track, rails, fish plates, bolts and other fittings within the area of the accident till they have been inspected by the Railway, Civil and Police Authorities and photographed & video graphed.

13.06 Duties of Officers and other Supervisory Officials:

Officers and Senior Supervisory Officials, in addition to their other normal duties shall

a) Take note of casualties and sketches of the accident.

b) Do all they can to collect evidence likely to throw light on the cause of accident.

c) See that likely clues to the cause of accident are not inadvertently removed through ignorance or curiosity, and

d) Make arrangements for photographing and videographing the portions of the track, rails, fish plates bolts and other fittings and the engine and bogies of the affected train as early as possible.

13.07 Duties of Railway Protection Force Officials:

a) On receipt of information of the accident, the senior most R.P.F. Official in whose jurisdiction the accident has occurred should immediately proceed to the spot with all available men.

b) Necessary additional assistance may be requisitioned from the neighbouring R.P.F. Post or Outpost.

c) Apart from making an entry in the Diary of RPF post, the Station Master should also be informed of this movement.

d) On receipt of information, the Inspector of Protection Force and the Divisional Security Commissioner of the Division should also proceed to the spot. Movement of the R.P.F. staff in the above cases should be made by the quickest means available, and where necessary, motor transport may be hired.

e) Before proceeding to the spot, the R.P.F. officials mentioned above should make arrangements to contact the local Railway Police/District Police Officials to ensure that the accident has been reported to them also.

f) The dog squad should be immediately pressed into service to assist the police as required.

g) Clearance of State Police authorities shall be obtained for commencing the restoration work.

13.07.1 On arrival at the spot, the RPF will discharge the following duties:

a) Assist in extricating persons from the wreckage or debris, rendering First Aid to injured, evacuate injured and not-injured persons from the site.

b) Safeguard the belongings of the victims and the railway property till the Police arrive on the scene and take over the responsibility.

c) Guard the permanent way, rails, fish plates, bolts and other materials from being interfered with, by anyone till the Police officials arrive at the scene and take charge.

d) Look out for suspects in the vicinity, and keep a note of any clues that may be useful in detecting the offence.

e) The services of State Fire Department may be summoned to fight any fire that may break out at the scene of accident.

f) Liaise with the Railway Police/District Police in the investigation of the case.

13.08 Police Clearance:

Unless otherwise necessary to save life or to extricate passengers and injured, no carriage, vehicle, component part or likely clues shall be disturbed until investigations have been completed and written permission is given by the Police to start work on clearing the wreckage and restoring communication.

13.09 Joint Examination by Civil, Police and Railway Officials:

a) After the medical relief work has been completed, the senior most Railway Officer at the site shall make a detailed investigation of the cause of the accident including a thorough survey of the site for at least 800 metres in the rear, with the assistance of representatives of Departments concerned and in conjunction with senior Civil and Police officials.

b) While carrying out the examination, the position of vehicles, track fittings etc, should not be disturbed as far as possible. Arrangements shall be made with the assistance of R.P.F. and the Police to keep staff and outsiders who are not concerned with the examination, away from the site. The details of such examination should be precisely recorded.

c) The senior most Officer at the site in consultation with the Police should decide what materials are to be preserved for further examination. These materials should be conveyed to a suitable place where it will be stored under the joint custody of the Police and the Railway. As far as possible, all small fittings should be put into a Box or a gunny bag and sealed jointly by the Police and the Railway. A receipt should be obtained for whatever material the Police have taken charge of. Before dismantling the damaged track, the different components should be

carefully numbered or match-marked so that the whole scene can be reconstructed, if required later at an Inquiry.

d) The recorded note of the examination should be checked and counter signed by the senior most Police Official after it is finalized.

13.10 Removal and examination of Rolling Stock:

13.10.1 Removal of not-Damaged Rolling Stock —-

Rolling stock which remains on track undamaged may be taken away after the written permission of the Senior Police official at the site. These should be taken and stabled at the nearest convenient station where further examination of vacuum / air brake fittings can be made under the supervision of the Divisional Mechanical Engineer or Assistant Mechanical Engineer.

13.10.2 Removal and examination of Damaged Rolling Stock —-

A detailed examination of the engine and the vehicles damaged due to the accident should be made by the Divisional Mechanical Engineer along with the Senior Police Official. All damages and deficiencies should be carefully noted down and particular comments made with regard to damages and deficiencies likely to cause derailments and whether these appear to be old or fresh and the signature of the Police Official obtained on the note. These notes should be utilized for purpose of making the final note in the joint examination.

13.11 Preparation of Notes and Drawings:

The following special points should be borne in mind / by the officers and Supervisory staff when examining the site and preparation of notes and drawings:-

a) The exact position in which engines and vehicles came to rest and also where loose component parts were found.

b) The exact position in which rails and component parts, such as sleepers, fish plates, bolts, nuts, dog spikes, etc., were found.

c) Wheel marks and other damage to sleepers, rails and other fittings in the accident.

d) The examination of rail ends at the displaced point or points for any dents or burs and whether burs are vertical or horizontal.

e) The position of wheels in relation to any displaced rail, its normal alignment and the landing rail.

f) Condition of the track in rear for at least 800 m.

g) If the nature of the accident requires:-

   i) The position and condition of signals, point and signal levers and block instruments should be inspected.

   ii) Functioning of interlocking provided at the station should be tested.

   iii) Train passing records including Train Signal Register, Private Number sheets and Line Admission Book should be seized and carefully preserved.

h) Statement of staff should be recorded.

13.12 Restoration of Communications:

Restoration of traffic should only be taken up after complete investigation and examination have been made, a joint note and sketch have been prepared, and the Police and Civil Authorities have given in writing that their investigations have been completed and that no further check is necessary. Steps to remove the vehicles and for restoration should commence only after this has been completed.

13.13 Preparation of Plan for Inquiry:

A detailed plan should be prepared for the Commissioner of Railway Safety or Judicial Inquiry, which should be a reproduction of the original sketch. Copies of recorded note signed by the Railway and the Police representatives should form an appendix to the statement made by the senior most Official in his evidence at the inquiry.

13.14 Preservation of Notes and Sketches:

All notes, sketches and recorded observations of the various officials who attend the site of accident should be carefully preserved for future use in case evidence of such officials is required later at subsequent inquiries/investigations or in court trials.

13.15 Association of Security Officer:

(a) In all cases where inquiries are conducted by the Railways, under the Railway (notices of and inquiries into accidents) Rules, 1998, and where there is a prima-facie suspicion of train wrecking having been committed, the Security Commissioner of the division should invariably be associated with such inquiries and the joint findings drawn by the committee should be signed by him. The findings in such cases should be routed through the Chief Security Commissioner in the Headquarters office before they are accepted.

Statistics of train wrecking cases should be based only on the basis of accepted findings in this regard and be vetted jointly by CSC and CSO before being communicated to either the Safety or the Security Directorate of the Railway Board.

(b) Further, in all such cases the inquiry committee should give a clear verdict of train wrecking in the finding. If it is not a case of train wrecking the inquiry committee should give clearly in the joint finding as failure of other than railway staff due to other miscellaneous causes. as per statement of train accidents. The above classification should also be clearly indicated in the statement of train accidents.

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CHAPTER - XIV
DISASTER MANAGEMENT

14.01. Disaster Management ACT (2005)

i. Government of India enacted a law on Disaster Management to provide for the requisite institutional mechanism for drawing up and monitoring the implementation of the DM Plans, ensuing measures by the various wings of the Government for prevention and mitigating the effects of disasters and for undertaking holistic, co-ordinated and prompt response to any disaster situation.

ii. The DM Act was enacted in 2005.

iii. The Act provides for a specific role for local bodies, including Panchayat Raj Institutions as well as urban local bodies like Municipalities in Disaster Management.

iv. The Act shall facilitate effective steps for the mitigation of disasters, prepare for and co-ordinate effective response to disasters and other related matters.

14.02. Definition of Disaster:

As per Disaster Management Act, 2005

"A catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of property, or damage to, or degradation of environment and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area."

Vide Railway Board letter No. 2003/Safety – (DM)/6/2/Pt. dated 06.01.2009, the definition of Railway Disaster and co-ordination of DM Plan was revised. Accordingly, the Railway Disaster is defined as:

"Railway Disaster is a serious train accident or an untoward event of grave nature, either on the Railway premises or arising out of Railway activity in that area, due to natural or man-made causes, that may lead to loss of many lives and/or grievous injuries to a large number of people and/or severe disruption of traffic, necessitating large scale of help from other Government / Non-Government and Private Organisations".

Board has also approved the proposal to nominate either GMs, AGMs or CSOs for declaring an untoward incident as a Railway Disaster

14.03. Types of Disasters:

Disaster in the Railway context was traditionally a serious train accident, caused by human/equipment failure, which may affect normal movement of train services with loss of human life or property or both. This is now extended to include natural and other man made disasters. Different types of disasters are described alongwith a few examples below :-

a) Natural Disaster: Example : Earthquakes, Floods, Cyclones, Land Slides, Tsunami etc.

Civil Engineering Department at the field level and on the Divisions gets information through advance warning sent by the respective Government Departments on the possibility of Floods, Cyclones, Earthquakes, and Landslides etc. Depending on the gravity of the disaster/crises/calamity expected the information would be passed on to the Divisional Officers through the Emergency Control which will act as the Incidental Command System (ICS) Where train operations have to be suspended or regulated the operating departments would be suitably advised. After making the t rain regulation plan, the divisional control would advise the commercial and security departments for management of the welfare of passengers. Alerts to the passengers would be issued through the PR Department of the Railway in the Print and Electronic Media.

DRMs on the divisions shall ensure coordination among the departments for ensuring running of train services (including relief special trains) as also relief arrangements for the passengers and for the Welfare of Railways staff. Assistance from other Divisions and Zonal Railways would be taken through the Headquarter of the Zonal Railways. Coordination with the Integrated Operation Centre (IOC) of Ministry of Home Affiars (MHA) and NDMA/NDRF would be through the Emergency Control of each zonal Headquarter.

b) Train Accident related Disaster :- Example : Collissions (with a huge number of casualties), Train marooned (flash floods), derailments at a bride over a river, and coaches falling down; train washed away in cyclone, derailment of a train carrying explosives or highly inflammable material, Tunner collapse on a train, fire or explosion in trains, and other miscellaneous cases etc.

A major train accident leading to serious casualties, long duration interruption to traffic and cannot be tackled with its own resources but requires help from other non-railway resources. Dealing with such disasters is mentioned in detail in Divisional and Zonal Disaster Management Plan.

c) Man made Disasters : Example: Acts of Terrorism and Sabotage, i.e. casuing deliberate loss of life and/or damage to Property, which includes Setting fire to a Train, Railway installations etc. bomb blast at Railway Station/Train, Chemical (Terrorism) Disaster, Biological and Nuclear Disaster.

Different forms of terrorism fall under this category. A major role has to be played by the Security Department of the Railways who will coordinate with the State Governments and when required the Para-military and other forces. The Security Control of the division will act as the Incident Command System (ICS). The Headquarter Security Control will coordinate with the Integrated Operation Centre (IOC) of MHA.

14.04 Authority to declare a Disaster in Railways:

In case of a serious accident, the Administration would take a conscious decision whether the situation is to be classified as a Disaster or not. GMs, AGMs or CSOs (when GM/AGM are not available) are authorised to declare an untoward incident as Railway Disaster. Such declaration shall have to be issued to all concerned with the approval of competent authority. Once, the accident is declared as Disaster, all instructions as contained in Disaster Management Plan would automatically come into force.

14.05. NDMA (National Disaster Management Authority)

i. The Government of India constituted NDMA with the Prime Minister as the Chairperson at national level, on May 30, 2005.

ii. It has been entrusted with the responsibility

- To lay down the policies, plans and guidelines for Disaster Management
- Approve the National Disaster Management Plan and the plans prepared by the Ministries / Departments of Government of India
- Lay down guidelines to be followed by the State Disaster Management Authorities for drawing up the State Plan and the Ministries / Departments of the Government of India for the purpose of integrating the measures for prevention of disasters or the mitigations of their effects in their development plans and projects
- Co-ordinate enforcement and implementation of the policies and plans for Disaster Management
- Recommend provisions of funds for the purpose of mitigation and

- Lay down broad policies and guidelines for the functioning of National Institute of Disaster Management (NIDM).

iii) The State Governments and UT Authorities have been advised to set up State Authority and District Authority for each State / District to discharge broadly similar functions at the State and District level. Chief Minister will function as Chairman at State level and Collector will function as Chairman at District level.

iv) After the earthquake in Gujarat in 2001, the responsibility for managing disasters is entrusted to the Ministry of Home Affairs in view of the highly technical and specific nature of certain disaster events.

Disaster	Nodal Ministry
Natural Disasters other than drought	Ministry of Home Affairs
Drought	Ministry of Agriculture
Air accidents	Ministry of Civil Aviation
Railway accidents	Ministry of Railways
Chemical disasters	Ministry of Environment And Forests
Biological disasters	Ministry of Health
Nuclear disasters	Department of Atomic Energy

The Central Relief Commissioner in the Ministry of Home Affairs is the Chairman of the Crisis Management Group (CMG) constituting of nodal officers from various concerned Ministries, Departments and Organisations in their respective sectors, who takes measures required for dealing with natural disaster, co-ordinates the activities of the Union Ministries and States in relation to disaster preparedness and relief, and to obtain information from the nodal officers on all these issues.

v) NDMA has issued guidelines to deal with various vulnerabilities faced by India like earthquakes, floods, cyclones, etc.,. These guidelines are in a consolidated form and individual Ministries / Departments are to implement these guidelines in their respective areas of functioning within the specified time-frames. These guidelines are directed towards prevention and mitigation aspects of Disaster Management arising out of various vulnerabilities.

CONTACTS OF NDMA :

Vice Chairman	BSNL 011-26701701
OSD	BSNL 011-26701704
Member	BSNL 011-26701736
Secretary	BSNL 011-26701710
Control Room	BSNL 011-26701728, 011-26701729 email: controlroom@ndma.gov.in, ndmacontrolroom@gmail.com

14.06 NDRF (National Disaster Response Force)

i. NDRF was constituted with 8 Battalions of Central Police Force, i.e., two Battalions from Border Security Force (BSF), two from Central Industrial Security Force (CISF), two from Indo-Tibetan Border Police (ITBP) and two from Central Reserve Police Force (CRPF) are earmarked for this purpose.

ii. The NDRF was constituted for the purpose of specialist response to disaster situations.

iii. The general superintendence, direction and control of the Force shall be vested in the NDMA and the command and supervision of the force shall vest in the DG, Civil Defense and NDRF.

NOTE : All the districts of Odisha, Chhattisgarh & Madhya Pradesh lying in S.E.C.Railway territory are covered by NDRF/Cuttack.

All the districts of Maharashtra lying in S.E.C. Railway territory are covered by NDRF/Pune.

ADDRESS & CONTACTS OF NDRFs IN SECR.

1) 3rd BN NDRF,
PO: Mundali, Cuttack (Odisha) Pin: 754006.
Office Phone No.0671-2879710
FAx No. : 0671-2879711
E-Mail:3rdndrfmundali@gmail.com, bn-4th@cisf.gov.in

2) 5th BN,
NDRF, Sudumbare, Taluka, Dist.Maval,
Pune (Maharashtra)
Office Phone No.02114-247010
Fax No.02114-247008
E-Mail: 145crpf@gmail.com

NDRF HEADQUARTER

DG/NDRF Off-011-26712851 011-26715303 E-Mail: dg.ndrf@nic.in	IG/NDRF Off: 011-26160252 E-Mail: ig.ndrf@nic.in	DIG/NDRF Off: 011-26105910 E-Mail: dig.ndrf@nic.in
NDRF Control Room : Tel: 011-26107953, Fax: 011-26105912. E-Mail: hq.ndrf@nic.in		

The jurisdiction, districts & address of area-wise NDRF is provided in **APPENDIX-VI**

14.07 Disaster Management Plan:

All Divisions and Zonal Railway HQ must devise their DM Plans as per the Provisions of Disaster Management Act, 2005 and DM Plan of Indian Railway into consideration of the resources available with them, their neighbouring divisions/Zonal Railways, Civil Authorities, industrial units and Armed Force bases located in their territory. This would enable the Divisions/Zonal Railways to muster the entire local resources in case of major disaster/natural calamity. Zonal Railways DM Plan should integrate all divisions and also to take into consideration adjacent Railways' framework. These DM Plans will help the relief teams to distribute their work and mandated duties. ISO 9000 certification is to be obtained initially for HQ and later for the Divisional DM Plans.

a) Divisional Disaster Management Plan: This will generally contain specific information regarding divisional action plan for dealing with all types of railway disaster. It should focus mainly on further new developments of sharing of resources with all stake holders. It should also have, divisional specific information like road maps, etc. Information common to all divisions of a Zonal Railway may be replicated uniformly in DM Plans of all divisions of the Zonal Railway. Divisional Specific information need not be contained in headquarter DM Plan.

b) Headquarter level Disaster Management Plan : This will have information common to all divisions of Zonal Railway. It will generally contain Railway's action plan for dealing with all types of railway disaster. Action items alongwith their progress will be detailed for all type railway disasters. Contrary to the divisional Plan this will be more centric towards prevention, mitigation and preparedness than rescue and relief. Information like formation of relief and Rescue teams at the accident site, Disaster Management Control Management, Duties of various officials etc. in addition to the information specific to headquarter will be contained in this plan. Information common to all divisions of a Zonal Railway may be replicated uniformly in DM Plans of all divisions of Zonal Railway. The

Plan of HQ should detail for all types of disasters, the preventive, mitigation and preparedness measures being taken by the railways and also the rescue, relief and restoration systems in place to meet with them.

14.08 Nodal Department for Compilation, updating and review of Disaster Management Plans:

Safety department on the Zonal Railways is responsible for compilation of DM Plans at HQ and Divisional Levels. The DM Plans are to be prepared with coordination of other departments, NGO, Private Agencies, etc. These Plans are to be reviewed and updated at least once a year, i.e. January on the basis of Disaster Management Plans issued by Indian Railways and National Disaster Management Authority (NDMA). The DM Plans of the "State Governments" also need to be considered periodically and changes incorporated in the respective DM Plans of Zonal Railways/ Divisions. These Plans are also to be hosted on the rail net server of the zonal railways.

