Foreword

The Southern Railway did not have an Accident Manual all these years. The rules for reporting and enquiring into accidents issued by the Railway Board were tabulated in a book form and called "ARS". In the ARS the orders of the Railway Board were treated as the General Rules and certain rules specific to Southern Railway were incorporated as Subsidiary Rules. As with all such rules, the sequencing was poor and no attempt was made to subdivide the rules into specific subjects or chapters.

The ARS of this Railway was last printed in 1987. Since then, great changes have taken place on the Railway. A major uni-gauge project was launched in 1992 and still continues which has completely changed the face of the Railways and continues to do so every year by linking new sections to the Broad Gauge system. Technological improvements in wagon design, improvements in signalling equipment and changes in systems of maintenance have also taken place.

The nation and the world have seen many major disasters during the last decade. As a result of these disasters, everywhere people have realized how ill prepared people and systems are in the face of disasters. The management of disasters has, therefore, rightly been given due importance.

In the face of these important changes it was felt that a comprehensive manual of dealing with accidents is necessary.

This Accident Manual hopes to deal with all these issues. The Manual has been chapterized, with clear subdivisions so that staff can easily refer to the relevant rules. A very elaborate chapter on Disaster Management has also been included. To keep abreast with the changes taking place, new technologies and systems have been recognized in the Manual.

A great deal of effort has gone into the preparation of this Manual, and I hope it would become a valuable reference book during accidents and in the management of accidents.

Sd/-
(R. JAYARAM)
Chief Operations Manager

Preface

(1) The Accident Manual incorporates the rules of reporting and Enquiry into accidents, issued by Railway Board vide GSR 257 dated 2/1/1999.

(2) This Accident Manual supercedes the "ARS" (Code ARS-Part-I) of this Railway issued in 1987.

(3) This book has been called a Manual, because apart from the rules that are mandatory, certain guidelines have also been given, which are applicable depending on the circumstances. This Manual also contains checklists, proforma for reporting and collection of information.

(4) The relevant rules of the Railway Act as applicable to Accidents have also been incorporated in this Manual.

(5) All staff are bound by the rules enshrined in this Manual. However, this Manual should be read along with the General Rules and Subsidiary Rules of the Railway, all other codes and Manuals as also the Railway Act.

Sd/-
(ABRAHAM JACOB)
Chief Safety Officer

Acknowledgement

When it was decided to print an Accident Manual for the Railway, the work was entrusted to the Zonal Training Centre/Tiruchchirappalli. This Manual is thus the result of a great deal of work done by the Principal Shri J. Eden Alexander and the Instructors under his charge.

The main work of collecting information from all Railways, tabulating information, chapterizing this information and finally writing this Manual was done by Shri J. Christopher Prabhakar, ATM/ZTC/TPJ. Shri R.Gnanam, ATM/Rules, was mainly responsible for correcting and proof reading the manuscript. But for the dedicated work of all these people, it would not have been possible to bring out this Accident Manual.

Sd/-
(ABRAHAM JACOB)
Chief Safety Officer

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DEFINITIONS

1.01 **Act**: Act means the Railways Act 1989 (24 of 1989).

1.02 **Accident**: For the purpose of Railway working, an accident is an occurrence in the course of working of Railway which does or may affect the safety of the Railway, its engine, rolling stock, permanent way and works, passengers or servant or which affects the safety of others or which does or may cause delay to train or loss to the Railway. For statistical purposes, accident has been classified into categories "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 Factories Act, 1948 and the rules made there under.

1.03 **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 in the block section or within the station limits between two trains or between a train and an obstruction.

Provided, further, that such an occurrence may not be treated as an "averted collision": -

(a) When the accident takes place outside the station limits, the distance between the two trains or the train and the obstruction when the train or trains have finally come to a stop is 400 metres or more.

(b) When the accident takes place within the station limits, there is an intervening Stop signal at danger governing the moving train and compliance by the moving train of the indication conveyed by the stop signal averted the collision between the trains or between the train and the obstruction.

1.04 **Cattle**: means and includes cows, bullocks, elephants, camels, buffaloes, horses, mares, geldings, ponies, colts, fillies and mules.

1.5 **Commissioner of Railway Safety**: means the Chief Commissioner of Railway Safety or the Commissioner of Railway Safety appointed under section 5 of the Railways Act, 1989.

1.06 **Department:** also includes branch under the administrative set up.

1.07 **Engine failure:** An engine is considered to have failed when it is unable to work its booked train with the prescribed load from start to destination or causes a delay in arrival at destination for a specified period, namely 30 minutes or more in case of passenger carrying train hauled by diesel electric/electric engines and 60 minutes or more in all other cases due to defective design or material or bad workmanship in shed/workshop or mismanagement by crew or bad fuel.

NOTE: In the event of an engine failure, the Driver shall give, written advice of it to the Guard. The Guard shall advise the Station Master who shall issue the necessary 'all concerned' message.

1.08 **'Grievous hurt' or** : Grievous injuries for purpose of these statistics shall be taken as the injuries as defined in Section 320 of Indian Penal Code reproduced below for ready reference.

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

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

1.09 **Injuries:** Injuries are classified as

(a) Grievous
(b) Simple

1.10 **Other trains:** All other trains not covered under 1.11 be termed as 'Other trains'.

1.11 **Passenger train:** A train intended solely or partly for the carriage of passengers shall be treated as a passenger train. A workman's train or a ballast train or a material or an Accident Relief train or a Tower Wagon or such other train carrying workmen, or Cattle special, Military special

carrying authorized escorts or similar such train shall be treated as a passenger train.

1.12 **Railway Administration**: in relation to

(a) A Government railway, means the General Manager of a zonal railway; and

(b) A Non-Government railway means the person who is the owner or lessee of the railway or the person working the railway under an agreement.

1.13 **Railway Servant**: means any person employed by the central government or by a railway administration in connection with the service of a railway.

1.14 **Railway Property**: means rolling stock, locomotive, permanent way, signalling and interlocking equipment, electric equipment and other property owned by the railway.

1.15 **Serious Accident**:

Accident to a train carrying passengers which is attended with loss of life or with grievous hurt to a passenger or passengers in the train, or with serious damage to railway property of the value exceeding Rs.25, 00,000. Any other accident which in the opinion of the Chief Commissioner of Railway Safety or Commissioner of Railway Safety requires the holding of an inquiry by the Commissioner of Railway Safety shall also be deemed to be a serious accident. However, the following shall be excluded –

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

(b) cases involving persons being Railway servant 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.

1.16 **"Serious Interruption" to traffic**: means interruption of an important through line of communication, which is likely to last for 24 hours or more.

1.17 **"Simple Injuries"**:

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

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

1.18 **Train**: A train is a set of vehicles, empty or loaded, worked by a locomotive/locos or any other self propelled unit including light engine/engines or rail-motor vehicle or a single rail-motor vehicle, empty or conveying passengers, live stock, parcels or goods which cannot be readily lifted off the track and running under a particular number or a distinct name from fixed point of departure to a fixed destination. Part of a train shall also be treated as a train for the purpose of these definition, classification and statistics. The train engine or any other vehicle once put on the train continues to be a part of the train until the station is reached beyond which it is not required to go on the same train. At such stations, the moment the train engine or any other vehicle is cut off the load, it ceases to be a part of the train.

1.19 **Threshold Value**:

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

(a) Threshold value of Railway property loss which is fixed at One lakh rupees or:

(b) Threshold value of interruption to communication either Partial or Total where duration of interruption is equal to or more than the number of hours specified against each cell.

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

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

Note :(i) (C.Memo No. 10 dated 24.07.08)

Classification of BG routes on S.Rly	
Route	**Sections**
A	MAS - GDR
B	MAS - JTJ - ED - IGU - PTJ - SRR - ERS AJJ - RU MSB - TBM - VM - VRI - TPJ - DG IGU - CBE - PTJ JTJ - SKPT JTJ - Bypass connecting SKPT & TPT
C	MSB - VLCY (MRTS) BBQ - WST - MSB
D	KRR - DG - MDU MDU - VPT - MEJ ERS - ALLP - KYJ ERS - KTYM - TVC SRR - MAQ - TOK MV - KMU - TJ - TPJ NTVT Bypass
E	All other sections

(ii)

Classification of MG routes on S.Rly		
Route	**Sections**	
Q	NIL	
R	R1	NIL
	R2	NIL
	R3	NIL
S	S1	MV - KKDI, TSI - QLN
	S2	POY - CBE, POY - PGT, TYT - TSI
	S3	MTP - UAM, MDU - BDNK

CHAPTER II
GENERAL INSTRUCTIONS

2.01 SCOPE OF THE RULES:

(a) These rules are based on the General and Subsidiary Rules and other instructions issued by the Railway Board. Whenever any conflict is perceived between these rules and the General and Subsidiary Rules, the rules contained in the General and Subsidiary Rules shall be followed. Nothing in these rules shall cancel, amend or modify 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) These rules shall apply throughout the Southern Railway and include all open lines, lines under construction and sidings – railway, private or assisted – worked by the railway.

2.02 DISTRIBUTION OF ACCIDENT MANUAL:

Copy of the Accident Manual shall be supplied to each branch of the Zonal Office, Divisional Office, Station, Control Office, Railway Hospitals and Health Units, Loco Shed, Office/Depot of the Assistant Engineer, SE/JE (Permanent Way), SE/JE (Signal and Telecommunication), SE/JE (Carriage and Wagon), Inspectors of Commercial and Transportation departments, Carriage and Wagon, Way and Works, each of the construction units and offices, Railway Protection Force Headquarters and Government Railway Police Headquarters.

Copy of the Accident Manual shall also be supplied to each Officer, Inspector, Supervisor, Senior Subordinate, Station Master, Driver, Guard and other railway servants as prescribed.

2.03 ACQUAINTANCE WITH THE RULES:

Every railway servant is bound by these rules and whether supplied or not with a copy of the Accident Manual, must make himself acquainted with the Rules in the Accident Manual relating to his duties as also all changes made from time to time. To ensure that a railway servant performs the duties assigned to him effectively, it is necessary that he also acquaints himself with the rules relating to duties of other railway servants as prescribed in these rules.

NOTE: 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 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 unless specially changed.

CHAPTER III

DISASTER MANAGEMENT

A. GENERAL INSTRUCTIONS:

Disaster Management is the art of functioning under conditions of extreme difficulty. It is the ability to take cool rational decisions in a crisis situation filled with tension and even danger. It is the ability to function effectively when all known chains of command have been broken and when even channels of communication have failed. In short, it is the ability to function in chaos.

The Railway is a highly structured Organisation, with a clear chain of command, effective communication channels and a time-tested pattern of working. During accidents, however, almost all these break down. It is in this situation that cool and clear thinking is necessary and decisions have to be taken quickly and effectively.

3.01 OBJECTIVES IN DEALING WITH ACCIDENTS:

The main objectives to be ensured while dealing with a serious accident are to

1. save lives and alleviate suffering
2. protect property including mail
3. provide succour and help to passengers at the site of the accident
4. ascertain the cause of the accident
5. restore through lines of communication and
6. instil a sense of security and confidence in the minds of the affected people

3.02 RESOURCES OF ALL DEPARTMENTS TO BE MADE AVAILABLE:

The resources of all departments including men and material should be promptly made available, rendering assistance to passengers and for restoration of traffic. Every facility must be afforded to the Civil Police, Medical Officers and the Commissioner of Railway Safety to enable them to proceed to the site, in case of a serious accident.

3.03 IMPORTANT RESPONSIBILITIES OF RAILWAY OFFICIALS PRESENT AT SITE:

1. Till such time relief and assistance arrive and a more senior official replaces him, the senior most railway official present shall take charge of the situation.

2. He shall ensure that the train is protected, that the accident has been reported properly to the controller or the nearest Station Master, and relief, if required is asked for and arrange to –

a) Collect railway men and volunteers,
b) Allot duties to each as best as possible under the prevailing circumstances,
c) Allot duties to Police, Military and Railway security staff and
d) Organise relief with the assistance of volunteers.

3. Railway servants present during an accident shall take note of the exact time of the accident, besides other important details connected with the accident. They shall also take the earliest opportunity of checking their watches with the Guard's watch or control time, as the exact time of an accident is often an important clue in determining the cause of the accident.

4. All railway servants present at an accident site or asked to assist at accident site should maintain a log indicating time and activities.

3.04 DEALING WITH STAFF ALLEGEDLY RESPONSIBLE FOR AN ACCIDENT OR INVOLVED IN AN ACCIDENT:

1. Staff alleged to be guilty of offences, which in the opinion of the Divisional Railway Manager or the concerned Divisional Officer, if proved will, result in their dismissal/removal from service, should be placed under suspension, pending the result of the enquiry.

2. Staff may also be suspended where the alleged failures are serious in nature.

3. As soon as the accident takes place where the Driver may have in some way contributed to the accident, the Driver shall be examined by a Doctor. It should therefore, be ensured that the Driver is relieved and sent to the Doctor as quickly as possible for special medical examination.

4. In the case of a Driver passing Engineering Stop Indicators or passing Fixed signals at Danger or running into Banner Flags, the Driver shall be placed under suspension and urgent arrangement made to have his vision tested. If the result of the test is satisfactory, the Driver may be allowed to resume duty.

5. Medical Officers at an accident shall examine the Motorman/Driver or any other staff connected with the safe running of trains involved in an accident to find out whether they were under the influence of alcoholic

drinks, sedative or any stimulant drug and send a report to Divisional Railway Manager endorsing a copy to Chief Medical Director and Chief Safety Officer.

3.05 **REFERENCE LISTS AT STATIONS/CONTROL OFFICE FOR READY REFERENCE:**

(a) **The following lists shall be kept at all stations (along with current telephone numbers wherever provided):**

1. Acc.8, Acc.9, Acc.10, Acc.11, Acc.12.
2. List of ambulance services with location.
3. List of volunteer organisations like St. Johns Ambulance Brigade, Lions Club, Rotary Club, etc.
4. List of Civil, Police and other authorities to be informed in case of an accident.
5. List of fire fighting arrangements (Railway, State Government, Public Sector and Private Sector).
6. Addresses of nearby POL and LPG marketing company's local representatives and specialised industry like petrochemicals, hazardous chemical, etc.
7. List of mobile crane operators (Government, Public Sector, and Private Sector).
8. List of State Transport bus depots.

(b) **The following lists shall be kept at Divisional Control Offices (along with the current telephone numbers where provided) :**

1. List of Railway Hospitals/Health Units and other Government Hospitals and Health Units in the division.
2. List of ambulance services with location.
3. List of fire fighting arrangements (Railways, State Government, Public Sector, and Private Sector).
4. List of POL and LPG bottling or marketing companies and specialised industries like petrochemicals, hazardous chemicals etc., and names of Technical Officers of LPG loading stations.
5. District Magistrates, District Superintendents of Police.
6. Heads of Private and Public Sector organisations located in the Division from whom assistance can be sought.
7. Road Maps of the Division.
8. Station Working Rules of all stations in the division.
9. Master Charts.
10. Copy of the checklist of Section Controller, Deputy Chief Controller, Chief Controller, Power Controller, etc.
11. Rules Books – GRS and Accident Manual.

12. List of Officers to be advised in case of serious accidents.
13. List of adjacent Divisional/ Zonal Officers.
14. List of officials from whom helicopter/aeroplane can be chartered.
15. List of railway's road vehicles with numbers and controlling officers.
16. List of railway's road vehicles drivers with their addresses.
17. List of co-ordinating officials in Army/Navy/Air Force and the State Government Headquarters whose assistance can be sought in case of serious accidents.
18. List of State Transport bus depots.
19. List of TV. Centres, Radio Stations, etc.
20. List of Staff trained for combating LPG accidents or other emergencies.

3.06 RESPONSIBILITIES OF STATION MASTER RECEIVING REPORT OF AN ACCIDENT:

1. When a report of any accident or obstruction is received by the Station Master, he shall see that all necessary precautions are taken by the most expeditious means possible, for the protection of traffic.
2. If an accident happens to a train, the Station Master shall arrange for all necessary assistance to be sent to the train.
3. The Station Master shall, as soon as practicable, report each accident in accordance with special instructions.

3.07 OFFICIAL INCHARGE OF ACCIDENT SITE:

The Senior-most Official present at the site of the accident shall be the overall incharge of relief operations and all the staff - both on relief trains and others shall comply with his instructions.

B. PROTECTION :

3.08 ROLE OF GUARD, DRIVER AND STATION MASTER:

(i) The Guard and Driver shall immediately protect the affected train in case of single line and in case of double line/multiple lines shall do so after protecting the adjacent line first, by the use of flasher light, hand signals, detonators, fusee, etc. as detailed in G.R. 6.03/G.R. 9.10 as the case may be.

(ii) The Station Master receiving information of an accident shall see that all necessary precautions are taken by the most expeditious means possible, for the protection of the affected train and traffic.

C. REPORTING:

3.09 ROLE OF GUARD, DRIVER AND STATION MASTER – ALL CONCERNED MESSAGES:

(i) On the occurrence of an accident the Guard or in his absence the Driver shall immediately note the time of accident, and after protection, shall report the occurrence to the Control and to the nearest Station Master. Wherever possible, protection and reporting shall be done simultaneously.

(ii) **Report by the quickest available means:**

Every accident shall immediately be reported to the Station Master of the nearest (accessible) station by the quickest available means. For this purpose the Guard or in his absence the Driver or any other railway servant present at the site of the accident shall follow the procedure prescribed in S.R.6.05 (ii) to (v).

(iii)The station Master shall arrange to advise the controller, Station Master at the other end of the Block section and officials of the other departments also by the quickest possible means.

The Station Masters/Station Managers of stations where sirens are provided shall arrange for sounding the siren immediately and arrange to move MRV/BD special where necessary.

Information to Civil and police authorities: Depending on the gravity of the situation Station Master shall also establish direct contact with Civil and Police authorities such as District Collector, District Superintendent of Police, Superintendent of Police GRP apart from conveying the information to the nearest Police Station.

3.10 PARTICULARS TO BE CONVEYED BY THE GUARD AND DRIVER OR ANY OFFICIAL AT THE SITE OF ACCIDENT WHILE CONVEYING FIRST INFORMATION:

(a) Time and date of accident.
(b) Train number and description.
(c) Engine number.
(d) Driver's name.
(e) Guard's name.
(f) Section and kilometreage of accident.

(g) Condition of the adjacent track whether fouled or clear.
(h) Brief description of accident/nature of accident.
(i) Whether any injury, number of persons injured/killed. Whether injury is to passengers, railway staff or others.
(j) In case of derailment the number and type of vehicles derailed or capsized and in case of derailed vehicles the particulars of wheels derailed, whether loaded or empty. If the engine has derailed the number and description of the wheels derailed.
(k) Condition of permanent way i.e., whether badly damaged or otherwise, length damaged, etc.
(l) Assistance required - MRV, break down cranes with tool vans, tool vans only, MFD, staff with tools only, etc.
(m) In case of level crossing accidents the type of road vehicle involved and the number of persons injured/dead and the nature of injuries. Whether the engine is disabled and whether any derailment has taken place. Whether road vehicle is entangled/obstructing the track.
(n) Prima facie cause of the accident, if known.
(o) Any other important information.

NOTE:
1. **The information should be precise and clear.**
2. **In case of accidents involving passenger carrying trains and accidents at level crossing gates, the first information should be very prompt.**
3. **In case there is no injury this should be clearly advised.**
4. **Guard and Driver shall convey the report of an accident in Form Acc.3 in addition to advice given through telephone.**

3.11 PREPARATION OF ACCIDENT MESSAGES/TELEGRAMS:

(a) Messages about accidents from Guard, Driver, Station Master and first official at site shall be addressed as 'To all concerned with accident Class, A-1, D-4, etc., as the case may be.

(b) If there is interruption to through traffic, this shall be stated specifically.

(c) In all accident messages the names of the stations shall be written and communicated in full. In the reports to the Railway Board, the designations of officials concerned shall be written and communicated in full. All messages to the Railway Board and the Chief Commissioner of Railway Safety shall be confirmed by post, under advice to the Chief Safety Officer.

(d) In the event of an accident falling in more than one class, it should be treated as an accident in the highest class. However, while reporting an

accident in the highest class, the lower class or classes, which are also involved, shall also be indicated.

(e) Where an accident message is cancelled, Form Acc.1 or STE.45B shall not be used and instead Form STE.51B shall be used.

(f) Where reclassification of accidents is found necessary, the full text shall be reported in Form STE.45B giving reference to the original message and the authority for reclassification. For example, if accident Class D-4 is reclassified as D-5, the following particulars shall be shown on the top of the reclassified message:

To accident Class D-5 (D-4 of 16.10.2000 reclassified vide DRM/TPJ No. …… of 20.10.2000)

A copy of the reclassified accident message (D-5) shall be delivered not only to those officials to whom it is due but also all those officials to whom the original message (D-4) were sent.

3.12 MESSAGE FROM THE FIRST OFFICER/SUPERVISOR AT SITE:

The first Officer or Supervisor arriving at an accident site has an added responsibility of going into greater detail. It is absolutely essential that between the sending of an 'All Concerned' message and the arrival of a senior supervisor/Officer at site, the track is protected and the details of the accident collected. In case of injuries to passengers, a detailed list of injured passengers along with the nature of injuries should also to be made out after a through check of all coaches. Doctors arriving at the site of an accident should immediately tabulate the list of injured, detail the nature of injuries and classify injuries based on this manual.

With this information and the particulars collected as per Rule 3.10, the first supervisor or Officer at site should give a detailed message to the Control Office, to the Divisional Railway Manager and the General Manager, where necessary, indicating the probable cause, the nature of injuries sustained by passengers, the nature of assistance required and the probable time of restoration.

3.13 RESPONSIBILITIES OF SENIOR MOST OFFICER AT SITE:

With the arrival of Officers at site, the senior most Officer at site has to take over control of all matters related to the accident including keeping the headquarters informed of the progress of restoration, nature of injuries to passengers, action being taken for medical assistance, prima-facie cause of the accident and the probable time of restoration. The senior most Officer at

site has, therefore, to issue a detailed message to the General Manager incorporating all these details in his message.

3.14 NOTICE OF SERIOUS ACCIDENTS TO THE CIVIL POLICE STATION OF THE LOCAL AREA, DISTRICT SUPERINTENDENT OF POLICE, REVENUE OFFICIALS ETC.

In all cases of serious accidents the Officer-in-charge of the civil police station of the local area, the District Superintendent of Police and the revenue Officials like Tasildar of the State Government, having jurisdiction over the site of the accident should invariably be informed about the accident as early as possible after its occurrence, preferably on the phone.

3.15 REPORTING BY THE CONTROL OFFICE IMMEDIATELY ON RECEIPT OF THE INFORMATION ABOUT AN ACCIDENT:

(A) Section Controller shall

i) Advise the Chief Controller and note important details on the chart and also in any logbook maintained by him.
ii) Obtain the relevant information from the person giving information about the accident and remain in constant touch with the site.
iii) Advise the SE (P.Way), SE (S&T), SE (C&W), LF LI, TI, AEN and all other senior supervisors of the section immediately. In case of accidents involving passenger carrying trains the nearest stations where Accident Relief Medical Equipment, Scale I and Scale II are located and also the nearest stations where Railway Hospitals and Health Units are located shall be advised immediately about the accidents.
iv) Advise Station Masters on either side of the affected section to keep loop lines clear for marshalling of Accident Relief Trains.
v) Follow up movement of relief vehicles and ensure that they are moved on top priority.
vi) And follow up all instructions given to him by senior officials.

(B) Chief Controller shall

i) Advise DRM/ADRM, all concerned Officers, Supervisors and Inspectors.
ii) Inform Medical Superintendent/Doctor incharge immediately in case of accidents involving injury to any person.
iii) Order Medical Relief Van and Break Down specials immediately.
iv) Inform Officers online on the affected section and nearby sections.
v) Advise Police officials and District Magistrates concerned where such advice is due.

vi) Give prompt information to adjacent Divisions/Railways for regulation of traffic. Telephonic advice should be followed by recorded messages.

vii) Also maintain a continuous log of events and messages received apart from following up all matters relating to the accident.

viii)Advise Central Control giving full details of the accident.

ix) This shall be followed with details of the relief operations, etc., from time to time, till the section/station are restored to normal. The final repercussions, consequent on the accident shall also be furnished.

3.16 ACTION TO BE TAKEN BY CENTRAL CONTROL ON RECEIPT OF INFORMATION ABOUT ACCIDENT FROM DIVISIONAL CONTROL OFFICE:

The Chief Controller on duty at the Central Control Office shall record the information in the Log Register specially maintained for the purpose and put it up at once to the Deputy Chief Operations Manager (Safety/Special Duty)/Senior Transportation Manger (Safety) during office hours for further instruction and action as necessary. He shall also communicate the information forthwith over the phone to all concerned Officers at the Headquarters Office. Where an accident takes place during other than office hours or on holidays the information shall be communicated to all Officers at their residence over the phone.

3.17 COMMUNICATION ARRANGEMENTS:

(i) One of the most vital requirements at an accident site is communication. As such,

(a) Signal and Telecommunication Official shall proceed to the accident site immediately on receiving an accident message.

(b) An officer of Signal and Telecommunication branch should immediately take position in the control office to assist in

1. Control communication
2. Emergency communication
3. Communication to Public

(c) Qualified staff should be detailed to man the communication networks provided at the accident site.

(ii) Providing efficient and effective communication arrangements at the site of the accident is very important. Communication arrangements should be made liberally at the site of accident and at the adjacent stations by providing phone communication with control, communication with rest of

the railway network through Railway phone and DOT telephone. The authorities of Telecommunication Department should provide as many telephones as possible with STD facilities. Information must be passed on to the terminals from which the train originated and scheduled to terminate and also to important intermediate stations through Railway and other channels. Help from the civil authorities for organising relief and communicating the details should be taken. The information collected should be passed on to the control.

3.18 REPORTER

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. The Medical staff shall be responsible for recording details of injuries and other medical notes against the names of the injured.

D. ASSISTANCE:

3.19 EXPEDITIOUS DESPATCH OF RELIEF TRAINS:

(i) In the case of accidents likely to require the use of the Break-down special, Medical Relief Van etc., Station Masters on duty on controlled areas shall immediately after they become aware of the occurrence, specially advise Control giving all available information.

(ii) Control shall at once arrange for such assistance as may be required. As the delivery of accident messages is liable for delay, Control shall take immediate steps to communicate necessary information to the Divisional Operations Manager, Divisional Safety Officer and also to the Officers and Subordinates of other Departments, so as to expedite the turning out of the Medical Relief Van, Break-down Special, etc. Control shall also specially advise the Section Engineer (Signals/Telecommunication) who shall proceed to the spot by the first available means with his portable telephones.

(iii) If the Section Engineer (Signals/Telecommunication), is out of Headquarters at the time of call and does not have the portable telephone with him, he shall proceed to the accident spot, after issuing instructions to his officials to bring the portable telephone to the accident spot. A competent official shall accompany the first accident special(which carries a portable telephone) to the accident spot, if he has not already left for the accident spot along with the Section Engineer (Signal/Telecommunication) and control shall ensure that the S&T Branch is advised in time to join the special without delaying it.

(iv) The ARME Scale I which are stored in special train (i.e. MRV special) shall be stabled on separate siding and shall be despatched on priority even ahead of BD special. The MRV special shall be given absolute priority for its journey to the site of the accident.

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

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3.20 **MEDICAL AID**

(i) Whenever any accident, occurring in the course of working a railway, has been attended with grievous hurt it shall be 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 till they are removed to their homes or handed over to the care of their relatives or friends. In any such case, or in any case in which any loss of human life or grievous hurt has occurred the nearest available local Medical Officer shall be sent for, if such Medical Officer is nearer at hand than the Railway Medical Officer.

(ii) The control office shall immediately advise, the Station Masters of the Stations equipped with ARME Scale II on each side of the site of the accident. The Station Masters concerned shall despatch the boxes to the scene of the accident by the first available train. The box shall be unlocked before despatch and the clasp tied on to the hasp. If the key had been mislaid or has become defective, the Station Master shall send the box in the condition it is at the time and shall not, in any circumstance, fail to send the box and the box shall be broken open at the accident spot.

(iii) The Control Office shall also immediately arrange for sending First aid boxes and stretchers available at stations and on trains, on either side of the site of accident by the quickest possible means.

(iv) The Control Office shall also immediately advise, the Senior Railway Medical Official headquartered on each side of the site of the accident , the Divisional Medical Superintendent of the Divisions concerned as also the Divisional Medical Superintendent of the nearest adjoining Division and all Medical Subordinates headquartered between the two Divisional Medical Officer stations. The Railway Medical Officials receiving the advice shall get ready at once the special accident medical equipment if any, provided at the station or at the Dispensary or in the Breakdown Special at the station, in addition to their own emergency boxes, and assemble all their available staff at the station; and, as soon as they are ready to proceed to the site of the accident, advise the Senior

Transportation (Traffic) Official present at the respective stations. The Control Office shall arrange for the transport of the Medical staff and their equipment to the site of the accident by the first available train, a Special Train for the purpose being arranged if possible. The Medical staff with necessary supplies may proceed to the site of the accident by means other than rail, if rail transport is likely to involve delay.

(v) The Control Office shall also advise immediately, the stations on either side of the site of the accident where local Doctors are available. The Station Masters receiving the advice shall immediately advise, by the quickest possible means, the local Doctors and, on their arrival at the station, advise the Control Office. The Control Office shall arrange for the transport of the local Doctors and their equipment to the site of the accident by the first available train, a Special train being arranged for the purpose, if possible.

(vi) On receipt of information of an accident necessitating medical attendance either from the control or by the sounding of the siren, the concerned Assistant Divisional Medical Officer 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 the Book maintained for this purpose, with the time and date of receipt of the message.

(vii) The Control Office shall also advise immediately, the Station Master of the station at which a Medical Relief Van is stabled, on each side of the site of the accident. Each of the Station Masters receiving the advice shall immediately advise the Senior official of the Medical Department and Senior official of Mechanical Department headquartered at his station. The Senior Railway Medical Official receiving the advice shall assemble all his available staff with their emergency boxes, at the station and as soon as he and his staff are ready to proceed to the spot of the accident, advise the Senior Transportation (Traffic) official present. An MRV shall be started only with Doctors and para-medical staff.

(viii) The Senior Official of Mechanical Department receiving the advice shall assemble his staff at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the Senior Transportation (Traffic) official present. The Senior Transportation (Traffic) Official shall arrange to send the Medical Relief Special with the first available engine. The Senior Transportation (Traffic) Official shall arrange for a competent Guard to work the Medical Relief Special and also to arrange to send by the train as many licensed porters and Group D staff as possible.

NOTE: (1) No Officer's Inspection carriage shall be attached to a Medical Relief Special, except in cases where the inspection carriage is already in the formation. The Senior Transportation (Traffic) Official shall accompany the train. On no account shall a Medical Relief Special be held up for the arrival of any official and it shall be started immediately the Medical staff and the Mechanical staff assemble at the station and report that they are ready to proceed to the site of the accident.

(2) The services of the local Doctors shall be availed of, if it is possible to do so without causing delay to the Medical Relief Train.

(ix) The medical relief Special shall be given highest priority for its journey to the site of the accident.

(x) Every facility shall be given to doctors to reach the site of accident:

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

NOTE: In case, access by road to the site is speedier than that by rail, any Official / Officer of the Railway should be authorised to withdraw reasonable amount of cash from Station Earnings through concerned Commercial Officer for hiring road vehicles to enable him to proceed with his staff and equipment to the site. Cash so withdrawn must be accounted properly by accompanying vouchers for the expenditure incurred. Balance cash if any shall be remitted immediately.

(xi) Attention to injured:

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

(b) All First Aid boxes, equipments and emergency Tool Boxes in trains or at stations shall at once be rushed to the site of the accident for rendering relief to the injured and extricating passengers from the debris. In order to convey medical help to the site of the accident, trollies may be sent out, trains may be detained and train engines utilised. Outside conveyance may be requisitioned, if necessary, through local Police and revenue officials. In cases where the site of the accident is

approachable by Road, medical aid may be rushed by road if it can reach quicker and more conveniently. Detailed road maps should therefore, be kept in all Control Offices and in Railway hospitals which should also be equipped with ambulance vans in order to rush, whenever possible, medical aid by road.

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

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

(xii) Action to be taken by Assistant Divisional Medical Officer where no special Medical Relief Equipment is provided:

a) The Assistant Divisional Medical Officer of a Dispensary, 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, with copy to the Chief Divisional Medical Officer, to the Assistant 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 Assistant Divisional Medical Officer shall take with him his Medical bag and the Emergency box supplied to his Health Unit/Hospital.

(xiii) Action to be taken by Assistant Divisional Medical Officer at a place where Scale 'II' Equipment is provided:

The Assistant 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, road vehicle etc.

He shall also take with him his Medical bag and the Emergency box supplied to his Health Unit/Hospital.

(xiv) Action to be taken by Station Master at station where Scale "II" equipment is provided, but where there is no Assistant Divisional Medical Officer:

At stations where Scale "II" equipment is provided but where there is no Assistant Divisional Medical Officer it is the responsibility of the Station Master to see that the equipment is moved by the first available means. The Guard of the train carrying this equipment or the person whomsoever is entrusted with task of carrying this equipment shall hand over the same to any Assistant Divisional Medical Officer or Divisional Medical Officer or Doctor who is present at the accident spot.

(xv) Responsibility of Assistant Divisional Medical Officer proceeding to an Accident spot:

a) An Assistant Divisional Medical Officer proceeding to an accident spot shall take with him as many staff as are available, for utilisation as Stretcher Bearers, Dressers and Assistants in respect of 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's Ambulance Brigade Division, as many of them as possible shall be taken, instructing the Health Unit/Hospital to advise their immediate superior. He shall leave necessary and clear instructions with the Health Unit/Hospital to receive the injured persons or to send additional equipment to the site of the accident when asked for.

b) An Assistant Divisional Medical Officer proceeding to an accident spot shall before actually leaving for the spot , advise his Divisional Medical Officer of what exactly he has arranged. On arrival at the accident spot, he shall as soon as possible, advise the Divisional Medical Officer 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.