14.09 Handling of a Disaster :-

a) Railway Agencies : In handling disasters, Railways should utilize its resources efficiently viz. Communication Network, Territorial Army Units, Unformed Force of RPF/RPSF, Medical Infrastructure, Civil Defence Organization, Scouts and Guides, Dedicated Rescue/Restoration Equipment.

b) Intermediate Agencies : A list of Contractors and Suppliers having emergency equipments like Earth Moving Machineries, Generators, Pumps etc. of adequate size is to be maintained by each division with their contact numbers and locations to be drafted at the time of need.

c) Outside Agencies : Assistance from following agencies can be obtained.

- National Disaster Management Authority (NDMA)
- State Disaster Management Authority of Chhattisgarh, Madhya Pradesh, Orissa & Maharashtra.
- States Disaster Rapid Action Force
- National Disaster Response Force (NDRF)
- Army, Navy and Airforce through NDMA
- Non-Government Organisations (NGOs) as per their capacity and need.

14.10 Disaster Preparedness :

Availability of Resources are generally self-reliant in carrying out rescue and relief operations as a result of having a well organized set up including ARMVs and ARTs. However, major accidents, involving heavy casualties in remote areas or in difficult terrain or under adverse weather conditions are possible to be managed efficiently by mobilizing non-Railway resources also.

Disaster Management mechanism in Railways can be maintained at a high level of preparedness and efficiency by keeping all resources readily available and in good fettle, Resources imply both Railway and non-Railway men and material including Medical, Personnel, transport, volunteers, Police and fire services.

14.11 Management of Disaster :

There are two aspects of Disaster Management work at an accident site. Firstly Rescue, Relief and Restoration which is carried out by one set of functionaries. Second aspect pertains rehabilitation of accident involved passengers, taking care of dead bodies, dealing with their relatives, transportation of stranded passengers etc. which is carried out by a different set of functionaries.

a) Golden Hour Rule :

The basic principle of Trauma Management is speed and expediency – "Most Trauma patients die of shock, which comes from sluggish or non existent circulation and the resulting chemical changes in the body" Therefore, critical

trauma patients should be given medical care within one hour from the time of accident, chances of recovery/survival reduces drastically, even with best medical attention given thereafter. This period of one hour is know as the "The Golden Hour". During golden hour period patients should be provided with treatment to arrest bleeding, shock relieving and artificial respiration and keeping them in recovery position.

b) Management to save lives :

While rescuing the injured/dead, it is necessary to take firm and quick decision to save lives. Mechanical Department shall discharge dual responsibility of extricating injured passengers and dead bodies from coaches and toppiling those coaches whose search has been completed. They will join up with Medical teams in extracting the injured/dead.

The basic steps for quick and effective rescue and relief operation are :

i) Rapid access to the site of accident for searching of victims.

ii) Quick extrication of victims and effective on-site medical management.

iii) Expeditious extraction and shifting to rescue vehilcle(s).

iv) Speedy transportation to hospital.

14.12 CRISIS MANAGEMENT

14.12.01 Definition :-

Crisis :- A "Crisis" is an unstable time for an organisation, with a distinct possibility for an undesirable outcome. This undesirable outcome could interfere with the normal operations of the organisation, it could damage the bottom line or it could jeopardize the positive public image. In railways crisis is discussed which arises out of fires, floods, tornadoes, earthquakes, bombing etc.

Crisis Management : Crisis Management is the process by which an organisation deals with a major event that threatens to harm the organisation, its stakeholders, or the general public. Three elements are common to most definitions of crisis a) a threat to the organisation, (b) the element of surprise, and (c) a short decision time.

In contrast to risk management, which involves assessing potential threats and finding the best ways to avoid those threats, crisis management involves dealing with threats after they have occurred. It is discipline within the broader context of management consisting of skills and techniques required to identify, assess, understand, and cope with a serious situation, especially from the moment it first occurs to the point that recovery procedures start.

Crisis Management consists of :

- Methods used to respond to both the reality and perception of crises.
- Establishing metrics to define what scenarios constitute a crisis and should consequently trigger the necessary response mechanisms.
- Communication that occurs within the response phase of emergency management scenarios.

Crisis Management methods of an organisation are called Crisis Management Plan.

14.12.02 Difference between a Crisis and Disaster :-

A crisis medicates either an impending calamity or the occurrence of an incident which would adversely affect the society and human population. A Disaster is a much bigger occurrence of an event which would cause large scale devastation, damage to property and loss of human life etc. While a Crisis may or may not turn into a Disaster, the opposite is normally true, but with the condition the crises situation is more in the initial stages.

14.12.03 Types of Crisis :-

There can be broadly 4 types of crisis situation which the Ministry of Railways may be confronted with:

a) National level crisis developed in the Railways and is specific to a railway which is to be managed with the help and assistance of other Ministers. All Indian Railway Strike is only such crisis for which Ministry of Railways is the Nodal Ministry.

b) National level crisis affects the country including Railways and different Ministries/ Departments have to help and assist each other based on their strengths. Cyclone, Earthquake etc. can be such crisis where railways have to assist by running special trains. Ministry of Home Affairs is the Nodal Ministry but Railways have to maintain liaison and flow of information for assistance to restore the affected railway system. Further for Terrorism/Security related Crisis, Ministry of Home Affairs has to assist railways.

c) Crisis situation which is not a national level crisis affects railway system which is to be managed with the help and assistance of other Ministries/departments. Chemical explosion in train, fire in train, train falling in river, etc may be such situations.

d) Crisis situation which is not a national level crisis affects railway system which can be managed with the help op internal resources from the railways only. In such crisis where railways have to help other ministries by way of rail transport. Ministries concerned will make their own Crisis Management Plan bringing out the assistance that the Railways will be required to provide to them.

14.12.04 Drill for handling Crisis :

The Crisis Management Plan (CMP) is intended to deal with the afore mentioned crisis situations only. The drill to be followed in the Ministry of Railways (Railway Board) as well as on the Zonal Railways in respect of crisis group Functioning of Control Room, communication etc. are basically the same for all crisis situations and the same general drill will follow and to be supplemented by the special instructions depending upon the nature of the crisis.

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IMPORTANT CONTACT NUMBERS – RAILWAYS

Division	Officer/Office	Contact Number/s
BSP	DRM	Railway:075–62200, BSNL:07752–247100 Mobile : 09752876000
	ADRM	Railway:075–62202, BSNL:07752–247102 Mobile : 09752876001
	Control Office	Railway : 075 – 62050 , 62051 BSNL:07752 – 41559
R	DRM	Railway:075–72200, BSNL:0771 – 2252200 Mobile : 09752877000
	ADRM	Railway:075–72202, BSNL:0771 – 2252202 Mobile : 09752877001
	Control Office	Railway : 075 – 72368 BSNL : 0771 – 2252266
NGP	DRM	Railway : 075-52200, BSNL: 0712–2561939 Mobile : 09730078000
	ADRM	Railway : 075-52202, BSNL: 0712–2565224 Mobile : 09730078001
	Control Office	Railway : (BG)075-52435, (NG) 075-52364 BSNL: (BG) 0712-2560420 (NG) 0712-2564413

IMPORTANT PHONE NO. & NODAL RAILWAY OFFICERS

Designation	RAILWAY		BSNL/Airtel		CUG Mobile No.
	Office	Resid.	Office	Resid.	
G.M	64000	64001	247000	269005	97524-75000
			269004		
FAX	64074		428468 410575		
Secretary	64002	64003	247002	247003	97524-75001
FAX	64075		247008		
SDGM	64006	64007	414229	247023	97524-75003
FAX	64076		414229		
DGM-G (CPRO)	64008	64009	413008	247219	97524-75004
FAX	64077		409165		
ADGM	64010	64011			97524-75012
Dy Secretary (G)	64012	64013	414732	268183	97524-75005
Astt.Secretary (Conf)	64014	64015	417914	247040	97524-75010
Sr.PRO	65922	65923	413971	415516	97524-75013
C.C.M	64300	64301	416285	426825	97524-75950
FAX	64388		418040		
C.C.M.-FS & CL	64302	64303	414377	413281	97524-75951
Dy.C.C.M - Claim	64308	64309	415256	427840	97524-75957

Designation	RAILWAY		BSNL/Airtel		CUG Mobile No.
	Office	Resid.	Office	Resid.	
Dy. CCM-HQ	64312	-	411837	240196	97524-75954
PCE	64200	64201	410885	268133	97524-75200
FAX	64267		414042		
CTE	64202	64203	409009	414286	97524-75201
CBE	64204	64205	415572	422943	97524-75202
CE/TS&HQ	64206	64207	269175	268040	97524-75204
CE/P&D	64208	64209	269176	247380	97524-75205
Dy CE/Br	64210	64211	410440	426941	97524-75211
Dy. CE TP	64212	64213	415548	247038	97524-75214
Dy CE-Track	64216	64217	410999	268224	97524-75210
Dy.CE -G	64218	64219	417792	247285	97524-75209
CEE	64400	64401	410305	247363	97524-75300
FAX	64472		410305		
CEGE	64402	64403	415533	247021	97524-75302
CELE	64404	64405	415547	427730	97524-75301
CEDE	64406	64407	415558	247145	97524-75303
AEE/ HQ	64414	64415	420344	407375	97524-75307
PS to CEE	64416	64417	-	423547	97524-75308
C M - IT	65900	65901	403181	407021	97524-75890
FAX	65917		410167		
Dy CM-IT	65902	65903	247589	247139	97524-75891
CME	64700	64701	247158	428998	97524-75400
FAX	64764		410306		
CRSE	64702	64703	414710	414818	97524-75401
CMPE	64706	64707	415571	419442	97524-75402
CME/Plg	64704	64705	415540	415537	97524-75403
Dy. CME-Diesel	64710	64711	410308	414339	97524-75407
Dy CME – HQ	64712	64713	415502	428002	97524-75410
AEME – C&W	64720	64721			97524-75411

Designation	RAILWAY		BSNL/Airtel		CUG Mobile No.
	Office	Resid.	Office	Resid.	
PS-I	64724	64725			97524-75412
C.M.D.	65500	65501	247047	247134	97524-75500
FAX	65518		247041		
CHD	65502	65503	247241	268141	97524-75501
ACHD	65504	65505	247042	268230	97524-75503
Asstt. Health Officer	65508				97524-75506
Asstt.PharmacyOfficer	65510	65511			97524-75505
COM	64600	64601	410991 414848	415396	97524-75900
FAX	64662		414901		
CFTM	64602	64603	410992	415397	97524-75901
CPTM	64604	64605	415584	423281	97524-75902
CTPM	64608	64609	415576	415570	97524-75903
Dy COM-planning	64612	64613	417803	427344	97524-75910
Dy COM/G	64614	64615	423745	423742	97524-75906
Dy COM Coaching	64616	64617	417698	247230	97524-75907
STM / G	64622	62361	416691	422823	97524-75912
ATM/HQ	64620	64621	247009	415433	97524-75911
PS-I	64630	64631			97524-75915
CSO	65350	65351	415404	247044	97524-75550
Fax	65378		413911		
D.M.P ROOM	65010		247235		
Fax			247235		
SSO- S&T	65352	-	413911	-	97524-75552
Dy. CSO (Civil)	65354	65355	415521	247165	97524-75551
SSO/Traffic	65356	65357	213022	-	97524-75554
Dy. CSO (Elect)	65358	65359	406651	403424	97524-75553
DMP Room					
CSC	64970	64971	414819	420869	97524-75700
FAX	64996		414819		
ASC/PS	64976		417936		97524-75704

Designation	RAILWAY		BSNL/Airtel		CUG Mobile No.
	Office	Resid.	Office	Resid.	
CSTE.	64800	64801	268059	268801	9752475800
FAX	64856		415274		
CSE	64804	64805	415501	247020	97524-75801
FAX	64857		415573		
CCE	64802	64803	268003	247173	97524-75802
Dy CSTE-Tele	64812	64813	414433	247248	97524-75808
Dy. CSTE -Plg	64808	-	416510	268207	97524-75808
Dy.CSTE-Sig	64810	64811	416510	268207	9752475806
Dy. CSTE -G	64814	64815	268219	247108	97524-75807
EO to CSTE	64822		414436	220042	97524-75810
DSTE Plg.	64816	64817	247262	247054	97524-75814
PS-I to CSTE	64826	64827			97524-75812
DRM/NGP	52200	52201	2561939	2565767	9730078000
ADRM	52202	52203	2565224	2565596	9730078001
CMS	52470	52471	2561016	2542130	9730078500
DCM/CO-ORD	52230	52231	2562868	2565337	9730078950
Sr. DME	52270	52271	2560427	2565604	9730078400
Sr. DOM	52260	52261	2564917	2565984	9730078900
Sr. DSTE	52280	52281	2560638	2561191	9730078800
Sr. DEN/Co-ord	52220	52221	2561435	2561602	9730078200
Sr. DEE/TRD	52240	52241	2544226	2565172	9730078300
Sr. DSO	52266	52267	2545608	2543167	9730078550
Sr. DEE/OP	52242	52243	2561667	2565918	9730078375
DSC	52250	52251	2560707	2560458	9730078700
DRM/R	72200	72201	2252200	2252870	9752877000
ADRM	72202	72203	2252202	2254243	9752877001
CMS	72500	72501	2252470	2252301	9752877500
Sr. DSO	72266	72267	2252264	2252131	9752877550

Designation	RAILWAY		BSNL/Airtel		CUG Mobile No.
	Office	Resid.	Office	Resid.	
Sr. DOM	72260	72261	2252260	2524547	9752877900
Sr. DSTE	72280	72281	2252280	2252681	9752877800
Sr. DEN/Co-ord	72220	72221	2252220	2252481	9752877200
Sr. DME /Co-ord	72270	72271	2252270	2104343	9752877400
Sr. DEE/OP	72242	72243	2252242	2252968	9752877375
Sr. DCM	72230	72231	2252230	2884547	9752877950
Sr. DEE/TRD	72240	72241	2252240	2252630	9752877300
DSC	72250	72251	2252250	2259940	9752877700
DRM/BSP	62200	62201	247100	247101	9752876000
ADRM	62202	62203	247102	247103	9752876001
CMS	62470	62471	247084	247071	9752876500
Sr. DSO	62266	62267	247166	268167	9752876550
Sr. DOM	62260	62261	247160	247161	9752876900
Sr. DSTE	62280	62281	247180	247181	9752876800
Sr. DSC	62250	62251	247150	247151	9752876700
Sr. DEN/Co-ord.	62220	62221	247120	247121	9752876200
Sr. DME	62270	62271	403555	247171	9752876400
Sr. DEE/OP	62242	62243	247142	247245	9752876375
Sr. DCM	62230	62231	247130	247486	9752876950
Sr. DEE/TRD	62240	62241	247140	268052	9752876300

SATELLITE PHONE (INMARSAT FACILITY)

S.No.	Facility	ISD Code	Telephone No.
01.	Bilaspur S&T Central Control	00870	763945611
02.	Bilaspur ART	00870	763096240
03.	Bilaspur Central Test Room	00870	763096154
04.	Shahdol ART	00870	763945615
05.	Raipur Control Test Room	00870	763945619
06.	BMY ART	00870	763945623
07.	Nagpur Control Test Room	00870	763096266
08.	Nainpur ART	00870	763096087

6. IMPORTANT CONTACT NUMBERS GOVERNMENT OF CHHATTISGARH, MADHYA PRADESH, ORISSA, MAHARASHTRA

Phone numbers of Senior Officials of State Administration Chhattisgarh.

Designation	State	Division	Phone numbers (STD Code-0771)
Chief Secretary	Chhattisgarh	Raipur & Bilaspur	2221207& 4080207(O), 4050977(R), 9826622633 (M)
Home Secretary			2221338&4014145(O), 2881335(R), 9406020200 (M)
DG of Police			4240001(O), 4240005(R)
Secretary of DM			2221120 & 4080349 (O), 2425091(R), 9425208500 (M)
Joint Secretary/DM			4080946(O), 4024619 (R), 9425307888
DM Cell			2221242, 4080593 (O)

Phone numbers of Senior Officials of State Administration Madhya Pradesh.

Designation	State	Division	Phone numbers (STD Code-0755)
Chief Secretary	Madhya Pradesh	Bilaspur & Nagpur	2441848,2441370
Home Secretary			2441816
DG of Police			2443500
In charge of DM			2461538

Phone numbers of Senior Officials of State Administration Maharashtra.

Designation	State	Division	Phone numbers (STD Code-022)
Chief Secretary	Maharashtra.	Nagpur	22025042,22028762, 9869045676
Home Secretary			22029959,9821063750
DG of Police			22026672
In charge of DM			25608208

Phone numbers of Senior Officials of State Administration Orissa.