(xvi) Responsibility of Divisional Medical Officer proceeding to the site of the Accident.

a) The Divisional Medical Officer shall proceed to the site of the accident by the first available means (Rail/Road) taking with him the medical relief equipment and necessary staff. He shall decide (from the estimate of the injury as given in the accident telegram or as ascertained by him from Control) whether assistance from the neighbouring Division/Railway is

required, if so, he shall send necessary requisition by the earliest possible means to the nearest Divisional Medical Officer, Chief Medical Director 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 Hospital. Officers of the Transportation (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 scene of the accident; for clearing of 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 Division and others

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

c) The DMO/MS/CMS of a Division shall proceed to the accident site by fastest means. Where he is not the first doctor to arrive at site, he shall review the treatment given by junior doctors and make a detailed report of the casualties and the condition of the injured. He shall then follow up and monitor the further treatment to all the injured till they are discharged from Hospitals.

(xvii) Opening of dressing station and temporary Hospital:

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

NOTE: Except in case of extreme urgency, no operative procedure shall be undertaken at the scene of accident..

(b) If it is found necessary to open temporary Hospitals and if the accident take place in or near the precincts of a station the Divisional Medical Officer shall requisition any refreshment rooms, 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 Hospital, the authorities there shall be advised in advance by phone or wire requesting them to make necessary arrangements for receiving the cases.

(xviii) Medical personnel to attend to the injured:

a) It is the duty of the Medical personnel to attend to the injured without any delay and valuable time shall not be wasted by them in collecting the following data for which responsible staff from other Departments shall be detailed by the Officers of these Departments, to work in co-operation with the Medical Officer in charge:

The temporary and permanent addresses of the injured

The date, class and number of ticket and the station between which it is available.

Age, caste, occupation or status in life, and if possible the income of the injured.

b) The Senior Medical Official shall, however, be responsible for recording details of injuries and the treatment undertaken on the spot together with the particulars as to how they were disposed of, 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 the Medical Practitioners or 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 person on the lines detailed above. If necessary a visit shall be paid later to the local Civil or other Hospitals where accident cases have been admitted. The Medical authorities there being requested to permit the Railway Doctors to take these notes. A complete list of the injured persons with full particulars of injuries etc., shall then be sent to the Chief Medical Director, with a copy to Chief Safety Officer, 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 scene 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 Senior most Officer present that all injured passengers have been extricated from the debris.

d) The Assistant Divisional Medical Officer or the Divisional Medical Officer who first arrives at the scene of accident shall intimate his arrival to the Chief Medical Director and he shall send report as a running commentary so as to keep the Chief Medical Director informed of the number of persons injured etc., and what medical aid is rendered to them, until the Chief Medical Director himself arrives at the accident spot.

(xix) Standing instructions by Divisional Medical Officers to Assistant Divisional Medical Officer.-

Divisional Medical Officer shall prepare standing instructions for each Assistant Divisional Medical Officer-in-charge of each Health Unit/Hospital to ensure that the Assistant Divisional Medical Officer keeps his staff informed of his whereabouts when he is away from the Health Unit/Hospital and that, if the Assistant Divisional Medical Officer himself cannot proceed to an accident spot promptly, the Divisional Medical Officer and the Assistant Divisional Medical Officer of the adjoining Health Unit/Hospital are immediately advised of the position. The staff required to be left behind at the Health Unit/Hospital shall also be indicated.

(xx) 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 immediately and replacement of all articles used shall be arranged.

3.21 **PROMPT EXTRICATION OF THE INJURED FROM DEBRIS:**

Great and prompt care must be taken in handling and extricating the injured from the debris. They must then be carried to the nearest clear place for First Aid, etc.

3.22 **SPEEDY TRANSPORT OF INJURED PERSONS TO HOSPITAL:**

After receiving first aid, all seriously injured passengers must be transported, as speedily as possible to the nearest hospital as decided by the Medical Officer in charge.

3.23 **PRIORITY TO COACHING AND FREIGHT VEHICLES NEEDED FOR TRANSPORTING THE INJURED:**

(i) The Control Office shall make the necessary arrangements for the provision of coaching and freight vehicles for the transport of the injured persons, giving such stock priority over other rakes and shall keep in close touch with the Divisional Medical Officer in order to find out what his requirements are for this purpose.

(ii) Trains carrying injured persons from the site of the accident shall be given priority over all other trains including Breakdown special. When the injured persons have been accommodated, there shall be no delay in despatching the train. Control shall grant absolute priority for its journey from the site of the accident. On sections where Control working is in operation, the Senior Transportation (Traffic) Official present shall take all steps to ensure that absolute priority is given and advise all the stations concerned.

3.24 **RAILWAY DOCTOR TO ACCOMPANY INJURED PERSONS TO NON-RAILWAY HOSPITALS:**

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

3.25 **ARRANGEMENTS FOR RECEPTION OF PATIENTS AT NON-RAILWAY HOSPITALS**:

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

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

3.26 SUPPLY OF DRINKING WATER TO THE INJURED AND OTHER PASSENGERS

All efforts shall be taken to ensure an adequate supply of drinking water to the injured and other passengers, by Station Master, Section Engineer (works) and Commercial Inspectors. Water stored in the Accident Relief Trains shall be made full use of. Efforts may also be taken to get water from local sources even by engaging lorries. Jerry cans available at Stations may be made use of for this purpose. Water in sachets may be procured and supplied.

E. EXAMINATION OF EVIDENCE AND PRESERVATION OF CLUES:

3.27 RESPONSIBILITIES OF OFFICER OR SENIOR SUBORDINATE:

i) The Officer or Senior Subordinate of any department who may happen to be present at the time an accident occurs or who first arrives at the scene of accident shall irrespective whether he is on or off duty shall carefully examine and make a note of all the evidence which may prove useful in ascertaining the cause of the accident and record the results of the examination in Form Acc.7.

ii) In the event of more than one Officer or Senior subordinate being present at the site of the accident or arriving first at the site of the accident, the report in the prescribed Form Acc.7 shall be signed by all the Officers or the 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 arrive first at the site of the accident.

iii) The Divisional Safety Officer if nearer to the spot, shall proceed by a special engine if he cannot arrive at the site soon by other means; and if he is within reach of the Executive Officers of other departments, he shall give them opportunity of accompanying him. Similarly the Officers of other departments shall use the quickest available means to reach the site.

3.28 RESPONSIBILITIES OF STAFF OTHER THAN OFFICERS/SENIOR SUBORDINATES:

Rule 3.27 shall not be deemed to imply that staff other than Officers and Senior subordinates present at or arriving first at the site of an accident need not take any step 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 and such evidence shall be made available to the Officer or Senior subordinate for incorporation in the prescribed forms.

3.29 **RECORDING OF STATEMENTS OF STAFF CONCERNED**:

The statements of the staff concerned shall be recorded and steps taken as may be necessary to record or preserve evidence, which subsequently might not be available.

3.30 **PRESERVATION OF CLUES**:

a) All clues shall be preserved with a view to enabling the reconstruction of the scene at a later date. This is essential even though the District Magistrate or the police might have inspected the scene of the accident and ascertains the cause of the accident and even though photographs might have been taken.

b) Videograph and photographs of the wreckage shall be taken, as their value for purposes of evidence is very great. It may happen that parts of the wreckage will afford the only clue to the cause of an accident.

3.31 **NOTING DOWN THE POSITION OF VARIOUS EQUIPMENT**:

Specially take steps to note the conditions of and the exact position of-
Vehicles,
Points,
Fixed signals,
Levers / Knobs operating points and fixed signals and
Any debris such as broken axle boxes, springs, locking bolts, cotters, fallen material in rear of the point of mount/drop, disturbances in track fittings etc., which may help to trace the cause of the accident.

3.32 **SEALING OF SIGNALLING EQUIPMENT**:

a) In cases where defects in the interlocking might have caused or contributed to an accident, the interlocking gear concerned shall be sealed up and not opened, except on the authority of the Divisional Signal and Telecommunication Engineer and Divisional Safety Officer. The sealing of the interlocking gear shall be carried out in the following manner:

Signal lever frames – A tape shall be passed over the cover of the tray containing the tappet locking and sealed to prevent the cover being removed.

b) In addition to the above, it is necessary that soon after an accident, the relay boxes connected with the concerned signals and the

concerned location boxes pertaining to the signals, points, and track circuit should also be sealed in the presence of traffic staff and should not be opened except on the authority of the Divisional Signal and Telecommunication Engineer and the Divisional safety Officer. Key locks of all descriptions, including gate locks and interlocking key boxes, shall be taped and sealed across the cover. Electrical apparatus, including Station Master's control, electrical facing point locks and lever locks and electric slots shall be taped and sealed across the cover.

c) Point detectors shall be taped and sealed across the cover.

d) 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 road. No alterations or repairs to interlocking gear likely to be concerned in enquiries into the accident shall on any account, be carried out prior to such enquiries, and only after obtaining the permission of a responsible Officer.

3.33 **EXAMINING AND RECORDING OF THE CONDITION OF THE PERMANENT WAY**:

Carefully examine and record the condition of the Permanent Way according to the details given in Form Acc.7 and Form Appendix G.1, which is furnished in the Appendix. The results of the examination are to be recorded in Form Acc.7 and in Form appendix G1.

In all cases of derailments, the marks on the wheels of the engine and/or vehicles and the marks on the permanent way (rails, sleepers, etc.) 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 wheels are worked away from the accident spot. The wheel marks etc. on the permanent way (especially between the points of mount and drop) required for a later reconstruction of the scene shall be very 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 videograph/photographs have been taken. The position of the rails, sleepers, fish bolts, nuts, etc., bearing marks as a result of the accident (especially in between the points of mount and drop) shall be marked on the ground and serially numbered, with either chalk or paint, and carefully preserved so that they can be placed back in their original positions at a later date.

3.34 **EXAMINING AND RECORDING OF THE CONDITION OF THE ROLLING STOCK**:

Carefully examine and record the condition of the rolling stock according to the details given in Form Acc.7 and Form Appendix G 2 furnished in the Appendix . The results of the examination are to be recorded in Form Acc.7 and Form Appendix G 2. The composition, marshalling order and particulars of rolling stock on the trains involved shall also be recorded in Form Appendix G 4.

3.35 **NO TAMPERING OF CLUES AND EVIDENCE**:

None shall 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 shall not be disturbed or cleared 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, record being kept of the positions from which they were taken.

3.36 **ARRANGING VIDEOGRAPHERS AND PHOTOGRAPHERS**:

Arrangements must be made for photographs and videographs to be taken of all essential features. The services of a reliable local photographer/videographer may be utilised till the photographer/videographer from the Public Relations Office becomes available.

3.37 **SCRUTINISATION OF BOOKS AND FORMS**:

Scrutinise, as early as possible, the Train Signal Register books and Train Message books concerned and any other relevant records such as Caution Orders, Train Reception and Despatch Order books, etc., and initial them noting the time and date. In case where the records are directly connected with the cause of the accident they shall be immediately secured and sealed.

3.38 **NOTES AND SKETCHES**:

The official of the Engineering department shall be responsible for the preparation of the final sketch showing the site of the accident, the

permanent way affected, the position of derailed vehicles and the sites at which loose fittings belonging to track and rolling stock are found.

Detailed sketches of damage to rolling stock shall be prepared by the Officer of the Mechanical department who arrives at the spot. Necessary photographs shall also be taken.

F. COORDINATION AT DIVISIONAL HEADQUARTERS AND ZONAL HEADQUARTERS

3.39 CO-ORDINATION AT DIVISIONAL HEAD QUARTERS:

i) Immediately on receipt of information regarding a major accident, the senior most Operating Officer should take over charge of the relief/rescue arrangements being organised in the Control Office.

ii) DRM, before leaving for the accident site may advise ADRM to co-ordinate inter-departmental effort from the Divisional Headquarters.

iii) In all cases of accidents involving passenger carrying trains, a Commercial officer should proceed to the accident spot. In case a Commercial Officer is not able to reach the site immediately due to unavoidable reasons, any of the other Traffic Officers present at the accident site should look after the duties pertaining to Commercial Officers at the accident site.

iv) Vehicles as required should be hired, if necessary, by payment through Station imprest at convenient location making sure that the Officers and the staff rushing medical aid and food supplies to the accident spot are not delayed in their efforts. Apart from hiring vehicles, the Officer concerned in the Divisional Office as well as at the accident spot or at the nearest major station would be authorised to hire such other material as would be necessary to give relief to passengers, e.g. water barrel, petromax lamps, etc.

v) Even when one team of officials is leaving by MRV/B.D. SPECIAL a second team can leave by road.

vi) The Officer in-charge of the Control Office should establish immediate contact with local Civil and Police authorities under whose jurisdiction the accident has taken place. If the situation warrants, the Officer in charge of the Control Office should also establish contact with State Secretariat and the State Police Headquarters to get necessary assistance. DRM and other Officers of a Division having its headquarters in the State Capital should be requested to assist in this regard.

vii) Immediately on receipt of information regarding occurrence of a major accident, a separate Emergency Control should be set up in the Control Office to be manned by Officers/ Inspectors depending on the situation. As far as possible attempts should be made to give adequate relief to the Deputy Chief Controllers on shift duty so that their pre-occupation with the event at the accident spot do not result in confusion in other areas causing undue detention to other passenger carrying trains.

viii) A log book should be maintained by the Emergency Control duty Staff of the action taken at various levels and the information being received in from the accident spot. However each Branch Officer shall, before leaving for accident site, depute one departmental representative in the control office.

ix) The Commercial Branch shall be responsible for

a) Arranging labour for transhipment of goods.

b) Supply of water and catering to passengers.

c) Care and transportation of passengers.

d) Maintaining list of injured/death etc. and keeping liaison with the hospitals and Medical Branch of the Railway.

e) Maintaining liaison with press and public regarding accidents and list of injured.

f) Assist passengers against harassment by unscrupulous elements.

g) Arranging catering/water to Officers and staff working at site.

Whenever a major accident takes place the Senior Divisional Commercial Manager/Divisional Commercial Manager of the Division should proceed to the spot, leaving the Divisional Commercial Manager/Assistant Commercial Manager to liaison in the Control Office. The Divisional Commercial Inspectors of the section should also attend the accident.

The following staff should also be mobilized to assist passengers:

1. Travelling Ticket Examiners of the train involved .

2. Ticket Collectors/Travelling Ticket Inspectors from nearby stations.

3. Railway porters and licensed porters.

3.40 **CO-ORDINATION AT ZONAL HEADQUARTERS**:

i) The infra-structural facilities to deal with any emergency situation have been provided in the Central Control Room.

ii) The Safety Branch has arranged to provide all relevant information regarding the phone numbers of all concerned to be contacted in Railway Board and other Zonal Headquarters during an emergency. Safety Department, has also made available the details of jurisdiction of Civil and Defence authorities in all the regions covered by Southern Railway.

iii) On receipt of information regarding the occurrence of a major accident involving passenger carrying trains or heavy dislocation to passenger carrying trains, in case of floods, breaches, cyclone, or in case of any other accident involving disruption to through communication for a very long duration on any section, Emergency Control Cell would be immediately set up in the Central Control.

In all accident situations, the emergency control room would be manned by an Officer of the Operating Department. Simultaneously, Commercial, Mechanical, Civil Engineering, Signal and Telecommunication, Electrical Departments would arrange to depute Officers to be present in Central Control to co-ordinate activities pertaining to their respective departments. In Sections under electrification, an Officer of Electrical Department dealing with traction distribution/ rolling stock would be deputed. In non-electrified territories, an Electrical Department official would be deputed to co-ordinate the efforts for providing lighting facilities, etc., if the disruption is likely to continue for more than 24 hours.

iv) The Emergency Cell would maintain communication with the Divisional Emergency Cell and with Emergency Cell opened in Railway Board, as and when considered necessary.

v) The Central Control Emergency Cell would co-ordinate all efforts for procuring Air transport, as and when found necessary, from the Civil or Defence Authorities.

vi) In case of occurrence of accidents involving heavy causalties, a Medical Officer would be deputed by Chief Medical Director to be present in the

Central Control to receive and compile the information relating to nature of injuries so that accurate information could be communicated through the Press and Radio/TV to the public by CPRO.

vii) The Emergency Control Cell would be disbanded only with the personal approval of COM or, in the absence of COM, the Senior most Operating Officer present.

viii) In Central Control, CPTM would take over charge of regulation of trains cancellation notices etc., being advised to the public and the press. SDGM would maintain liaison with Civil Authorities. They would be assisted by a SAG officer from Commercial Department.

G. RESTORATION OF TRAFFIC

After an accident has occurred, it is essential that through communication is established as quickly as possible. To this end all staff and materials shall be pressed into service. All avoidable delays should be ruthlessly curbed. A system of monitoring the pace of work should also be ensured. All Officers and staff at accident site shall be responsible for any delay in establishing through communication.

3.41 EXPEDITIOUS DESPATCH OF BREAK-DOWN SPECIAL:

i) In the event of an accident necessitating the use of a break-down special, the first Officer of the Mechanical or other department to arrive at the Yard or (pending the arrival of an Officer) the senior subordinate of the Mechanical Department present shall personally supervise and be responsible for the correct marshalling of the special. The Officer or senior subordinate shall not leave the yard without handing over his duty specifically to an Officer or senior subordinate selected by him. After the special has been marshalled, the Officer or senior subordinate responsible shall get it through immediately, with the Senior Transportation (Traffic) Officer or in the absence of a Senior Transportation (Traffic) Officer the senior subordinate of Traffic department shall assume control himself so that the special is despatched to the scene of the accident without delay.

. **NOTE:** Officers' Inspection Carriages or other special vehicles may only be attached to break down special if this attachment can be performed before the out going engine arrives in the traffic yard. Officers or subordinates concerned shall be responsible for any delay in shunting, once the out going engine is ready for attachment to the special.

ii) The senior most official present at the site of the accident shall be the overall in charge of relief operations and all the staff, both on the relief trains and others shall comply with his instructions.

3.42 **TARGET TIME**:

i) Whenever the break-down special is ordered from a station, the Station Manager or the Chief Station Master, if off duty, shall be called on duty. Steps to turn out the break-down special shall not however, pend, in any respect, the arrival of the Station Manager or the Chief Station Master.

ii) The target time for turning out the break-down special is as under:

From 6 to 18 hours – 30 minutes

From 18 to 6 hours – 45 minutes

The above time should be reckoned from the moment the siren is sounded till the time the train is ready in all respects for despatch at stations where the break-down specials are kept outside the loco yard with suitable connection to the running line. At stations where the break-down specials are stabled within the loco shed, the above period of 30 minutes and 45 minutes should be reckoned from the time the siren is sounded till the time the break-down special, complete in all respects, is brought to the exit of the loco shed. It should not take more than 10 minutes for starting the train after it has come to the loco exit. To ensure this, it is necessary that the train is complete in all respects and the outgoing train engine is also attached ready to start.

It shall be realised by all concerned that there shall be no delay whatever in despatching break-down specials and the shunting, if any, in regard to the crane shall be completed as expeditiously as possible by the time the staff assemble. Suitable boards should be put up in the loco sheds and the stations for the guidance of the staff.

3.43 **ARRANGEMENTS FOR CLEARING THE LINE**:

(i) DRM/ADRM or in their absence the senior most Officer/ Supervisor from the Mechanical Department will be incharge of operations for clearing the line of obstruction.

(ii) The Sr.Divisional Commercial Manager, Divisional Commercial Manager or an Assistant Commercial Manager will be incharge of transhipment arrangements or in his absence, the senior most Operating Officer shall perform this duty.

(iii) The senior traffic Officer or in his absence, the senior traffic subordinate at the site will be in charge of regulation of traffic.

(iv) On electrified sections, the Traction Engineer, or Assistant Traction Engineer, or senior subordinate of the Traction Branch will look after electric traction matters.

(v) The Sr. Divisional Operations Manager/Divisional Operations Manager/Assistant Operations Manager/Area Officer will take over charge of Control office and regulate traffic.

(vi) The senior most Mechanical Officer present (in the absence of Mechanical Officer, the senior most Engineering Officer) is personally responsible for ensuring safe and efficient handling of cranes and removal of wreckage and that no accident occurs on this account. Similarly, the senior most Engineering Officer shall personally satisfy himself that the line is fit and free from obstruction before authorising resumption of normal working, imposing such speed restrictions as he considers necessary.

(vii) Cranes shall not be worked adjacent to Overhead Lines unless such Overhead Lines are dead. If track lifting or the use of crane, which may foul the overhead equipment, is necessary on the electrified area the Traction Power Controller, Traction Foreman (Overhead equipment) or the Traction Foreman (Distribution) must be advised and their sanction obtained.

(b) All movements of the crane jib shall be conducted with great care so as not to foul the Overhead equipment and adjacent lines. Whenever possible, the direct blast from the crane chimney to the Overhead lines or insulators should be avoided.

3.44 **RESTORATION OF COMMUNICATION**:

i) **Duties of the first officer/senior subordinate arriving at the scene of accident**:

a) The first Officer whether he belongs to the Mechanical, Engineering or Transportation department, shall if necessary and feasible, make arrangements for transhipment and do everything possible to expedite the resumption of traffic, as soon as he arrives at the scene of the accident, informing the Officer of the Transportation Department in charge of the division of what is being done.

b) The first Engineering Official, who arrives at the scene of the accident shall advise direct his next senior official or an other railway official who can render assistance, giving a copy to the Divisional Engineer or the Chief Engineer, stating what help is required.

ii) a) The unaffected portion may be moved out at the earliest opportunity from the accident site, particularly in case of coaching trains where there is need for quick clearance of passengers from the site. While arranging this movement any engine or rolling stock which is likely to be required for exhibition before any higher official or Enquiry Committee must be set apart and not utilised for the purpose of working on the Railway till it is examined by the said officer. The remaining stock is moved after a safety examination and clearance by a nominated official at site.

b) Care must be taken before permitting the movement of the unaffected portion from the accident spot. Further, at the terminal, these coaches must be subjected to intensive safety check during their pit line examination before being put in to service. Similar precautions need to be taken in case of locomotives and freight stock.

iii) The official of the Engineering department who authorises the restoration of the track shall be personally responsible for ensuring that all the evidences relating to the accident have been correctly collected and preserved. It shall however be ensured that the restoration of through communication shall not be unduly delayed and that all efforts to establish through communication are taken simultaneously while preservation of clues and examination of evidences are being done.

3.45 **SPOT INVESTIGATION BY COMMISSIONER OF RAILWAY SAFETY**:

It should be very promptly ascertained from the Commissioner of Railway Safety whether he desires to inspect the site, etc., before the commencement of clearance and restoration work. Further action should be ensured in accordance with his instructions.

3.46 **WORK OF CLEARING WRECKAGE.**

(i) The work of clearing wreckage shall be carried out as expeditiously as possible and shall proceed continuously until it is known definitely that every victim has been extricated from the wreckage. For this purpose work shall be carried on continuously in shifts, if necessary, with the aid of lighting arrangements.

(ii) If, nevertheless, the contingent circumstances are such as to render this impossible then, before the work of clearing the wreckage is suspended, every endeavour shall be made to establish beyond all reasonable doubt and with the assistance of, preferably independent medical testimony that only dead bodies remain.

(iii) When, as a result of an accident, a large body of workmen are utilised to handle heavy machinery, etc., in connection with clearance of wreckage, the first Officer of the Engineering, Mechanical or Transportation (Traffic) Department, who arrives at the scene of the accident shall send a requisition to the Railway Divisional Medical Officer concerned to arrange for Medical assistance with First Aid and other equipment.

3.47 **DIVERSION OF TRAINS**:

Diversion of Mail/Express/Passenger trains will, when necessary be authorised by Divisional Operations Manager/Assistant Operations Manager in consultation with Chief Passenger Transportation Manager.

3.48 **ACTION TO BE TAKEN WHEN LINE IS BREACHED OR SUBMERGED OR TRANSHIPMENT IS NECESSARY**:

When the line is reported to be breached or submerged, or when an accident of such magnitude has happened that it is likely that traffic will be interrupted so as to necessitate transhipment, the following instructions shall be observed:-

(i) The Divisional Engineer shall proceed immediately to the spot, and if he cannot, the Officers of other department shall use the quickest available means to reach the site.

(ii) When an accident involving interruption to traffic occurs near the end of a Division, the Divisional Operations Manager of the adjoining Division shall take charge of the line upto but exclusive of the accident spot. If the officers of the neighbouring division can arrive more speedily at the accident spot, control shall advise them immediately. The Officers shall at once proceed to and assume control of the accident spot and shall take such action as may be necessary and keep the Head Offices as well as the Divisional Officers of the concerned Division informed of what is being done. The Officers of neighbouring Division shall remain at spot until the respective Divisional Officers of the Division concerned arrive.

(iii) Traffic Inspector, Section Engineer (P.Way), Section Engineer (C&W) and Loco Inspector in charge of the section on which the accident occurred shall on receipt of advice of the accident proceed by the quickest means in order to render all possible assistance.

3.49 **ADVICE OF RESUMPTION OF TRAFFIC AFTER INTERRUPTION**:

The official of the Engineering Department, who authorises the resumption of traffic over portion of the line over which traffic has been interrupted by slips, breaches, failures of works, derailments or other causes, shall immediately on restoration of through communication, advise the Chief Commissioner of Railway Safety and the Commissioner of Railway Safety, General Manager, Chief Operations Manager, Chief Safety Officer, Chief Engineer, Chief Commercial Manager, and Divisional Railway Manager.

H. MISCELLANEOUS

3.50 **SUPPLY OF FOOD AND DRINK TO PASSENGERS AND STAFF AT THE SITE OF THE ACCIDENT.**

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

(1) Refreshment, food and beverages may be supplied free of charge to the affected passengers, injured, uninjured or stranded. These may be arranged from the Railway and/or outside sources as necessary.

(2) The senior most official at site shall have the powers to arrange conveyance of the affected passengers free of charge by any available mode of transport and also incur expenditure for carriage of passengers' luggage etc.

(3) Food has to be supplied to the staff engaged in clearing operations as and when necessary under the supervision of a responsible official until through running is restored.

(4) Payment of cash in lieu of food shall be resorted to only if food cannot be arranged and not as a regular measure.

(5) The rate at which cash to be given shall be decided and advised from time to time by the Chief Safety Officer.

3.51 **OPENING OF AN ENQUIRY-CUM-INFORMATION CENTRE AT THE SITE OF A SERIOUS ACCIDENT**:

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

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

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

Definite instruction should be given to the passengers as to what exactly they are required to do, where to go and when exactly their train will move towards its destination. This should also be announced through the public address system.

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

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

a) At the Block station nearest to the site of accident.

b) At the Junction station nearest to the site of accident.

c) At Chennai Central and Chennai Egmore in the event of very major accident, involving many casualties.

d) These booths should be set up within a period of 6 Hrs. from the time of the accident and should include one responsible group C staff each of the Commercial, Medical and Security Departments. The booths must have prominent banners so that friends and relatives of victims can easily locate them. The booths should be kept open round the clock. The booths must not be closed down before salvage operations are fully completed, and kept open thereafter as long as decided by the concerned DRM.

e) The information to be given at these booths will be

1. The location, train No. and date and time of accident.

2. The names and addresses of persons who have been injured and their location. In other words, it should be intimated whether the injured have been released after first aid or have been admitted to Hospital and if so, the name and address of the hospital.

3. Similar information in regard to the dead.

4. In case rerailment operations are still in progress information regarding progress of the same as far as known and chance of more victims being discovered or otherwise.

. **NOTE: In the case of the relatives of the deceased, the Railway Administration may, at Junction Stations, allow the use of Waiting rooms and/or Retiring Rooms, if considered necessary, without detriment to the convenience of other passengers (Board memorandum No. 60-TGIV/1035 of 23, May 1962**).

3.52 **ISSUE OF FREE TELEGRAM AND TRUNK CALLS REGARDING CONDITION OF THE INJURED**:

Inland telegrams to the closest relatives conveying the news of safety of those travelling by a train involved in a "serious accident" may be given free of cost. However the circumstance under which such telegrams should be accepted from passengers and sent free of cost would depend on the merits of the case i.e. the nature of the accident. The senior most officer in charge of the local arrangements regarding the accident shall decide when this facility is to be granted . In case of death, the telegram should be sent to any address which may be found with the deceased. DOT telephone with STD facilities provided at the site may be used for conveying information by the stranded passengers to their relatives and friends.

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

3.53 **ISSUE OF COMPLIMENTARY PASSES TO THE NEXT OF KIN OF THE VICTIMS AS WELL AS TO THE SURVIVING VICTIMS OF RAILWAY ACCIDENTS.**

With the approval of the General Manager complimentary passes in favour of not more than two persons may be issued to the next of kin of victims from any station in India to the site of accident and back to their destination as well as to the surviving victims who are discharged from the hospitals, to their destinations. The issue of such passes shall be regulated in accordance with the instructions laid down in Railway Board's letter No. E(G) 58/P55-6/1 dated 25th August 1959.

3.54 **EX-GRATIA PAYMENT TO THE INJURED OR TO THE NEXT OF KIN OF THE VICTIMS:**

Ex-gratia payments are to be made to the injured or the next of kin of the dead in a serious accident as admissible from time to time. Senior scale or higher Officer as nominated by the Divisional Railway Manager are competent to allow payments. The detailed instructions for these ex-gratia payments are given in Chapter IX.

3.55 **SECURITY OF PASSENGERS' LUGGAGE:**

The senior most Security Official present shall co-ordinate with the police official present for ensuring the security of passenger's luggage as under:-

a) The luggage and belongings of injured and dead passengers must be collected at one spot and properly guarded.
b) An inventory in triplicate showing the belongings so collected, should be prepared by the police. The Security Official shall obtain and hand over one copy to the Officer in charge at site, retaining the other copy.

3.56 **TRANSHIPMENT OF PASSENGERS AND THEIR LUGGAGE:**

(i) The Senior most Commercial Official present shall be responsible for ensuring that the transhipment of passengers and their luggage is done smoothly and that adequate arrangements for Porters, Lamps etc., have been made for transhipment of the luggage of passengers. He may call on engineering labour to assist and this assistance must be given by the senior most engineering official present.

(ii) **Passengers to be advised of transhipment beforehand :**

Passengers are to be advised beforehand of transhipment and the probable time it will take. It should be announced through the Public Address system as to what exactly the passengers are required to do, where to go and when exactly their train will move towards it destination.

(i) Care shall be taken to see that suitable accommodation is provided in the connected trains for the through passengers in a relief train.

3.57 **DAILY BULLETIN TO STATIONS IF COMMUNICATION IS INTERRUPTED:**

In the case of an accident resulting in the interruption of communication, the Divisional Railway Manager in charge of the interrupted section shall issue a daily bulletin to all important stations, specifying what possibility there is of through communication and, if there be none, shall specify by what route traffic may be diverted and the probable date of restoration of through communication. It shall also be stated whether this through communication will mean the transhipment of passengers, etc., or the restoration of through running. This advice is necessary to enable Station Masters to reply to questions from passengers who may wish to travel beyond the interrupted section.

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CHAPTER IV

ADDITIONAL MEASURES FOR DEALING WITH CASES OF SABOTAGE OR TRAIN WRECKING

4.01 **APPLICABILITY:**

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

4.02 **CLASSIFICATION OF AN ACCIDENT AS SABOTAGE:**

When an accident occurs due to certain actions on the part of someone who intended to cause the accident or knew that their action would result in train wrecking, it should be classified as 'sabotage'. The acts which constitute 'sabotage' have been detailed in section 150 of the Railways Act 1989 and the words 'intent' and 'knowledge' mentioned there in should be taken as the key for the purpose of deciding whether an accident is due to an act of sabotage or not.

4.03 **THE OBJECTS OF ADDITIONAL MEASURES:**

The objects of the additional measures to be adopted in cases of suspected sabotage involving a serious accident to a train are as follows-

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

4.04 **DUTIES OF GUARD, ENGINE CREW AND OTHER RAILWAY STAFF WHEN A DERAILMENT OR OTHER SERIOUS CONSEQUENCES TAKE PLACE TO A TRAIN DUE TO SUSPECTED SABOTAGE:**

The Guard along with the engine crew and other railway staff travelling by the train involved, after protecting the train, recording the exact time of accident, reporting the accident and rendering first aid to the injured, shall-

i) Proceed to inspect the track and keep a note of the clues, which may be an indication of the cause of the accident and endeavour to have such clues preserved. If possible the evidence shall be shown

to a few responsible passengers and members of the public and their statements obtained. If it is not possible to obtain the statement the names of such persons, their addresses and other particulars should be noted down.

ii) See that portions of the track, rails, fish plates, bolts and other fittings which appear to have been tampered with and other clues are not touched or moved by any person, and guarded till the arrival of the Senior Railway Officers, Police and Civil authorities.

NOTE: 1. In the case of an Officer or an Inspector being on the train, the above duty will devolve on him.
2. Whenever assistance is obtained from passengers or members of the public, their names and addresses should invariably be kept on record for future reference.

4.05 **INFORMATION TO THE CIVIL AND POLICE AUTHORITIES:**

The Station Master at either end of the site of the accident and the Controller, on receipt of advice of an accident suspected to have been caused due to sabotage, shall advise at the earliest possible moment the nearest Civil, Police, Government Railway Police, Railway Protection Force authorities and the District Magistrate in whose jurisdiction the site of accident lies and give them all possible assistance to reach the site as early as possible.

4.06 **RECORDING PRELIMINARY STATEMENT OF STAFF CONCERNED AND EYEWITNESS:**

The statements of the staff concerned shall be recorded and necessary steps shall be taken to record or preserve evidence, which subsequently might not be available. It would be preferable also to get the statements of as many independent eyewitnesses as possible and record their names and addresses.

4.07 **PRESERVATION OF FOOT PRINTS AND FINGER PRINTS:**

Footprints, fingerprints etc., shall be carefully noted and preserved for examination by the Police. All the evidences stated in Rule 3.30 should be preserved undisturbed till the Police officials arrive and their signatures are obtained and all documents authenticated by them.

4.08 **CALLING FOR FINGER PRINT EXPERT:**

Finger print experts from the Forensic Science Department shall be summoned to take the finger prints/foot prints of the suspected criminals.

4.09 **CALLING FOR RAILWAY PROTECTION FORCE WITH SNIFFER DOGS:**

Sniffer dogs from the Railway Protection Force dog squad shall be summoned in case of suspected sabotage. Transport arrangements shall be made by the quickest possible means available and when necessary road transport may be arranged.

4.10 **JOINT CUSTODY OF POLICE AND THE RAILWAYS:**

The damaged rolling stock, as well as other clues such as rails, fishplates, etc., may be moved to a convenient place for further examination and should remain under the joint custody of the Police and the Railways.

4.11 **COMMENCEMENT OF RESTORATION WORK:**

The restoration work shall not be commenced till the arrival of the Police officials and necessary photographs/videograph of relevant clues are taken. Unless the intention is to save human life, in all such cases, the clearance and restoration operations are not to commence till the arrival of the Police and till they authorise the railway officials to commence.

4.12 **PRECAUTIONS REGARDING STAFF SENT TO SITE TO COLLECT INFORMATION:**

The Station Master in sending out staff to the site of the accident for getting information should take the following precautions:

i) The names of such staff and the time they are sent out to the site of accident should at once be noted in the Station diary and communicated to the Control for being noted in the Deputy Chief Controller's Diary.

ii) They should proceed without any implements whatsoever and the fact noted likewise in the Station Diary and the Deputy Chief Controller's Diary.

iii) They may investigate into the cause/circumstances of the accident without in any way touching the disturbed track or fittings, and may join rescue work if necessary.

iv) As soon as anyone of the party returns back, he should again have the time of his return at the station noted by the Station Master who would communicate the same to the Control.

4.13 PRECAUTIONS BY ENGINEERING SUPERVISORS:

In going to the site of the accident the Assistant Engineer and the Section/Junior Engineer (Permanent Way) should take the following precautions:

i) Instruct the Gangmen proceeding to the site of the accident, in the first instance, not to carry any tools with them.

ii) Ensure that toolboxes of Gangmen sent to the site of accident are not opened until they have been checked by the Police.

iii) Instruct them not to touch or remove any portions of the track, rails, fishplates, bolts and other fittings within the area of the accident till they have been inspected by the Railway, Civil and Police authorities and video graphed/photographed.

4.14 DUTIES OF OFFICERS AND OTHER SUPERVISORY OFFICIALS:

Officers and senior supervisory officials in addition to their other normal duties shall

i) record the exact time of accident,

ii) record the statement of staff and any member of the public,

iii) make notes of casualties and notes and sketches of the site of the accident,

iv) do all they can to collect evidence likely to throw light on the cause of accident,

v) see that likely clues to the cause of accident are not inadvertently removed through ignorance or curiosity,

vi) make arrangements for photographing and videographing of the portions of the permanent way, track, rails, fish plates, bolts and

other fittings and the engine and bogies of the affected train as early as possible by a local photographer/videographer.

4.15 **ROLE OF THE RAILWAY PROTECTION FORCE :**

Where there is prima facie suspicion of sabotage, the Security Commissioner of the Division should invariably be associated with the inquiries and the findings in such cases invariably be routed through the Chief Security Commissioner in the Headquarters Office before they are accepted. It may also be noted that the statistics of sabotage cases shall be based only on the basis of accepted findings in this regard and be vetted jointly by the Chief Security Commissioner and the Chief Safety Officer before being communicated either to the Safety or Security Directorate of the Board's Office.

4.16 **JOINT EXAMINATION BY CIVIL, POLICE AND RAILWAY OFFICIALS:**

i) The senior most railway Officer at the site must 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 in conjunction with senior Civil and Police officials.

ii) While carrying out the examination, the position of vehicles, track fittings, etc., should not be disturbed as far as possible. Arrangements must be made with the assistance of the Police to keep staff and outsiders who are not concerned with the examination away from the site. Precisely worded notes should be prepared specifying the various features coming to notice.

iii) The senior Officer at the site in consultation with the Police must decide what materials should be preserved for further examination. These materials should be conveyed to a suitable place where they will be stored under the joint custody of the Police and the railways. 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 railways. A receipt must 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 enquiry.

iv) A factual note of the condition obtaining at the site after an accident suspected to have been caused due to sabotage or train-wrecking should be prepared and signed jointly by the seniormost Police and Railway Officers at the site. In case of any difference of opinion

between the Police and Railway Officials, such difference of opinion may be recorded in the joint factual note.

4.17 REMOVAL AND EXAMINATION OF ROLLING STOCK:

i) Removal of undamaged rolling stock-

Rolling stock which remain 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.

ii) Removal and examination of rolling stock damaged due to an accident-

A detailed examination of the engine and the vehicles damaged due to the accident must be made by the Divisional Mechanical Engineer also with the senior Police official. All damages and deficiencies must 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 utilised for purpose of making the final note in the joint examination detailed under Rule 4.16.

Restoration operations to remove these vehicles should only be started in accordance with Rule 4.11.

4.18 SPECIAL POINTS TO BE BORNE IN MIND FOR THE JOINT INVESTIGATION AND EXAMINATION:

The following points should be noted by the Officers and the supervisory staff when examining the site. -

i) The exact position in which engines and vehicles came to rest and where loose component parts were found.

ii) The exact position in which rails and component parts, such as sleepers, fish plates, bolts, nuts, dog spikes, etc., were found.

iii) Wheel marks and other damage to sleepers, rails and other fittings in the accident.

iv) The examination of rail ends at the displaced point or points for any dents or burs and whether burs are vertical or horizontal.

v) The position of wheels in relation to any displaced rails its normal alignment and the landing rail.

vi) If the nature of the accident requires-

a) the position and condition of signals, points and signal levers and block instruments should be inspected,

b) functioning of interlocking provided at the station should be tested.

c) Train passing records including Train Signal Register, Private Number book, Line Admission book, etc., should be seized and carefully preserved. Where line badges are in use, it should be recorded in whose possession each line badge concerned was.

vii) Statements of staff should be recorded.

4.19 PREPARATION OF SKETCHES AND PLANS:

i) Arrangements should be made jointly with the Police representative for the preparation of sketches and rough sketches should be drawn on the spot, showing all the measurements. These sketches should be jointly signed by the Police representative and the railway representative deputed by the Divisional Railway Manager and an endorsement should be made by the Police representative to the effect 'all measurements personally checked'. Before these sketches are finalised or countersigned, the seniormost Engineering Officer on the spot, should personally check it up and make sure that there is no mistake.

ii) When the dimensioned plans are prepared for the Commissioner of Railway Safety or for Judicial Enquiry, sufficient care should be taken to ensure that everything shown in the original sketch plan has been correctly reproduced.

iii) Copies of notes and the sketches given to the Police should form an appendix to the statement of the Divisional Railway Manager given to the Commissioner of Railway Safety at the enquiry.

iv) All notes and sketches should be carefully preserved for future use in subsequent investigations, enquiries or court trials.

4.20 PRESERVATION OF EXHIBITS:

All sleepers and fittings of the rail which is supposed to have been displaced together with the two adjacent rails must not be used. The sleepers and fittings must be serially marked, the ends of both rails at the fractured joint should be properly marked, encased and sealed under

the joint-seal of the Police and the railway and all exhibits preserved in a room under the joint-seal of both parties. The Divisional Railway Manager should, in this matter, exercise his judgement and other fittings which might affect the decision with regard to the cause of the accident shall also be collected as exhibits.

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CHAPTER V
CLASSIFICATION OF ACCIDENTS

5.01 DEFINITION:

The Railway Board has defined accidents as under:-

"Any occurrence which does or may affect the safety of the Railways, its engines, rolling stock, permanent way, works, passengers, or railway servants or which affects the safety of others, or which does or may cause delays to trains or loss to the railway is termed as accident".

5.02 CONSEQUENTIAL AND NON-CONSEQUENTIAL ACCIDENTS:

(i) The Railway Accidents Committee, 1962, (Kunzru Committee), broadly classified accidents into two main heads:-

(a) "Consequential accidents" i.e., accidents that normally result in loss of life, limb or damage to property. In this category are included

collisions, derailments including those caused by train wrecking, fires in trains and trains running into road traffic at level crossing; and

(b) "Indicative accidents" i.e., mishaps, generally not resulting in casualties, but which are indicative of unsafe acts or unsafe conditions or work, or defective railway equipment.

(ii) The Railway Accidents Enquiry Committee, 1978, (Sikri Committee), broadly grouped the accidents into consequential and non-consequential in the following manner.

Collisions, derailments, accidents at level crossings, fires in trains, and other accidents have been grouped into three groups:

Group-I: Failure of railway equipment

Group-II: Miscellaneous accidents, such as trains running over obstructions, collisions, involving light engines, trollies, derailments of light engines, fires at stations, etc.

Group-III: Technical accidents such as breach of block rules, disregard of signals by drivers, averted collisions, and train parting. These are also referred to as 'Indicative' accidents.

5.03 REPORTABLE TRAIN ACCIDENTS:

All accidents falling under the purview of Section 113 of the Railways Act 1989 are termed as reportable train accidents and include following:

(a) any accident attended with loss of any human life, or with grievous hurt

(b) any collision between trains of which one is a train carrying passengers ; or

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

(d) accidents which are attended with loss of human life such as accidents to passenger trains involving collision, derailment, train wrecking, or attempted train wrecking, cases of running over obstructions placed on the line or passengers falling out of train or of fires in trains, or grievous hurt as defined in the Indian Penal Code, or serious damage to railway property of the value exceeding twenty five lakhs which have not actually occurred but which by the nature of the accident might reasonably have been expected to occur, and also cases of landslides or of breach by

rain or flood which cause the interruption of any important through line of communication for at least 24 hours.

5.04 ACCIDENT CATEGORIES – VARIOUS CLASSES

The definition of accidents as per the Railway Board is extremely wide and almost all pervasive. With a view to demarcate clearly the various types of incidents and based on both the Railways Act as also the classification given by the Sikri Committee, the railways have classified accidents under categories A to R with sub-divisions in each category.

Classification of Accidents

Accident is classified under following heads.

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

I. 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 loss of human life, human injury, loss to Railway property or interruption to Rail traffic. Train accidents under following classification will be termed as consequential train accidents

Collision : All cases under category A-1 to A-4
Fire : All cases under category B-1 to B-4

Level Crossing : **All cases under category C-1 to C-4**
Derailment : **All cases under category D-1 to D-4**
Miscellaneous : **All cases under category E-1**

(b) **Other train accidents:** All other accidents which are not covered under the definitions of consequential train accidents are to be treated as "other Train Accidents". These include accidents under categories B-5, B-6, C-5 to C-8, D-5 and E-2.

II. **Yard Accidents**

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

III. **Indicative Accidents**

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

IV. **Equipment Failure**

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

V. **Unusual Incidents**

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

5.05 DETAILED CLASSIFICATION OF 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 of the value exceeding Rs.25,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.

A-2 Collision involving a train not carrying passengers resulting (i) in loss of human life / grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs.25,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.

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

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

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

Class 'B' - Fire or Explosion in trains

B-1 Fire or Explosion in a train carrying passengers resulting (i) in loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs.25,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.

B-2 Fire or Explosion in a train not carrying passengers resulting (i) in loss of human life and/or grievous hurt and/or (ii) damage to Railway property of the value exceeding Rs.25,00,000 and/or (iii) interruption of any important through line of communication for at least 24 hours.

B-3 Fire or Explosion in a train carrying passengers not falling under B-1 above but loss to Railway property and/or interruption to traffic is more than the threshold value and/or resulting into detachment of rolling stock/stocks from the train and/or requiring relief engine/s.

B-4 Fire or Explosion in a train not carrying passengers not falling under B-2 above but loss to Railway property and/or interruption to traffic is more than the threshold value and/or resulting into detachment of rolling stock/stocks from the train and/or requiring relief engines.

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

B-6 Fire or Explosion in a train not carrying passengers and not falling under B-2 or B-4 above.

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

NOTE: **(i) In case of inquiry by a Committee into a fire accident in Railway Premises or in a train leading to damage to Railway property and/or booked consignments a representative of the Railway Protection Force should also be included as a Member of the Committee.**

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

C-1 Trains carrying passengers running into road traffic and/or traffic running into such trains at manned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.

C-2 Trains not carrying passengers running into road traffic and/or traffic running into such trains at manned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or

interruption to traffic is more than the threshold value.

C-3 Trains carrying passengers running into road traffic and/or traffic running into such trains at unmanned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.

C-4 Trains not carrying passengers running into road traffic and/or traffic running into such trains at unmanned level crossings resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.

C-5 Trains carrying passengers running into road traffic and/or 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 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 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 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 traffic running into shunting engine with or without vehicles or loose vehicles, at level crossings.

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

Class 'D' - Derailments

D-1 Derailment of a train carrying passengers resulting in loss of human life and/or grievous hurt and/or damage to Railway property of the value exceeding Rs.25,00,000 and/or interruption of any important through line of communication for at least 24 hours.

D-2 Derailment of a train not carrying passengers resulting in loss of human life and/or damage to Railway property of the value exceeding Rs.25,00,000 and/or interruption of any important through line of communication for at least 24 hours.

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

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

D-5 Derailment of a train not carrying passengers not falling either under D-2 or D-4 above.

D-6 Other derailments, i.e. derailments occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train.

Class 'E' - Other Train Accidents

E-1 Train running over or against any obstruction including fixed structure other than included under class "C" resulting into loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.

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

INDICATIVE ACCIDENT

Class 'F' - Averted Collisions

F-1 Averted collision between trains atleast one of which is carrying passengers.

F-2 Averted collision between a train carrying passengers and an obstruction.

F-3 Averted collision between trains NOT carrying passengers.

F-4 Averted collision between trains NOT carrying passengers and an obstruction.

Class 'G' - Breach of Block Rules.

G-1 Train carrying passengers, entering a block section without any authority or without a proper 'Authority to Proceed'.

G-2 Train Not carrying passengers entering a block section without any authority or without proper 'Authority to Proceed'.

G-3 Train received on a blocked line, not constituting an averted collision.

G-4 Train received on or entering a wrong line at a station or catch or Slip Siding or Sand Hump etc.

Class 'H' - Train passing signal at danger.

H-1 Train carrying passengers running past a 'Stop' signal at danger without proper authority.

H-2 Train not carrying passengers running past a 'Stop' signal at danger, without proper authority.

EQUIPMENT 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 light engine.

J-3 Parting of train carrying passengers

J-4 Parting of a train not carrying passengers

J-5 Failure of Rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on a passenger carrying train leading to detachment of rolling stock/stocks from the train.

J-6 Failure of Rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on train not carrying 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 passenger carrying trains, not leading to detachment of rolling stock/stocks from the train.

J-8 Failure of Rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on train not carrying passenger, not leading to detachment of rolling stock/stocks from the train.

J-9 A train or a portion of a train running away, out of control .

J-10 Poor brake power in a train but not covered in Class J-9

Class 'K' - Failure of Permanent Way

K-1 Buckling of track

K-2 weld failure

K-3 Rail fracture

K-4 An unusually slack or rough running or heavy lurch experienced by drivers of running trains while passing over any length of permanent way leading to blockage of communication.

K-5 Failure of Railway tunnel, bridge, viaduct/formation/cutting and culvert etc.

K-6 Damage to track of such a nature other than those covered under Class K-1 to K-5 so as to render it temporarily unsafe for passage of trains or likely to cause delay to traffic for 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 in 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 Equipments

L-1 Snapping or any damage to OHE wire needing switching off OHE for more than three minutes

L-2 No tension in OHE for more than three minutes.

L-3 Pantograph entanglement not covered up under J-1 and J-2

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

Class 'M' - Failure of signalling and Telecommunication

M-1 Failure of part or complete Panel / RRI.

M-2 Failure of Interlocking /Track Circuit or Axle Counter

M-3 Failure of Block Instruments

M-4 Failure of Point Machine and Equipment

M-5 Failure of Signal/Point

M-6 Failure of control / station communication for more than fifteen minutes

M-7 Failure of station to station or station to level crossing gate communication for more than fifteen minutes

. **NOTE:** Signal, Point and Tele failure which were not informed will not be taken into account of failure.

Unusual incidents

Class 'N' - Train Wrecking

N-1 Attempted wrecking of or sabotage to a train carrying passengers.

N-2 Attempted wrecking of or sabotage to a train not carrying passengers.

N-3 Attempted sabotage or tampering with track not involving any train.

Class 'P' – Casualties.

P-1 Person or persons falling out of a running train resulting in grievous hurt to or loss of human life.

P-2 Person or persons run over or knocked down by a train resulting in grievous hurt to or loss of human life.

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

Class 'Q' - Other incidents

Q-1 Accidental or natural death or grievous hurt to any person whether passenger, railway employee or trespasser (or any other person), within railway premises (excluding railway quarters).

Q-2 Murder or suicide in a train or within railway premises.

Q-3 Robbery, attempted robbery, theft or attempted theft in Railway premises including trains.

Q-4 Fire or explosion within railway premises but not involving trains.

Q-5 Fire or explosion resulting in damage to railway bridge and viaduct etc.

Q-6 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 an important through line of communication more than the threshold value.

R-4 Other cases of Floods, breaches, landslides, etc. resulting in interruption to traffic.

R-5 Any accident not included in the foregoing classifications.

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

2. A train includes a trolly, lorry, motor trolly, when worked under the rules for working trains.

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CHAPTER VI
NOTICES AND REPORTING OF ACCIDENTS

(i) Sections 113 and 122 of the Railways Act, 1989 and other Acts enacted by legislatures make the Railway Administration responsible for reporting accidents to various agencies. According to section 122 of the Railways Act, 1989, it is also obligatory for the Railways to detail the manner of sending the notices of accidents including the class of accidents.

Based on the requirements of Section 113 and 122 of the Railways Act 1989 – these further rules are issued.

6.01 NOTICES OF RAILWAY ACCIDENT:

(1) The railway is responsible as per section 113 of the Railways Act, 1989, to report all accidents which take place in the course of working of a railway such as;

(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.

(2) Responsibility for sending notices, to whom to be sent and mode thereof:

Whenever any accident, as falls under section 113 of the Act (hereinafter referred to as "Reportable train accident") occurs in the course of working a railway, the Station Master nearest to the place at which the accident has occurred, or, where there is no Station Master, the railway servant in-charge of the section of the railway on which the accident has occurred or any other Station Master in charge of a section of a railway to whom the report of the accident is made, shall give notice of the accident by telegraph to the Commissioner of Railway Safety, the District Magistrate and the District Superintendent of Police of the district in which the accident has occurred or such other Magistrate or Police Officer as may be appointed in this behalf by the State Government concerned and by telegraph, telephone or through special messenger or such other quick means as may be available, to the Superintendent of Railway Police, and to the Officer-in-charge of the Police station within the local limits of which the accident has occurred.

Explanation: For the purpose of this rule, "Reportable Train accident" under section 113 of the Act also include those usually attended with loss of human life (such as accidents to passenger trains involving collisions, derailments, train wrecking, or attempted train wrecking, cases of running over obstructions placed on the line, or passengers falling out of

trains or of fires in trains), or grievous hurt as defined in the Indian Penal Code (hereinafter referred to as the grievous hurt), or serious damage to railway property of the value exceeding twenty five lakh rupees which have not actually occurred but which by the nature of the accident might reasonably have been expected to occur; and also cases of landslides or of breach by rain or flood which cause the interruption of any important through-line of communication for at least 24 hours.

(3) 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.

6.02 **PARTICULARS TO BE GIVEN IN THE NOTICES:**

The notices mentioned in section 113 of the Railways Act 1989 (24 of 1989), (hereinafter referred to, as the Act), shall contain the following particulars, namely: -

i) Kilometreage or station or both, 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) Cause of the accident as far as known.
vii) Probable detention to traffic.

6.03 **RAILWAY SERVANTS TO REPORT ACCIDENTS:**

Every railway servant shall report, with as little delay as possible, every accident occurring in the course of working the railway, which may come to his notice and such report shall be made to the nearest Station Master, or where there is no Station Master to the railway servant incharge of the section of the railway on which the accident has occurred.

6.04 **STATION MASTER OR RAILWAY SERVANT IN CHARGE OF THE SECTION TO REPORT ACCIDENTS:**

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

6.05 **RAILWAY ADMINISTRATION TO REPORT SERIOUS ACCIDENTS:**

(1) Whenever a serious accident as defined in sub rule 2 of rule 2, of the Statutory Investigation into Railway Accidents Rules, 1998, occurs, the Railway Administration concerned shall, as soon as after the accident as possible, by telegraph, supply to the Press such particulars as are mentioned in rule 2 and as are till then available, and by supplementary telegrams, if necessary, immediately after further information is available. A copy shall be sent simultaneously by Express telegram to the Railway Board, the Commissioner of Railway Safety of the circle concerned and the Chief Commissioner of Railway Safety. In addition, the Commissioner of Railway Safety shall be informed, telephonically, of any serious accident, by the control of the Division in which the accident has occurred.

(2) For the purpose of sub rule (1), an accident shall be serious Railway accident where

(i) accident to a train carrying passengers which is attended with loss of life or with grievous hurt to a passenger or passengers in the train, or with serious damage to railway property of the value exceeding Rs.25,00,000 and any other accident which in the opinion of the Chief Commissioner of Railway Safety requires the holding of an inquiry by the Commissioner of Railway Safety, shall be deemed to be a serious accident. A workmen's train or a ballast train or a material or Accident Relief train or a Tower Wagon or such other train carrying workmen, or cattle special, military special carrying authorised escorts or similar such train shall be treated as a passenger train.

(ii) an accident involving a train carrying passengers leads to loss of life or grievous injury to any railway servant irrespective of whether he was travelling in that passenger train or not, it shall come under the purview of inquiry by the Commissioner of Railway Safety and shall be treated as a 'Serious Railway Accident'.

Provided that -

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

(b) cases involving persons being railway servant 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 passenger train, and

(c) collision between a road vehicle and a passenger train at a level crossing where no passenger or railway servant is killed or grievously hurt shall not be treated as a 'serious railway accident' even if those travelling in the road vehicle are 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.

6.06 OFFICERS RESPONSIBLE FOR REPORTING AND RECEIVING TELEPHONIC MESSAGES IN CONNECTION WITH ACCIDENTS AT DIVISIONAL LEVEL / ZONAL LEVEL:

i) **To Zonal Railway:** A telephonic advice should be relayed to nominated officer in Zonal Headquarters immediately after the accident in case of the following category of accidents:

(a) All train accidents
(b) Any yard accident having serious repercussion on movement of traffic on through line resulting in dislocation of traffic more than the threshold value as indicated above.
(c) Landslides, breaches, OHE breakdown, etc. which result in dislocation of traffic more than the threshold value as indicated above.

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

ii) The following Officers are responsible depending on availability at the time of accident:

1. Assistant Operations Manager (Safety)
2. Divisional Safety Officer/Senior Divisional Safety Officer
3. Assistant Operations Manager (Coaching)/ Divisional Operations Manager (Coaching
4. Assistant Operations Manager (Goods)/ Divisional Operations Manager (Goods)
5. Senior Divisional Operations Manager
6. Additional Divisional Railway Manager

The Officer mentioned, as item (1) will be responsible if available. If Officer listed, as (1) is not available the responsibility will devolve on the next Officer indicated (2) and so on.

iii) (a) Similarly the Officers of the Railway Headquarters shall report cases of accidents to the nominated Officers in Boards Office and Commissioner of Railway Safety:

1. Deputy Chief Operations Manager (Special Duty)/Senior Transportation Manager (Safety)/Assistant Transportation Manager (Rules)

2. Deputy Chief Operations Manager (Coaching)/Senior Transportation Manager (Coaching)

3. Senior Transportation Manager (Special Duty)

4. Chief Safety Officer

5. Chief Passenger Transportation Manager

6. Chief Freight Transportation Manager

7. Chief Operations Manager

. **NOTE: In case of passenger carrying train derailments and collisions involving casualty the General Manager shall advise Executive Director/Safety.**

(b) Officers concerned shall keep the Central Control in Headquarters and officer nominated to receive information or the next Officer in the order of priority, immediately on receipt of information regarding an accident.

(c) These Officers will be responsible for telephonically communicating not only the initial information about the accident but also for keeping the nominated Officers in the Board/HQ advised from time to time about the important developments such as, prima-facie cause, casualties, hospitalisation, progress of the injured, identification of the dead and restoration of through communications, etc. Therefore full details as and when available should be communicated by the Divisions to the Central Control.

6.07 **SPECIAL INSTRUCTIONS FOR REPORTING OF ACCIDENTS TO THE RAILWAY BOARD:**

(A) TO RAILWAY BOARD: -

A telephonic advice should be relayed to nominated Officer in Board's Office immediately after the accident in case of following category of accidents: -

(i) All consequential train accidents

(ii) Any yard accident having serious repercussion on movement of traffic on through/Main line resulting in dislocation of traffic more than the threshold value as indicated above.

(iii) Landslides, breaches, OHE break down etc. which result in dislocation of traffic more than the threshold value as indicated above.

(iv) a) Averted collision
b) Train passing signal at danger

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

(B) 'All concerned' Messages regarding accidents: -

(a) The Railway Board shall be included in the 'all concerned' messages in the case of the following accident classes:-

A-1 to A-4, B-1 to B-4, C-1 to C-4, D1 to D4, E1, K6, N1, P1, R3

(b) In the 'all concerned' messages, the Railway Board shall be addressed as 'RAILWAYS/ NDLS'. The names of the stations and the designation of the officials concerned shall be communicated in full.

(C) List of nominated Officers in the Railway Board in the order of priority to whom the telephonic messages in connection with accidents should be conveyed is as follows: -

1. Joint Director (Safety) II
2. Director (Safety) I
3. Joint Director (Safety) III
4. Joint Director/Coaching-I
5. Joint Director/Coaching-II
6. Director, TT (POL)
7. Director, TT (G)
8. Executive Director (Safety)
9. OSD/Safety

10. Executive Director/Chg

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

(D) Additional reports to be sent to the Railway Board in the case of Accidents: -

(a) Initial report to the Railway Board: -

In the case of accidents mentioned in the paragraph (B) above, apart from the 'all concerned' message, the Divisional Railway Manager shall send a initial report (FAX message), not later than the day following the date of the accident, to the Railway Board, with copy to the Chief Safety Officer, so that any avoidable delay in the issue of the accident report is eliminated. The initial report shall contain only important details of the accident. A confirmation copy of the initial report shall be despatched to the Director Safety, Railway Board, New Delhi, immediately. To enable this to be done, the first Officer arriving at the scene of the accident shall collect all the necessary details and report to the Divisional Railway Manager concerned by telephone/FAX, immediately after the accident.

(b) Detailed report to the Railway Board:

The initial report, see clause (a) above, shall be followed by a detailed report on the accident, in the Form prescribed by the Railway Board. The Divisional Railway Manager shall arrange to collect all the necessary particulars and submit the detailed report (in duplicate), duly signed, in the prescribed Form, with a covering letter to the Chief Safety Officer, so as to reach him not later that the 7th day after the accident.

(E) (i) Copies of messages sent to the Railway Board shall also be sent to the Director of Wagon Interchange, New Delhi, if the accident involves serious interruption to traffic and if the messages contain particulars of interruption to traffic.

(ii) All messages to the Railway Board in connection with accidents shall be confirmed by post, under advice to the Chief Safety Officer.

(iii) For important through lines of communication of this railway see Rule 6.10.

(iv) Immediately after the occurrence of a serious accident, the Chief Safety Officer has to send a brief report to the Railway Board with a copy to the Chief Commissioner of Railway Safety giving particulars of

the accident, relief measures undertaken, etc. To enable this to be done, the Divisional Railway Manager shall immediately after the accident, collect all available information and submit the material for the brief report to the Chief Safety Officer.

6.08 SPECIAL INSTRUCTIONS FOR REPORTING OF ACCIDENTS TO THE COMMISSIONER OF RAILWAY SAFETY:

(A) Telephonic advice to the Commissioner of Railway Safety -

The Commissioner of Railway Safety shall be given telephonic advice in case of the following accidents.

i) Any accident to a passenger train, workmen's special or material train resulting in loss of life and/or grievous injury (as defined in the Indian Penal Code) to any one travelling in the train and/or damage to railway property to the value of more than Rs.25, 00,000 and all accidents such as land slides, breaches by rain or flood and derailments which cause interruption of any important through line of communication for atleast 24 hours.

ii) Accident at manned and unmanned level crossing involving collisions between trains and road vehicle in which there is loss of life or grievous injury to passengers of the train and/or road vehicles. Passengers in the road vehicles include both crew and other occupants of road vehicles.

iii) Collision and derailment of goods train in which there is loss of life or grievous injury to any person.

The telephonic advice should normally be given by any of the following Officers of the division.

1. Senior Divisional Safety Officer/Divisional Safety Officer.
2. Divisional Operations Manager/Assistant Operations Manager
3. Senior Divisional Operations Manager
4. Additional Divisional Railway Manager
5. Divisional Railway Manager.

(B) 'All concerned' messages to the Commissioner of Railway Safety

The Commissioner of Railway Safety shall be included in the all concerned messages in case of the following accident classes: -

A-1 to A-4

B-1 to B-2

C1 to C4

D-1 to D-3

E1

K 6

N1

P1

. **NOTE: 1. In case of C-3 Commissioner of Railway Safety need to be advised only if passenger casualty is involved.**

2. In case of C-4 accidents at manned level crossings also Commissioner of Railway Safety is to be informed, if the accident involves casualty to road users/passengers or crew of road vehicles.

(C) 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 the case of the following classes of accidents: -

F1 to F3, G1, H1, J3, P1

(D) Reporting of accidents to the Commissioner of Railway Safety

Apart from the accidents mentioned in paragraphs (B) and (C) above, which are reportable to the Commissioner of Railway Safety by message or by post, occurrences of the following nature falling under the respective classifications should also be reported by FAX to the Commissioner of Railway Safety: -

i) Accidents to light engines, lorries/trollies or fire in diesel/electric locomotives resulting in deaths, grievous hurt or loss of railway property exceeding Rs.25, 00,000.

ii) An explosion taking place due to bursting of a bomb, etc., inside or outside the carriage causing casualties among the passengers, when-

(a) the train is in motion, and

(b) the train is standing at a station.

iii) A passenger rake with passengers in a siding bumping against a buffer stock or other vehicles causing injuries to passengers.

iv) A shunting engine colliding with a coaching rake in siding or along a platform line causing death or injuries to passengers in the rake.

v) Passenger standing at the carriage door (reasonably inside the moving train) being struck and grievously injured by an open door due to the rebounding effect of an infringing structure outside.

vi) Passengers being injured by jumping from a train out of fear from outbreak of fire.

vii) A passenger sitting in a train compartment with his elbow resting on the window sill getting injured due to the road vehicle crashing at a level crossing, etc.

(E) In the accident message to the Railway Board and to the Commissioner of Railway Safety under the rules, none of the particulars required to be furnished in accordance with this rule shall be omitted; also, as soon as possible, additional information shall be given regarding the approximate cost of the damage to railway property, number of persons travelling in the train carrying passengers who have been killed or have sustained grievous hurt or minor injury, under 'passengers' and 'railway staff' separately. The number of persons in other trains, if any, e.g., a goods train, or in other vehicles, e.g., trollies or road vehicles, or persons not travelling in either of these (e.g., travelling on the foot-boards or on the track) who are killed or have sustained grievous hurt or minor injury, under 'passengers', 'railway staff' and 'outsiders', separately, shall also be furnished. 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 a passenger in the train.**

6.09 **ADVICE TO PRESS:**

i) Press shall be advised without delay after consultation with the Chief Public Relations Officer or in his absence with other Officers of Public Relations Branch. When no Officer from the Public Relations Branch is available the Senior Deputy General Manager shall be consulted.

ii) As soon as possible, full particulars shall be obtained of the number and names of passengers and railway servants killed, seriously injured and slightly injured, and communicated to the Chief Public Relations Officer.

iii) As far as possible it should be ensured that the information regarding an accident is given by the Railways to the press before the press gets it from the local source.

6.10 **IMPORTANT THROUGH LINES OF COMMUNICATION:**

Broad Gauge

i) Chennai Central - Gudur

ii) Chennai Central - Thiruvananthapuram Central (Via SRR, KTYM and via SRR, ALLP)

iii) Chennai Egmore - Tuticorin (via VRI, TPJ, DG & MDU)

iv) Arakonam Jn - Renigunta Jn

v) Vanchi Maniyachi Jn - Tirunelveli Jn

vi) Shoranur Jn _ Mangalore

vii) Netravati _ Mangalore Jn

(C.Memo No. 10 dated 24.07.08)

Metre Gauge

i) Tambaram – Tiruchchirappalli Junction (via Mayiladuthurai Jn.)

6.11 **NOTICES TO THE STATE GOVERNMENT:**

The notices of accidents required under section 113 of the Act, to be sent without delay by the Railway administration, shall be sent to the State Government-

(a) by FAX / other messages in the case of –

(i) accidents deemed to be serious by reason of 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; and

(b) by letter in all other cases.