Designation	State	Division	Phone numbers (STD Code-0674)
Chief Secretary	Odisha	Bilaspur	2534300,2322196,2536700(O),2534400 (R)
Home Secretary			2531515,2322461 (O),2531721(R),
DG of Police			0671-2301151,2306501(O),2304662,230667(R)

Important contact numbers of civil authorities

BILASPUR DIVISION & HQ

Civil Authority	Town	Code	Office	Residence	Cell
Collector	Jharsuguda	06645	270070	270868	9437170868
SP			270888	270808	9437967100
Collector	Sundargarh	06622	272265,272225	273344	9438166617
SP			273324	273338,273538	9438054259
Collector	Raigarh	07762	222103	222101	9425580306
SP			223333	222244	9425258168
Collector	Janjgir.	07817	222208	222276	9425520201
SP			222153	222097	9425260700
Collector	Korba	07759	222886	222486	9425282333
SP			224500	224505	9425595544
Collector	Bilaspur	07752	223344277060	223322	9425245777
SP			223330	223333	9425259464
Collector	Anuppur	07659	222400	263400	9407273339
SP			222001	263111	9425106422
Collector	Shahdol	07652	241700	241300	9425679288
SP			245100	245101	
Collector	Umaria	07653	222600,222030	222700	9425325258
SP			222164	222165	9425921899
Collector	Ambikapur	07774	220701	222700,240700	9425202346
SP			220604	230502	9425263003
Collector	Baikunthpur	07836	232721	232720	9425254800
SP			232223	232239	9425590282
Collector	Katni	07622	220009	226500	9425821181
SP			222786	225400	9425378241

RAIPUR DIVISION

Civil Authority	Town	Code	Office	Residence	Cell
Collector	DURG	0788	2322655	2322002	-
SP			2322071	2322003	9425595435
Police Control Room				100	-
Collector	RAIPUR	0771	2426024, 2426212	2882450	-
SP			223333	222244	9425223303
Police Control Room			100, 4287100	-	-
Collector	DHAMTARI	07722	237592	237593	
SP			238265	232601	9424147594
Police Control Room			100		

Important contact numbers of civil authorities

NAGPUR DIVISION

Civil Authority	Town	Code	Office	Residence	Cell
Collector	Balaghat	07632	240150	240660	9425811710
SP			240021	240020	9425170958
Police Control Room			100, 241800, 240044		
Collector	Bhandara	07184	254777	254666	9422914720
SP			252440	252280	9422614743
Police Control Room			252400		
Collector	Chandrapur	07172	255300	255200	9423009356
SP			255100	255202	9823623210
Police Control Room			100, 251200		
Collector	Chindwara	07162	242302	242303	9425308300
SP			242304	242305	9424437743
Police Control Room			100, 244888, 245473		
Collector	Gadchiroli	07132	222001	222002	9975386219
SP			222151	222152	9823129001
Police Control Room			100, 222100		
Collector	Gondia	07182	236149	236348	
SP			236293	236494	9423597333
Police Control Room			100, 236100		
Collector	Howbagh (Jabalpur)	0761	2624100	2603333	9425040630
SP			2625400	2605700	9425403242
Police Control Room			100, 2676100, 2676101		
Collector	Mandala	07642	250600	250601	9425180081
SP			250800	250801	9893291174
Police Control Room			100, 250613		
Collector	Nagpur	0712	2564973	2561755	9822470002
SP			2566662	2562139	9923527979
Police Control Room			100, 2561222, 25664333		
Collector	Rajnandgaon	07744	226236	226237	9425254525
SP			226399	286633	9479192100
Police Control Room			100, 286622, 401100		9479192199
Collector	Seoni	07692	220444	220301	9425828382
SP			226689	225589	9425180473
Police Control Room			220955, 221309		

C – Phone no. of Private as well Govt. health unit

a) Phone Numbers of Government as well as Private Health units (SEC Railway) Bilaspur

Station	Name of the Hospital	STD	BSNL
Bilaspur	Central Hospital SEC Railway	07752	247099,268050
	CMS Medical College Sadar Bazar		222301
	Apollo Hospital		248300
	Apollo City Center		220009,416300
	Mission Hospital		226301
	Care & Cure		250036,212227
	Bajaj Nursing Home		226758
	Sanjivani Hospital		231222,404065
	Gayatri Hospital		266647
	J.J. Hospital		249644
	Luthra Nursing Home		400965,226297
	Budhiya Nursing Home		235330
Kargi Road	Dr. Divedi	07752	9893121248
	Dr. Prakash Mishra		9893429499
Pendra	Civil Government Hospital	07751	22408,220496
	Government Hospital Gauralla	07750	220114
Anuppur	Community Health Center	07659	220134
	Seva Sadan		222308
Amlai	Central Hospital	07652	222125/250327
Shahdol	Railway Hospital	07652	231670
	Cristian Hospital		223002
Norwazabad	Central Hospital, SECL	07653	268230
Umaria	Civil Hospital	07653	222314
Manendragarh	Health Unit SEC Railway	07771	203511
	Central Hospital SECL		241266/241226
	Community Health		241590
	Regional Hospital		261148/254234
Kotma	SECL Hospital cHURCHA	07836	266247
	Primary Health Center	07658	233066
Chirimiri	Regional Hospital	07771	269407
	Regional Hospital, HECL		269450/269741
Bijuri	SECL Bijuri Hospital	07658	264483
Baikunthpur	SECL Hospital	07836	266445
	Government Hospital		232993
Karonji	Health Unit SEC Railway	07775	280925
Bishrampur	Central Hospital, SECL	07775	264350
	Government Hospital, BSPR		264579/205519
Ambikapur	Government Hospital	07774	222782/220070
	Holly Cross Hospital		222353
	Arihant nursing Home		235102
	Parid nursing Home		241525
	ShriRam Hospital		220208
	J.J. Hospital		221340

b) Phone Numbers of Government as well as Private Health units (RaipurDivision).

Station	Name of the Hospital	STD	BSNL
Raipur	C.G Hospital, Choubey colony.	0771	2253600/2253690
Raipur	Devi Laxmi Hospital, Ring Road	0771	2421964/4051763
Raipur	Devkripa Hospital	0771	6542848
Raipur	Dharmarth Hospital	0771	4032707/4280707
Raipur	Gurunanak Hospital	0771	4270184
Raipur	Jaisal Nursing Home	0771	2883240/2884920
Raipur	Ramkrishna Hospital	0771	M-9827134600
Raipur	J.N.M Medical College	0771	2419001/02/03
Raipur	Modern Medical Institute	0771	2419001/02/03
Durg	M.P Nursing Home	0788	2324910
Bhilai	Apollo BSR Hospital	0771	4085100

c) Phone Numbers of Government as well as Private Health units (Nagpur).

Station	Name of the Hospital	STD	BSNL
Dongargarh	Community Health Center	07823	232697
Durg	District Hospital	0788	2322808
Rajnandgaon	District Hospital	07744	223587
Gondia(District)	Subsidiary Health Center/Darekasa	07180	220206
	Rural Hospital/Salekasa	07180	244181
	Rural Hospital/Amgaon	07189	225157
	Primary Health Center/Amgaon	-	M-9923858020
	B.G.W Hospital/Gondia	07182	223501
	KTS Govt. Hospital/Gondia	07182	224130
	Govt. Rural Hospital/Tirora	07198	254118
Tumsar	Subhash Govt.Hospital	07183	232202
	PHC.DEWHATI		223471
BHANDARA	Distt. Govt. Hospital	07184	252247
Nagpur	Indira Gandhi Medical College	0712	2726126
	Govt. Medical College		2744671
	Central Railway Hospital		2561886
Kanhan	PHC Hospital	07109	236605
	JLN Hospital		234142
Kamptee	PHC-Kamptee	07109	282660
	Army Hospital		288591
Balaghat	District Hospital	07632	240113
Nainpur	CHC, Hospital, NIR	07646	240368
	PHC, Pindrai		274555
Seoni	CHC, Ghansore	07693	280288
	Dist. Hospital, Seoni	07692	220222/220376
Jabalpur	Seth Govind Das Govt. Hospital	0761	2622202
	PHC Hospital/Bargi		2860274
	S.C.B. Medical College		2673641/267345
Saoner	Govt. Hospital	07113	232279
Chindwara	District Hospital	07162	243442/43
	Path Multispeciality		247169
Gadchiroli	PHC, Ganchiroli	07137	272425
Chandrapur	Christan Hospital	07177	272016
	Rural Hospital		272102
Nagbhir	Rural Hospital	07179	240063
Tirodi	Govt. Hospital	07198	254118
Ramtek	Govt. Hospital	07114	255164

Phone Numbers of Railway Board

Designation	RLY(030)	BSNL(011)	Mobile No.
CRB	44700	23384010, 23381453(FAX)	
Secretary/Rly Board	44714	23385227, 23382068(FAX)	81301 61000
PSO/MS	44704,44721	23382762,23385111(FAX)	99104 87493
PSO/ME	44706	23383879,23385114(FAX)	
Member Mechanical	44708	23381477,23385113(FAX)	81301 67000
PS/ML	44710	23385100,23385086(FAX)	97176 47542
Member Traffic	44712	23382776,23388237(FAX)	97176 49555
DG(RPF)	43480	23382209, 23303984(FAX)	98100 96981
DG(RHS)	43799	23383638,23303985(FAX)	98100 48950
Adviser(Safety)	43302	23381344,23386215(FAX)	98187 98390
DIR Safety I	43667	23387009,23387009(FAX)	99104 87477
DIR Saety II	43446	23389987	98100 17905
DIR Safety III	43239	23385047	99104 87542
DIR Safety IV	43574	23070944	99104 87540
ED Safety	43890	23387568	97176 47300
Safety Cell	43599,43399	23382638	

Note: These telephone numbers are subjected to change from time to time. They need to be updated by the concerned authorities.

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APPENDIX-I

Inspection schedule of ART:-

Sl. No.	By whom	Type of inspection to be done	Mandatory(Frequency)
1	Supervisor of respective department i) Mechanical ii) Electrical iii) S&T iv) Engineering	Responsible for day to day maintenance of their respective equipments.	Once in every month.
2	Joint inspection by Supervisors of all departments (as in SN-1) & also traffic department.	To ensure proper functioning of their respective equipment and to remove deficiency.(traffic for placement, securing etc.)	Once in every two months.
3	Joint inspection by Jr.Scale/Sr.Scale officers of all depts. (as in SN-1)	To ensure proper functioning of their respective equipments and to remove deficiency.	Once in every three months
4	Branch Officers of all departments (as above in SN-1 individually)	Inspections of their respective equipments and ensure immediately, recovery of deficiency after use at site as well as proper maintenance of equipments.	Once in every three months.
5	Branch Officers of all departments (as above in SN-1) including Sr.DSO/DSO of the division alongwith ADRM	Assessment on reliability in maintenance practice.	Once in every six months
6	Zonal HQ Safety audit team	Audit of functioning as well as short falls in the list of equipments	Once in year

Inspection schedule of ARME:-

Sl. No.	By whom	Type of inspection to be done	Mandatory(Frequency)
1	Supervisor of respective department i) Mechanical ii) Electrical iii) S&T	To ensure proper functioning of their respective equipments and to remove deficiency. They are responsible for day to day maintenance of their respective equipments.	Once in a month.
2	ADMO/DMO/Sr.DMO	Inspection of medical equipments and immediate replacement of articles found unserviceable of deficient	Once in a month for Scale II & I ARMEs.
3	Joint inspection by Supervisors of Mechanical, Electrical, S&T & Traffic.	To ensure that the equipments are available as per Standard list and are functioning properly.	Once in Every two months.
4	Joint Inspection by Jr. Scale/Sr.Scale officers of all deptts. (as in SN-I)	To ensure that the equipments are available as per Standard List and are functioning properly.	Once in every three months.
5	Branch Officers of all departments (as in SN-1) individually	To conduct meaningful inspection & to make good of deficiencies after use at site immediately.	Once in every three months.
	CMS/MS	To see that the equipments are upto standard and in good working order.	Scale-I, once in Three months & Scale-II once in a year.
6	Joint inspection by Branch Officer of departments (as in SN-I above) with Medical Officer in charge of divn MS/CMS and Sr.DSO/DSO alongwith ADRM	Complete stock verification to be done (at the end of November)	Scale-I, once in a year
7.	Zonal HQ Safety audit team.	Audit of functioning as well as short fall in the list of equipments	Scale-I, once in a year.

Note:

Over and above schedules, “The cleaning of water tank and changing of water should be ensured once in every seven days” by train examining officials. As per HLC item No.86, “A core group of dedicated men should be kept exclusively for ensuring proper maintenance of ART/ARME/Crane and rescue closely and relief equipments by concerned departments. It shall be the responsibility of concerned branch officers to ensure proper maintenance and upkeep of their concerned equipments. Sr.DSO/DSO in the division should close monitor and coordinate for the conduct of the joint inspections of ART/ARMEs and ensure that the schedules are followed without fail.

APPENDIX – II

FIRST AID

The immediate treatment given to the injured in an accident or sudden illness before the arrival of the doctor is called first aid.

1 **Aim / Objectives**:

a. Save life.
b. Promote recovery.
c. Prevent worsening of the condition.
d. Arrange transport to shift the injured person to hospital

2 **Contents of the First Aid box**:

1.	Set of splints	:	1
2.	Roller Bandage	:	10
3.	Triangular bandages	:	4
4.	Tourniquet/Rubber bandages	:	2
5.	Cotton Wool	:	4
6.	Safety Pins	:	10
7.	Adhesive Dressing	:	20
8.	Paracetamol Tab	:	20
9.	Diazepam Tab	:	10
10.	Antiseptic Cream	:	1
11.	Injury Card	:	1

3 **Types of Accident Relief Medical Equipment**:

With a view to provide prompt medical aid, the following types of accident relief medical equipments are provided on the railways:

1. Scale- I medical equipments (ARME) are available at nominated stations mentioned in working time table.
2. POMKA (Portable Medical Kit for Accidents) available in all health units, poly clinics, sub-divisional, divisional and zonal hospitals.
3. Scale-II medical equipments (ARME) are available at specified stations in boxes mentioned in working time table.
4. First Aid boxes are provided with Station Masters, Guards of passenger carrying train Guards, workshops, marshalling yards, loco sheds and C&W depots.
5. Special First Aid boxes are provided in all long distance Super fast, Shatabdi, Rajdhani expresses, Dy.SS (Commercial), AC coaches of some of nominated trains.This box contains 49 items and this is to be utilized for giving medical aid to the passengers by a doctor only.
6. First Aid boxes for Gangmen.
7. First aid boxes available with Station Masters and Guards of passenger carrying trains are to be inspected by DMO once in a month.
8. Keys of the first aid boxes for locations such as stations, marshalling yards, workshops, loco sheds, carriage and wagon depots etc, are kept with the supervisors on duty.
9. The first aid boxes with guards of train carrying passengers will have no keys.

3.1 **Utilization of contents of First Aid Box**:

a. Splints:

These are used to immobilize and support the fractured limbs.

b. Roller Bandages:
These are used to retain dressings and splints in position

c. Triangular Bandage:
- To retain dressings and splints in position and to immobilize the fractures.
- To support an injured part or in the form of slings.
- To control bleeding.
- To reduce or prevent swelling.
- Mainly used as bandages like head bandage, chest bandage, shoulder bandage, elbow bandage, hand bandage, hip bandage, foot bandage etc. It is also used as slings like arm sling, triangular sling and cuff and collar sling.

d. Tourniquet / Rubber Bandage:
It is used to stop bleeding and to stop spreading of poison in case of snake bites. It is used only for hands and legs. It is to be released at regular interval.

e. Cotton Wool:
It is used to clean/pad the wounds. It is also used to absorb discharges when there is a wound.

f. Safety Pins:
It is used when Triangular bandages are used for the injured.

g. Adhesive Dressing:
It is used for minor and superficial wounds only.

h. Paracetamol Tab:
These are used to relieve minor pains.

i. Diazepam Tab:
It is a anti-anxiety medication which is used to make the injured person calm to prevent panic

j. Antiseptic Cream:
It is used to minimize or prevent infection to wounds.

k. Injury Card:
It is for maintaining the account of the first aid box items.

4 Steps to be followed while rendering effective help to a person
- D-Danger
- R-Response
- A-Airway
- B-Breathing
- C-Circulation of Blood.

4.1 Remove the person from the danger; shift him / her to a safe place.

4.2 Find out whether the person is responding or not. If he / she responds is Conscious, otherwise unconscious.

4.3 If unconscious check ABC; if any failure restore artificially immediately.

4.4 **AIRWAY:**

Airway may get blocked due to: Tongue falling back or Foreign body in the airway

To check airway
- Lay the casualty on his back
- Open the mouth and see inside
- If the tongue has fallen back, tilt the head slightly back to bring the tongue to its normal position and open the mouth.
- If any foreign body is visible inside the mouth it should be removed by inserting two fingers into the mouth carefully.

- After clearing the airway, the casualty should be put in recovery position.
- Once air way is clear, breathing starts automatically.

4.5 **Breathing**

- Look for the person's chest to rise and fall.
- Listen for the sounds of inhaled or exhaled air.
- Feel for exhaled air by putting your finger near the casualty's nose.
- If no breathing give two inflations of artificial respiration.

4.6 **Circulation**

- Feel for a pulse, by gently pressing two fingers (do not use the thumb) on the person's neck between the Adam's apple, or voice box, and the muscle on the side of the neck.
- If you are not feeling the pulse it indicates that heart not functioning
- Restore the heart through cardiac massage
- Pulse rate is 72 times per minute on an average. While noticing the pulse, observe its rate, strength and rhythm.

5 **ASPHYXIA (SUFFOCATION)**

Definition: When lungs are not getting sufficient fresh air, important organs of the body, mainly the brain is deprived of oxygen. This is a dangerous condition called asphyxia.

5.1 Causes:

- Drowning
- Breathing polluted air
- Pressing of wind pipe (Hanging, Throttling and Strangulation)
- Choking
- Pressure/weight on chest.
- Electric shock
- Some poisons.

5.2 **Signs and Symptoms of Asphyxia/Suffocation**:

- Low / No Breathing
- Blue colour of cheeks and lips with congestion of face.
- Swelling of veins at neck.
- Unconsciousness.

5.3 **General Treatment for Asphyxia**:

- Remove cause from casualty or casualty from cause.
- Ensure more fresh air; loosen tight clothing at chest and neck regions.
- Start artificial respiration without wasting time.
- Arrange medical aid.

Note:- (1) Normal Breathing (Respiration) Rate 15 – 18 times per minute.
(2) Normal Heart Beat/pulse rate 72 times per minute.

5.4 **Methods of Artificial Respiration**:

- Mouth to Mouth Method of Artificial Respiration
- Mouth to Nose Method of Artificial Respiration

5.5 **Mouth to Mouth Method of Artificial Respiration**:

- Place the casualty on his back on a plain and hard surface.
- Sit by the side of the face and place the hand by the side of chin and tilt the head slightly back so that clear ventilation at throat.
- Cover the casualty's mouth with clean cloth and pinch the nostrils.

- Open your mouth, take fresh air, and cover the lips of the casualty with your lips and blow the air into the mouth of casualty @ 10-12 times per minute.
- While blowing ensure that nostrils are pinched and chest is rising. If chest is not raising it indicates some obstruction in air passage clear the air passage and restart mouth to mouth artificial respiration. This process to be continued till the normal breathing resumed or Doctor arrives which ever is earlier.

5.6 **Mouth to Nose method of Artificial Respiration**:

This method will be adopted only when mouth cannot be opened due to injury inside the mouth or jaw fracture or the person suffering with fits convulsions .In this method blow the air into the nose of the victim by closing the mouth of the victim with fingers.

5.7 **WHEN THE HEART STOPS FUNCTIONING**

If the Heart is not working the following symptoms are noticed:

- The face is blue or pale.
- Heart beat and pulse at the root of Neck (carotid pulse) are not felt.

  Note:- (1) Even if the casualty is breathing but the breathing is not normal, it is wise to start artificial respiration.

  (2) Do not begin heart compression until you are sure that the heart has stopped beating.

5.8 **External Heart Compression or External Cardiac Massage**:

a. Place the casualty flat on his back on a hard surface and remove the cloths over the chest.
b. Sit on the right side of the casualty
c. Feel and mark the lower part of the sternum.
d. Place the heel of your left hand on the marked point make sure that the palm and fingers are not in contact with chest.
e. Place the heel of the right hand over the left hand.
f. Push the sternum towards the spine. It can be pressed upto 1 to 1.5 inches.
g. Adults should be given about 100 compressions per minute. For children from 2 to 10 years compressions with one hand heel will be enough, but compressions should be @ 100 times per minute. For infants below 2 years compressions with two fingers is good enough and applied at a rate of 100 times per minute.
h. Press firmly but carefully, carelessness may cause injury to ribs.

If the treatment is effective

i. colour will become normal.
ii. Pupil will contract.
iii. Carotid pulse begins.

5.9 **CPR (Cardio Pulmonary Resuscitation)**

If heart and breathing both have failed give CPR - Cardio Pulmonary Resuscitation: Give 30 heart compressions of cardiac massage, then two inflations of artificial respirations and repeat the process.

6. **SHOCK**

Definition:

Shock is severe depression to vital functions of organs like brain, heart, lungs etc. due to less blood supply to the brain.

6.1 **Causes**:

- Wounds
- Fractures

- Burns & Scalds
- Snake bite
- Sunstroke
- Heart attack
- Dog bite
- Electrical shock etc.

6.2 Sign and symptoms of Shock:

1. Giddiness
2. Pale colour of face
3. Coldness
4. Cold clammy skin
5. Rapid and weak pulse
6. Nausea
7. Vomiting
8. Unconsciousness

6.3 **General Treatment for Shock**:

a. Reassure (encourage) the casualty if he is conscious.
b. Keep the casualty in supine position (face upward) with head lower than the body to supply more blood to brain. The head must be turned to one side to avoid tongue falling back and blocking the wind pipe.
c. Cover with a blanket to keep victim warm. Do not use hot water bottles, massage or give alcoholic drinks.
d. Give pain relievers and arrest bleeding, if necessary.
e. Arrange medical aid.

7. **WOUNDS AND HEMORRHAGES (BLEEDINGS)**

Definition: Wound is caused due to breakage of skin / tissue.

7.1 **Types of Wounds**:

- Contused Wounds
- Lacerated Wounds
- Punctured Wounds
- Incised Wounds.

a. Contused wounds are caused by blunt instruments where there is no opening. It is treated by putting ice over the wound.
b. Lacerated wounds are caused by irregular edges of instruments like glass pieces, metal pieces, machine injuries, animal bites and are said to occur where the edges of the wound is irregular. Clean the wound with water and pick any floating foreign body. Cover the wound with a clean cloth or apply antiseptic cream.
c. Incised wounds are caused by sharp edged instruments like razor / knife where the edge of wound is in a straight line. Arrest the bleeding immediately if loss of blood is profuse.
d. Punctured wounds are caused by sharp edged instruments like needles, nails and gun-shot wounds where the wound is more deep than wide.

The wound should be covered and packed with a pad.

7.2 **Types of Bleedings (Hemorrhages)**:

- Artery Bleeding – Bright red in colour and flow in jets.
- Vein Bleedings – Dark red in colour and flow continuously.
- Capillary Bleedings – Red in colour and oozing from all parts of wound.

7.3 **According to the place of wound bleeding are two types**:

- External bleeding
- Internal bleeding

7.4 **Danger of Wounds**:

- It allows precious blood to escape from body.
- It permits harmful bacteria/virus or other injurious agents to enter into body.

7.5 **Methods to arrest Bleeding**:

a. Direct Pressure Method: Whenever a person, has a bleeding wound which is free from any foreign body, direct pressure method is to be used for arresting the bleeding. Clean the surroundings of the wound. Put a dressing/pad and press the wound. Bleeding will cause.

b. Indirect Pressure Method: It is applied by two ways :-
   - By using Tourniquet bandage,
   - By pressing Pressure Points

   A Tourniquet bandage is used to stop bleeding for hands and legs only. It should be tied above the wound towards the heart in single bone area, and should be relaxed once in 15 minutes.

c. Important Pressure Points:
   For other parts pressure points to be pressed.

1. Carotid pressure point on the neck on either side of voice box.
2. Sub-clavian pressure point on the inner end of collar bone.
3. Bronchial pressure point on the inner side of upper arm.
4. Femoral pressure point on the thigh bone.

7.6 **General Treatment (First Aid) to Wounds**:

a. Place the victim in sitting/lying position and elevate the injured part if possible.
b. Expose the wound and clean the wound and surrounding area but do not disturb blood clot if already there.
c. Remove any foreign bodies which are floating.
d. Arrest bleeding by applying pressure directly on the wound by putting a pad or by the indirect method as the situation demands.
e. Apply antiseptic cream, dressing and bandage.
f. Immobilize the part where possible.
g. Give pain relievers and treat for shock.
h. Arrange medical aid.

7.7 **Nose bleeding Treatment (Hemorrhage)**:

a. Advise the victim to breath through the mouth.
b. Place the victim near a window or against a current of air in the sitting position with the head slightly bent forward.
c. Pinch the junction of the nose just below the hard part.
d. If available put ice piece over the nose or a wet cloth.
e. Warn him not to blow the nose.
f. Do not block the nostrils.
g. Arrange medical aid.

7.8 **Ear bleeding Treatment**:

a. Place the victim on his back.
b. Do not block the ear passages
c. If one ear is bleeding turn the head to the same side from which blood is coming out, and see that the affected ear is down.

d. If both ears are bleeding, keep face upward and head little bit low for free? drainage of blood and raise the legs.
e. Do not block the ear.
f. Arrange medical aid.

7.9 **Internal Bleeding**:

a) Symptoms of internal bleeding
- Giddiness.
- Skin becomes pale, cold and clammy.
- Pulse gets rapid but very weak.
- Sweating, thirsty, feels vomiting sensation.
- Becomes unconscious.

b) Treatment for internal bleeding:

1. If the person is unconscious, check air-way, breathing and circulation of blood. If any failure is noticed, restore them.
2. Lay him on his back and raise the legs by using pillow to enable the blood supply to reach the brain.
3. If he is conscious lay him on his back and raise the legs by using pillow to enable the blood supply to the brain.
4. Shift him to hospital as early as possible.

7.10 **Head Injury**:

As a result of head injury, blood and brain fluid may flow out of the nose, ear or mouth.

a) **Symptoms**:
- Giddiness.
- Skin becomes pale, cold and clammy.
- Pulse gets rapid but very weak.
- Sweating, thirsty, feels vomiting sensation.
- Become unconscious.

b) **Treatment**:
- Ask the person not to blow his nose.
- Do not pack ear or nose.
- Lay the person on the affected side.
- Ensure tongue does not fall back.
- If any ear bleeding noticed, do not block the ear passage.

8. **BURNS AND SCALDS**

Definition: Burn is an injury caused by
- Dry heat – such as fire / flame
- Friction – touching speedy moving objects
- Corrosive (burning nature) chemicals like acids / alkalis
- Touching an object which was charged with high tension electric current.

Scald is an injury caused by moist heat such as hot water, milk, oil, tar, steam etc.

8.1 **Degrees of burns**:

1st degree	-	Redness of skin, blister formation
2nd degree	-	Internal tissue damage
3rd degree	-	Complete charring of part.

8.2 **General treatment for burns and scalds**:

a. If a person's cloth catches fire do not allow him to run. Pour plenty of water or gently place him on ground and roll him slowly to put on the flames.
b. Cool and clean the affected area with wet cloth / cotton or flood with water or dip the affected area into water, if it is possible.
c. Remove bangles, rings, watches immediately, as otherwise it may not be possible to remove them later.
d. Remove the burnt cloths by cutting those not sticking to the skin.
e. Cover the area preferably with clean cloth but do not disturb blisters.
f. Do not apply antiseptic cream for major burns
g. If he is conscious give water with pinch of salt to make good lost salt and water. Weak tea with more sugar also may be given if he is not a diabetic patient.

9. **FRACTURE, DISLOCATION, SPRAIN AND CRAMP**

Definitions:

a. Fracture is breakage, crack / bend of a bone.
b. Dislocation is displacement of one or more bones from joint.
c. Sprain is wrenching tearing of cartilage near a movable joint.
d. Strain is over lapping of muscles at a particular place.
e. Cramp is sudden painful involuntary contraction of voluntary muscles.

9.1 Causes of Fractures: Direct force, indirect force and muscular contraction.

9.2 Signs and Symptoms for Identification of Fracture:

- Pain
- Swelling
- Loss of power
- Deformity (change in shape or size).
- Tenderness (sever pain by gentle touch)

9.3 **Types of Fractures**:

a. Simple Fracture means the broken ends of the bone do not come out by opening the skin and thus remain inside only.
b. Compound Fracture means the broken ends of the bone come out by opening the skin and the fractured bone is in contact with outside air as a result of an injury.
c. Complicated Fracture means the fractured bone damages an important internal organ like the brain, a major blood vessel, the spinal cord, lungs, lever, spleen etc.

9.4 **General Treatment for Fractures**:

a. Immobalise and support the affected part/limb by means of Splints, Bandages/ Slings etc.
b. It is important to immobilize the area both above and below the injured bone.
c. Give pain relievers and treat for shock, if necessary.
d. Ice packs can be applied to reduce pain and swelling (not to be placed directly over the wound.
e. Arrange medical aid as early as possible.

9.5 **Sprain and Strain Treatment**:

- Place in suitable position and put firm bandage and in case of strain wet it with water frequently.
- Arrange medical aid.

10. **POISONS**

Definition:

- Any substance (liquid, solid or gas) which enters into the body in sufficient quantity and which is harmful to the body and has power to injure health or destroy life is called poison.

a) **Gaseous Poisons**:

- These into the body through breathing.
- Treatment:
- Take the person to a safe place and start artificial respiration, if necessary. Before entering into room, assure proper ventilation and the First Aider should take the precaution of covering his face with wet cloth. Shift the victim to the hospital as early as possible.

b) **Swallowed Poisons**:

- These into the body through mouth.
- **Treatment**:

a. Act quickly and collect poison or container and send messenger for Doctor. Before Doctor arrives, check whether he is conscious or not. If unconscious, check air way, breathing and circulation. If there is no breathing, start artificial respiration and if there is no pulse start CPR.
b. If conscious, dilute the poison by making him to drink more water, milk, tender coconut, white portion of the raw egg.
c. If the poison is corrosive in nature, do not induce vomiting.
d. Neutralize the poison by giving antidotes. For acids – chalk powder mixed in water and for alkalis – lemon juice.
e. If the poison is non corrosive such as pesticides, excess dose of sleeping pills, mosquito killers, rat killers etc. induce the person to vomit by tickling or by giving large quantity of concentrated salt water.

11 SNAKE / DOG / SCORPION BITE TREATMENT

a) Snake bite:

- Tie rubber (Constriction) bandage (if the bite took place on legs / hands) above the wound towards the heart side. This must be released at regular intervals.
- Wash the area immediately with flow of water.
- Reassure the victim and try to allay his fear.
- Don't allow him to run or walk.
- Treat the wound.
- Treat for shock.
- Give artificial respiration if there are any signs of failure of breathing.
- Arrange medical aid or carry the person to the doctor.

b) Dog bite:

- Wash the bitten area with soap water and with antiseptic solution.
- Encourage bleeding and do not cover the wound.
- Collect information about dog and dog bite whether as it is pet / stray dog; and whether it is a provoking / non provoking bite.
- Arrange medical aid.

c) Scorpion bite:

- Wash the bitten area.
- Apply sodium bi-carbonate or potassium permanganate and sodium bi-carbonate mixture on the bitten area.
- Arrange medical aid.

d) Drowning:

- Remove the person from the water.
- Lay him on the ground on his stomach and turn the head to one side.
- Apply pressure on the back (waist portion) or raise the belly so that the water in the lungs comes out.
- Once lungs are vacated, breathing will start. If it has not started, give artificial respiration to restart the breathing.
- Arrange medical aid.

12 **UNCONSCIOUSNESS (INSENSIBILITY)**

- When sensory organs are not in working condition except in sleep, the condition is called unconsciousness. Unconsciousness is due to interruption of the brain action through some interference the functioning of the nervous system.

It is of two types.(1) Stupor (partial) 2) Coma (complete)

Treatment:

- Ensure abundant supply of fresh air.
- If breathing stops or appears to be failing, start artificial respiration.
- If breathing is not noisy, keep face upward and head and shoulders to be raised slightly.
- If breathing is noisy keep in recovery position.
- Undo all tight clothing, especially around neck and chest.
- Apply the specific treatment for the cause.
- Wrap the victim in a blanket.
- Do not leave the casualty alone.
- Do not attempt to give food / fluids while in unconscious through mouth.
- Shift him to hospital.

13 **EPILEPSY (FITS)**

Signs and Symptoms:

- Suddenly loses consciousness.
- Sometimes remain rigid with flush face.
- Convulsions start with froth at mouth.
- Pulse will be in bouncing condition.
- Body becomes stiff.

Treatment:

- Do not stop convulsions by force.
- Try to remove hard articles away from the victim.
- Wipe away the froth from his mouth.
- Keep careful watch for a possible failure of breathing and heart.
- Wait till he comes to a normal condition.
- Protect the tongue by placing soft material between the teeth.
- Once he becomes normal, advice the casualty to see the doctor.
- Do not keep any metal in to the hands and do not pour water

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APPENDIX – III

EXTRACT FROM THE RAILWAYS ACT, 1989

The following relevant sections of the Railways Act, 1989 are reproduced for ready reference.

1 Sections relating to Commissioner of Railway Safety:

Section 5: Appointment of Chief Commissioner of Railway Safety and Commissioners of Railway Safety. —

The Central Government may appoint a person to be the Chief Commissioner of the Railway safety and such other persons as it may consider necessary to be the Commissioners of Railway Safety.

Section 6 : **Duties of Commissioner:-** The Commissioner shall –

a. inspect any railway with a view to determine whether it is fit to be opened for the public carriage of passengers and report thereon to the Central Government as required by or under this Act;

b. make such periodical or other inspections of any railway or of any rolling stock used thereon as the Central Government may direct;

c. make an inquiry under this Act into the cause of any accident on a railway; and

d. discharge such other duties as are conferred on him by or under this Act.

Section 7: Powers of Commissioner – Subject to the control of the Central Government, the Commissioner, whenever it is necessary so to do for any of the purposes of this Act, may:-

a. enter upon and inspect any railway or any rolling stock used thereon;

b. by order in writing addressed to a railway administration, require the attendance before him of any railway servant and to require answers or return to such inquiries as he thinks fit to make from such railway servant or from the railway administration; and

c. require the production of any book, document or material object belonging to or in the possession or control of any railway administration which appears to him to be necessary to inspect.

Section 8: Commissioner to be Public Servant The Commissioner shall be deemed to be a public servant within the meaning of Section 21 of the Indian Penal Code (45 of 1860).

Section 9: Facilities to be afforded to Commissioners A railway administration shall afford to the Commissioner all reasonable facilities for the discharge of the duties or for the exercise of the powers imposed or conferred on him by or under this Act.

Section 10: Annual report of Commissioners The Chief Commissioner of Railway Safety shall prepare in each financial year an annual report giving a full account of the activities of the Commissioners during the financial year immediately preceding the financial year in which such report is prepared and forwarded before such date as may be specified by the Central Government, copies thereof to the Central government, and that Government shall cause that report to be laid, as soon as may be, after its receipt before each House of Parliament.

2 Sections relating to Construction and Maintenance of Works:

Section 14: Temporary entry upon land to remove obstruction, to repair or to prevent accident. –

1) Where in the opinion of a Railway Administration
   a. there is imminent danger that any tree, post or structure may fall on the railway so as to obstruct the movement of rolling stock; or
   b. any tree, post, structure or light obstructs the view of any signal provided for movement of rolling stock; or
   c. any tree, post or structure obstructs any telephone or telegraph line maintained by it, it may take such steps as may be necessary to avert such danger or remove such obstruction and submit a report thereof to the Central Government in such manner and within such time as may be prescribed.
2) Where in the opinion of a railway administration
   a. a slip or accident has occurred ; or
   b. there is apprehension of any slip or accident to any cutting, embankment or other work on a railway,

   it may enter upon any lands adjoining the railway and do all such works as may be necessary for the purpose of repairing or preventing such slip or accident and submit a report thereof to Central Government in such manner and within such time as may be prescribed.
3) The Central Government may, after considering the report under sub-section (1) or sub-section (2), in the interest of public safety, by order, direct the railway administration that further action under sub-section (1) or sub-section (2) shall be stopped or the same shall be subject to such conditions as may be specified in that order.

3 Sections relating to Opening of Railways:

Section 24: Temporary Suspension of Traffic When an accident has occurred on a railway resulting in a temporary suspension of traffic, and either the original lines of rails and works have been restored to their original standard or a temporary diversion has been laid for the purpose of restoring communication, the original lines of rails and works so restored, or the temporary diversion, as the case may be, may, without prior inspection by the Commissioner, be opened for the public carriage of passengers, subject to the following conditions, namely:-

(a) The railway servant incharge of the works undertaken by reason of the accident has certified in writing that the opening of the restored lines of rails and works, or of the temporary diversion will not in his opinion be attended with danger to the public; and

(b) A notice of the opening of the lines of rails and works or the diversion shall be sent immediately to the Commissioner.