6.12 **NOTICE TO OTHER OFFICIALS NAMELY MILITARY AUTHORITIES, POSTAL AUTHORITIES, OTHER RAILWAYS AND CHAMBER OF COMMERCE:**

(A) Notice to the military authorities: -

i) In all cases of accidents where the interruption of any line is likely to last for 24 hours or more, the Divisional Railway Manager shall advise by telephone and confirm by a message :-

Embarkation Headquarters, Chennai.
Army Headquarters (India),
Quarter-Master General's Branch,
Q.Mov.S (I), New Delhi.
Milrail, New Delhi.

The message shall state-

The locality of the breach or accident.

The extent of the damage.

The effect of the damage to movement.
Details of Military Traffic held up or delayed.
Time by which railway expects to restore communications, whether alternative routes are available or if any arrangements have been made for transhipment.
Any of the above details, which cannot be advised immediately, shall be advised as soon as possible.

ii) If military personnel are injured or killed while on railway premises, the Divisional Railway Manager shall advise by telephone and confirm by FAX or other message to :-
Embarkation Headquarters, Chennai.
Army Headquarters (India),
Quarter-Master General's Branch,
Q.Mov.S (I), New Delhi.
Milrail, New Delhi.

. **NOTE: The advice referred to above is in addition to the usual accident message.**

(B) Notice to the postal authorities -

When an accident causes or likely to cause-

i) delay of more than 6 hours to any trains carrying mails or mail bags, or
ii) any detention to any train carrying foreign mails or mail bags, or
iii) diversion or Transhipment or loss of or damage to mails or mail bags, or
iv) loss of life or injury to mail service staff, a copy of the accident message shall be sent to the Superintendent, Railway Mail Service of the division concerned.

When a train carrying mail is involved in an accident irrespective of whether the Mail Van is involved or not, information should be furnished immediately to the concerned Postmaster-General, the Regional Director, Railway Mail Service and the concerned Senior Superintendent, Railway Mail Service in advance of any accident advice necessary under this rule. The Central Control of the Headquarters Office shall inform the Regional Director, Railway Mail Service telephonically. The Postmaster General and Senior Superintendent, Railway Mail Service concerned shall be informed by the Divisional Railway Manager telephonically.

(C) Notice to other railways -

i) A message shall be sent by the Chief Operations Manager to all Railways where traffic is likely to be blocked for more than a week.

ii) If stock belonging to another railway is likely to be detained as a result of an accident, telephonic advice shall be sent by the Divisional Railway Manager to the Chief Operations Manager who shall advise the other railways concerned.

(D) Notice to the Chambers of Commerce: -

On receipt of information regarding an accident involving serious interruption to traffic the Divisional Railway Manager, shall immediately advise by a message the Chamber of Commerce in their respective jurisdictions.

6.13 REPORTING OF UNUSUAL OCCURRENCES OTHER THAN THOSE CLASSIFIED AS 'ACCIDENTS' TO DIVISIONAL, ZONAL AND RAILWAY BOARD OFFICIALS:

i) Whenever there is any important unusual occurrence not falling in the category of an accident, a similar procedure for dissemination of information to all concerned should be followed as is done in accident cases, i.e., cyclostyled notes should be sent to all concerned and in important cases the officer dealing with the matter should inform others on telephone. This would apply to all unusual occurrences irrespective of which department they are dealt with viz., Operating, Commercial, Security, Engineering, Mechanical, etc.

ii) Whenever an important unusual occurrence takes place in a division, the Divisional Officer concerned, apart from taking action that he may have to take, should see that the information is also given to the Divisional control Office who shall circulate it like an accident message to all concerned and also to the Central Control of the Zonal Railway Headquarters.

iii) The official incharge of the Central Control shall in consultation with the Senior Officers, if necessary, decide whether the information is to be conveyed to the Railway Board Emergency (In the absence of the regular Emergency Office, the Punctuality Cell of the Railway Board which works round the clock shall function as the Emergency Office.)

6.14 OFFICIALS TO WHOM ACCIDENTS ARE TO BE REPORTED:

Sl. No.	Accident Classification	To be reported to

Class A – COLLISIONS

1.	A-1	CSO, CRS, NDRB, DRM, CCM, CMD, DMO, DEN, AEN, SE/P.Way, DEE, DEE/RS, DEE/TRD, LF, LI, JE/C&W, SE/C&W, JE/S&T, CSC, DSC, ASC, SI/RPF, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, Chief Secretary to State Government, SP/GRP, SP, District Magistrate, District Collector.
2.	A-2	CSO, CRS, NDRB, DRM, CCM, CMD, DMO, DEN, AEN, SE/P.Way, DEE, DEE/RS, DEE/TRD, LF, LI, JE/C&W, SE/C&W, JE/S&T, CSC, DSC, ASC, SI/RPF, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, Chief Secretary to State Government, SP/GRP, SP, District Magistrate, District Collector.
3.	A-3	CSO, CRS, NDRB, DRM, DEN, AEN, SE/P.Way, DEE, DEE/RS, DEE/TRD, CTF/PSI, CEF/OHE, LF, LI, JE/C&W, SE/C&W, JE/S&T, CSC, DSC, ASC, SI/RPF, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, Chief Secretary to State Government, SP/GRP, SP, District Magistrate, District Collector.
4.	A-4	CSO, CRS, NDRB, DRM, DEN, AEN, SE/P.Way, DEE, DEE/RS, DEE/TRD, CTF/PSI, CEF/OHE, LF, LI, JE/C&W, SE/C&W, JE/S&T, CSC, DSC, ASC, SI/RPF, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, Chief Secretary to State Government, SP/GRP, SP, District Magistrate, District Collector.
5.	A-5	CSO, DRM, DEN, AEN, SE/P.Way, DEE/RS, DEE/TRD, CTF/PSI, CEF/OHE, LF, LI, JE/C&W, JE/S&T, DME, DSTE, DOM, DSO, AO, TI.

Class B – FIRE IN TRAINS ETC.

7.	B-1	CSO, NDRB, CRS, DRM, DSO, DOM, AO, TI, DCM, CMI, DME, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP, SP, Chief Secretary to State Government.
8.	B-2	CSO, NDRB, CRS, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP.
9.	B-3	CSO, NDRB, CRS, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP.
10.	B-4	CSO, NDRB, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP.
11.	B-5	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS,

		CSC, ASC, SI/RPF, SP/GRP.
12.	B-6	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP.
13.	B-7	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP.

Class C – TRAIN RUNNING INTO ROAD TRAFFIC AT LEVEL CROSSINGS

14.	C-1	CSO, NDRB, CRS, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP, Chief Secretary to State Government, District Magistrate.
15.	C-2	CSO, NDRB, CRS, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP, District Magistrate.
16.	C-3	CSO, NDRB, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DEE/TRD, CEF/OHE, CTF/PSI, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP, District Magistrate.

. **NOTE: 1. Chief Secretary shall be informed only when train-carrying passengers is involved.**

2. If passenger casualty is involved the railways must inform CRS.

17.	C-4	CSO, NDRB, DRM, CRS, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DEE/TRD, CEF/OHE, CTF/PSI.
18.	C-5	CSO, CRS, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP, Chief Secretary to State Government, District Magistrate.
19.	C-6	CSO, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP.
20.	C-7	CSO, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP.
21.	C-8	CSO, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP.
22.	C-9	CSO, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DME, LI, LF, JE/C&W, DEE/RS, DSTE, JE/S&T, DCM, CMI, SP/GRP, SP.

Class D – DERAILMENTS

23.	D-1	CSO, CRS, NDRB, DRM, CEE, CME, DEN, AEN, SE/P.Way, DEE, DEE/RS, DEE/TRD, LF, LI, JE/C&W, SE/C&W, JE/S&T, CSC, DSC, ASC, SI/RPF, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, Chief Secretary to State Government, SP/GRP, SP, District Magistrate, District Collector.
24.	D-2	CSO, CRS, NDRB, DRM, CEE, CME, DEN, AEN, SE/P.Way, DEE, DEE/RS, DEE/TRD, LF, LI, JE/C&W, SE/C&W, JE/S&T, CSC, DSC, ASC, SI/RPF, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, Chief Secretary to State Government, SP/GRP, SP, District Magistrate, District Collector.
25.	D-3	CSO, CRS, NDRB, DRM, CEE, CME, CE, DEN, AEN, SE/P.Way, DEE, DEE/RS, DEE/TRD, LF, LI, JE/C&W, SE/C&W, JE/S&T, CSC, DSC, ASC, SI/RPF, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, Chief Secretary to State Government, SP/GRP, SP, District Magistrate.
26.	D-4	CSO, NDRB, DRM, CEE, CME, CE, DEN, AEN, LF, LI, JE/C&W, SE/C&W, JE/S&T, DME, DSTE, DOM, DSO, DCM, AO, TI, CMI, SP/GRP, District Magistrate.
27.	D-5	CSO, DRM, DEN, AEN, SE/P.Way, DEE/RS, DME, LF, LI, JE/C&W, DSTE, JE/S&T, DOM, DSO, AO, TI.
28.	D-6	CSO, DRM, DEN, AEN, SE/P.Way, DEE/RS, DME, LF, LI, JE/C&W, DSTE, JE/S&T, DOM, DSO, AO, TI.

Class E – OTHER TRAIN ACCIDENTS

29.	E-1	CSO, NDRB, CRS, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/C&W, SE/S&T, SP, SP/GRP, District Magistrate.
30.	E-2	CSO, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/C&W, SE/S&T, SP, SP/GRP, District Magistrate.

Class F – AVERTED COLLISIONS

31.	F-1	CSO, CRS, DRM, DEN, AEN, SE/P.Way, DEE/RS, DME, LF, JE/C&W, DSTE, JE/S&T, DOM, DSO, DCM, AO, TI.
32.	F-2	CSO, CRS, DRM, DEN, AEN, SE/P.Way, DEE/RS, DME, LF, JE/C&W, DSTE, JE/S&T, DOM, DSO, DCM, AO, TI.
33.	F-3	CSO, CRS, DRM, DEN, AEN, SE/P.Way, DEE/RS, DEE/TRD,

		CEF/OHE, CTF/PSI, DME, LF, JE/C&W, DSTE, JE/S&T, DOM, DSO, DCM, AO, TI.
34.	F-4	CSO, DRM, DEN, AEN, SE/P.Way, DEE/RS, DEE/TRD, CEF/OHE, CTF/PSI, DME, LF, JE/C&W, DSTE, JE/S&T, DOM, DSO, DCM, AO, TI.

Class G – BREACH OF BLOCK RULES

35.	G-1	CSO, CRS, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DSTE, JE/S&T.
36.	G-2	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DSTE, JE/S&T.
37.	G-3	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DSTE, JE/S&T, DEE/RS.
38.	G-4	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DSTE, JE/S&T, DEE/RS.

Class H – TRAIN PASSING SIGNAL AT DANGER

39.	H-1	CSO, CRS, DRM, DEN, AEN, SE/P.Way, DEE/RS, DME, LF, JE/C&W, DSTE, JE/S&T, DOM, DSO, DCM, AO, TI.
40.	H-2	CSO, DRM, DEN, AEN, SE/P.Way, DEE/RS, DME, LF, JE/C&W, DSTE, JE/S&T, DOM, DSO, DCM, AO, TI.

. **NOTE:** DEN, AEN, SE/P.Way are informed only when Engineering officials are involved.

EQUIPMENT FAILURE

Class J – FAILURE OF ENGINE AND ROLLING STOCK

41.	J-1	CSO, DRM, CME, CEE, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS, DEE/OP.
42.	J-2	CSO, DRM, CME, CEE, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS, DEE/OP.
43.	J-3	CSO, CS, DRM, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS.
44.	J-4	CSO, CME, DRM, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS.
45.	J-5	CSO, CME, DRM, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS.
46.	J-6	CSO, CME, DRM, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS.
47.	J-7	CSO, CME, CEE, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS.

48.	J-8	CSO, CME, CEE, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS.
49.	J-9	CSO, CME, CEE, DSO, DOM, AO, TI, DME, LI, LF, SE/C&W, DEE/RS.
50.	J-10	DME, DSO, DOM, AO, TI, LI, LF, SE/C&W, DEE/RS

Class K – FAILURE OF PERMANENT WAY

51.	K-1	CSO, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way.
52.	K-2	CSO, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way.
53.	K-3	CSO, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way.
54.	K-4	CSO, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way.
55.	K-5	CSO, CE, CCM, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way.
56.	K-6	CSO, CRS, NDRB, CCM, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/C&W, CSC, DSC, SP/GRP, SI/RPF, Chief Secretary to State Government, District Magistrate.
57.	K-7	CSO, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way.

Class L- FAILURE OF ELECTRICAL EQUIPMENT

58.	L-1	CSO, DRM, CEE, DOM, DSO, DEE/TRD, LF, TI, LI, SE/TRD, AEE/TRD
59.	L-2	CSO, DRM, CEE, DOM, DSO, DEE/TRD, LF, TI, LI, SE/TRD, AEE/TRD
60.	L-3	CSO, DRM, CEE, DOM, DSO, DEE/TRD, LF, TI, LI, SE/TRD, AEE/TRD
61.	L-4	CSO, DRM, CEE, DOM, DSO, DEE/TRD, LF, TI, LI, SE/TRD, AEE/TRD

Class M- FAILURE OF SIGNALLING AND TELECOMMUNICATION

62.	M-1	CSO, DRM, CSTE, Sr.DSTE, DOM, DSO, ASTE, SE/S&T, TI
63.	M-2	CSO, DRM, CSTE, Sr.DSTE, DOM, DSO, ASTE, SE/S&T, TI
64.	M-3	CSO, DRM, CSTE, Sr.DSTE, DOM, DSO, ASTE, SE/S&T, TI
65.	M-4	CSO, DRM, CSTE, Sr.DSTE, DOM, DSO, ASTE, SE/S&T, TI
66.	M-5	CSO, DRM, CSTE, Sr.DSTE, DOM, DSO, ASTE, SE/S&T, TI
67.	M-6	CSO, DRM, CSTE, Sr.DSTE, DOM, DSO, ASTE, SE/S&T, TI
68.	M-7	CSO, DRM, CSTE, Sr.DSTE, DOM, DSO, ASTE, SE/S&T, TI

Class N – TRAIN WRECKING

69.	N-1	CSO, CRS, NDRB, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/C&W, CSC,CCO, DSC, SP/GRP, SI/RPF, District Magistrate.
70.	N-2	CSO, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/C&W, CSC, CCO, DSC, SP/GRP, SI/RPF, District Magistrate.
71.	N-3	CSO, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/C&W, CSC, CCO, DSC, SP/GRP, SI/RPF, District Magistrate.

Class P – CASUALTIES

72.	P-1	CSO, CRS, CCM, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/S&T, CSC, CCO, DSC, SP, SP/GRP, SI/RPF, District Magistrate.
73.	P-2	CSO, CCM, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/S&T, CSC, CCO, DSC, SP, SP/GRP, SI/RPF, District Magistrate.
74.	P-3	CSO, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, CCO, LF, LI, SP, SP/GRP, District Magistrate.

Class Q –OTHER INCIDENTS

75.	Q-1	CSO, CCM, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/P.Way, DEE/RS, LF, LI, SE/S&T, CSC, CCO DSC, SP, SP/GRP, SI/RPF.
76.	Q-2	CSO, DRM, DSO, DOM, AO, TI, LF, LI, CSC, DSC, SP, SP/GRP, SI/RPF.
77.	Q-3	CSO, DRM, DSO, DOM, AO, TI, LF, LI, CSC, CCO, DSC, SP, SP/GRP, SI/RPF.
78.	Q-4	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, CSC, ASC, SI/RPF, SP/GRP, DEN, AEN, SE/P.Way.
79.	Q-5	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP, DEN, AEN, SE/P.Way, SE/BRI.
80.	Q-6	CSO, DRM, DSO, DOM, AO, TI, DME, LI, LF, JE/C&W, DEE/RS, CSC, ASC, SI/RPF, SP/GRP, DEN, AEN, SE/P.Way, SE/BRI.

Class R – MISCELLANEOUS

81.	R1	CSO, DRM,DSO,DOM,AO,TI, DEE/RS, LF, LI, SE/C&W
82.	R2	CSO, DSO, DOM, AO, TI, DEN, SE/Pway

83.	R3	CSO,CRS, NDRB, CCM,CE , DRM, DSO , DOM, AO,TI, DEN, AEN, SE/PWAY, DEE/RS, LF, LI, SE/C&W, CSC, DSC, SP/GRP, SI/RPF, CHIEF SECRETARY TO STATE GOVT., DISTRICT MAGISTRATE
84.	R4	CSO, CE, DRM, DSO, DOM, AO, TI, DEN, AEN, SE/PWAY
85.	R5	CSO, DSO, DOM, TI, LI, SECTION ENGINEERS OF RESPECTIVE DEPARTMENT.

Explanation of abbreviations used in Rule 6.14.

1. AEN – Assistant Engineer
2. AO – Area Officer
3. ASC – Assistant Security Commissioner
4. CCM – Chief Commercial Manager
5. CE – Chief Engineer
6. CEE – Chief Electrical Engineer
7. CEF/OHE – Chief Electrical Foreman/Over Head Equipment
8. CMD – Chief Medical Director
9. CME – Chief Mechanical Engineer
10. CMI – Commercial Inspector
11. CRS – Commissioner of Railway Safety
12. CSC – Chief Security Commissioner
13. CSO – Chief Safety Officer
14. CTF/PSI – Chief Traction Foreman/Power Supply Installations
15. DCM – Divisional Commercial Manager
16. DEE/OP – Divisional Electrical Engineer/Operations
17. DEE/RS – Divisional Electrical Engineer/Rolling Stock
18. DEE/TRD – Divisional Electrical Engineer/Traction Distribution
19. DEN – Divisional Engineer
20. DME – Divisional Mechanical Engineer
21. DOM – Divisional Operations Manager
22. DSC – Divisional Security Commissioner
23. DSO – Divisional Safety Officer
24. DSTE – Divisional Signal and Telecommunication Engineer
25. DRM – Divisional Railway Manager
26. JE/C&W – Junior Engineer/Carriage and Wagon
27. LF – Loco Foreman
28. LI – Loco Inspector
29. NDRB – Railway Board, New Delhi
30. SE/BRI – Section Engineer/Bridges
31. SE/C&W – Section Engineer/Carriage and Wagon
32. SE/P.Way – Section Engineer/Permanent Way
33. SE/S&T – Section Engineer/Signal and Telecommunication
34. SI/RPF – Sub Inspector/Railway Protection Force
35. SI/GRP – Sub Inspector/Government Railway Police
36. SP – District Superintendent of Police

37. SP/GRP – Superintendent of Police/Government Railway Police
38. TI – Traffic Inspector

A check list of information to be collected and conveyed to Railway Board is indicated in Appendix-A.

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CHAPTER VII
UNUSUAL OCCURRENCES

7.01 ACTION TO BE TAKEN WHEN A PERSON FALLS OUT OR IS KNOCKED DOWN BY A TRAIN:

(A) When life not extinct:

i) When a railway employee finds an injured person on or near the track, he should do his best for rendering first aid or in the alternative summon medical help as early as possible. He should also arrange to inform the Police through the nearest Station Master or any other person in the vicinity.

ii) When a person run over or knocked down is found by the staff of the same train or of a subsequent train, first aid will be rendered promptly by the Guard himself or by a qualified Doctor if available in the train. After this, the person shall be transported with the least possible delay to the nearest railway station in the direction of the run of the train, where the medical aid shall be arranged for by the Station Master. When a station with medical facilities is situated nearer in the opposite direction and a train is also available in that direction, the person may be sent to that station for treatment.

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

(B) When life is extinct:

i) The main requirement when a dead body is found on or near the track, by any railway servant or by the staff of the train responsible for the accident or by the staff of a subsequent train, is to keep the evidence in tact, specially the fingerprints. Handling of the dead body by many people should be avoided as the fingerprints which may be available near the scene of occurrence may be disturbed. Similarly, the dead body should not be removed until the arrival of the Police as the chance of some clues, which may lead to the detection of cases may be interfered with.

However, to clear the line and for the movement of subsequent trains, the body may be removed from the lines, but in doing so the movement should be the minimum required.

ii) The body may thereafter be left incharge of Village Officer or any responsible person in the vicinity. If no responsible person is readily available at the site where the body is found it shall be removed to the nearest gate lodge in the direction of the movement of the train. Where there is no gate lodge it will be carried and made over to the Station Master of the next station. In all cases, a written memo giving the following particulars shall be made out by the Guard, or if there is no Guard by the Loco Pilot (of the train), or by the person who happens to find the body:-

(a) Time and place the body was detected.
(b) Position of the body in relation to the tracks.
(c) Blood stains on ballast or engine, extent of the injuries, and whether prima facie inflicted by a train or otherwise; and
(d) Position of any clothing found on or near the rails.

This memo should also contain the name of the informant, his parentage and address so as to enable the Police authorities to progress the case further. Thereafter the memo should be made over to the man under whose charge the body is kept for onward transmission to the Police authorities.

iii) In case the body is found by a railway staff not working a train, he shall unless he himself is in a position to advise the Police authorities, take immediate steps to advise any responsible person in the vicinity of the scene of the accident to enable the latter to take further action.

(C) When a train has been stopped owing to a person falling out of the train:

The Guard of such train shall take the following action in addition to that indicated in paras (A) and (B) above.

Make a full report to the Divisional Railway Manager about the case and include the following particulars.

i) Kilometreage at which the passenger fell or person was knocked down.

ii) Was the accident noticed by the Guard/Loco Pilot and the train stopped or was the alarm chain pulled to stop the train?

iii) Was the train backed to the accident spot?

iv) How the injured person was disposed off?

v) Further information in the case of a passenger falling out:-

(a) Name, age, sex and address of the passenger, the particulars of the ticket held (if a**(C.Memo No. 10 dated 24.07.08)**ny).

(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 at the time last seen by fellow passengers?

vi) Owning railway, painted number, compartment number, type, description and position of the carriage from the engine.

vii) Condition of doors, door handles, shutters, safety catch and window fastening in the carriage. Particular details should be given of the door or window through which the passenger fell.

viii) Was there a Government Railway Police official on the train?

ix) Brief statement of the injured person giving:

(a) Possible cause of the accident, when it is possible, in the presence of the Government Railway Police official, counter signed by him. If the Government Railway Police official is not present, the signature of the passenger in whose presence the statement is recorded should be obtained.

(b) In the case of a child, the statement of the guardian at the time should be recorded duly attested by the Government Railway Police official (or in his absence by two passengers present at the time of recording the statement).

Note: Accident Classes P-1 and P-3: - In the case of persons falling out of trains, the Guard and the Driver shall submit, within 24 hours of the accident, a report in Form Acc.4 to the Divisional Railway Manager.

7.02 MURDER IN RAILWAY CARRIAGES:

If a murder is committed in a railway carriage on a train, the following action shall be taken by the staff:

i) The Guard shall have the compartment emptied and lock up all shutters from outside immediately the commission of such an offence is known so that blood stains, marks of struggle, footprints, finger impressions, etc., may remain undisturbed.

ii) If the crime took place in a Second Class compartment the carriage shall be detached at the station where the crime was detected and kept under watch till the Police take over the case.

iii) If the crime took place in a Upper Class compartment the compartment shall be immediately locked up and the carriage allowed to proceed to the nearest station where it can be replaced. If no Government Railway Police are located at the station, a member of the railway staff will guard it until a Police Officer takes over.

iv) No one, either railway employees or outsiders shall be allowed to enter the compartment until the Police arrive, except to attend to injured persons.

v) The Railway Police station concerned shall be advised at what station the carriage has been or will be detached. After the carriage is taken over by the Police, it shall not be removed or otherwise utilised without the written authority of the Police Officer conducting the investigation. If any abnormal delay takes place on the part of the Police in releasing the carriage the matter shall be reported to the Divisional Railway Manager concerned.

7.03 PERSONS FOUND DEAD IN TRAINS OR AT STATIONS:

In case of persons found dead in trains or at stations, the Station Master shall hand over the dead body to Police for disposal and, until such time this is done, depute a railway servant to be incharge of the dead body. In case of death by contagious disease, the Director of Public Health of the State and Civil Surgeon of the District and the concerned Divisional Medical Officer of Railway should be advised.

7.04 DISPOSAL OF DEAD BODIES:

In all cases of passengers dying at stations, corpses being taken out of trains, or railway servants and others being killed on railway premises, Station Master shall make over the body and all the belongings of the deceased to the Government Railway Police who are responsible for the prompt disposal of such bodies.

7.05 DETACHED PARTS OF ENGINE OR VEHICLE ON TRACK:

i) If any part of an engine or a vehicle becomes detached and there is reason to believe that the detached part has fallen on the track a careful search must be made for the missing part by the train staff. If the missing part cannot be traced, the train must be stopped at the next block station ahead and the Station Master advised of the occurrence by the Guard.

ii) The Station Master shall repeat the information to all concerned including the Station Mater at the other end of the block section. It will be the duty of the Station Master concerned to issue a caution order to the Driver of the first train proceeding into the section to be on the look out for the missing part and inform the Junior Engineer (Permanent Way), Gangmen, etc.

7.06 FIRE IN TRAINS:

In the event of a fire being noticed in a train, the train shall be stopped immediately:

i) The portion of the train behind the vehicle, which is on fire, shall be detached and front portion drawn ahead to a safe distance. The vehicles shall then be detached and the vehicle in front of it drawn ahead to a safe distance.

ii) Every endeavor shall be made to extinguish the fire by the use of the fire extinguishers, if provided, and by throwing water and sand on it. Fire brigade shall be called.

iii) If water is available within a short distance the Driver may, in consultation with the Guard, draw forward the front portion together with the vehicle, which is on fire after detaching the rear portion.

. **NOTE:** **1. Water and steam shall not be used to extinguish petrol or oil fires or electrical fires.**
2. Staff must keep themselves upto date about fire fighting instructions, contingency plans etc.

iv) If the fire is in a vehicle carrying passengers, the safety of the passengers shall be the first consideration.

v) If a Postal Van were on fire, every effort shall be made to save the mail.

vi) The train shall be protected in accordance with G.R. and S.R. 6.03.

. **NOTE:** **In the case of fires attributed to sparks from the engine it shall be stated whether the engine was fitted with a spark arrestor and, if so, of what pattern, as also the description of the fuel used. In cases where there is reason to suppose that the spark escaped from the ash pan, it shall be stated what, precautions have been taken to arrest the escape of sparks from the ash pan. In the case of fire to a passenger coach, the battery boxes under the coach shall be specially examined to see whether or not the fire had originated there.**

7.07 ACTION IN LPG EMERGENCY :

LPG is extremely inflammable. It may get ignited by heat, spark or flame. Its vapours may travel to a source of ignition and flash back. Container may explode in heat or fire.

(A) In case of accidents involving LPG tank wagons:

i) Inform civil authorities and summon assistance from Fire Brigade, Oil Company Depot and Bottling Plant, Refinery, etc.

ii) Keep unnecessary people away, isolate hazard area.

iii) Stay upwind; keep out of low areas.

iv) Isolate for one kilometre in all directions.

v) If tank is involved in leak or fire, regulating/isolating trains is necessary.

In case of derailments of LPG wagons :

vi) Check for leakage.

vii) Advise all people not to smoke. Extinguish all fire (including hand signal lamp, point indicator, etc., lit by K. oil) within one kilometre area.

viii) Examine tank barrel and all fittings carefully for any damage.

ix) To hoist the wagon, use diesel crane or MFD jacks with spark arrestor at exhaust.

(B) Spill or leakage in LPG tank wagons:

i) Take steps as above except hoisting of wagon.

ii) Check possibilities of stopping leak.

iii) Disperse vapour away from ignition source by water spray.

iv) Shut off ignition source. No flares, smoking or flames in hazard area about one kilometre radius should be permitted.

v) If leakage is minor put gunny bags on leakage and wet with water. Icing will reduce leakage. Do not touch spilled material.

vi) Give warning to District authorities for evacuation of population.

vii) Arrange to transfer to another tank if it can be done by Oil Company.

(C) Action to be taken in case of fire in LPG tank wagons:

i) Isolate wagons not on fire within safe distance by uncoupling. Call Fire Brigade, etc.

ii) Give warning to people living in adjoining area to evacuate for at least one kilometre radius.

iii) For small fire use dry chemical powder/Halon extinguisher and for large fire, water spray or fog.

iv) Stay away from ends of tanks as tanks normally burst from the ends.

v) Cool tanks that are exposed to flames with water from the sides well after fire is out.

vi) Withdraw immediately in case of rising sound from venting safety device or any discolouration of tank due to fire.

. **NOTE: Summing up there are two most important aspects of disaster management in case of LPG fire:**

a) Evacuate people to save life.

b) Segregate unaffected tanks quickly.

7.08 EXPLOSION ON TRACK OR TRAIN:

i) In the event of an explosion, on track or in train, the Driver shall stop his train as soon as possible and examine the track along with the

Guard at the site of explosion to ascertain the extent of the damage. If the Driver does not bring the train to a stand within a reasonable time, the Guard shall draw the attention of the Driver by the available means.

ii) The Driver shall also examine the train along with the Guard and if little or no damage has been caused to the train, and if it is safe for the train to proceed to the next block station, the train will be taken ahead to the next block station where the Guard and Driver will jointly report the occurrence to the Station Master.

iii) 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 the rules.

iv) On receipt of a report from the Driver and the Guard the Station Master shall immediately advise the Controller who shall:

(a) advise the Junior Engineer (Permanent 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 restriction if necessary.

(b) Inform the Junior Engineer (Carriage and Wagon) and Loco Foreman for a thorough examination of the train and the engine at the next terminal station.

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

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

The Station Masters at both ends of the reported section shall stop all trains and issue caution orders to Driver and Guard, specifying the kilometreage and the speed restriction.

7.09 LOCO PILOT / GUARD EXPERIENCING ANY ABNORMAL CONDITION IN THE TRACK

i) In the event of Loco Pilot and / or Guard of a train experiencing any abnormal condition in the track over which his train has passed such as unusually slack / rough running or heavy lurch etc., the train shall be stopped at the next block station without clearing the block section. The Loco Pilot should inform the Station Master over signal post telephone / Walkie-talkie not to permit any train into the affected lock section.

Note : If the train is booked to stop at an intermediate non-block station, the Loco Pilot shall inform the Clerk-in-charge (giving the time and location and kilometreage of the occurrence) who shall pass this information on to the Engineering Officials or Staff close-by for prompt inspection and action as necessary.

ii) In case of Intermediate Bloc Signalling and Automatic territories the Loco Pilot shall inform the Station Masters at either end and Loco Pilots of trains which have already left the station in rear through available means of communication to stop movement of trains

iii) On arrival at the station, the Loco Pilot shall personally issue a written memo indicating the details of the occurrence to the Station Master who shall issue a message addressed to the Station Master of the block station at the other end of the block section, JE/ SE (P.Way), Divisional Engineer, Chief Controller, Sr. DOM / DOM, SSE / SE of the shed at which the engine of the train will terminate its journey (SSE / Car Shed, Tambaram and Avadi in case of EMU trains) and Divisional Manager

Note : On the single line token areas, only after issuing the above message, the Loco Pilot shall hand over the token to the Station Master.

iv) The Station Master shall arrange to despatch Rail maintenance machine / Tower wagon / Light engine (or in their absence, a trains) accompanied by an engineering official not below the rank of key-man with a caution order to the effect that the train should be stopped dead sufficiently short of the expected portion of the track. The engineering official shall inspect the track and allow the train to pass only after satisfying that the track is safe for the passage of the train. He shall advise the condition of the track and any restriction of speed to be imposed to the Station Master personally or through a written memo which may be sent through the Loco Pilot.

v) In the absence of engineering officials the Station Master shall despatch a train with a caution order restricting the speed to 10 kmph in accordance with SR. 4.09 (i) (2). The Loco Pilot shall stop dead before the affected kilometers. He shall inspect the condition of the track. If he finds the line unsafe to pass the train he shall back the train to the

station in rear, observing the precautions as per SR. 4.12. In case of Automatic territories the conditions and precautions stipulated in SR 9.13 have to be additionally followed. If he is unable to detect any thing doubtful he shall pass over the track in question at 10 kmph after satisfying that track is safe for the passage of the train, subsequent trains shall be despatched with a caution order restricting the speed to 10 kmph till the track is certified to be safe by JE/SE (P.Way).

vi) If the condition as reported earlier is confirmed by the Loco Pilot no train movement shall be allowed till the track is certified to be safe by JE / SE (P.Way).

(C.Memo No. 10 dated 24.07.08)

vii) Immediately on receipt of the Loco Pilot's message from the Station Master the Junior Engineer (Permanent Way) shall proceed to the spot by the quickest possible means, examine the track thoroughly, remedy the defects, if any and submit a report to the Assistant Engineer with copy to the Divisional Railway Manager as specified in the format given below.

REPORT ON TRACK

Sl. No.	POINTS TO BE REPORTED ON	REPORT OF JE/SE (P.WAY)
1.	Number, date, time and station of issue of Station Master's message	
2.	Station at or stations between which the accident spot lies and kilometreage of accident spot	
3.	Number and description of train	
4.	Number and class of engine	
5.	Wording of Loco Pilot's report	
6(a)	Time of receipt of Station Master's message	
6(b)	Time of receipt of Accident message	
7.	Time of leaving for accident spot	
8.	Time of arrival at accident spot	
9.	Type and weight, length and age of rails	
10.	Ballast – width at top, deficiency of full boxing section,	

	depth below bottom of sleeper and class	
11.	Sleepers – type, age, number per rail and spacing	
12.	Formation - level or gradient, height of bank, depth of cutting and class of soil	
13.	Alignment – straight or degree of curvature	
14.	Type of bridge	
15.	Last dates of through and slack packing	
16.	Nature of defects	
17.	Time defects remedied and line restored for normal running	
18.	Daily rainfall during the 10 days preceding and on the date of the accident.	

viii) The Loco Foreman or other loco official in charge of the shed (the Car Shed Foreman, in the case of Electric Multiple Units) shall, immediately on arrival of the engine at the shed examine it thoroughly and submit a report, to the Divisional Railway Manger in the following form.