4 Sections relating to Accidents:

Section 113: Notice of Railway Accident –

1) Where, in the course of working a railway. **–**
   (a) any accident attended with loss of any human life, or with grievous hurt, as defined in the Indian Penal Code (45 of 1860), or with such serious injury to property as may be prescribed; or
   (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 of such train; or

(d) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property; or

(e) any accident of any other description which the Central Government may notify in this behalf in the Official Gazette, occurs, the Station Master of the station nearest to the place at which the accident occurs or where there is no Station Master, the railway servant in charge of the section of the railway on which the accident occurs, shall, without delay give notice of the accident to the District Magistrate and Superintendent of Police, within whose jurisdiction the accident occurs the, Officer-in-charge of the police station within the local limits of which the accident occurs and to such other Magistrate or Police Officer as may be appointed in this behalf by the Central Government.

(2) The railway administration within whose jurisdiction the accident occurs, as also the railway administration to whom the train involved in the accident belongs, shall, without delay, give notice of the accident to the State Government and the Commissioner having jurisdiction over the place of the accident.

Section 114: Inquiry by Commissioner. –

1) On the receipt of a notice under section 113 of the occurrence of an accident to a train carrying passengers resulting loss of human life or grievous hurt causing total or partial disablement of permanent nature to a passenger or serious damage to railway proper, the Commissioner shall as soon as may be, notify the railway administration in whose jurisdiction the accident occurred of his intention to hold an inquiry into the causes that led to the accident and shall at the same time fix and communicate the date, time and place of inquiry

   Provided that it shall be open to the Commissioner to hold an inquiry into any other accident which, in his opinion, requires the holding of such an inquiry.

2) If for any reason, the Commissioner is not able to hold an inquiry as soon as may be after the occurrence of the accident, he shall notify the railway administration accordingly.

Section 115: Inquiry by Railway Administration –

Where no inquiry is held by the Commissioner under sub-section (1) of Section 114 or where the Commissioner has informed the railway administration under sub-section (2) of that section that he is not able to hold an inquiry, the railway administration within whose jurisdiction the accident occurs, shall cause an inquiry to be made in accordance with the prescribed procedure.

Section 116: Powers of Commissioner in relation to Inquiries For the purpose of conducting an inquiry under this Chapter into the causes of any accident on a railway, the Commissioner shall, in addition to the powers specified in Section 7, have the powers as are vested in a civil Court while trying a suit under the Code of Civil Procedure, 5 of 1908, in respect of the following matters, namely:-

a. summoning and enforcing the attendance of persons and examining them on oath;
b. requiring the discovery and production of documents;
c. receiving evidence on affidavits;
d. requisitioning any public record or copies thereof from any Court or office;
e. any other matter which may be prescribed.

The Commissioner while conducting an enquiry under this Chapter shall be deemed to be a Civil Court for the purpose of section 195 and Chapter XXVI of the code of criminal procedure, 1973 (2 of 1974)

Section 117: Statement made before Commissioner – No statement made by a person in the course of giving evidence in an inquiry before the Commissioner shall subject him to, or be used against him in, any civil or criminal proceeding, except a prosecution for giving false evidence by such statement:

Provided that the statement is –

a) made in reply to a question which is required by the Commissioner to answer, or

b) relevant to the subject – matter of the inquiry.

Section 118: Procedure, etc – Any railway administration or the Commissioner conducting an inquiry under this Chapter may send notice of the inquiry to such persons, follow such procedure, and prepare the report in such manner as may be prescribed.

Section 119: No inquiry investigation etc. to be made if the Commission of Inquiry is appointed – Notwithstanding anything contained in the foregoing provisions of this Chapter, where a Commission of Inquiry is appointed under the Commission of Inquiry Act, 1952 (3 of 1952) to inquire into an accident, any inquiry, investigation or other proceeding pending in relation to that accident shall not be proceeded with, and all records or other documents relating to such inquiry shall be forwarded to such authority as may be specified by the Central Government in this behalf.

Section 120: Inquiry into Accident not covered by Section 113 – Where any accident of the nature not specified in section 113 occurs in the course of working a railway, the railway administration within whose jurisdiction the accident occurs, may cause such inquiry to be made into the causes of the accident, as may be prescribed.

Section 121: Returns – Every railway administration shall send to the Central Government, a return of accidents occurring on its railway, whether attended with injury to any person or not, in such form and manner and at such intervals as may be prescribed.

Section 122: Power to make rules in respect of matters in this chapter –

(1) The Central Government may, by notification, make rules to carry out the purposes of this Chapter

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:

(a) the injury to property which shall be considered serious under clause (a) of sub-section (1) of section 113;

(b) the forms of notice of accidents to be given under Section 113 and the particulars of the accident such notices shall contain;

(c) the manner of sending the notices of accidents, including the class of accidents to be sent immediately after the accident;

(d) the duties of the Commissioner, railway administration, railway servants, police officers and Magistrates on the occurrence of an accident;

(e) the persons to whom notices in respect of any inquiry under this Chapter are to sent, be the procedure to be followed in such inquiry and the manner in which a report of such inquiry shall be prepared;

(f) the nature of inquiry to be made by a Railway Administration into the causes of an accident under Section 120;

(g) the form and manner sending a return of accidents by a Railway Administration under Section 121.

5 Sections relating to Liability of Railway administration for Death and Injury to passengers due to Accidents:

Section 123: Definitions – In this Chapter, unless the context otherwise requires **–**

a) "accident" means an accident of the nature described in Section 124;

b) "Dependant", means any of the following relatives of a deceased passenger, namely:

i. the wife, husband, son and daughter, and in case the deceased passenger is unmarried or is a minor, his parent;

ii. the parent, minor brother or unmarried sister, widowed sister, widowed daughter-in-law and a minor child of a predeceased son, if dependant wholly or partly on the deceased passenger;

iii. a minor child of a pre-deceased daughter, if wholly dependent on the deceased passenger

iv. the paternal grandparent wholly dependent on the deceased passenger.

Section 124: Extent of liability – 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 passenger who has been injured or has suffered a loss to maintain an action and recover damages in respect thereof, the railway administration shall, notwithstanding anything contained in any other law, be liable to pay compensation to such extent as may be prescribed 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, damage or deterioration of goods owned by the passenger and accompanying him in his compartment or on the train, sustained as a result of such accident.

Explanation – For the purpose of this section 'passenger' includes a railway servant on duty.

Section 125: Application for Compensation:

(1) An application for compensation under section 124 (or section 124-A) may be made to the Claims Tribunal–
(a) by the person who has sustained the injury or suffered any loss, or
(b) by any agent duly authorized by such person in this behalf, or
(c) where such person is a minor, by his guardian, or
(d) where death has resulted from the accident, (or the Untoward incident) by any dependant of the deceased or where such a dependant is a minor, by his guardian.

(2) Every application by a dependant for compensation under this section shall be for the benefit of every other dependant.

Section 126: Interim relief by Railway Administration –

(1) Where a person who has made an application for compensation under section 125 desires to be paid interim relief, he may apply to the railway administration for payment of interim relief along with a copy of the application made under that section.

(2) Where, on the receipt of an application made under sub-section (1) and after making such inquiry as it may deem fit, the railway administration is satisfied that circumstances exist which require relief to be afforded to the applicant immediately, it may, pending determination by the Claims Tribunal of the actual amount of compensation payable under section 124 pay to any person who has sustained the injury or suffered any loss or where death has resulted from the accident, to any dependant of the deceased, such sum as it considers reasonable for affording such relief, so however, that the sum paid shall not exceed the amount of compensation payable at such rates as may be prescribed.

(3) The railway administration shall, as soon as may be, after making an order regarding payment of interim relief under sub-section (2) send a copy thereof to the Claims Tribunal.

(4) Any sum paid by the railway administration under sub-section (2) shall be taken into account by the Claims Tribunal while determining the amount of compensation payable.

Section 127: Determination of compensation in respect of any Injury or Loss of Goods –

(1) Subject to such rules as may be made, the rates of compensation payable in respect of any injury shall be determined by the Claims Tribunal.

(2) The compensation payable in respect of any loss of goods shall be such as the Claims Tribunal may, having regard to the circumstances of the case, determine to be reasonable.

Section 128: Saving as to certain rights –

(1) The right of any person to claim compensation under section 124 shall not affect the right of any such person to recover compensation payable under the Workmen's Compensation Act, 1923 (8 of 1923), or any other law for the time being in force; but no person shall be entitled to claim compensation more than once in respect of the same accident.

(2) Nothing in sub-section (1) shall affect the right of any person to claim compensation payable under any contract or scheme providing for payment of compensation for death or personal injury or for damage to property or any sum payable under any policy of insurance.

Section 129: Power to make rules in respect of matters in this chapter –

(1) The Central Government may, by notification, make rules to carry out the purposes of this Chapter

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters namely –

(a) the compensation payable for death;

(b) the nature of the injuries for which compensation shall be paid and the amount of such compensation.

6 Sections relating to Penalties and Offences:

Section 145: Drunkenness or Nuisance. If any person in any railway carriage or upon any part of a railway.

a) is in a state of intoxication; or

b) Commits any nuisance or act of indecency or uses abusive or obscene language; or

c) willfully or without excuse interfered with any amenity provided by the railway administration so as to affect the comfortable travel of any passenger, he may

be removed from the railway by any railway servant and shall, in addition to the forfeiture of his pass or ticket, be punishable with imprisonment which may extend to six months and with fine which may extend to five hundred rupees:
Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the Court, such punishment shall not be less than –

i) a fine of one hundred rupees in the case of conviction for the first offence; and
ii) imprisonment of one month and a fine of two hundred and fifty rupees, in the case of conviction for second or subsequent offence.

Section 146: Obstructing Railway servant in his Duties – If any person willfully obstructs or prevents any railway servant in the discharge of his duties, he shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Section 150: Maliciously wrecking or attempting to wreck a train

(1) Subject to the provisions of sub-section (2), if any person unlawfully –

(a) puts or throws upon or across any railway, any wood, stone or other matter or thing; or
(b) take up, removes, loosens or displaces any rail, sleeper or other matter or things 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 traveling on or being upon the railway, he shall be punishable 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 punishable with rigorous imprisonment, such imprisonment shall not be less than –
(i) three years in the case of a conviction for the first Offence ; and
(ii) seven years, in the case of conviction for the second or subseque offence.

(2) If any person unlawfully does any act or thing referred to in any of the clauses of sub-section (1)-

(a) with intent to cause the death of any person and the doing of such act or thing causes the death of any person; or
(b) 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 punishable with death or imprisonment for life.

Section 151: Damage to or Destruction of certain Railway Properties –

1) If any person, with intent to cause, or knowing that he is likely to cause damage or destruction to any property of a railway referred to in sub-section (2) causes by fire, explosive substance or otherwise, damage to such property or destruction of such property, he shall be punishable with imprisonment for a term which may extend to five years, or with fine, or with both.

2) The properties of a railway referred to in sub-section (1) are railway track, bridges, station buildings and installation, carriages or wagons, locomotives, signalling, telecommunications, electric traction and block equipments and such other properties as the Central Government being of the opinion that damage thereto or destruction thereof is likely to endanger the operation of a railway, may by notification, specify.

Section 152: Maliciously hurting or attempting to hurt persons travailing by railway – If any person unlawfully throws or caused to fall or strike at against, into or upon any rolling stock forming part of a train, any wood, stone or other matter or thing with intent, or with knowledge that he is likely to endanger the safety of any person being in or upon such rolling stock or in or upon any other rolling stock forming part of the same train, he shall be punishable with imprisonment for life or with imprisonment for a term which may extend to ten years.

Section 153: Endangering safety of persons traveling by railway by willful act or omission – If any person by any unlawful act or by any willful omission or neglect, endangers or causes to be endangered the safety of any person traveling on or being upon any railway, or obstructs or causes to be obstructed or attempts to obstruct any rolling stock upon any railway, he shall be punishable with imprisonment for a term which may extend to five years.

Section 154: Endangering safety of persons traveling by railway by rash or negligent act or omission – If any person in a rash and negligent manner does any act, or omits to do what he is legally bound to do, and the act or omission is likely to endanger the safety of any person traveling or being upon any railway, he shall be punishable with imprisonment for a term which may extend to one year or with fine, or with both.

Section 156: Travelling on Roof, Step or Engine of a Train – If any passenger or any other person, after being warned by a railway servant to desists, persists in travelling on the roof, step or footboard of any carriage or on an engine, or in any other part of a train not intended for the use of passengers he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees, or with both any may be removed from the railways by any railway servant.

Section 160: Opening or breaking a Level Crossing Gate –

1) If any person, other than a railway servant or a person authorized in this behalf, opens any gate or chain or barrier set up on either side of a level crossing which is closed to road traffic, he shall be punishable with imprisonment for a term which may extend to three years.
2) If any person breaks any gate or chain or barrier set up on either side of a level crossing which is closed to road traffic, he shall be punishable with imprisonment for a term which may extend to five years.

Section 161: Negligently crossing Unmanned Level Crossing – If any person driving or leading a vehicle is negligent in crossing an unmanned level crossing, he shall be punishable with imprisonment for a term which may extend to one years.

Explanation: For the purpose of this section, “negligence” in relation to any person driving or leading a vehicle in crossing an unmanned level crossing means the crossing by such person –

a) without stopping or caring to stop the vehicle near such railway crossing to observe whether any approaching rolling stock is in sight, or
b) even while an approaching rolling stock is in sight.

Section 172: Penalty for Intoxication – If any railway servant is in a state of intoxication while on duty, he shall be punishable with fine which may extend to five hundred rupees and

when the performance of any duty in such state is likely to endanger the safety of any person travelling on or being upon a railway, such railway servant shall be punishable with imprisonment for a term which may extend to one year or, with fine, or with both.

Section 174: Obstructing Running of Train etc – If any railway servant (whether on duty or otherwise) or any other person obstructs or causes to be obstructed or attempts to obstruct any train or other rolling stock upon a railway **–**

a) by squatting or picketing or during any rail roko agitation or bandh, or
b) by keeping without authority any rolling stock on the railway; or
c) by tampering with, disconnecting or interfering in any other manner with its hose pipe or tampering with signal gear or otherwise, he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to two thousand rupees, or with both.

Section 175: Endangering the Safety of persons – If any railway servant, when on duty, endangers the safety of any person –

a) by disobeying any rule made under this Act, or
b) by disobeying any instruction, direction or order under this Act or the rules made there under; or
c) by any rash or negligent act or omission, he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to one thousand rupees, or with both.

Section 176: Obstructing Level Crossing – If any railway servant unnecessarily—

a) allows any rolling stock to stand across a place where the railway crosses a public road on the level; or
b) keeps a level crossing closed against the public, he shall be punishable with fine which may extend to one hundred rupees.

Section 181: Magistrate having jurisdiction under the Act – Notwithstanding anything contained in the Code of Criminal Procedure, 1973 (2 of 1974), no Court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try an offence under this Act.

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APPENDIX - IV

WEATHER WARNING – CYCLONE WARNINGS

1.0 Weather Warnings Fax/Message :

1.1 Arrangements exist with the offices of the Meteorological Department of the Government of India for issue of fax/message of warnings whenever storm, gales or heavy rainfall are expected in the region covered by the South East Central Railway.

1.2 The conditions under which weather warnings are issued are as under :-

a) Amount of rainfall considered dangerous …. 50mm. and more in 24 hours.
b) Wind velocity considered dangerous …. .65Km/h and over.
c) Period during which such warnings are issued ….. Throughout the year.

1.3 Weather warning will be classified as e-mail (Weather warnings)/Fax/SM (Weather immediate). These e-mail/FAX/SMS are normally sent to the Chief Controller and Chief Traction Power Controller of the Division.

1.4 Normally long distance telephone calls will not be resorted to by the forecasting office to the Meteorological Department. However, on special occasions, this mode of communication may be utilized by them.

2.0 Action to be taken on receipt of weather warning message.

2.1 By the Divisional Control Office:-

2.1.1 The Chief Controller or in his absence the Deputy Chief Controller should immediately repeat the weather warning message to the Central Control, Divisional Railway Manager, Senior Division Operating Manager/Division Operating Manager and Senior Divisional Engineer (Co-ordination)/Senior Divisional Engineer (Line/Divisional Engineer.

2.1.2 Simultaneously, the Chief Controller or, in his absence the Deputy Chief Controller must immediately arrange for the transmission of the weather warning message verbatim on the Control Phone to the concerned Stations Master/Official in charge of the Stations/Station Master on duty. The Controller repeating the message should record the initial of the Station Master/Official in-charge of the Station/Station Master on duty to whom the message has been repeated.

2.2 By the Central Control Office :-

2.2.1 The Chief Controller or in his absence the Deputy Chief Controller should immediately repeat the weather warning message on the mobile (verbal or SMS) or by a written message to the PCE and COM for the information and then circulate contents of message to the officers concerned in the Headquarters office.

2.2.2 He should also verify with the Divisional Control that such weather/cyclone warning message received by him, have also been received by the Divisional Chief Control of the concerned Divisions, so that lapses can be remedied then and there.

2.2.3 In respect of sections which are not controlled or when the Control telephone is interrupted, an immediate SMS/FAX message should be issued by the Chief Controller or in his absence by the Dy.Chief Controller of the Division, to the Station Masters/ Official in-charge of the Stations over mobile & land phone.

2.2.4 The preamble of the weather warning message and the text as received from the Meteorological Department should be reproduced verbatim in the text of the SMS/ FAX message, the message should be worded as shown below :-

Weather warning will be classified as a E-mail (Weather warnings)/Fax/SMS (Weather Immediate). These E-mail/Fax/SMS are normally sent to the Chief Controller and Chief Traction Power Controller of the Division.

2.2.5 A register should be maintained in each Control Office showing full particulars of the receipt and action taken on the weather message showing the date and time of receipt of warning mail/fax/message, the full text of the message, and the date and time of dispatch of telephonic advice to the officials concerned and the initial of the Station Master/Official-in-charge of the Station Master on duty to whom the message has been repeated.

2.2.6 The Chief Traction Power Controller (CTPC) or in his absence the Traction Power Controller (TPC), must immediately repeat the weather warning message verbatim on the telephone or by SMS/FAX to the Divisional Railway Manager, Senior Divisional Electrical Engineer/Divisional Electrical Engineer (Traction Distribution) at the divisional HQ.

2.2.7 The CTPC or in his absence, the TPC should also ensure that the contents of the weather warning message are advised to the Assistant Divisional Electrical Engineer/ Traction Distribution and the Senior Section Engineer (SSE) or Junior Engineer (JE) of the concerned sections.

2.3 By the SSE/JE-in-charge of the Depot.

2.3.1 The SSE/JE on receipt of the weather warning message should immediately mobilize their resources and alert their staff so that they are in readiness and are readily available in case of emergencies.

2.3.2 The SSE/JE should also make sure that staff/gangs already engaged in maintenance work are specially alerted to speed up the work so that availability of staff for contingencies is ensured.

2.4 Action by the Station Master/Official in charge of the Station.

2.4.1 The Station Master/Official in charge of the station on duty where ADEN's/PWI's are headquartered should immediately hand over to the parties concerned a copy of the verbatim message received from the controller and must obtain an acknowledgement. If the ADEN/PWI is out of headquarters, the Station Master/Official in charge of the station should advice the controller on duty, who will then be responsible for ensuring that the contents of the message are communicated verbatim to the engineering officers at the stations concerned.

2.4.2 The Station Master/Official in charge of the station should also send messenger for the P.Way Mistry/Gangmate of the station yard gang, explain to him the contents of the message and obtain his acknowledgement.

2.4.3 A register should be maintained at each station in the proforma given below :-

Date and time of receipt of message	Text of the message in full	Name & Designation of Official to whom message was repeated	Date and time of repeating of the message	Signature of the Station Master/ Official-in-charge of the Station.
1	2	3	4	5

The office copy of the message on which an acknowledgement has been taken should also is pasted in the register. The register maintained in the Railway Station should be inspected daily by the Station Manager and in their absence by the ASM.

2.4.4 Precautions to be taken by the Station Master, Driver and Guard for working of trains during storm, cyclone or strong wind.

a) When a weather warning message forecasting cyclone, heavy storm or strong wind has been received from the Meteorological Department and/or there is a reasonable doubt that severe storm is going to break out endangering the safety of passengers, trains, etc., the Station Master shall, in consultation with the Guard and the Loco Pilot of the train, detain the train and also refuse to grant "Line Clear" to a train coming to his station until storm abates and he considers movements of trains safe.

b) Should a train be caught on the run in a cyclone, storm or strong wind of an intensity which, in the opinion of the Loco pilot, is likely to endanger the safety of the train, he shall immediately control the speed of his train and bring it to a stop at the first convenient place taking care as far as possible to avoid stoppage of the train at places like sharp curves, high embankments and bridges (including approaches thereof). In controlling the speed and bringing the train to a halt, the Loco Pilot shall take care to avoid jerk. He shall restart the train in consultation with the Guard only after the cyclone, storm or strong wind abates and it is considered safe for the train to proceed.

c) The station staff as well as train staff shall try to see that doors and windows of the coaches are kept open by the passengers to allow free passage of the wind through the coaches.

The provisions contained in SR 2.11.04 may be scrupulously observed in such circumstances.

2.5 Action to be taken by the Permanent Way Inspector on receipt of weather/ cyclone warning message.

a) The Permanent Way Inspector on receipt of weather/cyclone warning, should arrange to advise monsoon patrolmen/watchmen and Gang Maters to be extra vigilant as per para 728 of IRPWM. During the fair season, he should introduce monsoon patrolling as soon as possible and also post watchman as required at all vulnerable locations and bridges by day as well as by night for a period extending upto 48 hours beyond the period specified in the weather/cyclone warning message.

b) The Permanent Way Inspector should be out in his section as far as possible by trolley during the period of warning and 48 hours beyond.

2.6 Action to be taken by the Gang Mate on receipt of weather/cyclone warning message.

On receipt of advice from the Station Master/PWI, the Gang Mate should take the following action as per para 728 of IRPWM:

a) During the fair season, the Mate of station yard gang should depute two reliable gangmen provided with patrolmen's equipment for patrolling the block sections on either side and for alerting the intermediate Gangmates.

b) During monsoon period also the Mate of the station yard gang should send two gangmen in opposite directions to alert intermediate Gangmates, patrolmen and watchmen.

c) Should there be very heavy rain or a severe storm weather during the monsoon or fair season, the Mate and Gangmen of all gangs on their own initiative should commence monsoon patrolling by day as well as night. Similar action to carry

out patrolling should be taken on receipt of bad weather warning for the duration of warning and 48 hours beyond.

NOTE: This is in no way exhaustive and every action has to be taken by all railway staff with prudence to face the situation that may arise during exigencies.

2.7 Action taken on every weather warning message must be reviewed periodically by the DRM/Sr.DSO/DSO/Sr.DEN/DEN of the divisions. Inspecting Officers must call for the register being maintained at the stations (vide 2.4.3 above) and ensure that the prescribed procedure are being followed.

List of sections on South East Central Railway indicating official for whom warning message will be issued.

Sr. No.	Division	Postal Address of Official to whom warning messages should be addressed	Telephone Nunber	Regional Meteorological Centre issuing warning
1	Bilaspur	Principal Chief Engineer, SECR/Bilaspur-495004	097524-75200	Bhopal for Madhya Pradesh & Bhubaneswar for Orissa portion. Raipur for Chhattisgarh portion.
		Chief Operation Manager, SECR/Bilaspur-495004	097524-75900	
		Chief Electrical Engineer, SECR/Bilaspur-495004	097524-75300	
		Chief Controller, SECR/ Bilaspur-495004	097528-76923	
		Chief Traction Power Controller, SECR/Bilaspur-495004	097524-41003	
		Asst.Traffic Manager-Control/ SECR/Bilaspur-495004	097524-75912	
2	Raipur	Principal Chief Engineer, SECR/Bilaspur-495004	097524-75200	Raipur for Chhattisgarh, Nagpur for Maharashtra portion.
		Chief Operation Manager, SECR/Bilaspur-495004	097524-75900	
		Chief Electrical Engineer, SECR/Bilaspur-495004	097524-75300	
		Chief Controller, SECR/ Raipur	097528-77924	
		Chief Traction Power Controller, SECR/Raipur	097528-77308	
		Asst.Traffic Manager-Control/ SECR/Bilaspur-495004	097524-75912	
3	Nagpur	Principal Chief Engineer, SECR/Bilaspur-495004	097524-75200	Bhopal for Madhya Pradesh, Raipur for Chhattisgarh, Nagpur for Maharashtra portion.
		Chief Operation Manager, SECR/Bilaspur-495004	097524-75900	
		Chief Electrical Engineer, SECR/Bilaspur-495004	097524-75300	
		Chief Controller, SECR/ Nagpur	0712-2560420	
		Chief Traction Power Controller, SECR/Nagpur	097300-78307	
		Asst.Traffic Manager-Control/ SECR/Bilaspur-495004	097524-75912	

3.0 Terminology Used in Meteorological Bulletins regarding Cyclones:

a) Cyclones:

Type of Dimension	Associated wind speed	
	Knots	KMPH
Low Pressure Area	less than 17	30
Depression	17-27	30-50
Deep Depression	28-33	50-64
Cyclonic Storm	34-47	65-90
Severe Cyclonic Storm	48-63	90-120
Very Severe Cyclonic Strom	64-119	120-220
Super Cyclonic Strom	> 120	> 220
	(1 Knot = 1.85 KMPH)	

b) Intensity of Precipitation: Rainfall amount (in cm)-Description

Less than 1	Light rain
1 to 3	Moderate rain
4 to 6	Rather heavy rain
7 to 12	Heavy rain
13 & above	Very heavy rain

c) Spatial Distribution: The area over which the phenomenon like rainfall is expected to occur.

Isolated (at one or two places)	25% or less of the total area under consideration.
At few places (scattered)	between 25% & 50% of the total area.
At many places (fairly widespread)	between 50% & 75% of the total area.
At most places (widespread)	more than 75% of the total area.

*****

APPENDIX – V

SPECIMEN FORMS FOR SUBMISSION OF ACCIDENT ENQUIRY REPORTS

Specimen Form Acc 1 (i)

Report of accident:

REPORT OF ACCIDENT

From: _____ Station To: All concerned

1. Date and time of accident-----
2. Train No. and engine No.-----
3. System of working
4. Number of tracks
5. Gauge
6. Section.
7. Location (KM)
8. Load of train/trains.
9. Nature of accident
10. Weather
11. Division
12. District and State
13. Sectional Speed
14. Brief particulars
15. Casualties.

Signature_____
Name of Station Manager/
Section In-charge

Date _____ Time_____

Specimen Form Acc 1 (ii)

Report of untoward incident:

REPORT OF UNTOWARD INCIDENT

From:_____ Station To, All concerned.

1. Kilometer at which untoward incident occurred.
2. Name of the Loco Pilot of the train with his headquarters
3. Name of the Guard of the train with his headquarters.
4. Name of the train ticket examiner of the train, if posted, with his headquarters
5. Nature of the untoward incident.
   a. Accidental fall
   b. Bomb blast
   c. Rioting/shoot out
   d. others
6. Time of occurrence
7. Position of human body in relation to track
8. Whether medical help was given to the injured.
9. Whether train stopped or not
10. Condition of doors and occupation of coach.

Signature:_____
Name of Station Manager /
Section In-charge

Date:_____ Time:_____

Brief particular of untoward incident:

BRIEF PARTICULARS OF UNTOWARD INCIDENT

1. **IN CASES OF DEATH**
   a. Time and place of the body detected.
   b. Position of the body in relation to the track.
   c. Blood stains on ballast or engine, extent of the injuries and whether prima facie inflicted by a train or otherwise.
   d. Position of any clothing etc., found on or near the rails.
   e. Name of the informant, his parentage and address.
2. **IN CASE OF ACCIDENTAL FALLING OR OTHER UNTOWARD INCIDENTS**
   a. KM at which the passenger fell or person was knocked down.
   b. Was the incident noticed by the Guard/Loco Pilot/TTE and the train stopped or was the alarm chain pulled to stop the train
   c. Was the train backed to the incident spot?
   d. How the injured or dead person was dealt with.
3. **IN CASE OF THE PASSENGER FALLING OUT**
   a. Name, age, sex and address of the passenger, with the particulars of ticket, if any held.
   b. If child, also give the name and address of the guardian at the time and his relationship to the child.
   c. Where was the person or child seated or standing at the time last seen by fellow passengers?
   d. Owning railway, painted number, compartment number, type, description and position of the carriage from the engine.
   e. Condition of doors.
   f. Officer of the Railway Protection Force on train.
   g. Brief statement of the injured person containing cause of accident.
   h. Name and signature of the passenger in whose presence the statement was recorded.
   i. In the case of a child, the name and signature of the guardian.
   j. Statement of co-passengers.
   k.Type of injuries sustained by the injured.
   i.e., temporary, permanent, partial or complete disablement.

Signature:_____
Name of Station Manager/
Section In-charge

Date:_____ Time:_____

Statement to be submitted:

Statement to be submitted, in duplicate, by DRM to CSO in cases of parting of trains, along with special reports.

Parted train No…….at / between ……..

1. Time ……
2. Date ……
3. Station from which reported ……
4. KM of parting ……
5. Gradient and any change of gradient ……
6. Stations between or at which ……
7. No. and description of train ……
8. No. and class of engine ……
9. No. of vehicles on train ……
10. Total tonnage of vehicles ……
11. Tonnage behind breakage/s ……
12. If two engines, was the second engine in rear of train? ……
13. No. and class of second engine ……
14. Number and owning railway of parted vehicles ……
15. Position of affected vehicles on train from engine ……
16. Type of coupling ……
17. Manufacturer's name ……
18. Period in use ……
19. Date of last periodical overhaul ……
20. Loco Pilot's report ……
21. Guard's report ……
22. Distance between the parted portions ……
23. Cause of the parting ……
24. Staff responsible ……
25. Workshop code, date and type of steel stamped at weld mark ……
26. Remarks ……

Specimen form ACC.3

FORM TO BE FILLED IN BY GUARD / LOCO PILOT IN THE CASE OF ACCIDENT

(1) KM at which the accident occurred ……..
(2) Between stations ……..
(3) Date of accident ……..
(4) Time of accident ……..
(5) Number and description of train ……..
(6) Engine No. ……..
(7) Approximate speed of the train ……..
(8) Whether the accident happened on straight or curve, on level or on a gradient
(9) Weather conditions and visibility ……..
(10) Type of accident ……..
(11) Persons dead / injured ……..
(12) Individual Vehicle nos. which are damaged ……..
(13) Position of the vehicle/s derailed from loco and from BV ……..
(14) In case of obstruction on line (cattle run over etc.,)
  (i) What was the cause of obstruction? ……..
  (ii) Did it appear wilful or accidental? ……..
  (iii) Is anyone suspected? ……..
  (iv) Was the line fenced? ……..
  (v) If so, state of the fencing ……..
  (vi) Was the engine fitted with a cattle guard, if so what is the condition of the cattle guard? ……..
  (vii) Has obstruction been removed? ……..
(15) In case of train parting
  (i) Composition of the train, details of load ……..
  (ii) Position of vehicle - from engine / BV ……..
  (iii) Description of the commodity ……..
  (iv) Probable cause of parting …….
  (v) Condition of broken metal ..……
(16) In case of persons falling out, or fires etc., in passenger trains, state if alarm chain was pulled, if so coach no. ……..
(17) In case of deaths in train:-
  (I) Give description of deceased, caste, name, age, sex, whether railway servant passenger or trespasser, residence, employment or vocation. ……..
  (ii) If passenger, Number and class of tickets ……..
  (iii) Number of persons in same compartment ……..
  (iv) Number, type and class of carriage, if the death is due to infectious disease, whether carriage was detached and inoculated ? ……..
  (v) Cause of Death ……..
  (vi) List of property belonging to deceased and how disposed of ……..
  (vii) State what has been done with body whether made over to the relatives, or police or sent to Civilian Surgeon ……..
  (viii) In case of persons injured by open doors or fallen out of carriages, say if there was any latrine in carriage. ……..
  (ix) Whether depositor has been taken by Police station staff ……..
(18) In case of dead bodies or injured persons discovered on line or within station limits:-
  (i) State in what position body was lying ……..
  (ii) Whether passenger, railway employee or trespasser ……..
(19) If persons run over:
  (i) Did the engine crew see the person ……..

(ii) Does the view obstructed to the LP or ALP? ……..
(iii) Was it day or night? ……..

(20) In case of derailment, trains put on a wrong line, collision or burst point.
(i) Number, owing Railway and type of vehicles derailed or damaged and position of vehicles on train. ……..
(ii) State whether points and signals were properly fastened or set in the right direction and signals, disputed, also whether lights were visible, flags properly exhibited & iii. ……..
(iii) State if points or signals were interlocked. ……..

(21) In case of averted collisions, state
(i) Load of train ……..
(ii) No. of vehicles with effective brake power ……..
(iii) Speed of train when obstruction or danger was observed ……..
(iv) Distance from engine to obstruction ……..
(v) Time and visibility ……..

(22) In case of engine passing signals at 'ON'.
(i) How much distance the train travelled beyond the signal? ……..
(ii) Was any stop hand signal exhibited, if so, by whom? ……..
(iii) Was the block section occupied ……..

(23) Time assistance asked for and time arrived ……..
(24) If vehicles blown away from station, state how the vehicles were fastened and how they broke abrupt. ……..
(25) Detention to trains affected and further probable detention if no more running is yet resumed ……..
(26) (a) How long was road blocked and to what extent ……..
(b) If transhipment was necessary, what arrangements were made ……..
(27) What system of block work is in force and was everything regular ? If, not, give details ……..
(28) Measures taken to re-establish traffice ……..
(29) Time assistance sent for and time arrived ……..
(30) Station arrive from ……..
(31) Cause of delay, if any, getting assistance ……..
(32) Report by Guard ……..
(33) Report by Driver ……..
(34) In case of serious accidents –
(a) Whether R.M.S. authorities advised in case of accident to a train carrying mails. ……..
(b) Whether local Government authorities duly Advised (if accident comes within the purview of section 113 of the Indian Railway Act) ……..
(35) Action taken in regard to staff responsible, Name and Designation and the department the staff belong to, Should be asked ……..

Description and cause of accident
No……
Date…….

Forwarded to the …… for information.

Station ……. Signature ……
Date ……. Designation ……

Signature of Guard
Date:_____

Signature of Loco-Pilot
Date:_____

Specimen Form ACC.4

Form to be filled in by the Guard and the Loco pilot in the case of persons falling out of trains.

TrainNo. Place:……
Date:……..

1. Loco Pilots Name: Staff No……..……..
   Grade:…… Pay Rs. ……..
   Engine No…….. Load of the train: ……..

2. Name of guard:
3. KM at which
   (a) (i) the person fell down ……..
   (ii) the train stopped ……..
   (b) The place where the person fallen down: (it should be stated whether on ballast or between the platform and the foot-board of train or on the platform etc.)
   (c) Was the accident noticed by the Guard and/ or Loco pilot and train brought to a stand if not, how the train was stopped ? (state if inter-communication chain was pulled and, if so, by whom).
   (d) If the train was backed to the accident spot, state kilometreage upto which the train was backed.
4. (a) Name, age and sex of the persons who fell down.
   (b) If a child, also the name, relationship and address of the guardian at the time.
   (c) Where was the person/child seated or standing before falling down.
   (d) Full address of the person, if available
5. (a) Was the person killed or injured only? Particulars of injuries sustained.
   (b) Whether First Aid was rendered and if so, by whom? (The staff No., Name, designation and salary of the First Aider should be shown, if he is a Railway servant)
   (c) Particulars of tickets, if any, held by the person, Date, Number, Class and stations between which available.
   (d) Brief description as to how the occurrence happened, stating if the person fallen on the right side or left side of the train facing the direction of travel of the train. (A statement from the person in the case of a child, from the guardian of the Child at the time or from two eye-witnesses should be obtained and attached)
   (e) How the injured person was disposed of ?
6. (a) Painted number, type, description and position of the carriage from the engine and the painted number of the compartment from which the person fallen down.
   (b) Condition of door, door handles, safety catches, and window fastenings in the carriage. (Details should be furnished of the door or window through which the person fallen down).
   (c) Are necessary warning notices exhibited in the carriage ?
7. Was there a Railway Police Constable in the train ?
8. Was there a Traveling Ticket Examiner in the train?
9. Remarks as to whether the occurrence is accidental or due to carelessness of the person concerned.