Sl. No.	POINTS TO BE REPORTED ON	REPORT OF LOCO OR CAR SHED FOREMAN
1.	Diesel Locos: i) Number and class of engine ii) Number and description of train worked iii) Approximate speed at the time of occurrence iv) Condition of truck coil springs and snubbers v) Condition of load pads vi) Condition of Equalisers and spring seats vii) Condition of axle box pedestal face and slide liners viii) Condition of wheel flanges	
2.	Electric Locos: i) Locomotive number and type ii) Number and description of train worked iii) Approximate speed at the time of occurrence iv) Condition of oil dampers v) Condition of Primary and Secondary suspension springs vi) Condition of wheel profile, clearance of axle guides (lateral and longitudinal) vii) Condition of bogies and under gear equipment viii) Condition of center pivot ix) Condition of Brake cylinder and Brake blocks x) Condition of the cattle guards xi) Condition of buffer couplers	

ix) If after examination of the track by the Junior Engineer (Permanent Way) and of the engine by the Loco Foreman or other loco official incharge, no defect is noticed in the track and the engine, the Junior Engineer (Permanent Way) and the Loco Foreman respectively shall at once inform the Station Masters accordingly by a message, which shall be transmitted through control, confirmation copy of the message being sent to the station by under-cover. On receipt of the message the Station Master shall cancel the accident message.

7.10 TRAINS RUNNING AWAY OUT OF CONTROL:

In the case of accidents connected with trains approaching or entering or passing through a station out of control, the Station Master or the Guard shall immediately on the train coming to a stand, examine the brake blocks of the first few vehicles from the train engine fitted with vacuum or air brake and enter in the Station Diary/Combined Train Report the result, i.e., whether the brake blocks are cool, luke-warm, hot, etc., and get the signature of the Guard and the Loco Pilot.

7.11 TRAIN PASSING SIGNAL AT DANGER:

In the case of an accident under Classes H1 and H-2, when a train has passed a fixed signal (including a Banner Flag) at danger or has passed an Engineering Stop indicator, inside station limits, the Station Master shall immediately measure the distance overshot in terms of vehicle or wagon length or rail length from the signal, and feel the brake blocks of the first few vehicles from the engine in the presence of the Guard and the Loco Pilot of the train and enter the details in the Station Diary and obtain the signature of the Guard and the Loco Pilot. In the case of an accident under Classes H-1 and H-2 when a train has passed fixed signal (including a Banner Flag) at danger or has passed an Engineering Stop indicator, outside station limits, the Guard of the train shall immediately reckon the distance in terms of vehicle/wagon or rail length by which the train has passed the Stop indicator or the fixed signal, before coming to a stand, and feel the brake blocks of the first few vehicles from the engine in the presence of the Loco Pilot, and enter it in the Combined Train Report. Thereafter the procedure as detailed in S.R. 3.80 and S.R.3.81 shall be observed.

7.12 AVERTED COLLISIONS:

In the case of averted collisions, inside station limits, for e.g., between two trains, the Station Master shall immediately reckon the distance in terms of vehicle/wagon or rail length between the two trains, after they have come to a stand, in the presence of the Guards and Loco Pilots of both the trains, and enter it in the Station Diary and obtain their signatures. In the case of averted collisions, outside station limits, for e.g., between two trains, the Guards of the trains shall, in the presence of the Loco Pilots of both the trains, reckon the distance in terms of vehicle/wagon or rail length between the two trains, after they have come to a stand and enter the distance in their Combined Train Report.

7.13 BREACH OF BLOCK RULES :

In the case of an accident under Classes G-1 and G-2, when a train has entered a block section without any authority to proceed or without proper authority to proceed, a preliminary fact finding enquiry shall be instituted. If at the enquiry it is found that the occurrence was due to either the engine crew having missed the token accidentally or the station staff failing to deliver the token and if the distance travelled by the Loco Pilot in the block section ahead after the token having been missed was reasonable, the accident message should be cancelled and a brief report shall be sent to Chief Safety Officer without delay.

But in all other cases of trains entering the block section without any authority to proceed or with an incorrect authority to proceed such occurrence shall be enquired into by a committee of Officers and the proceedings of the Enquiry sent to Chief Safety Officer and to the Commissioner of Railway Safety.

7.14 DERAILMENTS WHERE TRAIN WRECKING IS SUSPECTED :

In all cases of derailments where train wrecking is suspected the Guard and other train crew should after attending to the foremost duties like, protecting the adjacent lines and the train, rendering assistance to the injured and reporting of the accidents, etc., proceed to inspect the track and keep a note of the clues which may be indicative of the cause of the accident and endeavour to have such clues preserved and guarded till the arrival of senior Railway Officers and Police. If possible such evidence should be shown to a few responsible passengers and members of the public and their statements obtained. If it is not possible to obtain statements the names of such persons, their addresses and other particulars should be noted down. Other railway staff travelling as passengers in the involved train should also readily render such assistance as they be called upon to render.

7.15 PROCEDURE TO BE ADOPTED BY STATION MASTER WHEN PASSENGER OR 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 act as follows-

(a) Render first aid immediately, and if there is a doctor in that train or platform, obtain his medical assistance.

(b) If the case is a serious one, arrange to summon medical aid from the nearest source available, whether Railway, Civil, Military or private.

(c) If necessary, arrange for the transport of, and send the patient, at the earliest opportunity, to the nearest hospital, whether Railway, Civil, Military or private.

(d) Where the Police are available, and there is any reason to suspect that the case is one of a trespass inform the Railway Police and after due medical aid has been rendered, ask the Police to arrange for the disposal of the case.

ii) In the case of a serious accident and also in cases where the attendance of the Railway Medical Official incharge and the Divisional Medical Officer incharge is likely to be delayed, the Station Master shall send a special message calling for the 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 special message advice Control to inform them.

iii) Messages for medical assistance in connection with accidents shall be given priority over all other messages.

iv) In calling for medical assistance from the local hospitals and local doctors, the Station Master shall send the requisition by the quickest possible means either through telephone or by written messages through a messenger. It shall be the responsibility of the Station Master to ensure that suitable staff at the station are trained for the purpose of delivery of the above said messages.

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CHAPTER VIII

ACCIDENT ENQUIRIES

8.01 OBJECT OF ACCIDENT ENQUIRIES :

i) The main purpose of an accident enquiry is to prevent future accidents. This can be done only if the real cause of the accident and the underlying circumstances, which resulted in the accident taking place, are established.

ii) The enquiry committee shall not be satisfied merely with the determination of the immediate cause or causes of the accident, but shall look for, elicit necessary evidence and ascertain the contributing factors, if any which have led the staff to commit the breach of rules and shall also go fully into the matter of the extenuating circumstances, if any.

iii) To examine whether there has been any laxity/delay in rendering relief and restoring through communications.

iv) To formulate proposals for preventing recurrence.

8.02 CLASSIFICATION OF ACCIDENT ENQUIRIES :

Enquiries are classified as under. -

i) Enquiry held by the Commissioner of Railway Safety.

ii) Joint Enquiry ordered by the Chief Safety Officer of which the Commissioner of Railway Safety, the Magistrate and the Police are to be advised.

iii) Inter-Departmental Enquiry of Officers ordered by the Chief Safety Officer or Inter-Departmental Enquiry of Officers or

Senior Subordinates ordered by the Divisional Railway Manager where Joint Enquiry is not considered necessary, and

iv) Departmental Enquiry by the departments concerned ordered by the Divisional Railway Manager.

8.03 **PRELIMINARY ENQUIRY :**

An Officer or senior subordinate conducting a Preliminary Enquiry is authorised to examine and take the deposition of employees of all departments. These depositions shall be produced at any subsequent enquiry, and shall be included in the general evidence.

8.04 **LEVELS OF ENQUIRY : (C. Memo 4 dated 06.2.05)**

(i) All serious accidents shall be enquired by the Commissioner of Railway Safety.

(ii) In case Commissioner of Railway Safety or Chief Commissioner of Railway Safety is not in a position to enquire into serious accident cases, the enquiry shall be done by a JA Grade Enquiry Committee with DRM as the accepting authority subject to the review by CSO.

(iii) All cases of collisions falling under A1 to A4 categories shall be inquired into by a Committee of SAG Officers with General Manger as the accepting authority unless the same is being inquired into by CRS.

(iv) All other consequential train accidents except Unmanned Level Crossing Accidents shall be inquired by a committee of JA Grade officers and in case of its absence by Branch Officers. Consequential Unmanned Level Crossing Accidents shall be enquired into by committee of Junior scale officers. DRM shall be the accepting authority for these inquiries subject to the review by CSO.

(v) All other train accidents shall be enquired into by a committee of senior scale or junior scale officers as decided by respective DRMs with DRM as the accepting authority.

(vi) All yard accidents shall be enquired by a committee of senior supervisors with Senior DSO / DSO as accepting authroity.

(vii) All cases of indicative accidents shall be inquired into by a committee of junior scale officers with DRM as the accepting authority.

(viii) General Manager or DRM can have the inquiry conducted by a committee of higher levels of officers than the above mentioned levels depending upon the seriousness of accident.

(ix) In accident cases wherein the Inquiry Committee determines responsibility on the Staff of Foreign Railway, the Inquiry Report should be put up to AGM through Head quarters Safety Branch for acceptance of AGM. Finalization of Inter railway DAR cases arising out of such inquiry reports shall be followed up by the Principal Head of the Department of the concerned department of the Railway on which the accident took place. If suitable response is not received from the respondent railway at General Manager's level, then the case should be referred to Railway Board. **(C. Memo No. 10 dated 24.07.08)**

(x) All cases of equipment failure shall be enquired into by senior supervisors/supervisors of respective departments.

(xi) All inquiries will be ordered by the concerned DRM except for inquiries into collisions as per item (iii) as above wherein General Manager will order the inquiries.

8.05 **ACCEPTANCE OF RESPONSIBILITY BY DEPARTMENTS CONCERNED** :

i) (a) Except as provided for in clauses (ii) and (iii) below and irrespective of whether or not a Joint or Inter-departmental Enquiry has been ordered by the Chief Safety Officer, the Divisional Safety Officer shall be advised, within two days immediately after the date of occurrence of an accident by the other Divisional Officers concerned whether or not their respective departments accept responsibility.

(b) If no advice is received from a Divisional Officer concerned within this time limit, the Divisional Safety Officer shall assume that no department accepts responsibility.

(c) When any department accepts responsibility, the Divisional Safety Officer shall immediately put up the case to the Divisional Railway Manager who may order a Departmental Enquiry.

(d) If no department accepts responsibility, the Divisional Safety Officer shall at once put up the case to the Divisional Railway Manager who will decide and order an Inter-departmental Enquiry.

ii) No advice regarding acceptance of responsibility need be sent in the case of accidents at level crossings and accidents resulting in damage to public property.

iii) No advice regarding acceptance of responsibility need be sent in cases where the railway is not responsible for the accident, e.g., accident due to heavy rain or wind or other 'act of god', trespassers run over and killed or injured.

. **NOTE: Accidents connected with the fixed signal or the Trap (derail or derailing switch or trap points) or the junction points between the traffic yard and locomotive yard or between the traffic yard and an engineering siding shall be considered as having taken place in the traffic yard.**

8.06 **SPECIAL REPORT :**

i) (a) A Special Report on an accident is a brief narrative report and it shall be submitted in the cases indicated in Rule 8.28.

(b) It shall contain only the facts of the case, relevant particulars from the statement of staff, the conclusions regarding the cause of the accident and the culpability of staff, together with the Rules infringed.

(c) When a Special Report contains any detail, which is in supersession of what has been furnished already in the accident message, this supersession shall be specifically indicated at the relevant place in the Special Report.

(d) 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 a recurrence of the accident shall be incorporated in separate paragraphs.

(e) Neither in the Special Report nor in the covering letter forwarding the report nor in the remarks on Special Report shall any reference be made to the disciplinary action to be taken against the staff held culpable. Only on receipt of the orders of the Chief Safety Officer regarding the finding in the Special Report, shall disciplinary action be taken by the appropriate authorities in accordance with the Discipline and Appeal Rules. The actual punishment imposed on the staff shall be communicated, in due course to the Chief Safety Officer.

ii) (a) The Divisional Officers concerned shall frame the Special Reports.

(b) In the case of accidents where only the staff of the Railway Protection Force and the Fire Service are involved, the Chief Security Commissioner, Railway Protection Force shall submit a Special Report (in duplicate) to the Chief Safety Officer.

(c) In the case of accidents where the Transportation (Traffic) Department accepts sole responsibility but the crew of the locomotive or electric multiple unit are involved, the Divisional Safety Officer and the Divisional Mechanical Engineer or the Divisional Electrical Engineer (Traction) shall submit the Special Report jointly.

(d) Where a Special Report is submitted jointly by more than one Divisional Officer a common Special Report shall be framed and signed by all the Divisional Officers concerned.

iii) In the case of Special Reports by departments other than the Transportation (Traffic) Department where Transportation (Traffic) staff are involved, the Divisional Officer of the department concerned shall consult the Divisional Safety Officer so as to enable the responsibility on the Transportation (Traffic) staff involved to be adjudged properly.

8.07 (A) JOINT AND INTER-DEPARTMENTAL ENQUIRIES :

i) Joint Enquiries will be ordered by the Chief Safety Officer specifying the Officers who shall constitute the enquiry committee.

ii) Inter-departmental Enquiries will normally be ordered by the Divisional Railway Managers. In such cases, the Enquiry Committee shall generally consist of Officers or Senior Subordinates of atleast three departments including the departments prima facie and likely to be responsible for the accident.

In specific cases, where considered necessary, Inter-departmental Enquiries will be ordered by the Chief Safety Officer. In such cases, the Chief Safety Officer will specify the Officers or Senior Subordinates who shall constitute the Enquiry Committee.

iii) The seniormost Officer in all cases shall preside. Seniority shall be decided by rank and Officers officiating or temporary in a rank shall be on par with Officers confirmed in that rank. The relative seniority in any one rank shall be based on the date of increment on junior time scale. In the event of the date for increment on junior time scale being the same in the case of two Officers of the same rank, the basic pay shall decide

seniority; if the basic pay is also the same, the length of service in the rank shall decide seniority; if the length of service in that rank is also the same age shall decide seniority. Group A Officers shall rank higher than Group B Officers. When the Enquiry Committee consists of Senior Supervisors only, the seniormost official, belonging to any department, shall preside.

(B) JOINT ENQUIRY WHEN DISPENSED WITH :

i) Whenever a Reportable train accident, such as is described in section 113 of the Act, has occurred in the course of working a railway, the Head of Railway Administration concerned shall cause an inquiry to be promptly made by a committee of railway Officers (to be called a 'Joint Inquiry') for the thorough investigation of the causes which led to the accident.

Provided that such an inquiry may be dispensed with-

(a) If any inquiry is to be held by the Commissioner of Railway Safety under Rule 2 of the Statutory Investigation into Railway Accidents Rule, 1998 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 under Rule 2 of the Statutory Investigation into Railway Accident Rules, 1998; or

(b) If there is no reasonable doubt as to the cause of the accident; or

(c) If any department of the railway administration concerned intimates that it accepts all responsibility in the matter.

ii) Where such inquiry is dispensed with under any of the clause (b) or (c) of the proviso to sub rule (i) it shall be the duty of the Head of the Department of the railway administration responsible for the accident to make such inquiry (to be called a 'Departmental Inquiry') as he may consider necessary and if his staff or the system of working is at fault, to adopt or suggest such measures as he may consider necessary for preventing a recurrence of similar accidents.

(C) NOTICE OF JOINT INQUIRY:

i) Whenever a joint inquiry is to be made, the Head of the Railway Administration concerned shall cause notice of the date and hour at

which the inquiry will commence to be given to the following Officers, namely:

(a) The District Magistrate of the district in which the accident occurred or such other Officer as the State Government may appoint in this behalf, the Superintendent of the Railway Police and the District Superintendent of Police;

(b) The Commissioner of Railway Safety for the section of the railway on which the accident occurred; and

(c) 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.

ii) The date and hours at which the inquiry will commence shall be fixed so as to give the Officers mentioned in sub rule (i) sufficient time to reach the place where the inquiry is to be held.

iii) When 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) of the 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 send information relating to the accident to the Joint Inquiry Committee at an address specified in the press note.

(D) ARRANGING OF JOINT AND INTER DEPARTMENTAL ENQUIRIES:

i) When a Joint or Interdepartmental Enquiry is ordered and the date of the enquiry is not fixed, the Divisional Railway Manager shall settle the date and place, in concert with and, as far as can be arranged, to suit the convenience of all departments; but, in all cases, the enquiry shall be held at the station nearest to the site of the accident and within three days after the accident.

ii) The date once fixed shall not be changed except in case of absolute necessity.

iii) The representative of each department shall be responsible for summoning and arranging for the attendance at the enquiry of the staff of his own department who may be able to give evidence in the case.

iv) The Presiding Officer shall arrange for the attendance of any other witness whose presence he considers desirable or whom any other member of the committee wishes to have examined.

(E) METHOD OF CONDUCTING JOINT AND INTER-DEPARTMENTAL ENQUIRIES

i) Before starting the enquiry, issues shall be framed and the evidence confined to settling 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 at issue, after which their evidence, as recorded shall be read over to them, and they shall be asked if they have anything to add. Witnesses shall be cross-examined and re-examined if necessary to elicit important details. Irrelevant matter shall be excluded as much as possible.

ii) If a witness has given a statement prior to the enquiry, 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 the witness shall be the outcome of cross-examination and no fresh independent statements shall be recorded. The questions put to the witness in the cross-examinations and the answers shall be recorded then and there.

iii) 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 of violation of the rules and regulations, it shall be elicited from the witness, during his examination, whether he is aware that the facts stated by him are contrary to the rules and regulations in force.

iv) The evidence of any Officer (including a member of the committee) who might have been present when the accident occurred shall be recorded.

v) The Enquiry Officer or Committee shall not be satisfied merely with the determination of the immediate cause or causes of the accident, but shall look for, elicit necessary evidence, and ascertain the contributory factors, if any, which have led the staff to commit the

breach of rules and shall also go fully into the matter of the extenuating 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 as a matter of custom, general laxity in the working having taken root at the station for want of proper supervision, etc., which have conduced to the breach of rules in the particular accident enquired into. Extenuating circumstances are such circumstances as inadequacy of signalling and interlocking equipment or other safety devices (such as interlocking key box, point indicator, etc.,), inadequacy or absence of communication equipment (such as telephones, key transmitters, etc.,) 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 and operations laid down for the staff, absence of minimum staff required to perform all the duties and operations laid down, impracticability of complying with the Station Working Rules, staff working over time owing to want of timely relief, etc. Considerable care shall be exercised in assessing the extenuating circumstances. The standards considered desirable shall be correlated to the workload at the station and shall be comparable to the standards obtaining at other similar stations.

vi) The Enquiring Officer or Committee shall also duly note matters brought to light in the course of the enquiry, which, though not having a direct bearing on the accident, are such as might lead to accidents of any other descriptions as it is essential that such potential dangers shall be taken note of and shall be eradicated without delay.

vii) In the case of Joint Enquiries, it is not necessary for the members of the Magistracy and Police to attend the deliberations in regard to the findings or to sign the Joint Enquiry Proceedings, but they may ask any questions while the examinations of witnesses is going on and the answers given to such questions shall be recorded as part of the proceedings.

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NOTE: Before commencement of enquiry, the witnesses while tendering evidence before the enquiry committee should be advised to speak only the truth and nothing but the truth. And they should be warned that they will be taken up under DAR / Railway Service Conduct Rules if found lying.

(F) PROCEEDINGS OF JOINT OR INTER-DEPARTMENTAL ENQUIRIES

A report of the proceedings shall be written by the president or by some one deputed by him for this duty. The report may be typed, in Form Acc.18 (A) to 18(K) and any correction in it shall be initialed by the president. The signature of the witness shall be obtained then and there, all corrections being attested by the witness. It shall contain the following sequence: -

Proforma of Accident Enquiry Report :

i) Form Acc.18(A) – Summary;

ii) Form Acc.18(B) – List of members of the committee and of other officials attending;

iii) Form Acc.18(C) – Descriptive account of the accident, which shall be a brief record of the actual facts and shall inter alia, contain the information as given in Specimen Form Acc.18.C in Appendix F:-

The descriptive account shall be confined to a brief but clear description of the accident and shall contain no reference to the evidence. The evidence shall be left to speak for itself.

NOTE: Only such of the above items as are directly relevant to the accident under enquiry shall be included.

iv) Form Acc.18(D) – List of witnesses examined with their names, designation and staff numbers;

Each witness shall be assigned a number which, in addition to being entered after the name of the witness at the signature at the end, as 'Witness No....' and in the proceedings, wherever he is referred to.

All particulars required by Form Acc.18 (E) of the enquiry proceedings shall be given in the case of each witness. In the case of witnesses belonging to train or station staff, the hours of duty and rest shall also be recorded.

v) Form Acc.18(E) and (F) – Deposition of witness;

vi) Form Acc.18(G) – Reasons for findings;

The reasons for findings should, after arriving at the cause of the accident, also indicate the sequence of events and the dynamics of the accident.

Only as a result of discussion of evidence whereby conflicting evidence is discussed and evaluated and valid evidence brought out can conclusions be reached.
This shall embody the following three items in the three separate paragraphs :-

(a) Discussions of all conflicting evidence and the committee's deductions therefrom;
(b) The contributory factors, if any; and
(c) The extenuating circumstances, if any.

In the absence of either conflicting evidence, contributory factors or extenuating circumstances in a particular accident, this shall be specifically mentioned.

vii) Form Acc.18(H) – Joint Finding;

(a) The finding shall be concise and clear.
(b) It shall state the cause or causes of the accident, the staff responsible therefor (the staff primarily responsible being separated from others) and the Rule or Rules or Instructions violated by each of the staff held responsible.
(c) 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'.

viii) Form Acc.18(I) – Matters brought to light during the enquiry;

Matters brought to light during the enquiry which, though not having a direct bearing on the accident, indicate irregularities in working which might lead to accidents of any other description, shall be mentioned. In the absence of any such matter, a 'Nil' entry shall be made in Form Acc.18 (I) and the form submitted.

ix) Form Acc.18(J) – Suggestions;

Suggestions for the prevention of similar accidents, based not only on the cause or causes of the accident but also the contributory factors (if any) and the extenuating circumstances (if any), shall be made. If there is no suggestions to be made a 'Nil' entry shall be made in Form Acc.18 (J) and the form submitted.

x) Form Acc.18 (K) – Relief measures, etc.

An important aspect of all accidents is the relief arrangements made. It is, therefore, absolutely essential that the enquiry committee shall go

into the adequacy and promptness of relief arrangements. A detailed note on this aspect along with failures should be highlighted in every accident enquiry, fixing staff responsibility wherever possible.

xi) An 'Appendix' stating the damage (if any) sustained by the permanent way and/or rolling stock and embodying a list of passengers and/or railway employees injured or killed.

xii) When necessary a detailed dimensioned sketch illustrative of the accident, which must be jointly signed.

xiii) The following basic records and documents must necessarily accompany an accident enquiry report;

(a) Combined Train Report of crew.
(b) Brake Power Certificate of trains.
(c) Speedometer chart.
(d) Train Signal Register entries of adjacent stations.
(e) The Control Chart.
(f) The statement of senior supervisors and Officers at site.
(g) Doctor's report, incase staff have been examined by a Doctor.
(h) Map showing jurisdiction of concerned inspectors
(i) Track diagram showing GMT carried.
(j) Joint observation of coaches/wagons involved.
(k) PRO/POH details of coaches/wagons involved.
(l) Copy of Rough Journal.
(m) Keyman and Gangman diary.
(n) Photos and video taken at the site.
(o) Extract of coach repair register.
(p) Extract of logbook of loco.
(q) Rail crack/weld crack in the section for the past six months.
(r) GMT report if any.

(F) SIGNING OF JOINT OR INTER-DEPARTMENTAL ENQUIRY PROCEEDINGS :

The proceedings shall be drawn up and signed before the committee disperses. If the members of the committee are not unanimous regarding the 'finding' or 'reasons for the finding' or 'suggestion', the dissenting member shall record his opinion separately and sign thereunder.

The president of the committee shall arrange for typed copies of the proceedings to be taken while the Joint or Inter-departmental enquiry is proceeding, and on completion, 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.

8.08 DEPARTMENTAL ENQUIRY :

A departmental enquiry will be ordered by the Divisional Railway Manager. The proceedings of the departmental enquiry shall be drawn up in the same Forms as those prescribed for inter-departmental enquiries and the rules in regard to the conduct of inter-departmental enquiries shall apply to the conduct of departmental enquiries, in so far as they are applicable.

8.09 REQUIREMENTS IN A DEPARTMENTAL, INTER-DEPARTMENTAL AND JOINT ENQUIRY :

i) The report should be prepared in the prescribed format and the summary should invariably be given as the top sheet in accordance with pro-forma in Acc.18(A) followed by other details subsequently;

ii) The sketch and all the details of the enquiry proceedings should be legible and in such a fashion so that some facts can be comprehended from these details;

iii) It is the primary responsibility of the enquiry committee to work out the mechanics of the accident and not only mention certain defects and deficiencies either in rolling stock or in the track or signalling or driving technique or operational deficiencies.

iv) A copy of a few photographs having bearing on enquiry findings or mentioned in the proceedings should be invariably annexed; and

v) In case of sabotage or accidents at level crossings not attributable to dereliction on the part of railway or its employees, brief details of Police Report should be indicated with their current status.

8.10 PARTICULARS TO BE FURNISHED IN THE SPECIAL REPORT OR ENQUIRY PROCEEDINGS :

i) In the case of accidents at level crossings:

(a) When road vehicles are run into, particulars regarding number, position and damage to vehicles.

(b) Whether the level crossings are manned or not.

(c) (1) Whether the gates are single or double leaf or lifting barrier

(2) Whether the gates close across the rail and road or across the road only.

(3) Whether the gates are protected by signals and if so, of what description.

(4) If the gates are not protected with signals, what is the normal position of the gates, whether usually kept open for road traffic or otherwise.

(5) Whether the gates are lighted at night and if so how.

(6) Description of the scene of occurrence: -

(a) Whether on straight or curve.
(b) Length of clear view for the road user obtainable in both directions.

(c) Whether the line is fenced or not.

(7) Whether the engine was fitted with electric headlight.

(8) Particulars of road vehicles involved, whether damaged or not. Position of vehicles, if comprised in a string passing over a level crossing.

(9) The distance at which the gate is visible to the Driver of the approaching train.

(10) Whether the level crossing is connected by bell or telephone with the adjacent block station.

(11) Whether red discs are painted on the gates of the level crossings.

(12) Whether the gates are opened and closed electrically or mechanically or by hand.

(13) Are the gates situated at or between stations.

(14) Whether the level crossing is situated on level surface or on a gradient. If on a gradient, indicate the gradient with reference to the direction of movement of the train.

(15) Whether the level crossing is provided with road signs on road approaches.

(16) Whether the level crossing is on a curve; whether there is clear visibility for the road users at 5 metres from the center of the track on both up and down directions for the Drivers of all trains.

(17) Whether whistle boards are provided.

ii) In the case of accidents in which the signalling is particularly involved :

(a) Under what standard the station is interlocked.
(b) Are the signals visible from the place where they are operated? If not how and where they are repeated?
(c) From what distance the Home Signal is visible to the Driver?
(d) What method of locking the points is in use?
(e) Are the points provided with point indicators or protected by signals?
(f) Are the points and signals worked from ground frame or from end cabins or from central cabin or from Station Master's control panel?
(g) Are the points operated by rodding or by double wire or by power?
(h) (1) Are the signals semaphore type or colour light type?
(2) If the signals are of semaphore type indicate whether Lower Quadrant or Upper Quadrant and means of operation whether single wire or double wire or by motor.

iii) In the case of over running of trains where the adequacy or the efficiency of the brake power is in question:

(a) The composition, number of axles and weight of the train.
(b) The normal composition and weight.

(c) The class of engine which worked the train at the time of the occurrence and
the normal load of this
class on the section in question.

(d) The number and braking capacity of the brake vans on the train, the number
of wheels braked, the
nature of the engine brakes and the number of wheels braked by them.

(e) Whether Air brake or Vacuum brake.

(f) Whether brakes were in working order.

(g) Gradients.

iv) In the case of parting of trains resulting from the breakage of coupling gear

(a) Maximum gradient of the section at 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) Manufacturers name.
(g) Period in use.
(h) Train worked with vacuum / air brake or not.
(i) Distance by which, the rear parted portion rolled back.
(j) Distance between the parted portions.

v) In the case of rail fracture on main or running line :

(a) Length of rail.
(b) Weight per metre.
(c) Brand and stamp marks.
(d) Distance; 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 foolscap size, to show the position of the fracture, in which a section to the full size of the worn rail and the profile of a new rail of the same section to indicate the wear, shall be embodied.

vi) In the case of fractures of axles of engines or vehicles :

(a) Drawing or sketch showing the position of fracture.
(b) Position and nature of fracture.
(c) Stamps on the axle showing makers name, contract number, cast number, name of steel, date, etc.
(d) If a vehicle axle, diameter of broken journal; if an engine axle, kilometreage run.
(e) Date of issue.

vii) In the case of accidents attributable to breakage of journals of vehicles, etc

(a) The last P.O.H. date of the vehicle.

(b) The tare weight.
(c) The carrying capacity.

viii) **In the case of public knocked over or run over by trains or vehicles :**
(a) Whether the scene of the accident is level crossing or not?
(b) If the scene of the accident is not a level crossing, the nearest level crossing.
(c) Whether the level crossing is manned or not?
(d) Whether the train was worked with vacuum/air brake or not?
(e) Whether the accident was noticed by the Driver or not?
(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 the accident.
(h) Whether the Driver was whistling continuously?

ix) In accident, involving persons falling out of trains, the description, type, and number of the carriage from which the person fell out, the condition of the door and its fastenings and the fact whether warning notices were exhibited shall be mentioned.

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NOTE: In the case of persons falling out of trains, etc, the party's statement shall be obtained. When the party's statement could not be obtained and recorded immediately after the accident, due to the injuries sustained by the party or for any other reason, the statements of witnesses on the train shall be obtained. If the statements of the witnesses also could not be obtained, the party's statement shall be obtained subsequently, as early as possible either through the hospital authorities or the Railway Police.

x) In the accidents involving falling of shutters, the condition of the shutter and the fact whether warning notice was exhibited shall be specially furnished.

xi) (a) In the case of fires attributed to sparks from the engine it shall be stated whether the engine was fitted with a spark arrestor and if so, of what pattern, as also the description of the fuel used.

(b) In cases where there a reason to suppose that the spark escaped from the ash pan it shall be stated what precautions have been taken to arrest the escape of sparks from the ash pan.

(c) In the case of fire to a passenger coach, the battery boxes under the coach shall be specially examined to see whether or not the fire had originated there.

xii) In all cases of actual collisions between running trains or between a running train and another train or vehicles, the actual lengths of the concerned trains and vehicles shall be mentioned.

xiii) In all cases of deaths caused by accidents, in which an Inquest is held by the Police, the Inquest Proceedings shall be obtained by the Divisional Officer concerned and the verdict at the Inquest indicated in his report.

xiv) In all cases of accidents, in which application for assistance was made, the special report or enquiry proceedings shall indicate the following:

(a) Time 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) Reason for undue delay, if any, in the receipt of assistance.

xv) In the case of averted collisions, the exact distance by which collision was averted shall be indicated in the special report or enquiry proceedings.

8.11 REPORT OF THE JOINT OR DEPARTMENTAL INQUIRY TO BE SENT TO THE HEAD OF THE RAILWAY ADMINISTRATION AND ACTION TO BE TAKEN THEREON :

i) As soon as any Joint or 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-

(a) a brief description of the accident;

(b) a description of the locality of the accident;

(c) a detailed statement of the evidence taken;

(d) the conclusions arrived at together with a note of dissent, if any;

(e) reasons for conclusions arrived at together with a note of dissent, if any;

(f) the nature and extent of the damage done;

(g) when necessary a sketch illustrative of accident;

(h) the number of railway servants killed or injured;

(i) the number of passengers killed or injured;

(j) an appendix containing extracts of the rules violated by the staff responsible

for the accident.

ii) The Head of the Railway Administration concerned shall forward with his remarks as to the action that it is 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 referred to in sub-rule (i)-

(a) to the Commissioner of Railway Safety for the section of the railway on which the accident occurred;

(b) if no inquiry or investigation has been made under rule 8.12(i) or if a joint or departmental inquiry has been held first, to the District Magistrate or the Officer appointed under 8.07(C)(i) (a); and

(c) if any judicial inquiry is being made to the Magistrate making such inquiry.

iii) The copy of the report aforesaid shall be accompanied-

(a) in the case referred to in clause (b) of sub-rule (ii) by a statement of the persons involved in the accident whose prosecution the Head of the Railway Administration concerned considers to be desirable;

(b) in the case referred to in clause (c) of sub-rule (ii) by a copy of the evidence taken at the inquiry.

8.12 INQUIRY BY THE COMMISSIONER OF RAILWAY SAFETY :

i) Section 114 of the Railways Act, 1989 : –

1. On the receipt of a notice under Section 113 of the occurrence of an accident to a train carrying passengers resulting in loss of human life or grievous hurt causing total or partial disablement of permanent nature to a passenger or serious damage to railway property 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.

ii) **(A) Inquiry into serious accidents by the Commissioner of Railway Safety :**

1. (a) Where the Commissioner of Railway Safety receives notice under section 113 of the Railways Act, 1989 (24 of 1989) of the occurrence of an accident which he considers of sufficiently serious nature to justify such a course, he shall, as soon as may be, 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 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.