Signature of Loco Pilot Signature of Guard

Forwarded to DOM and DSO

* Forwarded to DEN and DSO

* in the case of Material trains.

Note:

1. In the case of railway servants on duty falling out, the report shall be forwarded to the divisional officer of the Department to which the railway servants belong and to the DSO.

2. (a) The Guard shall advise, by message, the Train Examiner immediately after the accident to facilitate examination of the train, certification in the Combined Train Report and submission of Report by the train SSE/JE.

   (b) With regard to item (6) of the form, if the individual carriage from which the person fallen down is not known, the Guard shall examine and the coaches jointly with the C&W staff at the train examining station and furnish the results of examination.

3. (a) With regard to item 5(d), it is imperative that the statement of the person involved in the accident (in the case of child, the statement of the person involved in the accident (in the case of a child, the statement of the guardian at the time) shall be recorded in all cases where it is possible, in the presence of the Railway Police Constable, and countersigned by him. If there is no Railway Police Constable, the signature of two passengers in whose presence the statement is recorded shall be obtained.

   (b) If the person is injured and unconscious or otherwise unable to give a statement himself, the statement of two co-passengers who were eye-witnesses to the accident shall be recorded and attested by the Railway Police Constable or in his absence by two independent witnesses.

Specimen Form ACC.5

Report of Fatal / Serious Accident:

The Commissioner for Workmen's Compensation

Sir,
This is to report of an accident which occurred on .....(date)……at …….(here enter details of premises) and which resulted in the death / serious bodily injuries of the workman / workmen of whom particulars are given in the statement annexed.

2. The circumstances in which the death / serious bodily injuries to the workman / workmen were as under:-

(a) Time of the accident;
(b) Place where the accident occurred
(c) Manner in which deceased / seriously injured was / were employed at the time;
(d) Cause of the accident
(e) Any other relevant particulars

Yours Faithfully,
……
Signature and designation of the
Officer making the report

Name	Sex	Age	Nature of employment	Full Postal Address

Form to be used by Reporter:

QUESTIONS	ANSWERS
1. Exact time at which the accident occurred. 2. At station or between stations and KM. 3. (a) Time at which first advice of accident was dispatched and by whom (b) To whom was advice sent and exactly how dispatched. 4. Nature of assistance, including medical aid, asked for in first advice sent. 5. Nature of additional assistance, including medical aid, asked for in any subsequent advices and times such advices sent and by whom and how dispatched and to whom addressed. Note: In cases of serious accidents outside station limits in which advices have to be sent to the nearest station, care should be taken to record accurately the times at which all such advices reached the station and the time each advice was dispatched by telephone or message from the station. 6. State total number of passengers in train at the time of accident. 7. (a) Concise statement showing number of persons killed and / or injured and their names and addresses together with those of the relatives to be informed and particulars (class, date, number and stations between which the ticket is available) of tickets held. Note: (i) Every endeavor shall be made to obtain the name and address of each person killed or injured. (ii) Every endeavor shall also be made to record the position and the painted number of the coaches from which the dead and the injured were taken. (b) Details of injuries and other medical notes. Note: These particulars shall be recorded by the medical staff and if possible in collaboration with the police. 8. When passengers have been killed or injured as a result of a serious derailment or collision, a detailed statement shall be prepared showing the state of the train or trains and the line or lines and the position and condition of the coaches when the dead and injured were extricated, with individual coach numbers. An illustrative sketch showing the position of coaches shall also be prepared. 9.(a) Time at which advice of accident received at the station provided with Medical Relief Train or Medical Relief Equipment. (b) Time at which Medical Relief Train was turned out and ready to start.	

(c) Time at which Medical Relief Train or train with Medical Relief Equipment started from Station. (d) Time of arrival at accident spot of Medical Relief Train or Medical Relief Equipment. 10.(a) Time at which advice of accident was received at Accident Relief Train based station. (b) Time at which Accident Relief Train was turned out and ready to start. (c)Time at which Accident Relief Train started from depot station. (d) Time of arrival of Accident Relief Train at accident spot and what medical aid arrived on this train. 11. What was the 'First Aid' given to the injured prior to the arrival of medical staff and/or medical equipment? 12. Time at which qualified medical aid arrived first and where fromand name and designation of official in-charge of same. 13. What exact arrangements were made to remove the seriously injured passengers to the hospital/s and when did they arrive there? 14. Description in brief of what was done to restore communication and at what time this was restored. 15. Any other details of importance. **Note:** (i) In addition to the information referred to above being accurately recorded, the Senior Divisional Officer proceeding to the site of accident shall draw up a comprehensive report showing exactly what occurred so that, when questions are asked subsequently and criticism made, the administration may be able to refer to the details recorded as soon as possible after the accident, which could, if necessary, be shown in a Court of Law. (ii) Whenever possible, a Magistrate and a Police Officer should accompany the relief trains but it may not always be possible to arrange this and in the absence of these officials it is all the more important on the part of Divisional Railway Officer present, to record acts with accuracy. It is most important that relief trains shall be started within the fixed target time and the train shall not be detained for the Magistrate and the Police Officer. (iii) This report shall be prepared at the site of the accident if the accident had taken place at a station or at the nearest station if the accident had taken place in the block section. (iv) The official preparing this report may, if necessary, call any other official present to assist him in collecting the necessary information. Care shall be taken, however, to select a responsible official.	

Specimen form Acc. 6-A

A. Reporter's Diary:

Details of staff ordered to assist the Reporter.

Name of staff	Designation	Painted No. of Carriage allotted If any	Serial Nos. of forms handed over to staff ordered to assist the reporter		
			Form 'A'	Form 'B'	Form 'C'

Specimen Form ACC, 6-B

B .Reporter's Diary:

Reporter's Diary

Form 'A' **Serial No. 'A'**

Particulars of persons killed

(Use only one form for each person)

1. Name of passenger ……
2. Father's name / husband's name……
3. Passenger's address……
4. Occupation……
5. Compartment No. and Carriage No. in which travelling at the time of accident.Compartment No……
   Carriage No……
6. Particulars of tickets held
   From Station……
   To Station……
   Class……
   Ticket No……
   Date ……
7. Position where the dead body was found
   Give full particulars……
8. How dead body was disposed off (whether handed over to relatives, police etc.)
   Give full particulars .....……
9. Details of belongings of the killed and how disposed off (whether boxes, or suitcases or beddings etc., approximate weight and size and whether handed over to Police, relatives etc.,……
10. Any other information ……

Place Signature

Date Designation

C. Reporter's Diary:

Form 'B' **Serial No. 'A'**

Particulars of Persons Injured
(Use one form for each person)

1. Name of passenger……
2. Father's name / husband's name……
3. Age……
4. Occupation……
5. Address……
6. Compartment No. and Carriage No. in which travelling at the time of accident.
   Compartment No……
   Carriage No……
7. Particulars of tickets held
   From Station……
   To Station……
   Class……
   Ticket No……
   Date ……
8. Nature of injuries and full description……
9. Whether given 'First Aid' on the spot. If so, nature of Aid rendered and time…
10. Whether sent to hospital for treatment. If so how and at what time or whether allowed to continue his journey to destination……
11. Whether handed over to relatives after 'First Aid' was given ……
12. Give details of belongings of the injured and how disposed of ……
13. Any other information……
14. Obtain injured person's statement on the subjoined form by tearing off and handing over portion below the dotted line, if he is in a sufficiently sound state to give a statement. This statement should be signed by the passenger and attached to this

Place: Signature:
Date: Designation:

Countersigned by Medical Officer in-charge of the operation at the site of the accident

Signature:
Designation:

Statement of injured passenger

1. Name of the passenger……
2. Statement of the passenger……

Place ……
Date: Signature of passenger

Specimen Form ACC 6-D

Eye witness Statement:

Form 'C' **Serial No. 'A'**

Eye Witness Statement
(Use one form only for each person)

1. Name of eye-witness…….....……
2. Father's name / husband's name…….....……
3. Age…….....……
4. Occupation…….....……
5. Address…….....……
6. Carriage in which traveling at the time of accident …….....……
7. Particulars of ticket held
   From…….....……To…….....……
   Class…….....……..Ticket No…….....……..…..
   Date…….....……
8. Time, date and place of accident

   Time……..Date…….....……..
   Place…….....……
9. Description of accident…….....…….

Place……..
Date…….. **Signature of eye-witness**

Specimen Form Acc. 7

Statement showing Class 'A.5' accidents for the month of ……..20

S.No. 1	Time and date of accident 2	Place of accident 3	Brief Particulars of accident 4

Cost of damage to engine, rolling stock, permanent way etc. 5	Cause of accident 6	Action taken against staff held responsible 7	Remarks 8

Specimen Form Acc. 8

Statement showing Class B.5 accidents for the month of ……..20..

S.No. 1	Time and date of accident 2	Place of accident 3	Brief Particulars of accident 4

Cost of damage to engine, rolling stock, permanent way etc. 5	Cause of accident 6	Action taken against staff held responsible 7	Remarks 8

Form Acc.9

Summary

1. Nature of Accident (such as 'Derailment' or 'Collision' as the case may be)
2. Date ……
3. Time……
4. Railway
5. Location……

(Type of trains involved)……

Train number — Up…. Vacuum/Air pressure in B.V……

Dn…. Vacuum/Air pressure in B.V……

Engine number — Up…. Vacuum/Air pressure in Engine ……

Dn…. Vacuum/Air pressure in Engine ……

Trains consisting — Up……

Dn……

Estimated speeds — Up……

Dn……

System of working……

Brief description of Track ……

Weather……

Casualties……

Brief cause of Accident……

Time taken in clearing the line……

Cost of damage:-

(i) Engine …… ……

(ii) Rolling stock……

(iii) Permanent Way……

(iv) Signal interlocking & Communication gear……

(v) Other than railway property, if any……

Form Acc. 9-A

Formation of Inquiry Committee:

Proceedings of * ……Inquiry, Class of Accident ……on……...
Held at ……...……
Authority ……...……
by a committee formed of
(1) President……..
Name……. Department……..
Rank…….……..
(2) Member……..
Name…… Department……..
Rank……
(3) Member…….. Name……
Department……..
Rank……
Also present……..
(1) Name…… Department……..
Rank……
*State whether joint, inter-Departmental or Departmental.
(2) Name…… Department……..
Rank……
(3) Name…… Department……..
Rank……
Not present, although advised……..……
Name…… Department……..
Rank……

Form Acc 9-B

Descriptive account of the Accident:

Descriptive account of the accident (in concise terms).

Care should be taken by the President to see that this form is correctly and appropriately filled up and contains no matter which falls under the head of either the Findings or Suggestions and Recommendations which should be entered in Acc. 9 (G) &(I)

Form Acc. 9-C

List of witnesses:

List of Witness in the order examined with their names, staff no., designation and station

1. ……
2. ……
3. ……
4. ……
5. ……
6. ……
7. ……
8. ……
9. ……
10. ……
11. ……

Form Acc. 9-D

Deposition of witness:

Name…….....…….. Age ……

Staff No…….....……

Designation……..Salary……..Grade……

Headquarters station……

Total length of Service: Years ……..…….Months……

Length of service in present rank……...……..

Previous service……

On the occasion of the accident I was on duty as……at……

from……hours to ……hours on……..……

after ……..hours rest before coming on duty.

Read over, translated and accepted as correct (only in cases of

Signature……

Date…… of President

Form Acc. 9-E

Deposition of witness (continuation sheet):

Deposition of Witness No….

Name…….....…….. Age ……

Staff No…….....……

Designation……..Salary……..Grade……..…

Headquarters station……..

Total length of Service: Years ……..……Months……

Length of service in present rank……...

Previous service……

On the occasion of the accident I was on duty as……at……

from……hours to ……hours on……

after ……..hours rest before coming on duty.

Read over, translated and accepted as correct (only in cases of illiterates

Signature……

Date…… of President

Form Acc. 9-F

Reasons for finding:

Reasons for the Finding

(i) discussion of all conflicting evidences and the Committee's deductions from there
(ii) the contributory factors, if any; and
(iii) the extenuating circumstances, if any, in three separate paragraphs

Signature……....	Signature……..…	Signature…..……
Name……	Name……	Name……..……..
(Member)	(President)	(Member)
Date……..…..	Date…….....	Date…….……

Form Acc. 9-G

Joint finding:

Joint Finding

(Cause, Responsibility and Rules Violated)

The finding should be brief and concise and reference to the Rules violated and by whom should be specifically stated.

Signature……....	Signature……..…	Signature…….……
Name……	Name……	Name……..……..
(Member)	(President)	(Member)
Date……..…..	Date…….....	Date……..……

Matters brought to light:

Matters brought to light		
Signature……....	Signature……..…	Signature……
Name…….	Name……	Name……..……..
(Member)	(President)	(Member)
Date…….……	Date……..	Date……

Suggestions and recommendations:

Suggestions and Recommendations

Suggestions for remedial measures should be based not only on the cause of the accident but also on any contributory factor and on any extenuating circumstance.

Signature……....	Signature……..…	Signature…….
Name…….	Name……	Name……..……..
(Member)	(President)	(Member)
Date…….……	Date……..	Date……

Relief measures:

Relief Measures

1. Train and date……
2. Kilometreage and section……..
3. First information report received from……
   by……
   at……..
4. Time of accident and weather condition…….
5. Casualties
   Injured……
   Public
   Staff
   Removed to Hospital
   Dead
6. Nearest Hospital
   Place
   Distance
7. Medical Relief trains
   Ordered at…….. Left at ……. Arrived to site at…….
8. Accident Relief train
   Ordered at…… Left at……... Arrived to site at…….
9. Relief special
   Ordered at…… Left at……. Arrived to site at…….
10. Transshipment ordered at
11. Trains transshipped
    No.
    Time.
12. Trains cancelled
13. Trains diverted, routed via
14. Trains detained
    No.
    Minutes
15. Probable cause and given by
16. Obstruction cleared at
17. Through running restored at
18. Any other details

Date

Signature
Designation

Form Acc 9-K

Marshalling and Rolling stock particulars:

Composition, Marshalling Order and particulars of Rolling Stock on the trains involved

Down / Up train No…… Ex……. to

S.No	Owning Rly	Class or type and painted number	Weight				Booked	
			Tare		Gross			
			T	G	T	G	From	To
1	2	3	4	5	6	7	8	9

E (Empty) or L (Loaded) And Commodity	Last				Remarks
	POH at	Date	Repacked	Date	
10	11	12	13	14	15

Form Acc.9-L

Photographs:

Details of Photographs taken at the site of accident

Brief description of each No. of Photos attached

1……

2……

3……

4……

5……

6……

1	2	3
4	5	6

Form Acc.9-M

Damages to Loco and rolling stock:

Details of damages to Engine, Rolling stock and approximate cost thereof

Item Number	Description	No. in each	Amount

Form Acc.9-N

Damages to P.Way:

Details of damages to Permanent way and approximate cost thereof

Item Number	Description	No. in each	Amount

Form Acc.9-O

Damages to S& T installations:

Details of damages to Signal and Interlocking and Telecommunication installations and approximate cost thereof

Item Number	Description	No. in each case	Amount

Form Acc.10

Casualties - Persons fallen from Trains / Knocked down:

Statement showing class P.1 & P.3 accidents for the month of ……..20

N.B: A separate statement should be submitted for each class of accident

S. No.	Date and Time of accident	Place of accident	No. and description of train, if train is involved	Brief Description of accident and cause as far as known
1	2	3	4	5

Particulars of persons			No. & Class of Ticket held and station from & to	Brief particulars of the person killed or injured	Remarks
Name	Age	Sex			
6	7	8	9	10	11

Form Acc.11

Casualties – Persons Run over:

Statement of Class P.2 accidents for the month of ……..20

Serial No.	Date and Time of Accident	Kilometerage and Station at /or stations between which the accident occurred.	Number & description of train	Whether the engine was provided with electric head light and it was in working order
1	2	3	4	5

Whether the site of the accident is on the straight or on a curve and visibility of site (in telegraph posts) for Loco Pilot	Whether the site of the accident is a level crossing and, if so whether it is manned. If the site of the accident is not a level crossing, the kilometreage of the nearest level crossing	(a) Particulars of fencing at the site of accident (b) Any other relevant particulars regarding site of accident	Brief particulars as to how the accident occurred with name, sex, and address of person(s) killed or injured
6	7	8	9

(a) Whether the Loco Pilot noticed the accident or not (b) Particulars of blood marks	Verdict at inquest	Cause of accident	Remarks
10	11	12	13

Form Acc.12

Other Incidents:

Statement of Class Q.1 accidents for the month of ……..20

Serial No.	Date and Time of Accident	Place of accident	No. and Description of Train, if train is involved
1	2	3	4

Brief particulars of accident indicating Name, Occupation, age and sex	Cause of Accident	No & Class of ticket held and station from and to in case of passengers	Remarks
5	6	7	8

Quarterly statement of accidents under Section 113:

Form Acc.13

Statement showing summary of accidents under Section 113 of Railways Act 1989 for Quarter ending……..

S.No.	Date of accident	Place of accident	Train/Trains involved	Whether report sent to CRS. If so reference	When likely to be sent
1	2	3	4	5	6

Namely – Collisions / Derailments / Level Crossing Accidents and Fires in trains / Passenger train running over obstructions.