2. For the purpose of this rule, every accident to a train carrying passengers which is attended with loss of human life, or grievous hurt as defined in the Indian Penal Code to a passenger or passengers in the train or with serious damage to railway property of the value exceeding Rs.25, 00,000/- and any other accident which in the opinion of the Chief Commissioner of Railway Safety, or the Commissioner of Railway Safety requires the holding of an inquiry shall be deemed to be an accident of such a serious nature as to require the holding of an inquiry.

These accidents shall be termed as 'Serious train accidents'.

3. However, for any accident the Chief Commissioner of Railway Safety may either hold the inquiry himself or direct any Commissioner of Railway Safety to do so.

Explanation: - The inquiry under this rule shall be obligatory only in those cases where the passengers, killed or grievously hurt were travelling in the train carrying passengers. If an accident involving a train carrying passengers leads to loss of life or grievous injury to any Railway servant (s) irrespective of whether he was travelling in that passenger train or not, inquiry under this rule shall be obligatory. However, if a person being a railway servant or holding valid pass or ticket or otherwise travelling outside the rolling stock of a passenger train (such as on the foot-board or roof or buffers but excluding the inside of vestibules between coaches) is killed or grievously hurt, or is run over at the level crossing or elsewhere on the railway track, an inquiry under this rule shall not be obligatory.

Similarly, if in a collision between a road vehicle and a passenger train at a level crossing, no passenger in the train is killed or grievously hurt, it shall not be obligatory to hold an inquiry.

For the purpose of this rule, workmen's train or material trains or accident relief trains or tower wagons or such other trains carrying workmen or cattle specials/military specials carrying authorised escorts or similar such trains shall also be treated as passenger trains, and in the event of workman, or escorts being killed or grievously hurt as a result of an accident to the train, an inquiry under this rule shall be obligatory.

4. 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 with the

Commissioner of Railway Safety within whose jurisdiction the railway working such station lies. At other such locations where the issue cannot be resolved then it shall be finalised by the Chief Commissioner of Railway Safety.

5. (a) 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 intimate by the fastest means of communication without any delay to the Chief Commissioner of Railway Safety of the reasons why the inquiry cannot be held by him. The Chief Commissioner may choose to conduct the inquiry by himself or direct any other Commissioner to take up the inquiry or decide to let the inquiry be conducted by the Railway Administration. The concerned Commissioner shall thereafter notify the Railway Administration and the Railway Board accordingly.

(b) 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 scrutinise the same and in case if 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 view 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 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.

6. a) 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 Commission 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 and where 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.

b) If, as a result of the Police investigation, a regular case is lodged in a criminal court by the Police or arising out of the accident, a case is lodged in a civil court by interested person (s), the Commissioner of Railway Safety shall finalise his report and circulate the same as per rule 8.12(ii)(C) as strictly confidential document.

(B) Commissioner of Railway Safety to submit a brief preliminary narrative report. –

Where the Commissioner of Railway Safety has held an inquiry in respect of accident described in sub rule (2) of 8.12(ii)(A), he shall submit a brief preliminary narrative report to the Chief Commissioner of Railway Safety and to the Railway Board simultaneously. In case Chief Commissioner of Railway Safety has held an inquiry in terms of rules 8.12(ii)(A) 3 & 5, he shall submit the brief preliminary narrative report to the Railway Board. The report shall be factual and shall not contain any reference to persons implicated.

(C) Commissioner of Railway Safety to submit a report :

1. Whenever the Commissioner of Railway Safety has made an inquiry, he shall submit a confidential 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 of all the Zonal Railways;
   (c) in the case of a railway under the control of State Government or Local Administration to such Government or Administration if the accident has occurred in that Railway;
   (d) other Commissioners of Railway Safety; 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.

2. In case the inquiry has been held by the Chief Commissioner of Railway Safety he shall forward his report to the Authorities mentioned in (a) to (e) of sub rule 1 above.

(D) Publication of reports :

Recommendation in regard to the publication of reports shall be made by the Chief Commissioner of Railway Safety and Railway Board (Ministry of Railways) informed accordingly. In case the Railway Board has

reservations on the recommendations of the Chief Commissioner, the matter shall be finally decided by the Central Government (Ministry of Civil Aviation).

(E) District Magistrate or his representative to attend the inquiry conducted by the Commissioner of Railway Safety. –

Where no Magisterial Inquiry is being made under clause (a) or (b) of Rule 8.21(i) 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.

(F) 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.

(G) Powers of the Commissioner of Railway Safety :

Nothing in these rules shall, except to the extent provided in sub rule 6 of rule 8.12(ii)(A) be deemed to limit or otherwise affect the exercise of any of the powers conferred on Commissioner of Railway Safety by section 7 and 8 of the Railways Act, 1989.

	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 finding and immediate recommendations to CCRS, GM of Railway concerned, Secretary (Safety), Ministry of Railway 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 Railway's remarks along with the action taken report to CRS and Secretary(Safety), Railway Board.

(b) Action taken by Directorates in Railway Board's be communicated to the Safety Directorate.

(v)

D+60 RS will submit his detailed report to CCRS and forward a copy of the report to each of authorities mentioned in the rule 4 of the Statutory Investigation into Railway Accident Rules, 1973.

On receipt of final report, it will be put up to Board and marked to Directorate concerned for action on the Inquiry Report. The Directorate concerned shall take suitable action on recommendation and will guide Zonal Railway 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 finalize DAR inquiry and send details of staff held responsible along with details of punishment imposed in each individual case.

8.13 FACILITY 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 under the rule 8.21(i) or to the Commission of Inquiry appointed under the Commissions of Inquiry Act, 1952 (60 of 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 Officer, the Police and others concerned to enable them to reach the scene of the accident promptly and shall also assist those authorities in making inquiries and in obtaining evidence as to the cause of the accident.

8.14 ARRANGING ATTENDANCE OF RAILWAY SERVANTS AT THE PLACE OF JUDICIAL INQUIRY OR INQUIRIES CONDUCTED BY COMMISSIONER OF RAILWAY SAFETY OR MAGISTRATE :

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 servants whose evidence is likely to be required at such inquiry and if the inquiry is to be held by the Commissioner of Railway safety under rule 2 of the Statutory Investigation into Railway Accidents Rules 1998, the Head of the Railway Administration concerned shall cause notice of the date, hour and place at which the inquiry will begin to be given to the Officer mentioned in clauses (a) and (c) of rule 8.07(C). He shall also arrange for the attendance of the Divisional Officers, railway servants required as witness at the inquiry.

8.15 OFFICERS TO ASSIST COMMISSIONER OF RAILWAY SAFETY :

When an enquiry under rule 8.11 is being held, the General Manager will nominate an Officer of atleast Junior Administrative rank who shall attend the enquiry by the Commissioner of Railway Safety along with other Officers of lower rank who are nominally required to assist the Commissioner of Railway Safety.

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8.16 **TECHNICAL ASSISTANCE TO BE GIVEN TO COMMISSIONER OF RAILWAY SAFETY :**

Whenever the Commissioner of Railway Safety desires assistance in connection with an accident on the electrified section of this railway or an accident in electrical works in this railway in connection with the generation, transmission supply or use of electric energy, the technical experience and knowledge of the Chief Electrical Engineer and/or the Divisional Electrical Engineer (Traction) shall be placed at the disposal of the Commissioner of Railway Safety.

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NOTE: When such assistance is required by the Commissioner of Railway Safety in connection with some technical issues arising on the electrical sections of other Railways, he shall be requested to approach the Railway Board through the Chief Commissioner of Railway Safety.

8.17 **GENERAL INFORMATION TO BE FURNISHED BY RAILWAYS AT THE TIME OF AN INQUIRY BY A COMMISSIONER OF RAILWAY SAFETY :**

i) Railways are required to furnish information at the time of an inquiry by a Commissioner of Railway Safety. The questionnaire has been evolved based on past experience to cover all types of accidents.

ii) It, therefore, follows that the questionnaire will have to be carefully scrutinised in each case and the items not relevant to particular inquiry need not be answered. But such items for omission should be got approved by the Commissioner of Railway Safety beforehand.

iii) A reply should be given under each question i.e., by repeating the question first and not by quoting the question number. The draft replies should be got approved by the Commissioner of Railway Safety to ensure that all the points are covered before the same are finalised. Only two final copies of the replies need be submitted duly signed by the Officers concerned.

iv) Answers to the questionnaire will not absolve the Railway Administration of their responsibility in: -

(a) Preserving clues,
(b) Recording all relevant data in respect of track, rolling stock, etc., before
restoration is ordered; and
(c) Recording evidence of witnesses immediately after an accident so that truth may not get distorted in course of time.

v) (a) The Divisional Safety Officer of the division is responsible to co-ordinate, get the replies from various branches and submit all the replies at the end or during the course of an inquiry with a covering letter signed by the Divisional Railway Manager in token of his approval.
(b) All departmental Officers should start gathering information soon after an accident has occurred so that as much information as possible is available before the commencement of the inquiry.

(c) This procedure will enable the Commissioner of Railway Safety to conduct the inquiry with least inconvenience to the Railway Officers concerned.

vi) **Questionnaire :**

The questionnaire is given as Annexure to Chapter VIII.

8.18 **ACTION TO BE TAKEN BY THE HEAD OF THE RAILWAY ADMINISTRATION ON RECEIPT OF THE REPORT OF THE COMMISSIONER OF RAILWAY SAFETY :**

i) 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, and-

(a) submit his remarks, on the views expressed in the Report, to the Chief Commissioner of Railway Safety with copy to the Commissioner of Railway Safety immediately on receipt of the report by the Railway Administration and if he is not able to submit his remarks immediately he shall in his acknowledgement of the report indicate his intention to submit his remarks later as early as possible;

(b) if the Head of the Railway Administration concerned agrees with the views expressed in the Report and considers the prosecution

of any person or persons desirable, he shall immediately forward 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;

(c) in case the District Magistrate or Police authorities require copies of the Report, it may be sent to them, and the confidentiality of the report should be made clear to the District Police Authorities, and the Police authorities shall as soon as possible, intimate the Head of the Railway Administration concerned about their decision regarding launching any prosecution.

ii) If the Head of the Railway Administration 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 considers the prosecution of any person or persons desirable he shall immediately forward a copy of the report together with the statement of such person concerned to Police authorities. On receipt of the finding 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.

iii) 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 this rule, 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 hereon shall submit their remarks within five days of receipt of the reference from the Chief Safety Officer.

iv) Advice to the Chief Commissioner of Railway Safety and the Railway Board :

In every case in which, in accordance with this rule, the Chief Safety Officer submits his remarks to the Commissioner of Railway Safety or advises him of 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 Commissioner of Railway Safety's

report, shall be sent by the Chief Safety Officer direct to the Chief Commissioner of Railway Safety with a copy to the Railway Board.

v) 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 enquiry by the Commissioner of Railway Safety he shall on request be informed of the punishment finally awarded to the railway servant concerned. This information is intended only for the Commissioner of Railway Safety's record and the action taken by the Railway Administration is not open to criticism by the Commissioner of Railway Safety.

8.19 **HEAD OF THE RAILWAY ADMINISTRATION TO OFFER REMARKS ON THE SUGGESTION MADE IN THE REPORT OF THE COMMISSIONER OF RAILWAY SAFETY :**

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 intimate the action which has been taken and which it proposes to take to prevent a recurrence of similar accidents to the Chief Commissioner of Railway Safety with a copy to the Commissioner of Railway Safety.

8.20 **COMMISSION OF INQUIRY :**

The Commission of Inquiry may be appointed by the Central Government under the Commissions of Inquiry Act, 1952 (60 of 1952). Where a Commission of Inquiry is appointed under the Commission of Inquiry Act, 1952 (60 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 to such inquiry shall be forwarded to such authority as may be specified by the Central Government in this behalf.

Commissioner of Railway Safety to assist the Magistrate or the Commission of Inquiry in clarifying technical matters :

The Commissioner of Railway safety shall, as far as possible, assist any Magistrate making a judicial inquiry or an inquiry under Rule 8.21 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 whenever he may be called upon to do so for the purpose of clarification of any technical matters.

8.21 **MAGISTERIAL INQUIRY :**

i) Whenever an accident such as is described in section 113 of the Act, has occurred in the course of working a railway the District Magistrate or any other Magistrate who may be appointed in this behalf by the 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 investigation into the causes which led to the accident, to be made by the 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 Commission 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 where he has already commenced his inquiry or investigation, shall not proceed further with it and 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.

ii) Notice of Magisterial Inquiry :

Whenever it is decided to make an inquiry under clause (a) or clause (b) of Rule 8.21(i) the District Magistrate or other Magistrate appointed as aforesaid or the Magistrate depute under clause (b) of rule 8.17(i) as the case may be shall at once inform the Head of the Railway Administration concerned and the Divisional Railway Manager by telegraph of the date and hour at which the inquiry will commence so as to enable the Railway Administration to summon the requisite expert evidence. After sending such information he shall proceed to the scene of the accident and conduct the inquiry there.

iii) The result of Magisterial Inquiry to be communicated to the Head of the Railway Administration :

The result of every inquiry or investigation made under rule 8.21(i) 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.

8.22 **JUDICIAL INQUIRY :**

i) A Magistrate, making an inquiry under rule 8.21(i), 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 the other professional persons.

ii) 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 large a number of the employees, especially of one class, as to cause inconvenience 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.

iii) Communication of the decision of judicial inquiry to the Railway Administration, Commissioner of Railway Safety and the State Government.

On the 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 unless in any case he thinks it unnecessary to do so, report the result of the inquiry to the State Government.

8.23 **POLICE INQUIRY :**

i) 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 whenever–

(a) 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.25, 00,000/- or has prima facie been due to any criminal act or omission; or

(b) the District Magistrate or the Magistrate appointed under rule 8.21 (i) 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 a Magisterial inquiry is being held under clause (a) or (b) of rule 8.21(i), the Railway Police shall not make an investigation under this rule, and where they have already commenced their investigation, shall not proceed further with it; and shall hand over the records or other documents in their possession relating to the investigation to such authority as may be specified by the Central Government in this behalf.

ii) Status of Police Officer investigating into the accident :

(a) Whenever an investigation is to be made by the Railway Police –

1. in a case in which an accident is attended with loss of human life or with grievous hurt or with a serious damage to railway property of the value exceeding Rs.25, 00,000/-; or
2. in pursuance of a direction given under clause (c) of rule 8.21(i), the investigation shall be conducted by the Head of the Railway Police of the area in which the accident has occurred or if that officer is unable to conduct the investigation by himself, by an officer to be deputed by him.

(b) The Officer deputed under sub-rule (a) 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 the investigation may be carried out by an officer-in-charge of a police station-

(a) in a case such as, is referred to in clause (1) of sub rule (a), if no loss of life or grievous hurt has been caused to more persons than one or no damage to railway property of value exceeding Rs.25, 00,000/- has been caused or there is no reason to suspect that any servant of the railway has been guilty of neglect of any rule relating to the working of the railway; or

(ii) in a case referred to in clause (2) of sub rule (a), if the District Magistrate so desires.

iii) Notice of Police investigation :

The Officer who is to conduct an investigation in pursuance of rule 8.23(ii) shall at once advise the Head of the Railway Administration concerned and the Divisional Railway Manager by telegraph of the date and hour at which the investigation will commence so that, if possible, the presence of a railway official may be arranged for to watch the proceedings and to aid the Officer making the investigation. 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.

iv) Assistance by the District Police :

(a) In every case to which rule 8.23(ii) applies, 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.

v) Communication of the result of the Police Investigation :

The result of every Police investigation shall be reported at once to the 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.

vi) District Police to discharge duties of Railway Police :

Where there are no Railway Police in the area, the duties imposed by rule 8.23(i), (ii), (iii)(iv)(b) and (v) on the Railway Police of the area or on such Head of Railway Police, shall be discharged by the District Police or by the District Superintendent of Police as the case may be.

8.24 **REPORTS OF INQUIRIES INTO ACCIDENTS NOT COVERED BY SECTION 113 OF THE RAILWAYS ACT, 1989 TO BE FORWARDED TO COMMISSIONER OF RAILWAY SAFETY :**

i) Whenever any accident not of the nature specified in section 113 of the Railways Act, 1989 such as averted collisions, breach of block rules or other technical accidents, occurs in the course of working a railway the Railway Administration concerned may cause an inquiry either Joint or Departmental to be held into the accident.

ii) Where an inquiry is held as provided under sub-rule (i) the Head of the Railway Administration concerned shall forward a copy of the report of the inquiry to the Commissioner of Railway Safety for the section of the railway on which the accident occurred.

8.25 **ACCIDENTS AT JUNCTION STATIONS, ETC. :**

i) Accidents occurring at junction stations shall be treated as accidents of the working railway and the responsibility of initiating, conducting and finalising the enquiry proceedings should devolve on the railway working the junctions.

ii) In case a train belonging to the using railway or worked by staff belonging to the using railway is involved in an accident, the railway working the junction shall inform the other railway concerned and an Officer of the appropriate level of that railway should be appointed as a member of the enquiry committee.

iii) This would be desirable as the staff working the particular train would have to be examined by the enquiry committee and the presence of an Officer of that railway to which the staff belongs would facilitate the smooth conduct of the enquiry.

iv) In the case of an accident to a running power train the responsibility of initiating, conducting and finalising the enquiry proceedings should rest with the working railway. An Officer of the appropriate level of the railway exercising the running powers should be appointed as a member of the enquiry committee.

v) A similar procedure should be followed in the case of trains which, even though not running power trains, are worked by staff of another railway.

Note: 'Running power section' is a portion of the railway on which foreign railway has running powers.

8.26 SCHEDULE OF PROCEDURE FOR COMPLETION OF ACCIDENT ENQUIRY :

(C. memo 5 dated 12.05.06)

Sl. No.	Model Time	Remarks	Maximum Time
1.	D (Date of Accident)	Station Master concerned shall issue an all concerned message.	D
2.	D + 1 day	DRM / GM * shall order the inquiry, if no particular department accepts the responsibility.	D + 1 day
3.	D + 3 days	Committee shall convene the inquiry into the accident	D + 3 days
4.	D + 7 days	Committee shall submit the inquiry report to DRM / GM. *	D + 7 days
5.	D + 10 days	Acceptance of inquiry report by the GM / DRM / Sr. DSO (only for yard accident)	D +10 days
6.	D + 11 days	Issue of charge sheet	D + 11 days
7.	D + 15 days	Inquiry reports will be finalized by CSO / AGM	D + 15 days
8.	D + 20 days	Submission of inquiry report to CRS for the section of the Railways on which the accident occurred with the remarks. A copy of findings of the Inquiry Report to be sent to Railway Board.	D + 20 days
9.	D + 21 days	Reply to charge sheet. As per Discipline &	D + 21 days

		Appeal Rules 9.7, ten days have been given for reply of charge sheet.	
10	D + 22 days	Consideration of reply / nomination of inquiry officer along with all papers	D + 22 days
11.	D + 27 days	Preliminary inquiry. As per Discipline and Appeal Rules 9.11, a maximum time of 10 days has been given for the charged employee to meet the Inquiry Officer for preliminary inquiries. 5 days has been given as per the model.	D + 32 days Maximum time of 10 days given
12.	D + 37 days	Inquiry to start. No minimum time has been prescribed for this as per Discipline and Appeal Rules. As such 10 days have been given in the model time.	D + 52 days 20 days has been given
13.	D + 40 days	Completion of inquiry.	D + 55 days
14.	D + 41 days	Prosecution to submit brief.	D + 56 days
15.	D + 43 days	Defence to submit brief.	D + 63 days
16.	D + 45 days	Findings to be submitted by Inquiry Officer along with a copy to the charged employee.	D + 65 days
17.	D + 55 days	Decision by Disciplinary Authority. 10 days is given for any further representation by charged employee.	D + 80 days
18.	D + 90 days	DAR action against responsible officials to be completed.	D + 90 days

*** for SAG level inquiries**

Note:

a) DRM / GM may decide to have the inquiry conducted even if a particular department accepts the responsibility for enabling thorough review of associated systems involved in the accident.

b) The time limits prescribed above are the maximum period of time. Efforts should be taken to finalize the enquiry report and D & AR action as early as possible but within the prescribed time limit.

ii) Responsibilities of the President of the Enquiry Committee :

The President of the enquiry committee shall ensure that the accident enquiry is completed within D + 10 days. Whenever the enquiry is not completed within D + 10 days the President of the enquiry committee shall personally meet the General Manger and explain the circumstances.

8.27 **D.A.R. ENQUIRY :**

i) Promptness and adequacy of DAR action is very essential to serve the intended purpose of accident enquiries.

ii) Progress of each DAR case should be monitored by the Disciplinary Authority and Branch Officer concerned.

iii) The Divisional Railway Manager shall be advised of the progress in the safety meetings in order to ensure adequacy of punishment.

iv) Whenever staff concerned have been placed under suspension, the revocation of suspension should be done only with the personal approval of the Divisional Railway Manager.

v) All accident related DAR cases which burst the target of D + 90 days must be reviewed by the Divisional Railway Manager and the reasons furnished for the delay in finalising the cases to the General Manager.

vi) Systematic and timely review of punishment and also of those cases where either disciplinary action has not been initiated or the charges have been dropped must be undertaken at appropriate time by the Divisional Officers.

vii) In the Headquarters Office, the Safety Branch should examine the enquiry reports and put up the cases to the Chief
\afety Officer. The cases shall also be put up to other Heads of Departments concerned for scrutiny and follow up action, if necessary.

8.28 **ACCEPTANCE AND DISPOSAL OF FINDINGS ETC :** (C. Memo 4 dated06.02.06)

Classification	Acceptance and Disposal

Class A - COLLISION

A-1	i) The SAG level committee will submit the proceedings to GM for acceptance who shall send a copy of the same to CRS with his remarks. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.

A-2	i) The SAG level committee will submit the proceedings to GM for acceptance who shall send a copy of the same to CRS with his remarks. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
A-3	i) The SAG level committee will submit the proceedings to GM for acceptance who shall send a copy of the same to CRS with his remarks. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
A-4	i) The SAG level committee will submit the proceedings to GM for acceptance who shall send a copy of the same to CRS with his remarks. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
A-5	Sr. DSO / DSO after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO.

Class B – FIRE IN TRAINS ETC.

B-1	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information.
B-2	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information.
B-3	DRM after acceptance of the report shall forward a copy of the

	proceedings with his remarks to CSO for review and to CRS for information.
B-4	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information.
B-5	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO.
B-6	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO.
B-7	Sr. DSO / DSO after acceptance of the report, forward a copy of the proceedings with his remarks to CSO.

Class C – TRAIN RUNNING INTO THE ROAD TRAFFIC AT LEVEL CROSSING

C-1	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
C-2	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information.. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
C-3	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
C-4	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.

C-5	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
C-6	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
C-7	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
C-8	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
C-9	i) Sr. DSO / DSO after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.

Class D – DERAILMENT

D-1	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
D-2	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.
D-3	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information. ii) Findings of the enquiry committee and action taken against staff found responsible shall be communicated to the Railway Board.

D-4	DRM shall after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO who shall review the case.
D-5	DRM shall after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO

D-6	Sr. DSO / DSO after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO. The DRM should submit a monthly statement in Acc.16 to the CSO so as to reach him not later than 15th of the month following that which it relates.

Class E – OTHER TRAIN ACCIDENTS

E-1	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO for review and to CRS for information.
E-2	DRM after acceptance of the report shall forward a copy of the proceedings with hsi remarks to CSO.

Class F – AVERTED COLLISION

F-1	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO and send a copy of the same to CRS with his remarks.
F-2	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO and send a copy of the same to CRS with his remarks.
F-3	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO and send a copy of the same to CRS with his remarks.
F-4	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO.

Class G – BREACH OF BLOCK RULES

G-1	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO and send a copy of the same to CRS with his remarks.
G-2	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO.
G-3	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO.

	ii) In case of trains not carrying passengers, DRM after acceptance of the report shall send a copy of the same with his remarks to CSO.

G-4	i) DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO. ii) In case of trains not carrying passengers DRM after acceptance of the report shall send a copy of the same with his remarks to CSO.

Class H – TRAIN PASSING SIGNAL AT DANGER

H-1	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO and send a copy of the same to CRS with his remarks.
H-2	DRM shall after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO.

Class J – FAILURE OF ENGINE AND ROLLING STOCK

J-1	DRM shall send individual reports and a consolidated monthly statement to CME or CEE (in the case of electric engine and single or multiple unit trains)
J-2	DRM shall send individual reports and a consolidated monthly statement to CME or CEE (in the case of electric engine and single or multiple unit trains)
J-3	DRM after acceptance of the report shall forward a copy of the proceedings with his remarks to CSO and send a copy of the same to CRS with his remarks.
J-4	DRM shall send a special report in duplicate to CSO with his remarks.
J-5	DRM shall send a special report in duplicate to CSO with his remarks.
J-6	DRM shall send a special report in duplicate to CSO with his remarks.
J-7	i) DRM shall send individual reports and a consolidated monthly statement to CME or CEE (in the case of electric engine and single or multiple unit trains).

	ii) DRM shall send a special report in duplicate with his remarks to CSO in case of failure of axle and damage to pantograph of electric engine or unit.
J-8	i) DRM shall send individual reports and a consolidated monthly statement to CME or CEE (in the case of electric engine and single or multiple unit trains). ii) DRM shall send a special report in duplicate with his remarks to CSO in case of failure of axle and damage to pantograph of electric engine or unit.
J-9	i) DRM shall send individual reports and a consolidated monthly statement to CME or CEE (in the case of electric engine and single or multiple unit trains). ii) DRM shall send a special report in duplicate with his remarks to CSO in case of failure of axle and damage to pantograph of electric engine or unit.
J-10	i) DRM shall send individual reports and a consolidated monthly statement to CME or CEE (in the case of electric engine and single or multiple unit trains). ii) DRM shall send a special report in duplicate with his remarks to CSO in case of failure of axle and damage to pantograph of electric engine or unit.

Class K – FAILURE OF PERMANENT WAY

K-1	DRM shall send a special report in duplicate to CSO with his remarks.
K-2	DRM shall send a special report in duplicate to CSO with his remarks.
K-3	DRM shall send a special report in duplicate to CSO with his remarks.
K-4	DRM shall send a special report in duplicate to CSO with his remarks.
K-5	DRM shall send a special report in duplicate to CSO with his remarks.
K-6	DRM shall send a special report in duplicate to CSO with his remarks.
K-7	DRM shall send a special report in duplicate to CSO with his remarks.

Class L –FAILURE OF ELECTRICAL EQUIPMENT

L-1 To L-4	DRM shall send a special report in duplicate to CSO with his remarks.

Class M –FAILURE OF SIGNALLING AND TELECOMMUNICATION

M-1 To M-7	DRM shall send a special report in duplicate to CSO with his remarks.

Class N – TRAIN WRECKING

N-1	DRM shall send a special report in duplicate to CSO and CCO with his remarks.
N-2	DRM shall send a special report in duplicate to CSO and CCO with his remarks.
N-3	DRM shall send a special report in duplicate to CSO and CCO with his remarks.

Class P – CASUALTIES

P-1	DRM shall dispose the case and send a statement to CRS and submit a monthly statement in duplicate in Form Acc.17 to CSO and CCO to reach him not later than 12th of the following month.
P-2	DRM shall dispose the case and submit a monthly statement in duplicate in Form Acc.13 to CSO and CCO to reach him not later than 12th of the following month.
P-3	DRM shall dispose the case and submit a monthly statement in duplicate in Form Acc.17 to CSO and CCO to reach him not later than 12th of the following month in case of persons falling out of trains only.
P-4	DRM shall dispose the case and submit a monthly statement showing

	the total number of cattle accidents to CSO to reach him not later than 7th of the following month.

Class Q – UNUSUAL INCIDENTS

Q-1	i) If the railway servant is involved DRM shall dispose the case. ii) In case of staff or other persons engaged in work for the railway pertaining to departments not coming under the control of DRM, HOD and CCO concerned shall dispose the case.
Q-2	DRM shall dispose the case.
Q-3	DRM shall send a special report in duplicate to CSO with his remarks. A copy of this report shall be sent to CCM concerned.
Q-4	DRM shall send a special report in duplicate to CSO with his remarks. A copy of this report shall be sent to CCM concerned.
Q-5	DRM shall send a special report in duplicate to CSO with his remarks. A copy of this report shall be sent to CCM concerned.
Q-6	DRM shall send a special report in duplicate to CSO with his remarks. A copy of this report shall be sent to CCM concerned.

Class R – MISCELLANEOUS

R-1	DRM shall dispose the case.
R-2	DRM shall dispose the case.
R-3	DRM shall send a special report in duplicate to CSO with his remarks.
R-4	DRM shall send a special report in duplicate to CSO with his remarks.
R-5	DRM shall send a special report in duplicate to CSO with his remarks.

NOTE: i) **As a normal procedure whenever an Officer of another railway is appointed as a member of the enquiry committee constituted by another railway, that Officer should be given two copies of the complete enquiry proceedings, one for his Divisional Office and the other for his Headquarters Office.**

ii) **If, in such cases, the enquiry committee holds the staff of 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 works to the Headquarters of the other railway who in turn will advise their own division or offices, the same, so that their records could be completed.**

iii) **In case the divisional officers do not accept the finding arrived at by the enquiry committee, they shall submit their own report to their own Headquarters. The correspondence in this regard will be done between railways at Headquarters level only.**

8.29 **REPEAL :**

i) The Railway (Notices of and inquiries into Accidents) Rules, 1973, are hereby repealed.

ii) The 'Statutory Investigation into Railway Accident Rules 1973', published with notification of Government of India in the Ministry of Tourism and Civil Aviation No.22 dated 02.06.73, part II, section 3 are hereby repealed.

iii) Notwithstanding such repeal anything done or any action taken under the rules hereby repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

ANNEXURE TO CHAPTER VIII

QUESTIONNAIRE :

(A) INFORMATION TO BE FURNISHED BY THE CIVIL ENGINEERING DEPARTMENT.

1. a) Brief description of damage to P.Way
   b) Cost of damage to P.Way.

2. Description of site :
   a) Kilometre of site, in between stations- section, single/double line.
   b) Civil District
   c) Nature of country around the site (Open, cultivated, plain/undulating, etc.)
   d) Direction of the track at site (North to south, etc.)
   e) Straight, curve, gradients with distances etc., in the vicinity (Index plan and section to be attached)
   f) Height of bank/cutting
   g) Kind of soil
   h) Details of bridges and level crossings within one Km on either side of the site (to the extent they are relevant to the inquiry)

3. Permanent Way :
   a) Rails-weight, length, age, wear, if welded, LWR, CWR, SWR, etc.
   b) (i) Sleepers – type, age, density
      (ii) Percentage of U/S sleepers in track in the vicinity of the accident site.
   c) Fish-plates – weight, length, number of holes with dia
   d) Fish-bolts – weight, length, dia, weather any spring / other washers used and number used per joint
   e) Spikes – of wooden sleepers – number of spikes on each sleeper, how many inside and how many outside
   f) Bearing plates – if used, type, number of holes, weight, etc.
   g) Ballast – its kind, section, depth below sleeper, cubic metres per metre run
   h) Policy followed in driving the keys
   i) Anti-sabotage measures adopted in the vicinity

4. Kilometre and T.P. of important stations and points on the section and number of T.P.s per Km and how numbered? (Important stations points may be taken from the CRS)

5. a) Headquarters and jurisdiction of DEN/AEN/SE/JE(P.Way)
   b) Gang – Headquarters, jurisdiction, strength, location of tool box and gang hut
   c) Details of casual labour employed and discharged in the last three months

6. a) Maximum permissive speed on this section
   b) Permanent speed restrictions in the vicinity
   c) Temporary speed restrictions in force on the day of the accident in the vicinity
   d) Where there any reports of over speeding in the recent past
7. a) Whether monsoon patrolling has been in force and if so give details
   b) Whether Security/Police patrolling has been in force and if so give details
   c) Furnish copies of patrol diagrams
8. a) (i) Creep
   (ii) Extent of expansion gaps in joints 1/2 Km before and after the point of accident
   (iii) Time when observations have been made
   b) Date when crack last attended to, around the accident spot and the details of work done
   c) (i) Date when JE/SE(P.Way)/AEN and DEN inspected the track last prior to the accident
   (ii) If any defects had been noted by them
   (iii) If so, give details and action taken, if any
   d) If the track at site required frequent attention in the past – old records to be looked up and dates furnished with details of work done
   e) Results of last run of Amsler/Hallade/RTRC etc.
   f) Reports of rough running by the Drivers
9. Rainfall :
   a) Record of last three months with the name of the recording station and its distance from the site
   b) Daily record of seven days prior to the accident
   c) Comments on the rainfall (as compared to mean rainfall)
10. Details of marks on rails, sleepers and whether any indication of any obstruction on line. Wheel mounting marks to be specifically noted.
11. Site plan (30 cm wide and length as required) with damaged vehicles, etc. All measurements to be connected and gradients shown. (in case of an accident in yard, yard plan to be attached)

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NOTE: Site plan to include location plan, north point, direction of travel of trains, kms/T.P.s, etc.

12. Produce the following registers relevant to the inquiry;
   a) Gang chart/diary
   b) Curve register

c) Points and crossing register
d) JE/SE (P.Way)/AEN's note book of inspection
e) Creep register
f) Bridge inspection register
g) Section register

13. Quote Code, Rules, Instruction in Way and Works Manual and circulars relevant to this accident
14. Enclose particulars of track jointly taken after the accident
15. Where there any similar accidents in the vicinity in the last ten years?
16. What is the probable cause of the accident according to you?
17. Bio-data of the staff involved (date of appointment, promotion, punishments and awards – in brief)
18. Do you suggest any improved methods of working or improvements to equipment as a result of this accident?
19. In the case of level crossing accidents, the following information may be furnished.
    a) Number of trains and vehicles passing through the level crossing on an average per day as per the census taken last (date of taking census may be given)
    b) A longitudinal section along the road.

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NOTE: If some of the above particulars are given in the accident sketch, the same need not be repeated in the above accident.

(B) INFORMATION TO BE FURNISHED BY THE LOCO DEPARTMENT

Locomotive (Diesel and Electric) : Proforma to be filled in case of Derailment when loco is involved in accident

1. Basic information :
   a) Date of Accident
   b) Train Number
   c) Loco Class
   d) Loco Number
   e) Loco manufacture Year and Place
   f) Base Shed of loco
   g) Mate and place last POH
   h) Kilometres earned after last POH
   i) Date and place of last major inspection
   j) Date place of last schedule inspection
   k) Whether any schedules are overdue?
2. Give brief particulars of the safety items not provided and provided but missing /not working

Whether Loco is provided with :

Safety fittings	Provided	Working
Headlight		
Speedometer		
Speed Recorder		
Flasher light		
Horn		
Brake system		

Particulars of electrical protection (for electric loco in case of fire only)

Relay	Working / Not working/isolated
Earth Fault in Auxillary circuit (QOA)	
Over current in power circuit (QLM)	
Over current in rectifier Block (QRSI)	
Earth fault in power circuit (QOP)	
Time lag Relay (Q444)	

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

4. Check and Record the observations as follows :

a) Position of control handles, cutout cocks etc., after the accident
b) Functioning of brake synchronizing valve - Whether working or not.
c) Position of brake blocks after 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.

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

5 Measurement for wheels for all classes of Locomotives :

S.No.	Description	Observed Value (in mm)	Remarks

1	Diameter of Wheel at 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 of root wear		Left	Right	
		1			
		2			
		3			
		4			
		5			
		6			
4	Tread wear		Left	Right	Tread wear should be measured from tread at 63.5 mm from wheel gauge face (from the back face of flange) in BG and at 57 mm from wheel gauge face (from the back face of flange) in MG.
		1			
		2			
		3			
		4			
		5			
		6			
5	<u>UST of axle</u> Give the date of last UST test done	Axle	Observation		Information is relevant in case of axle breakage.
		1			
		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 The measurements wheels are to be done using wheel gauges to RDSO drawing No.SK.DL-3592 for all BG locomotives except WAP5 locos. For WAP5 locos RDSO's drawing NO.SKDL-1446 and SKDL 4447 may be4 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 and these are not safety limits.

S.No.	Description	Observed Value (in mm)		Remarks
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 measurement shall be taken on a level tangent un-canted track. These measurements are 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		

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

6 Pro-forma for measurement of Electric and Diesel Locomotive after accident :

(Locomotives, which are not mentioned in this proforma, may be measured in similar manner)

S.No.	Description		Observed value (in mm)	Remarks
1	Buffer height			All measurements shall be taken on a level tangent uncanted track. This measurement is required to be taken only in case of training stock is with buffers.
2	Lateral clearance	End Axles (1,2,3,4 & 5)		Applicable for WDM2, WDM2c, WDG4, WDS6, WAM4, WCG2, YDM4, WCAM1, WCAM2, YDM2A, WDG2, WCAM3, WAG5, WAG9, WAG7, WAP1, WCAG1 AND WAP4 locomotives only.
		Middle axle (2 & 3)		Applicable for WDM2, WDM2c, WDG4, WDS6, WAM4, WCG2, YDM4, WCAM1, WCAM2, YDM4A, WDG2, WCAM3, WAG5, WAG9, WAG7, WAP4, WDP2, WAP3, WAP6, WAP1 AND WCAG1 locomotives only..
3	Lateral clearances	End Axles (1,2,3 & 4)		Applicable for WDP1 AND WAP5 locomotives only.

4	Longitudinal clearances between axle box and pedestal liner - (for middle axle)		Applicable for WDM2, WDM2c, WDM5, WDS6, WAM4, WCG2, WAG5, YDM4, YDM4A, WDG2, WCAM3, WAG7, WAP4, WDP1, WCAG1 AND WQAP1 locomotives.
5	Longitudinal clearances between axle box and pedestal liner - (for middle axle)		Applicable for WAP3, WAP6, WDP2 locomotives only.
6	Height of Rail Guard form rail level.		

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

(C) <u>INFORMATION TO BE FURNISHED BY THE CARRIAGE AND WAGON DEPARTMENT</u>

(I) <u>MEASUREMENT TABLE FOR WAGON INVOLVED IN ACCIDENT :</u>

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

(i) Where vehicles have derailed due to locomotives derailment

(ii) When the first derailed vehicle is obvious form examination of marks on wheel, 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 Engineer (C&W) who issued it	Wagon No.	Type	Mech. Code	Tare in tonnes	Carrying capacity	Built date	Remarks date

1	2	3	4	5	6	7	8	9	10	11

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

POH Particulars		ROH Particulars		Pay load in tonnes		Commodity loaded	Station		Position from engine
Date	Shop	Date	Depot	From tables	From actual weighment		From	To	
12	13	14	15	16	17	18	19	20	21

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

Buffer height	wheel and Axle face particulars (In case of breakage of wheel/axle)		
Buffer height to be taken after uncoupling and re-railing on uncanted level track	Axle face particulars	Ultrasonic particulars on the hub of the disc	Stamping particulars on wheel disc regarding manufacture /RA/RD
22	23	24	25
End 1L	1L	1L	1L

	1R	1R	1R	
End 1R	2L	2L	2L	
	2R	2R	2R	
End 2L	3L	3L	3L	
	3R	3R	3R	
End 2R	4L	4L	4L	
	4R	4R	4R	

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

WHEEL AND AXLE		
Wheel gauge in mm* (Taken at four places)	Observation after measuring the profile with tyre detect 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 the 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)

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

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 journal	Clearance between brass and collar of journal in mm
28	29	30	31	32

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

AXLE GUARD (FOR IRS STOCK ONLY(to be recorded only when failure of plain bearing is involved as a cause)				ROLLER BEARING (When roller bearing is involved as a 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	remark regarding briddle bar	Condition of face cover plate	Condition of locking plates and studs	Condition of Roller Bearing and its components
33	34	35	36	37	38	39

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

SPRING AND SPRING GEAR (FOR IRS STOCK ONLY)		
Any broken/cracked/missing shackle and shackle pin	Camber of spring in mm under tare after re-railing on level uncanted track (for laminated spring only)	Axle load
40	41	42

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

BOGIE		
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 caus4ed the derailment
43	44	45

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

Details of broken parts given locations with respect to point of mount and	List of damages to the wagons due to accident	Other observations

derailment		
46	47	48

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

II **MEASUREMENT TABLE FOR COACH INVOLVED IN ACCIDENT**

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

(i) Where vehicles have derailed due to locomotives derailment

(ii) When the first derailed vehicle is obvious form examination of marks on wheel, 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 Engineer (C&W) who issued it.	Coach No.	Type	Mech. Code	Tare in tonnes	Carrying capacity	Built date	Return date
1	2	3	4	5	6	7	8	9	10	11

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

POH Particulars		'C' schedule / IOH Particulars		Type of brake air/vacuum	Position form engine	Wheel and axle face particulars (in case of breakage of any wheel/axle)	
Date	Shop	Date	Shop			Axle face particulars	Ultrasonic particulars on the hub of the disc
12	13	14	15	16	17	18	19
						1L	1L
						1R	1R
						2L	2L
						2R	2R
						3L	3L
						3R	3R
						4L	4L
						4R	4R

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

WHEEL AND AXLE					
Stamping particulars on wheel dics regarding Manufacturer /RA/RD (in case of breakage of any wheel/axle)		Wheel gauge in mm * (Taken in four places)		Any indication of bend axle or wheel having shifted on axle	Observation after measuring the profile with tyre defect gauge (Good/Rejectable)**
20		21		22	23
1L		1			1L
1R					1R
2L		2			2L

2R					2R
3L		3			3L
3R					3R
4L		4			4L
4R					4R

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

ROLLER BEARING			
Condition of axle box, rear and front covers	Condition of face cover plate	condition of locking plate and studs	Condition of Roller bearing and its components
24	25	26	27

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

Buffer height (to be measured on a level track in mm after uncoupling and re-railing)	Detail of broken parts giving location with respect to point of mount and derailment and whether breakage considered due to accident	Any other defect in the coach contribution to or caused the derailment	List of damages to the coach due to accident	Other observations
28	29	30	31	32

End 1L				
End 1R				
End 2L				
End 2R				

To be jointly signed by

Supervisor (Loco) **Supervisor**
(Traffic) **Supervisor (P.Way)**

(D) INFORMATION TO BE FURNISHED BY TRANSPORTATION DEPARTMENT

1. Accident
   a) Date and time of accident
   b) Train numbers involved
   c) Kilometre of accident, between stations and section

2. a) Speed of train at the time of the accident
   b) Time of departure and arrival of the ill-fated train at the last 3 stations and at last stopping station
   c) Time when previous 3 trains passed over the accident site
   d) Was the ill-fated train running late, if so how much?
3. Weather and visibility at the time of the accident.
4. Capacity of the train and number of passengers in occupation at the time of accident (as estimated)
5. a) First information about the accident, who conveyed and how and at what time?
   b) How were the injured passengers dealt with?]
   c) Disposal of dead and injured with time of removal from the site and admission in hospitals
6. ARME VANS and Accident Relief Trains. (Details to be furnished separately for each station)
   a) Time of ordering
   b) Time of sounding the siren
   c) Time of arrival at bahar line
   d) Time of despatch from the station
   e) Time of arrival at the station immediately in the rear of the accident site and at accident site
7. Time of arrival of various officials including Police
8. Interruption to traffic
   a) Details of delay to trains, termination and cancellation of trains and running of duplicate trains etc.
   b) Time of clearance and through running

9. Passenger complaint, if any (loss of property, etc.) and how they have been dealt.
10. Guard – date of last vision test, refresher course passing and first aid and date when next due
11. In the case of accident at a station copy of SWR with rule diagram
12. Details of any special dispensations obtained from CRS by the railway administration and approved special instructions issued, if any
13. Name and designation of Administrative Officers, Police Officers, etc., attending the CRS inquiry on each day.
14. Log of various activities undertaken by the railway administration arising out of the accident (Give as an annexure)
15. Brief details of ex-gratia payments arranged
16. Bio-data of the traffic staff involved (date of appointment, promotions, punishments and awards)
17. a) Enclose press cutting of news published in connection with the accident
    b) Press notification and advertisements issued in connection with the inquiry
    c) Messages issued to the Police and the Civil authorities regarding the accident
    inquiry
18. Were there any similar accidents in the vicinity in the last 10 years
19. Do you suggest any improved methods of working as a result of this accident

(E) INFORMATION TO BE FURNISHED BY THE MEDICAL DEPARTMENT

1. Casualties:
    a) Number killed
    b) Number grievously hurt
    c) Number with simple injuries
    d) Number with trivial injuries
2. Timings of the arrival of the first doctor (Railway or otherwise) at the site and other doctors subsequently
3. Timings of :
    a) the receipt of the accident message at the station where medical van is
    stabled
    b) despatch of the medical van from that station
    c) arrival of the medical van with the injured from the site
    d) departure of the medical van with the injured from the site
    e) arrival of the medical van with the injured at the hospital station; and
    f) admission of the patients into the hospital

4. a) Details of the medical aid rendered and whether any surgical treatment resorted to at site

b) Give reasons for delay in rendering medical aid

5. Whether any pain relieving drug administered such as Morphia and if so how many?

6. Disposal of the injured and the dead with timings

7. List of casualties (dead/injured) with details of names, their address and particulars of admission and discharge in various hospitals till the date of the inquiry

8. a) Did you receive full co-operation from the doctors of the civil hospitals?

b) If not, where was the failure?

9. What difficulties have been encountered while dealing with the injured?

10. Have you any suggestions to make to improve the methods of rendering medical aid to the injured?

(F) INFORMATION TO BE FURNISHED BY THE ELECTRICAL DEPARTMENT

1. OHE :

i) Timings of power supply interruption and shut down

ii) Action taken to safeguard passengers

iii) Record of last inspection of OHE at site

2. COACHES :

i) Condition of electric equipment

ii) Particulars of electric protection

iii) Record of last inspections

iv) Whether supply for fans and lights was switched on

3. DAMAGES :

a) Brief description

b) Cost

4. What is the cause of the accident according to you? (in case of fire, etc.)

5. What are the Code, rules, circulars pertinent to this accident?

6. Bio-date of staff involved (dates of appointment, promotions, punishments and awards)

7. Where there any similar accidents in the last 10 years involving electrical equipment? Give details

8. Do you suggest any improved methods of working or improvements to equipment as a result of this accident?

(G) INFORMATION TO BE FURNISHED BY THE SIGNAL ENGINEERING DEPARTMENT.

1. Damage to S&T assets: -
   (a) Brief descriptions
   (b) Cost of damage.

2. A detailed note on signalling and interlocking arrangements in the area and at the station in the case of yard accident.
3. Head quarters, jurisdiction of signal maintenance staff including officers.
4. In t case of an accident in a yard signal plan of the yard to be furnished.
5. Date of last overhaul of block instruments, lever frame etc.
6. (a) Date of last testing by Inspectors/ASTE /DSTE, prior to the accident.
   (b) Results of their tests and action taken
7. (a) Details of signal failures at the station in the last three months.
   (b) Details of unsafe failures.
   (c) Produce the relevant registers for scrutiny.
8. Instructions from the Signal Engineering Manual etc.
9. Bio data of staff involved (Date if appointments, promotions, punishments and awards.)
10. (a) What are the possibilities of failure of S&T equipment in this case?
    (b) How do you eliminate these possibilities?
11. Where there any similar accidents involving signalling in the last 10 Years? Give details.
12. Do you suggest any improved methods of working or improvements to equipment as a result of this accident?

***

CHAPTER IX

LIABILITY OF RAILWAYS IN THE EVENT OF DEATH AND INJURY TO PASSENGERS

The Liability of the Railway in the event of death or injury to railway passengers is passed in the various provisions of the Railways Act. Listed below are the basic liabilities of the Railway as per the Railways Act.

9.01 VARIOUS SECTIONS UNDER THE RAILWAYS ACT 1989 (24 OF 1989)

i) Section 123 – Definitions:

(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:-

1. the wife, husband, son and daughter, and in case the deceased passenger is unmarried or is a minor, his parent;
2. 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;
3. the minor child of a predeceased daughter, if wholly dependent on the deceased passenger;
4. the paternal grand parent wholly dependant on the deceased passenger.

(c) 'untoward incident' means:

1. (i) the commission of the terrorist act within the meaning of sub-section (1) of section 3 of the terrorist and Disruptive Activities (Prevention) Act 1987, or

(ii) the making of a violent attack or the commission of robbery or dacoity, 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 precincts of a railway station, or

2. The accidental falling of any passenger from a train carrying passengers.

ii) 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 passenger or a

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.

124 A – When in the course of working a railway an untoward incident occurs, 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 the dependant of a passenger who has been killed 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, or injury to, a passenger as a result of such untoward incident;

Provided that no compensation shall be payable under this section by the

Railway Administration if the passenger dies or suffers injury due to:

(a) Suicide or attempted suicide by him;
(b) Self-inflicted injury;
(c) Any Act committed by him in a state of intoxication or insanity;
(d) Any natural cause or disease or medical or surgical treatment unless such treatment becomes necessary due to injury caused by the said untoward incident.

Explanation: For the purpose of this section 'passenger' includes:

1. a railway servant on duty; and

2. a person who has purchased a valid ticket for travelling by a train carrying passengers, on any date or a valid platform ticket and becomes a victim of an untoward incident.

iii) Section 125 – Application for compensation

(1) An application for compensation under section 124 or 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 authorised by such person in his behalf, or

(c) where such person is a minor, by his guardian, or

(d) where death has resulted from the accident, 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

iv) Section 126 – Interim relief by the 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 and 124 A pay to any person who has sustained 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.

v) 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.

vi) 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.

vii) 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

9.02 **EX-GRATIA PAYMENTS TO VICTIMS INVOLVED IN TRAIN ACCIDENTS OR UNTOWARD INCIDENTS :**

The ex-gratia amount payable to the dependants of dead or injured passengers involved in train accidents or untoward incidents under Section 124 and Section 124 A of the Railways Act, 1989 (24 of 1989) should be as given below:-

(i) The rate of ex-gratia in case of death is Rs. 15,000/- and in case of simple injury is Rs. 500 /-

(ii) The rate of ex-gratia in case of grievously injured passengers who are hospitalized will be as follows:

Period of hospitalization	Rate of Ex-gratia
Upto 30 days of hospitalization	Rs. 5000/- (Rs five thousand only)
Upto further 6 months of hospitalization	Rs 1000 /- (Rs one thousand only) per week or part thereof, for the period of indoor treatment.
Upto further 6 months of hospitalization	Rs. 500 /- (Rs Five hundred only) per week or part thereof, for the period of indoor treatment.

Note:	**a) 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 Railways Act 1989 and stay in hospital as indoor patients.** **b) This ex-gratia is payable for a maximum period of 13 months.** **c) The period of treatment as indoor patient for more than 30 days would need to be certified by a Railway Doctor for the purpose of further ex-gratia payment up to the period of 13 months. In case where the injured is taking treatment in other than Railway Hospital, the treatment has to be certified by Railway Doctor.** **d) Sr. DMO shall also keep track of such injured person taking treatment in other than Railway Hospitals. Sr. DCM / DCM shall keep co-ordination with doorstep of injured person. Every care shall be taken by Sr. DCM / DCM to avoid any inconvenience to injured person in such cases**

(C.Memo No. 10 dated 24 .07 .08)

9.03 **EX-GRATIA PAYMENTS TO VICTIMS (ROAD USERS) INVOLVED IN TRAIN ACCIDENTS AT MANNED LEVEL CROSSINGS :**

The ex-gratia amount payable to dependants of dead or injured, road-users involved in train accidents due to railway's prima-facie failure at manned level crossing should be,

- in case of death : Rs. 6,000
- in case of grievous injury : Rs. 2,500
- in case of simple injury : Nil

. **NOTE:**
(i) No ex-gratia payment is admissible to trespassers, persons electrocuted by overhead equipment and road users of unmanned level crossings;
(ii) Ex-gratia payments should also be made to railway servants killed or injured by a moving train while performing their duties, for example, Gangman working on track run over accidentally by a moving train;
(iii) Payments should be sanctioned/arranged preferably on the spot by a Senior Scale Officer or higher Officer nominated by the General Manager.

9.04 **COMPENSATION TO VICTIMS – SPEEDY DISPOSAL :**

i) The railways must be more responsive while dealing with public, particularly in such cases of robberies and other unfortunate incidents resulting in injuries and other sufferings to the passengers.

ii) Proper medical records of such cases should be kept.

iii) Railway Protection Force should interact more closely with Government Railway Police and State Police for settling all cases of compensation expeditiously.

iv) Compensation should be paid to all after proper investigation.

v) Vigorous efforts should be taken to locate the injured by deputing team of staff and provide them application forms with guidance to enable them to file claims for compensation before Railway Claims Tribunal and action taken particulars may be advised within 10 days.

vi) Expeditious action should be taken and ensure that delay does not take place. Whenever any passenger train accident or untoward incident takes place, addresses of all the dead/injured should be taken. Ex-gratia payment should be made in accordance with present instructions and application forms should be supplied to them for filling the claims compensation cases.

9.05 APPLICABILITY OF COMPENSATION TO PERSONS :

If a train accident results in the death of a passenger travelling by a train, compensation should be paid irrespective of whether a bonafide authority to travel has been produced or not.

9.06 AMOUNT OF COMPENSATION PAYABLE – VARIOUS PROVISIONS OF RAILWAY ACCIDENT (COMPENSATION) RULES, 1990 :

Compensation payable to persons injured in railway accidents is prescribed by a Schedule of Compensation attached to the Railway Accidents and Untoward Incidents (Compensation) Amendment Rules 1997.

a) The amount of compensation payable for an injury not specified in the schedule but which in the opinion of Claims Tribunal is such as to deprive a person of all capacity to do any work shall be Rs.4, 00,000/-

b) The amount of compensation payable in respect of any injury other than an injury specified in the schedule resulting in pain or suffering shall be such as the Claims Tribunal may after taking into consideration medical evidence besides other circumstance of these determine to be reasonable.

Provided if more than one injury is caused by the same accident, the compensation shall be payable in respect of each injury.

Provided further that the total compensation of such injuries shall not exceed Rs.4, 00,000/-

c) Where compensation has been paid for any injury which is less than the amount which would have been payable as compensation if the injured person had died and the person subsequently died as the result of injury, a further compensation equal to the difference between the amount payable for death and already paid shall become payable.

d) Notwithstanding anything contained in the above rule, the total compensation payable under that rule shall in no case exceed Rs.4,00,000 in respect of any person.

*****

CHAPTER X

ACCIDENT RETURNS AND STATISTICS

10.01 ACCIDENT RETURNS – SECTION 121 OF THE RAILWAYS ACT, 1989 :

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.

10.02 RULES FOR THE PREPARATION OF ACCIDENT RETURNS :

1. Accident to trains shall be accounted for by the Railway, which exercises jurisdiction over the site of accident. Engine failures shall be accounted for by the Railway owning the engines.

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

3. 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 the 7th day of the next month.

4. Only those accidents which occurred during the period to which the returns relate shall be included in the relevant returns. With regard to accidents where full details are not available at the time of forwarding

the returns shall be included in the statement with a clear indication that further details would follow.

5. Each accident must be shown only once in the event of an accident falling in more than one category, it should be treated as an accident in the higher category.

6. Derailment 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 as a result of bumping casualty (including injuries) or loss to Railway property takes place, irrespective of whether the shunting was being done by the train engine or by a shunting engine.

7. Interruption is defined as duration from the time of accident till starting of first train on line clear from adjacent station for movement over the affected line in that section.

8. The statistics of fire should include all cases of physical fire or smoke emission resulting in death or injury or damage to property amount to Rupees 5000 (Rupees Five thousand only) and above.

9. The equipment failures shall include all failures irrespective of date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable category.

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

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

10.03 AUTHORITIES RESPONSIBLE FOR COMPILATION AND SUBMISSION OF ACCIDENT RETURNS AND STATISTICS:

Authorities responsible for compilation and submission of accident returns and statistics are-

(i) For all accidents occurring in the division, the Divisional Railway Manager must ensure that all returns and statements are submitted in time to the Chief Safety Officer.

(ii) For all accidents occurring on the railway, the Chief Safety Officer must ensure that all returns and statements are received, consolidated and submitted to the Railway Board, and the Commissioner of Railway Safety within the dates prescribed for each.

10.04 ACCIDENT STATISTICS TO BE MAINTAINED AT STATIONS:

Accident Register:

At every station a record of all accidents occurring at the station is maintained in the Accident Register. This register shall contain the following particulars:

(i) Date
(ii) Time
(iii) Brief details of the accident
(iv) Point number or exact site of the accident
(v) Lighting conditions, if at night
(vi) Weather conditions
(vii) Names and designation of the station staff involved
(viii) Guard's name
(ix) Driver's name
(x) Nature of enquiry held
(xi) Staff held responsible
(xii) Cost of damage
(xiii) Time taken to finalise the case.

This register should be analysed and scrutinised to see if accidents are occurring during the duties of particular staff or at a particular time. This will help in deciding preventive measures, which have to be adopted and also serves as a check in regard to the time taken to finalise the case.

10.05 MONTHLY STATEMENTS OF ACCIDENT TO BE SUBMITTED BY THE DIVISIONAL RAILWAY MANAGER TO ZONAL HEADQUARTERS:

Class	Description	To whom	Time schedule	Form
A-5	Other collisions, i.e., collisions occurring in shunting, marshalling yards, loco yards and sidings, etc., but not involving a train.	CSO	Not later than 15th of the following month	Acc. 14
D-6	Other derailments, i.e., derailments	CSO	Not later than	Acc. 16

	occurring in shunting, marshalling yards, loco yards and sidings, etc., not involving a train Note: Derailments involving light engines are to be classified under B-5 only.		15th of the following month	
J-1	Failure of engine hauling a train carrying passengers.	CME or CEE	------	Consolidated monthly statement
J-2	Failure of engine hauling a train not carrying passengers or light engine	CME or CEE	------	Consolidated monthly statement
J-5 to J-8	Failure of rolling stock on running trains, such as failure of tyres, wheels, axles or braking apparatus, etc.	CME or CEE	------	Consolidated monthly statement
P-1	Person or persons falling out of running train resulting in grievous hurt to or loss of human life.	CSO	Not later than 12th of the following month	Acc. 17
P-2	Person or persons run over or knocked down by a train resulting in grievous hurt to or loss of human life.	CSO	Not later than 12th of the following month	Acc. 13
P-3	Person or persons falling out of a running train or knocked down by a train or engine or railway vehicle, not resulting in grievous hurt to, or loss of human life.	CSO	Not later than 12th of the following month	Acc. 17
R-2	Train running over cattle. Note: The term cattle do not include sheep, goat, pigs, dogs, asses, rams, ewes, lambs and kids.	CSO	Not later than 7th of the following month	Monthly statement
Q-1	Accidental or natural death or grievous hurt to any person, whether passenger, railway employee or trespasser (or any other person) within railway premises (excluding railway quarters).	CSO	Not later than 12th of the following month	Acc. 12 in case of tres-passers. Acc. 15 in case of staff

10.06 **FORTNIGHTLY REPORT TO RAILWAY BOARD :**

i) A fortnightly report shall be submitted regularly on railway accidents indicating clearly the trains involved, engines/coaches/wagons

affected/damaged, time of accident, dislocation caused, number of train curtailed/diverted and the time taken to restore partial/full traffic.

ii) The nature of the accident, the causes and the remedial measures taken to prevent occurrence of such accidents in future may also be indicated in the report.

iii) This report shall be sent as per the following schedule;

(a) For the period from 1st to 15th of the month – by 18th of the month
(b) For the period from 16th to the last day of the month – by 3rd of the following month.

iv) Information regarding number of trains cancelled/diverted, time taken for partial/full restoration of traffic, cause (prima facie cause, if final cause if not available) and immediate action taken may also be communicated while indicating the accident.

10.07 COLLECTION, COMPILATION AND MONTHLY STATEMENT OF ACCIDENT STATISTICS :

(a) Information about train accidents, yard accidents and indicative accidents falling under classification A, B, C, D, E, F, G and H will be compiled by the Safety Branch at Divisional and zonal Railways.

(b) Equipment failures falling under classification J, K, L and M will be compiled by the Divisional control on daily basis and shall be handed over to Safety Branch. Every equipment failure shall be classified under the category of avoidable and unavoidable by the Branch Officers concerned and summary shall be handed over to Safety Department of the division. It is further clarified that all equipment failures should be taken into account irrespective of the date of last schedule or examination and shall be subsequently be. The Safety Branch shall forward the monthly summary to Chief Safety Officer of respective zonal Railways. Chief Safety Officers after compilation of statement shall forward monthly statement to the Safety Directorate of Railway Board.

(c) Unusual incidents falling under classification N, P and Q shall be collected and compiled by the Security (RPF) Branch at Divisional level and they shall take subsequent follow up action. Daily position will be given to the Safety Branch of the Division who after compilation of statistics shall forward monthly statement to Chief Safety Officer of zonal Railways concerned. Chief Safety

Officers after compilation of statement shall forward monthly statement to the Safety Directorate of Railway Board.

10.08 **FOLLOWING SYSTEM WILL BE FOLLOWED FOR REPORTING OF ACCIDENT TO RAILWAY BOARD :**

(a) Information regarding consequential train accident and any yard accident leading to serious repercussion shall be reported by Divisional Control to Headquarters Central Control of Zonal Railway Headquarters. Central Control shall in turn inform all concerned at Headquarters office including GM, PHODs etc.,

(b) In case of accidents as in para (a) above, Chief Safety Officer/Dy. COM (Safety) should thereafter inform nominated officer of Safety Directorate of Railway Board. At Board level Safety Directorate shall issue the message and take follow up action.

(c) In case of landslide, breaches, OHE break down etc. which result in dislocation of more than threshold value and also cases due to public agitation shall be reported by Headquarters Control Office to Punctuality Cell of Railway Board and dealt with by the coaching Directorate.

(d) Cases falling under N, P, and Q except Q-6 i.e., blockade of train services due to public agitation; shall be dealt with by Security Directorate.

10.09 **MONTHLY STATEMENT OF TRAIN ACCIDENTS TO BE SENT TO RAILWAY BOARD :**

i) The Divisional Railway Manager shall prepare in the prescribed form a monthly statement of train accidents and send it to the Chief Safety Officer so as to reach him not later than 7th of the following month.

ii) The Chief Safety Officer shall send a consolidated statement in the prescribed form, so as to reach the Railway Board not later than 10th of the month following to which the statement relates.

iii) Every Officer dealing with accidents shall endeavour his utmost to collect and furnish all the information required for the preparation of the statement. But if any information is not available at the time of submission of the statement the remark 'will follow' shall be made against the relevant items. Information with regard to such items shall be

collected and a complete list, giving details about all items not originally furnished in each monthly statement, shall be submitted to the Chief Safety Officer without delay.

iv) The monthly statement of train accidents shall include all cases of accidents to trains coming under the following cases :

A-1 to A-4	-	Collisions
D-1 to D-4	-	Derailments
F-1 to F-4	-	Averted Collisions
H-1 & H-2	-	Trains passing Engineering Stop indicator or fixed Stop signal at danger or running into Banner Flag.
G-1 & G-2	-	Entry of a train into a block section without any authority or without a proper authority to proceed.
G-3 & G-4	-	Reception of a train on a wrong line, whether clear or obstructed, and train entering into a catch or slip siding or sand hump.
C-1 & C-2	-	Trains running into road traffic at level crossing to bedescribed as such and not as collisions.
N-1 to N-3	-	Cases of tampering with track or equipment discovered in time to avert an accident in a separate statement.

10.10 MONTHLY STATEMENT OF ACCIDENTS TO THE COMMISSIONER OF RAILWAY SAFETY:

The Chief Safety Officer shall submit to the Commissioner of Railway Safety a consolidated monthly statement of accidents coming under the following classes-

P-1 Person or persons falling out of a running train resulting in grievous hurt to or loss of human life.

P-2 Person or persons run over or knocked down by a train resulting in grievous hurt to or loss of human life.

P-3 Person or persons falling out of a train or knocked down by a train not resulting in grievous hurt to or loss of human life.

Q-1 In the case of railway servants killed or seriously injured.

R-5 Person or persons injured due to bumping of an engine-either train engine, banking engine or shunting engine, with or without a shunting load or a vehicle/vehicles- against a rake/train.

This should also cover the following items:

(i) A passenger rake with passengers in a siding bumping against a buffer stock or other vehicles causing injuries to passengers.

(ii) A shunting engine colliding with a coaching stock in a siding or along a platform line causing death or injuries to the passengers in the rake.

10.11 SUBMISSION OF ACCIDENT STATEMENTS BY THE CHIEF SAFETY OFFICER:

Sl. No.	Statements	Submitted to	Periodicity
1.	Advance intimation	Railway Board	1st working day of the next month
2.	Fortnightly statement	Railway Board	18th of the month and 3rd of the following month
3.	P.C.D.O.	Railway Board	10th of the next month
4.	D.A.R. and punishments	Railway Board	7th of the next month
5.	Nominated Yards	Railway Board	10th of the next month
6.	'A' Statement	Railway Board	20th of the next month
7.	'B' Statement	Railway Board	45th day after the completion of the month
8.	'C' Statement	Railway Board	Quarterly
9.	Cumulative Statistics	Railway Board	Quarterly
10.	Details of train accidents falling under section 113 of the Railways Act, 1989 for the previous month	CRS	10th of every month
11.	Monthly statement	CRS	10th of every month
12.	Annual Report to CRS	CRS	Annual
13.	General Manager's Annual Narrative Report	G Branch	Annual
14.	Annexure IV to CRB	G Branch	Every month

10.12 CASES TO BE SHOWN IN THE ANNUAL RETURNS:

i) Cases in which a railway servant sustains personal injuries by an accident which incapacitates him from resuming his normal duties for over two days have to be taken into account for the purpose of Annual Returns submitted by the Chief Safety Officer to the Railway Board.

ii) The following instructions shall be adhered to in the matter of sending advice of sick leave granted to railway servants to Chief Safety Officer and Chief Personnel Officer.

(a) In the covering letter forwarding the Special Report or enquiry proceedings, it shall be specifically stated how much leave has been granted to the railway servant at the outset.

(b) Advice of further extension of sick leave upto a limit of less than 20 days shall not be sent, except where the railway servant resumes duty within that period, having sustained permanent (partial or total) disablement, and consequent loss in his earning capacity.

(c) In every case, when the period of sick leave granted to a railway servant extends to 20 days or more, an advice shall always be sent. Subsequent extensions of the leave, if any, granted to him shall not be advised and only a final advice, giving the following particulars shall be sent:

Total period of sick leave granted, whether the railway servant has resumed duty or been declared unfit for further service, and whether or not the railway servant has sustained permanent (partial or total) disablement and consequent loss in his earning capacity.

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APPENDIX A
CHECKLIST OF INFORMATION TO BE CONVEYED TO THE BOARD

Apart from brief description of accident, casualties, extent and cost of damage, relief measures, prima facie cause and expected time of restoration, information as per following check list may be collected for onward transmission to the Board.

General :

Details of Bio-data of the staff involved.

1. Collisions :

(a) Collision at Station:

i) Classification of the station.

ii) Type of signals and standard of interlocking and track circuiting.

iii) System of line nomination for reception (Line labels and badges, key, etc., or line nomination book etc.)