APPENDIX – VI

To seek the help of NDRF in case of serious railway accident, the requisition is to be made either from the division or from the zonal headquarter in the format given below :

South East Central Railway

Office of the
Chief Safety Officer,
No.CSO/Disaster/SECR/Requisition/NDRF Bilaspur, Dated:

To,

The Commandant
3rd BN NDRF,
PO-Mundali,
Cuttack-Odisha Pin-754006
FAX NO.0671-2879711
E mail – 3rdndrfmundali@gmail.com

or

The Commandant,
5th Bn NDRF, Sudumbare, Taluka, Distt. Maval
Pune (Maharashtra).
Tel 02114-231245,
Fax 02114-231509, Mob 09423506765
E mail – 145crpf@gmail.com

Sub: Request for deputing NDRF Personnel for relief and rescue operations.

Dear Sir,

There has been a serious accident on S.E.C.Railway over …….. Division on …….. Station in …… section at …… Hrs. on ……..

From the information received till now it appears that the accident is of a serious nature and could lead to large number of casualties. Although Railway are making all efforts to take up relief and rescue operations, it is felt that the participation of the NDRF personnel could be of great help in speeding up the process and reducing casualties.

In view of this you are requested to immediately depute adequate number of men from your battalion with necessary relief equipments to the accident site at the earliest.

The movement of your battalion indicating the time and route of travel from your place to the accident site may be intimated to the undersigned by E-Mail/FAX so as to ensure adequate coordination. Kindly also indicate the contact No. of the senior most personnel who will be travelling with the NDRF Group. Detail information about accident are furnished here with in a separate enclosures in Annexure – I.

Thanking you

Yours sincerely,
Divl.Rly.Manager/
Chief Safety Officer
Mobile No.

Encl: As above.
E-Mail ID ……
Fax No……..

1) Adviser (Safety), Railway Board (Fax No.011-23386215) for kind information and necessary action please.
2) NDRF HQ (Fax No.011-267017), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi.
3) NDRF HQ (Fax No.011-261059), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi.
4) DRMs- Bilaspur, Raipur & Nagpur for information and necessary action please.

Annexure-I

Accident Information

1. Travel Co-ordinate …….
2. Name of the district …….. (Where accident occurred)
3. Distance from Cuttack …….
4. Name & Contact No. of Nodal Officer whom to be approached for Co-ordination ……
5. Timing of placing special train at Cuttack for swift movement. …….. will be followed as per advice of 3rd NDRF/Cuttack

AREA OF RESPONSIBILITY – 03 BN NDRF MUNDALI

SL.No.	ORISSA	SL.No.	CHHATTISGARH	SL.No.	MADHYA PRADESH
01	ANGUL	01	BALOD	01	ANUPPUR
02	BALANGIR	02	BALODA BAZAR	02	BALAGHAT
03	BALESWAR	03	BALRAMPUR-RAMANUJGANG	03	CHHATARPUR
04	BARGARH	04	BASTAR	04	CHHINDWARA
05	BHADRAK	05	BEMETARA	05	DAMOH
06	BOUDH	06	BIJAPUR	06	DINDORI
07	CUTTACK	07	BILASPUR	07	JABALPUR
08	DEOGARH	08	DANTEWADA	08	KATNI
09	DHENKANAL	09	DHAMTARI	09	MANDLA
10	GAJAPATI	10	DURG	10	NARSINGHPUR
11	GANJAM	11	GARIABAND	11	PANNA
12	JAGATSINGHPUR	12	JASHPUR	12	SAGAR
13	JAJPUR	13	JANJGIR-CHAMPA	13	REWA
14	JHARSUGUDA	14	KONDAGAON	14	SATNA
15	KALAHANDI	15	KORBA	15	SEONI
16	KANDHAMAL	16	KORIYA	16	SHAHDOL
17	KENDRAPARA	17	KANKER	17	SIDHI
18	KEONJHAR	18	KABIRDHAM	18	SINGRAULI
19	KHORDHA	19	MAHASAMUND	19	UMARIA
20	KORAPUT	20	MUNGELI		
21	MALKANGIRI	21	NARAYANPUR		
22	MAYURBHANJ	22	RAIGARH		
23	NABARANGPUR	23	RAJNANDGAON		
24	NAYAGARH	24	RAIPUR		
25	NUAPADA	25	SURAJPUR		
26	PURI	26	SUKMA		
27	RAYAGADA	27	SURGUJA		
28	SAMBALPUR				
29	SOBERN PUR				
30	SUNDARGARH				

AREA OF RESPONSIBILITY – 5th Bn NDRF, PO-Vishnupuri, Telegaon, Pune(Maharashtra) in SECR

SL.No.	MAHARASHTRA
01	NAGPUR
02	GONDIA
03	CHANDRAPUR
04	BHANDARA
05	GARCHIROLI

LOCATION AND AREA OF RESPONSIBILITY OF INITIAL 10 NDRF BNS

Sl No.	Name of Bn	Area of responsibility (state wise)
01	01 Bn NDRF, Guwahati	Assam, Meghalaya, Manipur, Tripura, Mizoram, Arunachal Pradesh & Nagaland
02	02 Bn NDRF Kolkata	West Bengal, Sikkim, Jharkhand
03	03 Bn NDRF Mundali	Orrisa, Chattisgarh & 19 dist of MP
04	04 Bn NDRF Arakkonam	Kerala, Tamilnadu, Puducherry, Karnataka, Andaman & Nicobar Islands, Lakshadweep
05	05 Bn NDRF Talegaon, Pune (Mah)	Maharashtra & Goa
06	06 Bn NDRF, Gandhinagar	Gujarat, Madhya Pradesh, Rajasthan, Dadra & Nagar Haveli, Daman & Diu
07	07 Bn NDRF, Bhatinda	Punjab, Himachal Pradesh, J&K
08	08 Bn NDRF, Greater Noida	Delhi, Haryana, Uttar Pradesh
09	09 Bn NDRF Bihar, Patna	Bihar
10	10 Bn NDRF Guntur, AP	Andra Pradesh

Address/Telephone No./Fax No.	**E-Mail**
Commandant, 1st BN NDRF,Patgaon PO-Azara,Guwahati. Tel 0361-2840027, Fax 0361-2849080, Mob: 09435545951	ndrf01@yahoo.ocm.in, ndrf01@hotmail.com
Commandant, 2nd BN NDRF Digberia Camp,PO-Badu Road, Madhyamgram,Barasat Kolkata-700128. Tel 033-25264302, 033-25264394, Fax 033-25263077, Mob 09434742836	comdt106@bsf.nic.in, bnndrf106@rediffmail.com, 2ndndrf@gmail.com
Commandant, 3rd BN NDRF, PO-Mundali, Cuttack-Odisha Pin-754006. Tel 0671-2879710, Fax 0671-2879711, Mob 09439103170, 09437964571	bn-4th@cisf.gov.in, 3rdndrfmundali@gmail.com
Commandant, 4th Bn NDRF, PO-Suraksha Campus, Arrakonam, Distt. Vellore,Tamilnadu. Tel 04177-246269, Fax 04177-246594, Mob 09442105069	rb_6th@cisf.gov.in tn04_ndrf@nic.in mkverma97@gmail.com
Commandant, 5th Bn NDRF, PO-Sundumbare taluka District-Maval, Pune(Maharashtra). Tel 02114-247010, Fax 02114-247008, Mob 09423506765	145crpf@gmail.com
Commandant, 6th Bn NDRF, Chilora Road, Gandhinagar, Pin-382042. Tel 079-23202540, Fax 079-23201551, Mob 09428826445	comdt6ndrf@gmail.com
Commandant, 7th Bn NDRF, Bibiwala Road, Bhatinda (Punjab). Tel 0164-2246030, Fax 0164-2246570, Mob 09417802032	comdt.27thbn@itbp.gov.in, 7thbnndrfbathinda@gmail.com
Commandant, 8th Bn NDRF, Kamla Nehru Nagar, Ghaziabad (UP). Tel 0120-2766013, Fax 0120-2766618, Mob 09968610014	eighthndrf@yahoo.com, ndrf.108@gmail.com
Commandant, 9th Bn NDRF, Bihata Patna, Bihar. Tel 06115-253942, Fax 06115-253939, Mob 07762884444	ndrfpatna@gmail.com, ndrfpatna@yahoo.com
Commandant, 10th Bn NDRF, Manglagiri, Vijaywara(AP). Mob 09419217790, Fax 0863-2293050	Commandant125@rediffmail.com

Appendix - VII

Jurisdiction and HQs of Railway Protection Force of SECR

Jurisdiction and HQs of Railway Protection Force of SECR

S. No.	Section		RPF Post/Out Post	Telecommunication	
	From	To		Railway	Land line
BILASPUR DIVISION					
1	Jharsuguda Ex. KM. No. 515/03	Jamga Ex. KM .No.566/17	RPF Post Brijrajnagar	66170	06645-240833
2	Jamga Ex. KM .No.566/18-20	Champa Ex. KM. No. 663/21-23	RPF Post Raigarh	66362	07762-226166
3	Champa Ex. KM. No. 663/23-25	Km No.713/02 (Gatora bridge)	RPF Post Champa	66750	07819-244943
4	Champa KM. No. 673/03	Gevra Road KM. No. 710/05	RPF Out Post Korba	66842	07759-247800
5	Km No.713/02-03 (Gatora bridge)–	Km. No. 722 (Bilaspur) M/Line	RPF Post Bilaspur	62518	07752-247374
6	CIC section Uslapur Km. No. 728 KM. No. 728	Uslapur to KM. No. 869 Anuppur	RPF Post Pendra	67722	07751-220876
7	KM. No. 872 Anuppur	KM. No. 1028/06 Jhalwara	RPF Post Shahdol	67312	07652-231538
8	KM. No. 869 Anuppur Ex.	KM. No. 956/07-06 Chirimiri	RPF Post Manendargarh	67880	07771-241496
9	KM. No. 926 Baridan	KM. No. 1044/08 Ambikapur	RPF Out Post Ambikapur	-	07774-203025
RAIPUR DIVISION					
10	Dadhapara KM. No. 722/1	Urkura Outer KM. No. 822/11	RPF Post Bhatapara	-	07726-223204
11	Broad Guage From KM. No. 822/11-12 (Urkura Outer) Narrow Guage From KM. No. 829/0	840/1-3 (Parsada gate), 901/2-3 Raipur to Dhamtari & Avanpur to Rajim	RPF Post.Raipur	72256	0771-2525032
12	Kumhari KM. No. 841/12	"G" Cabin KM. No. 848/11	RPF Post Bhilai Marshalling Yard	76290	07826-2411734
13	Excluding Sersa L/C Gate KM. No. 850/11-13 to	excluding Bhilai Nagar Rly. Station KM. No. 860/7-9	RPF Post Bhilai	76690	0788-2354670
14	Bhilai Nagar KM. No. 860/17 to	Durg Outer KM. No. 868/40 and Maroda KM. No. 87/1 to Dallirajhara KM. No. 953/1	RPF Post Durg	75293	0788-2211386
15		Entire area of Wagon Repair Shop/ Raipur	RPF Post Wagon Repair Shop Raipur	74296	0771-2523312

S. No.	Section		RPF Post/Out Post	Telecommunication	
	From	To		Railway	Land line
	NAGPUR DIVISION				
16	Durg Outer KM. No. 867	Bakal KM. No. 906	RPF OP Rajnandgaon	56450	07744-229021
17	Bakal KM. No. 906	Bortalao KM. No. 946	RPF Post Dongargarh	56250	07823-232868
18	KM. No.946 Darekasa	KM. No. 1000 at Gondia M. No. 1041/5 Balaghat, KM. No.1041/5 Balaghat to 1104/2 Padriganj (NG), KM. No.1000 Gondia to KM. No.1088/3 Katangi, KM. No.1000 Gondia to KM. No.1095/6 Arun Nagar, KM. No.1039 Mundikota Outer	RPF Post Gondia	55150	07182-236535
19	Arun Nagar KM. No.1095/6	Nagbhir KM. No. 1133/7, Nagbhir KM. No.1133/7 to Chanda Fort KM. No.1240/5, Nagbhir KM. No.1133/7 to Tempa KM. No.1150	RPF Post Naghbir	55450	07179-240739
20	Balaghat Jn. KM. No. 1042	to Katangi KM. No. 1088/3	RPF OP Balaghat	-	07632-249069
21	Tumsar Road KM. No. 1050	Tirodi KM. No. 1097	RPF OP Tumsar Road	55350	07183-223825
22	Nagpur KM. No.1129	KM. No.1140 Mundikota , Kanhan KM. No.1112 to Ramtek KM. No.1135, Tumsar KM. No.1050 to Tirodi KM. No.1097, Bhandra KM. No.1069 to Bhandra Ordinance Factory KM. No.1091	RPF Post Itwari	53150	0712-2730103
23	Nagpur(NG) to	Kelod(NG),	RPF Post Motibagh	52511	0712-2564371
24	ITR (NG) to	Tempa (NG)			
25	Saoner KM. No.1364	Chindwara KM. No.1259, Chindwara KM. No.1259 to Samaswara KM. No. 1218, Chindwara KM. No.1259 to KM. No.989/23 (Home Signal), Howbag KM. No.1227 to Deordih KM. No. 1281, Nainpur KM. No.1119 to KM. No. Pipardahi KM. No.1211/5, Nainpur KM. No.1119 to KM. No. Shikara KM. No.1181/8, Nainpur KM. No. 1119 to KM. No. Mandla KM. No.1161, Nainpur KM. No.1119 to KM. No. Padriganj KM. No. 1106	RPF Post Chindwara	55750	07162-223144
26	Kaniwara Ph. KM. No.1167	Nainpur KM. No.1119 to Shikara KM. No.1181/8, Nainpur Km.No.1119 to Mandla Fourt Km.No.1161 Pipardahi Km. No. 1211/5 to Nainpur KM.No.1119.	RPF OP Nainpur	55250	07646-240852
27	RPF OP Howbagh	Howbagh KM.No. 1226	Sukriman Gate KM.No. 1189	-	0761-2405190

Jurisdication and HQs of Govt. Railway Police officials

S. No.	Section		Police Station officer GRP	Telecommunication		SP (Rlys) Police
	From	To		Railway	Land line	
BILASPUR DIVISION						
1	IB	Daghora	GRP Chowki, Brajrajnagar (Orissa)	66174	094371-38997	0661-2600216, Rly-080-76410
2	Jamgaon	Sakti	GRP Thana Raigarh (C.G.)	66364	07762-222897	0771-2886000
3	Baradwar	Akaltara	GRP Chowki Champa (C.G.)	66752	-	
	Champa	Gewra Road				
4	Baradwar	Bilaspur				
	Champa	Gewra Road	GRP Thana Bilaspur (C.G.)	62712	07752-230510	
	Bilaspur	Dagori (Sheonath River)				
	Bilaspur	Pendra Rd.				
5	Belghana	Harri	GRP Chowki Pendra Road(C.G.)	67729	-	
6	Harri	Amlai	GRP Chowki Anuppur(M.P.)	67659	-	0761-2623703, Rly-015-55780
	Anuppur	Bijuri Stn.				
7	Venkat Nagar	Jhalwara	GRP Thana Shahdol (M.P.)	67315	07652-240317	
		(Katni Ex.)				
RAIPUR DIVISION						
8	Nipania (Sheonath river)	Siliyari	GRP Chowki Bhatapara (C.G.)	77265		0771-2886000
9	Nipania	Sarona Cabin	GRP Thana Raipur (C.G.)	72148	0771-2524116	
	(Sheonath river)	(Kharun River)				
	Raipur	Rajim, Dhamtari				
		Koma Khan River				
10	Khumari (Kharun River)	'G' Cabin	GRP Chowki Charoda (C.G.)	76295	0788-2111454	0771-2886000
11	Khumari	Bhilai power House	GRP Thana Bhilai (C.G.)	76692	0788-2112035	
	(Kharun River)	Balod, Charoda				
12	Bhilai Nagar	Durg Outer	GRP Thana Durg (C.G.)	75291	0788-2323670	
13	Dallirajhara	Maroda	GRP Chowki, Balod(C.G.)	-	-	

S. No.	Section		Police Station officer GRP	Telecommunication		SP (Rlys) Police
	From	To		Railway	Land line	
NAGPUR DIVISION						
14	Rajnand Gaon	Durg Distant (Dn – line) RJN Distant (Up line)	GRP Chowki, Rajnandgaon (C.G.)	56517	07744-224264 (O)	0771-2886000
15	Musra	Bortalao (Up – line) Rajnandgaon Distant (Dn - line)	GRP Thana Dongargarh (C.G.)	56252	07823-232592	
16	Gondia	Bhandara Road(Up line) Darekasa (DN line) Birsola(BTC line) Badegaon (NAB line)	GRP Thana Gondia (M.S.)	55152	07182-237708	0712-2702104, Rly-05955790
17	Itwari	Nagpur Distant (UP line) Khat Rly. Stn.(Dn line) NAB Distant (NAB line)	GRP Thana Itwari (M.S.)	53156, 53157	0712-2020142, 2022100	
18	Nagbhir	Chandafort (CAF - line) Wadsa (Wadsa - line) Badegaon (Gondia- line)	GRP Chowki Nagbhir (M.S.)	55452	-	0712-2702104, Rly-05955790
19	Nagpur	SECR NGP Distant (DN line)	GRP Thana Nagpur (M.S.)	59-55792	0712-2561561, 2565661	
20	Chhindwara	Gangatola (NIR-line) Patanswangi (NGP- line)	GRP Thana Chhindwara (M.P.)	55752	07162-222366	
21	Nainpur	Bineki (HBG – line) Padriganj (BTC - line) Mandala Fort (Mandala - line) Nainpur Distant (CWA-line)	GRP Thana Nainpur (M.P.)	55252	07646-240329	0761-2623703, Rly-015-55780
22	Balaghat	Khara (Gondia - line) Padriganj (NIR - line) Katangi (Katangi - line)	GRP Chowki, Balaghat (M.P.)	-	07632-243276	

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