(b) In mid-section:

i) Whether flasher light of the engine was in working order.

ii) Whether there was enough margin for protection of the train and what protection was done?

(c) Collision where Driver may be prima facie responsible for the accident, passing signal at danger, not observing precautions after passing an automatic signal at danger or losing control of the train:

i) Driver's duty hours, time of signing on, originating station, rest availed at headquarters/out station. Details of learning road of the section.

ii) Result of the breathlyser test (a) at originating station (b) after the accident.

iii) Bio-data of the Driver i.e., date of birth, date of appointment, educational qualification, date of promotion as Driver, date of last Refresher Course passed, Safety Camp attended, whether in possession of competency certificate for working in automatic signalling territories, date of last medical examination, involvement in past accidents with punishments, his performance index and card

iv) Brake power of the train as certified in vacuum/air pressure certificate and as found after the accident, station where last intensive examination was done.

v) Number of signals passed at danger.

vi) Driver's version as ascertained through interrogation by the Divisional Railway Manager or any other Senior Officer.

vii) Any other feature contributing to the accident.

(d) Where Station Masters may be prima facie responsible:

i) Duty hours of the staff with last rest availed.

ii) Bio-data on the similar lines as in case of the Driver.

iii) Working experience (since when working at the station).

iv) Whether any abnormal working was being done for movement of train?

v) Whether the staff was in a state of intoxication?

vi) When was last inspection of the station done by the Safety/Operating Officers and Transportation Inspectors?

(e) Where signalling staff is prima facie responsible:

i) Nature of defect/fault.

ii) any evidence of short cut method for maintenance/repair of the equipment.

iii) Date of last overhauling of block instruments.

2. Derailment:

(a) If the derailment is as a result of Driver passing signal at danger, the information regarding the Driver as required in case of collisions, shall be given.

(b) Curve, gradient (rising/falling), alignment whether cutting. In case of derailment at station whether point is involved (facing or trailing), in loop line or main line.

(c) If the prima facie cause of the derailment is rolling stock the following information is to be furnished:

i) POH/ROH particulars of the wagons.
ii) Originating station.
iii) Stations where last examination was done.
iv) Whether it was possible to detect hot axle, roller bearing seizure, by the station staff exchanging all right signal?
v) Date and shop where ultrasonic test of the axle was last done (in case of axle breakage).

3. Level Crossing Accidents :

i) Classification of the gate and location.
ii) Curve, gradient (rising or falling), cutting if any nearby.
iii) Normal position of the gate. Whether gate with interlocking, lifting barriers, telephone and other safety aids are provided. Number of gate men in 24 hours (in case of manned level crossings only).
iv) Condition of the visibility for both rail traffic and road user. Distance to be advised in metres.
v) Whether the head light of the engine was burning.
vi) Any accident at the level crossing during the last two years.
vii) Additional information in case of unmanned level crossing:
   a) Whether road signs, whistle boards are provided?
   b) Whether katcha road or metalled road?
   c) What are last census figures?
   d) Whether buses are plying regularly?
   e) Whether the traffic census justified manning and whether it is programmed for manning?
viii) Any other special feature.

. **NOTE: Details of persons (passengers, railway staff and others including road users), if any injured/dead – name and address if known and details of medical aid shall be given in case of all types of accidents.**

APPENDIX B
ACCIDENT RELIEF TRAINS AND EQUIPMENT

1.00 TRAINS UNUSUALLY DELAYED:

i) When a train carrying passengers fail to reach any station with 10 minutes of its due arrival there and a train not carrying passengers within 20 minutes, the Station Master on duty at either end of the block section shall immediately

(a) inform the Station Master at the other end and the Controller on duty, if control working is in operation, of the position.
(b) send one of the staff out on the block section to fetch information about the whereabouts and condition of the train and nature of assistance, if any required and
(c) take such other action as may be deemed necessary on the merits of each case.

ii) On receipt of such advice, the Controller shall immediately warn the stations where Break-Down trains, Medical Relief Van and Medical Relief Equipment are located to arrange to keep them in readiness to be moved immediately on receipt of further advice and keep himself constantly in touch with the situation thereafter and take such further action as may be necessary.

Note: The above limits of time upto, which the train may be awaited, pending action are not intended to prevent initiative being taken earlier should the circumstances of the case warrant.

2.00 SOUNDING OF ACCIDENT ALARM SIGNALS:

2.01 Long Range Electric Sirens:

i) As means of giving immediate warning to the staff of the various departments, in the event of a serious accident, a Long Range Electric Siren has been installed at important stations.

ii) (a) Each siren is provided with

1. a delayed action switch (the tumbler switch marked 'Accident Warning') and
2. a check switch (marked 'Test Push')

(b) The delayed action switch (the tumbler switch marked "Accident Warning') is designed to give call of ¾ minute duration, each with ½ minute interval between two successive calls. This switch shall be switched ON and left in the that position for a period of approximately 20 minutes to give the emergency call and then switched OFF when the call will cease.

(c) The check switch (marked 'Test Push') is for checking whether the siren and motor are in good working order. For testing the siren the push button of the check switch shall be pressed and kept in the ON position until the siren gives a continuous blast extending to not less than 30 seconds and then released.

(d) If, for any reason, the delayed action switch fails to function, the emergency call shall be given by manually operating the check switch to give calls of ¾ minute duration with ½ minute interval between two successive calls for a period of approximately 20 minutes

iii) Both the delayed action switch and the check switch are provided with locking arrangements. The key of the delayed action switch and the duplicate key of the check switch shall be kept in a sealed glass fronted case. The original key of the check switch shall be kept by the electrical staff. In case of emergency the seal or glass shall be broken and the key taken out to give the emergency call. After the emergency is over and the key restored to the box, arrangements shall be made to replace the broken glass and/or to reseal the box.

iv) The check switch shall be operated by the Electrical Department once a month.

v) If any accident is of such a serious nature as to necessitate the issue of an emergency call the senior official of the Transportation (Traffic) department present in the Control Office shall act in the name of the Divisional Railway Manager and arrange and be responsible for the issue of the emergency call.

vi) On hearing the emergency call the staff nominated to turn out for such calls by the respective Heads of Departments shall do so and take up the positions and duties allotted to them. The staff concerned shall respond to the call with alacrity. Indifference in responding or failure to respond to the call will be dealt with seriously.

vii) At stations where long range electric sirens have been installed the wireless staff nominated to turn out for such calls by the Head of Department shall take up positions with the portable emergency wireless set to proceed to the accident spot by the first available means.

2.02 **Sounding of engine whistle/hooter/Station Bell:**

i) In the event of the long range electric siren getting out of order, the emergency call must be given as indicated below-

The whistle/hooter of engine shall be sounded, so as to give 5 whistles/hootings or calls of 1 minute duration each, with ½ minute interval between two successive whistles/hootings, this being repeated twice at an interval of 3 minutes.

In case a engine is not available at the time to give the emergency call, the emergency call shall be given by the violent ringing of station bell. The Station Master or the senior official of the Transportation (Traffic) department present at the station shall in addition send out runners to call the Transportation (Traffic), Medical, Mechanical, Electrical, Engineering and other staff.

ii) At all other stations, the emergency call shall be given by sounding the whistle of an engine, so as to give 5 whistles or calls of 1 minute duration each, with ½ minute interval between two successive calls, this being repeated twice, at an interval of 3 minutes

The Station Master or the senior official of the Transportation (Traffic) department present at the station shall arrange and be responsible for the issue of the emergency call.

3.00 ACCIDENT RELIEF MEDICAL EQUIPMENT:

i) Types of Medical Equipment: There are two types of Medical Equipment namely, Scale I and Scale II. Scale I equipment is stored in special Medical Relief Vans and Scale II equipment is stored in boxes in special rooms on the station platform. This equipment will be called Accident Relief Medical Equipment.

ii) The special Medical Relief Vans containing Scale I equipment are marked 'Accident Relief Medical Equipment' and bear on each side a red cross against a white back ground, each unit of the cross being 80 cm long and 15 cm wide.

iii) The special room containing the Scale II equipment is marked on atleast two sides by a Red Cross against a white background as mentioned in the above rule.

iv) A copy of the list enumerating the equipment Scale I and II shall be exhibited on the wall inside the Special Medical Relief Vans and the special room respectively for ready reference.

3.01 Location of A.R.M.E. Scale I :

DIVISION	ARME SCALE - I		
	BG	MG	EXIT
CHENNAI	CHENNAI CENTRAL	-	SINGLE
	JOLARPETTAI	-	DOUBLE
			DOUBLE
MADURAI	MADURAI JN	MADURAI JN	DOUBLE
		SENGOTTAI	DOUBLE
		-	DOUBLE
PALGHAT	SHORANUR	-	DOUBLE
	MANGALORE	-	SINGLE
		-	DOUBLE
SALEM	ERODE JN	-	DOUBLE
			DOUBLE
TIRUCHCHIRA-PPALLI	TIRUCHCHIRAPPALLI GOODS YARD	-	DOUBLE
	VILLUPURAM	-	DOUBLE
		MAYILADUTURAI	-
TRIVANDRUM	KOLLAM JN	-	DOUBLE
	ERNAKULAM JN	-	SINGLE

Note: At MAS & SRR, self-propelled ART of three coach formation with Air-conditioned operation theatre and tool van with Hydraulic Re-railing Equipment are provided.

(C.Memo No. 10 dated 24.07.08)

3.02 **Ordering and despatch of A.R.M.E. Scale I :**

i) On receipt of advice of an accident to a train not carrying passengers resulting in injuries to persons, and in case of accident to a train carrying passengers always, the Chief Controller shall advise immediately by telephone or other means, the Station Master of the station at which a Medical Relief Van is stabled on each side of the site of the accident to send the A.R.M.E. Scale I equipment to the site of the accident.

ii) Each of the Station Masters receiving the advice shall immediately advise the senior official of the Medical department and the senior official of the Mechanical Department headquarted at his station.

iii) The senior railway medical official receiving the advice shall assemble his staff with their emergency boxes, at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the senior Transportation (Traffic) official present.

iv) The senior official of the Mechanical department receiving the advice shall assemble his staff at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the senior Transportation (Traffic) official present.

v) The senior Transportation (Traffic) official shall arrange to send the Medical Relief Special with the first available engine. The Power Controller/Traction Loco Controller shall nominate the locomotive to work the Medical Relief Special.

vi) The senior Transportation (Traffic) official shall arrange for a competent Guard to work the Medical Relief Special and also arrange to send by the train as many licensed porters and Group D staff as possible.

vii) In case of accident to a train carrying passengers, if it is considered that further movement of Medical Relief Special is not necessary for obvious reasons, the same may be cancelled only under the personal orders of the Divisional Railway Manager.

3.03 Target Time:

The target time of turning out the Medical Relief Special is as under-

20 Minutes – for stations where the Medical Relief Van is stabled on a siding with exit from both ends -.

25 Minutes - for stations where the Medical Relief Van is stabled on single exit siding subject to the remarks furnished below.

Sl. No.	Stations with double exit siding	Division	Target Time	Remarks
1.	Jolarpettai Jn.	Chennai	20 minutes	
2.	Erode Jn.	Palghat	20 minutes	
3.	Shoranur Jn.			
4.	Arisikere Jn.	Mysore	20 minutes	
5.	Harihar			
6.	Villupuram Jn.	Tiruchchirappalli Jn.	20 minutes	
7.	Mayiladuthrai Jn.			
8.	Tiruchchirappalli Jn.(MG)			
9.	Madurai Jn. (MG)	Madurai	20 minutes	
10.	Sengottai			
11.	Quilon Jn.	Trivandrum	20 minutes	

Sl. No.	Stations with single exit siding	Division	Target Time	Remarks
1.	Chennai Central	Chennai	20 minutes	These station the M.R.V. has to be moved in the down direction only and therefore the target time is the same as for a station with double exit siding
2.	Tiruchchirappalli Jn. (BG)	Tiruchchirappalli	20 minutes	
3.	Mysore Jn.	Mysore	20 minutes	Towards Arsikere or Bangalore City
4.	Bangalore City Jn.	Bangalore	20 minutes	-
5.	Ernakulam Jn.	Trivandrum	25 minutes	
6.	Madurai Jn. (BG)	Madurai	25 minutes	

This target time is reckoned from the time the siren is sounded till the Medical Relief Special is berthed ready in all respects to start.

3.04 Maintenance :

The Medical Relief Vans and the second class carriages shall be maintained in the same way as other coaching stock in regular use, in that all running gear shall be periodically attended to and axle boxes oiled and replaced in accordance with the orders in force. The electrical equipment, including batteries, shall also receive periodical attention and re-charging. If the cells are removed for recharging, they shall immediately be replaced by a fresh set so that the Medical Relief Special may be ready to be put into service at a short notice. The electrical official in charge shall also be responsible for the maintenance of the lights and fans and the battery, by weekly checks. The Mechanical and Electrical departments shall be responsible for the proper maintenance of the Medical Relief Special on the mechanical and electrical sides, respectively; and the Loco Foreman shall check the Medical Relief Vans once a week with the Train Examiner and Electrical official in charge.

3.05 Inspection of Accident Relief Medical Equipment :

i) An inspection book is provided in the Medical Relief Van and in the Scale II equipment room. All inspecting officials shall attest their signature in this book together with any remarks they wish to offer with regard to the equipment. This book shall be neatly maintained.

ii) Monthly inspection of Medical Relief Vans: **(Delete the terms 'and Scale II equipment) (C.Memo No. 10 dated 24.07.08)**

a) The A.R.M.E. Scale I (Medical Relief Van) shall be inspected monthly by the following officials jointly:

Station Manager / Station Superintendent
Assistant Divisional Medical Officer
Section Engineer/Signal and Telecommunication
Section Engineer/Carriage and Wagon
Electrical Official in charge.

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

b) The Section Engineer/Junior Engineer (Carriage & Wagon) shall personally examine that the Medical Relief Van is in good working order on the mechanical side and then certify as to the mechanical fitness of the Medical Relief Van. The electrical official shall personally examine and ensure that the electrical portion of the Medical Relief Van is in good working order.

c) The Section Engineer/Junior Engineer (Carriage &Wagon) shall in conjunction with the Fire Extinguisher Fitters, see that the Soda Acid type fire extinguishers are opened up for inspection quarterly, and tested by discharge annually from the date on which they were last tested or were used at a Fire Pressure testing. Testing of these fire extinguishers to a pressure test of 25 Kg/Cm2 shall 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 refill is available.

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

e) The Section Engineer/Junior Engineer (Signal and Telecommunication) shall thoroughly test the portable telephone equipment, the loudspeakers and Public address equipment and ensure that they are in good working order and ready for use in an emergency. He shall also ensure that the staff of the other departments who will be called upon to use this portable telephone equipment are competent to do so.

f) After each monthly inspection, a joint report shall be submitted by the officials to the Divisional Railway Manager with a copy to their respective Divisional Officers. The Assistant Divisional Medical Officer shall send a certificate in duplicate, each month to the Divisional Medical Officer that the Joint Inspection has been made and that he has checked the medical equipment etc., together with a list of articles replaced or being replaced. The Divisional Medical Officer shall forward one of these certificates to the Chief Divisional Medical Officer with his remarks.

iii) Scale II equipment shall be inspected buy the ADMO / DMO / Sr. DMO and the Station Master once in a month. **(C.Memo No. 10 dated 24.07.08)**

iv) **Inspection of Scale I and II equipment by Divisional Medical Officer**:

The Divisional Medical Officer shall inspect the A.R.M.E. scale I (Medical Relief Van) at least once in 3 months and Scale II equipment at least once a year during his usual Divisional Inspections and shall enter his remarks in the Inspection Book. He shall submit a quarterly report to the Chief Medical Director with special reference to the following: -

The condition of the equipment with special reference to consumable stores and rugs with limited period of efficacy.

The condition of the roof and sides of the Medical Relief Van, especially in respect of leakage.

The knowledge of the Medical Officer-in-charge with regard to the articles, their location in the equipment and
their use.

Location of the Medical relief Van and its accessibility for easy despatch in an emergency.
The arrangements regarding storage of water and the arrangements regarding lights and fans.

3.06 **Maintenance of keys :**
Medical Relief Vans – Scale I :

The keys of locks of the Medical Relief Vans shall be in duplicate. One set of the keys shall be in the custody of the Loco Foreman or the Station Master, according as the A.R.M.E. is stabled respectively in the loco yard or the traffic yard. The second set of duplicate keys shall be kept in the custody of the Doctor in charge of the station where the Medical Relief Van is stabled. These keys shall be secured in a sealed glass fronted case fixed in the office of the respective officials.

ii) The keys of all the locks inside the Medical Relief Van shall also be in duplicate. One set of these keys shall be secured in a glass-fronted case fixed inside the Relief Van duly sealed by the Medical Officer in charge. The other set shall be retained in the custody of the Medical Officer in charge.

3.07 Periodical trial run of Medical Relief Van :

To ensure that all the bearings, etc., are in good condition, the Section Engineer/Carriage & Wagon shall arrange for the Medical Relief Special to be taken out on a trail run periodically (at least once 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 Section Engineer/Carriage & Wagon and the Station Manager/Station Superintendent in conjunction with the Control and in consultation with the Assistant Divisional Medical Officer.

. **NOTE: It is imperative that the movements of the Medical Relief Special are immediately advised to the concerned Assistant Divisional Medical Officer by the Station Manager/ Station Superintendent.**

3.08 Water drums in medical relief special :

The water drums kept in the Medical Relief special shall always be kept filled with water up to the brim by the Junior Engineer (Carriage & Wagon). Chlorinating shall be done by the Assistant Divisional Medical Officer only when an order to work the Medical Relief special to an accident spot is issued. The drums shall be prevented from becoming rust by filling them to the brim. The water shall be replaced every week by the Section Engineer/Junior Engineer (Carriage & Wagon).

3.09 Promptness in movement of A.R.M.E.- Scale I :

The Assistant Divisional Medical Officer at a place where special A.R.M.E. - Scale I (Medical Relief Van) is 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 the Medical Relief special and his staff. The Station Master shall at once advise Control. It shall be the responsibility of the Transportation (Traffic) department to move the Medical Relief special and staff to the accident spot as early as possible. Although a Break-Down special from the station may be turned out, if it is possible to send the Medical Relief special and staff by an earlier train to the accident spot, this shall be arranged by the Transportation (Traffic) department. The Assistant Divisional Medical Officer shall also take with him his line box, medical bag and emergency box supplied.

4.00 A.R.M.E. SCALE II :

4.01 **A.R.M.E. – Scale II equipments are are provided at the following stations :**

Division	Station
CHENNAI	AJJ, KPD & SPE
MADURAI	DG, VPT, TN, TEN, MNM, KKDI, PLNI & POY
PALGHAT	PGT, CLT, & CAN
SALEM	SA, PTJ, KRR & ONR
TIRUCHCHIRAPPALLI Jn.	VRI, TJ, TVR, TTP & TNM
TRIVANDRUM	TVC, NCJ KTYM, ALLP & TCR

(C.Memo No. 10 dated 24.07.08)

4.02 **Keys :**

The boxes of the Accident Relief Medical Equipment – Scale II shall be sealed by the Medical Officer in charge of the station where the equipment is stored. They should not have any locks. The complete equipment shall be kept in a separate room either in the station building or adjacent to it. This room shall be locked, the lock being provided with duplicate keys. The keys shall be secured in a sealed glass fronted case, one in the Station Master's Office and the other in the Office of the Medical Officer in charge.

5.00 ENTRY IN TOOLS AND PLANTS REGISTER :

The articles in the A.R.M.E. Scale I (Medical Relief Van) and the Scale II equipment room shall be borne on the Tools and Plants Register of the concerned Assistant Divisional Medical Officer.

6.00 INSPECTION BOOK :

An Inspection Book is provided in the Medical Relief Van and in the Scale II equipment room. All inspecting officials shall attest their signature in this book together with any remarks they wish to offer with regard to the equipment. This shall be neatly maintained.

7.00 FIRST AID EQUIPMENT AND STRETCHERS :

The Control Office shall also immediately arrange for first aid boxes and stretchers available at stations and on trains, on either side of the site of the accident, to be sent to the site of the accident, by the quickest possible means.

Every first aider should remember that almost all the Guards of passenger carrying trains are provided with fully equipped first aid boxes for any emergency and every first aider should be thoroughly acquainted with their contents and know how to use them.

8.00 EQUIPMENT CONSIDERED NECESSARY IN ANY ACCIDENT :

The following equipment are considered absolutely necessary in any accident: -

a) Emergency electric lights and petromax lanterns if the accident is at night or if relief work is expected to go into the night.

b) Canvas shelters depending upon the weather.

c) Haversacks with first field dressings, etc., which shall always be carried and

d) Splints.

9.00 BREAK-DOWN SPECIALS :

9.01 Stabling :

Break-down specials shall be stabled complete, with crane and vehicles coupled together, on suitable siding set apart exclusively for the purpose.

The Divisional Railway Manager, Divisional Operations Manager, Divisional Engineers, Divisional Mechanical Engineers and Assistant Officers of the Transportation, Engineering and Mechanical departments and the Control Office may order out a break-down special when required. In ordering break-down specials, it is desirable to indicate the nature of the work required to be done and the number and type of engine and rolling stock to be dealt with.

9.02 Break down gang :

In the selection of staff for break down gang, Loco Foreman shall as far as possible, select staff who are accommodated in Railway quarters or live with easy call in case of emergency. The Foreman shall have a list posted in the shed showing the names of the staff and particulars of the quarters occupied. The selected staff shall be warned to notify the Loco Foreman whenever they are leaving their quarters for period of one hour or over or leave word at home to that effect where they will be found in case of emergency.

9.03 **Break-down specials (Accident Relief Trains – Location :**

The following table shows the stations where Break-down specials/MFD are stabled and the particulars of travelling cranes :

Division	BG		MG
	'A' Class ART	'B' Class ART	'A' Class ART
MAS	TNP	BBQ & JTJ	-
MDU	MDU	-	MDU & SCT
PGT	-	SRR & MAQ	-
SA	ED	-	-
TPJ	-	TPJ & VM	MV
TVC	-	TVC, QLN & ERM	-

Note: (i) 'A' Class BG ARTs are equipped with 140 T Diesel Hydraulic Cranes and Hydraulic Rerailing Equipment.

(ii) 'B' Class BG ARTs are quipped with Hydraulic Rerailing equipment.

(iii) 'A' Class MG ARTs are equipped with 35 T Steam Cranes and Hydraulic Rerailing Equipment.

(C.Memo No. 10 dated 24.07.08)

9.04 **Maintenance :**

The break-down specials shall be inspected monthly by the senior supervisors of the station to see that all equipment are available as per schedule and are in good working order. The vehicles also shall be checked for their good fettle.

9.05 **Inspection of break-down specials :**

i) The break-down special shall be inspected monthly by the following officials jointly:

The Station Manager/Station Superintendent
The Loco Foreman
The Section Engineer/Junior Engineer (Carriage & Wagon)
The Electrical Foreman, in case of generator plant
The Section Engineer/Junior Engineer (Permanent Way), if there is an engineering tool van
The Section Engineer/Junior Engineer (Signal and Telecommunication)
The Assistant Divisional Medical Officer, if there is Medical Relief Equipment
The Chief Traction Foreman/OHE, in case of traction break-down vehicles

ii) The Loco Foreman and the Section Engineer/Junior Engineer (Carriage & Wagon) shall examine the mechanical portion, inclusive of the mechanical condition of the crane and rolling stock.

iii) The Section Engineer/Junior Engineer (Permanent Way) shall examine the engineering tool van.

iv) The Section Engineer/Junior Engineer (Signal and Telecommunication) shall thoroughly test the portable telephone equipment and ensure that it is in good working order and ready for use in an emergency. He shall also ensure that the staff of the portable telephone equipment are competent to do so. He shall ensure that the loud speakers, Public Address equipment, etc., are in good working order.

v) The Assistant Divisional Medical Officer shall examine the medical relief equipment.

vi) The Chief Traction Foreman/OHE shall examine traction break-down vehicles for the correctness of tool and equipment.

vii) A joint report of the inspection shall be submitted by the officials to their respective Divisional Officers and Divisional Railway Manager.

9.06 **Keys :**

i) The key of the Engineering Tool Van and that of the Mechnical Tool van shall be kept in the Section Engineer/Junior Engineer (Permanent Way) Office and the Loco shed respectively, for normal use. A duplicate key of the Engineering Tool Van and that of the Mechanical Tool Van shall be kept in separate sealed glass fronted boxes (Which shall be suitably marked to indicate the contents) in a conspicuous place in the Station Master's Office, for emergency use, i.e., when the key in the Section Engineer/Junior Engineer (Permanent Way) Office or the Loco shed cannot be obtained readily for any reason. In such an emergency, the seal or the glass of the box shall be broken and the key taken out for use. After use, the key shall immediately be put back in the

box (which shall be provided with fresh glass front) and sealed forthwith. For periodical inspection of the Engineering and Mechanical Tool Vans, the seal of the box shall be broken and the key taken out by the inspecting official. After the inspection is over, the inspecting official shall put back the key in the box and reseal the box.

ii) Whenever the key of the Engineering or the Mechanical Tool Van in the Station Master's Office is taken out of the box and put back in the box, the Station Master shall enter the fact in the Station Diary, noting the date and time and the reason.

10.00 PORTABLE GENERATING PLANT :

i) Generating sets comprising oil engine driven dynamos mounted in wagons are marshalled with the break-down specials.

These plants are used mainly to provide lighting at the accident spot by means of portable lamps with trailing cable etc.

ii) The vehicle in which the generating set is mounted 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 Junior Engineer (Carriage & Wagon).

The Electrical official in charge shall inspect the generating plant and the portable lighting equipment to ensure that all equipment are in good working order and in readiness to meet emergencies.

Particulars of inspections and maintenance work carried out shall be entered in an inspection book provided with the plant.

iii) The Divisional/Assistant Electrical Engineer shall inspect the plant during his inspections of the station and check the inspection book and the generating and other equipment atleast once a quarter. He should also assure himself that the staff, who are earmarked for the operation of the plant etc., are fully competent and conversant with the requirements.

11.00 JOINT INSPECTION OF ENTIRE ACCIDENT RELIEF MACHINERY BY DIVISIONAL OFFICERS :

i) The entire accident relief machinery as a whole, i.e., the A.R.M.E. Scale I (Medical Relief Van) and the break-down special shall be inspected by a committee consisting of the Divisional Safety Officer/Divisional Operations Manager, the Divisional Engineer, the Divisional Medical Officer, the Divisional Electrical Engineer and the Divisional Signal and Telecommunication Engineer once in three months and a joint report shall be submitted regarding the results of the inspection to the Divisional Railway Manager. The Divisional Safety Officer/Divisional Operations Manager 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 or approval; and in all other respects he shall dispose of the case. A 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 each quarter.

ii) In inspecting periodically Medical Relief Equipment of any type, the Medical Official in charge shall pay special attention to the condition of dressings and articles liable to deteriorate and perish. He shall replace consumable articles and drugs with limited period of efficacy from their boxes not longer than quarterly, aired for above three hours and replaced in their boxes with a quantity of naphthalene balls between the folds to avoid damage by insects. The Assistant Divisional Medical Officer concerned shall specially ensure that the petromax and other lights are in proper working order by actually burning them and shall also see that there is sufficient quantity of oil, mantles and matches. He shall also specially see that the arrangements for water are all right.

iii) Emergent indents in Form MO 3A shall be placed by the Assistant Divisional Medical Officer for the replacement of articles and the indents shall also be endorsed in red ink for Accident Relief Medical Equipment. As far as possible, the Medical Official in charge shall replace immediately any damaged article from the stock available in the hospital or dispensary, without waiting for the indent to be complied with.

iv) The seal of the box containing the keys may be broken for the purpose of inspection. After each inspection the concerned official shall restore the keys to the box kept for this purpose and reseal it. In an emergency, the glass front can be broken and the keys taken. After replacing, the concerned official shall see that the glass front is replaced by contacting the local Junior Engineer/Section Engineer (Permanent Way).

APPENDIX C

DUTIES - CHECK LIST

Every Railway servant travelling by the affected train, at the site, whether on duty or not, shall help in the disaster management by getting identified and rendering immediate assistance to the affected passengers at the site. Non participation in accident relief operations will be considered as 'DERELICTION OF DUTY'.

1.00 GUARD OF THE TRAIN INVOLVED IN AN ACCIDENT :

On occurrence of an accident to his train, the Guard of the train shall immediately:

i) Note the time of accident,

ii) Arrange to protect his train as per Rules in force, taking the assistance of any qualified staff, such as Assistant Guard, Assistant Driver/Diesel Assistant, firemen, gang men, gate men etc.

iii) Make a quick survey of the damages and casualties and the assistance required.

iv) Send the first information of accident to the control and to the nearest Station Master furnishing the following information. The portable telephone when available shall immediately be used for this purpose.

a) Time of accident
b) Kilometre
c) Medical van required or not
d) The need for ART with or without crane
e) Whether adjacent lines clear or not
f) Any damage to rolling stock
g) No. of dead and injured after a proper investigation.
h) He shall also intimate if OHE masts are damaged giving details of damages.

v) On the double line section a train passing on the other line should be stopped and the Driver and Guard given intimation about the accident.

vi) Render first aid to any person injured, obtaining assistance of the railway staff, doctors and/or volunteers on the train, or near the site of accident; and arrange to send the information to the nearest hospital and transport the injured to the hospital.

vii) He will also arrange preservation of clues.

viii) Remain in general charge till a senior Railway Official takes over charge, and

ix) Take necessary action as prescribed by the Rules and instructions in force.

2.00 ENGINE CREW OF THE TRAIN:

On occurrence of an accident to a train, its crew shall:

a) Note the time of accident.
b) Arrange to put on the Flasher Light, and protect the adjacent line/lines/occupied line in accordance with the rules in force.
c) Light the fusee where necessary
d) Take such technical precautions as may be necessary or as prescribed by special instructions to render the locomotive safe
e) When message cannot be communicated through the control or other means he shall detach the engine taking all precautions to convey the message to the next station.
f) Render all possible assistance to the Guard particularly in rendering first aid and in the assessment of damage to the rolling stock and/or locomotive and the nature of assistance required.

3.00 STATION MASTER/STATION MANAGER:

i) Arrange protection of traffic.

ii) Report the accident to the controller and to the Station Master at the other end of the block section.(DSO/DOM/AOM when section is not controlled or when communication is not available)

iii) Control to be advised regarding -

a. Time and nature of accident.

b. Brief description of accident

c. Medical van required or not

d. Break Down Special with or without crane.

e. Adjacent lines clear or not.

f. Damage to rolling stock

g. Damage to track in terms of Telegraph posts/ O.H.E. masts.

h. No. of dead and injured(simple, grievous) to be obtained from the TTE/Train Superintendent. Other wise he should furnish if the TTE is not available. This should later on be cross-checked with Railway Doctor when he arrives for proper classification of injured.

iv) Station Masters of Stations where sirens are provided shall sound the sirens and arrange to move the Medical Relief Van/Break Down Special trains.

v) Advise the officials of other departments and Station Masters of controlling stations, by quickest possible means.

vi) Chief Station Master shall proceed to the accident spot.

vii) Arrange the following assistance :

a) **Medical assistance**:

1. Assistance must be called for from the local doctors, Railway Hospitals and Health Units, Civil and Army Hospitals, St. John's Ambulance brigade, qualified first aiders, fire fighting personnel, and other qualified medical personnel available on trains and at stations.

   Particulars available in Accident forms 8,9,10 and 11 can be made use of.

2. Injured passengers to be transported to the nearest hospitals, by the most expeditious means. Accident form 12 may be referred for the mode of conveyance available.
3. Arrange for the quick transport of A.R.M.E. Scale II equipment to the site of the accident.
4. Arrange adequate number of First Aid boxes and stretchers.

b) **Refreshments to passengers**:

1. Advise DCM/ACM for making available food and refreshments to stranded passengers.

2. Arrange for drinking water, beverages and food from VRR/NVRR and/or locally free of cost to the affected passengers.

c) **Transport assistance**:

1. Arrangements shall be made to transport the injured on top priority by road or by a special train to the hospitals.

2. Stranded passengers to be transported from the accident spot by arranging transhipment either by train or by hiring Road vehicles.

3. Arrange for refund of fares as per the extant rules.

d) **Security assistance**:

Station Master shall advise officials of Government Railway Police, State Police and the Railway Protection force to provide security to the private and railway property at the site of the accident.

e) **Communication assistance**:

1. Information counters to be opened at important stations and at the accident site.

2. Information regarding the injured and dead shall be ascertained and given to the relatives whenever asked for.

3. Free Telegrams and STD facilities shall be made available to the affected passengers to convey their condition to their relatives from the site and stations.

viii) Arrange to keep the line clear for the reception of Accident Relief trains.

ix) Controlling SM must proceed to the site by the quickest means taking with him sufficient porters and other staff who can assist in the relief operations.

x) TI/SM first reaching the site shall take action as given in rule 6.00 of Appendix C.

xi) SM/SMR shall ensure securing of records in cabin and Station, such as Private number book, train signal register, line admission book, engine log

book and speed charts from the loco, and other relevant records . He shall also ensure sealing of slides, levers, knobs and relay rooms.

xii) Take all necessary action as prescribed by the rules and instructions in force.

4.00 CONTROLLING STATION MASTER :

The controlling station master must proceed to the site of the accident by the quickest means. He must take with him trolleys, coolies, lamps, vendors and any other equipment that he considers necessary. Till relieved by a Traffic Inspector or Officer, he will be responsible for regulating the traffic, attending to the injured, making a note of all evidence which may prove useful in ascertaining the cause of the accident and taking general charge of the situation.

5.00 TRAIN SUPERINTENDENT/TRAVELLING TICKET EXAMINER :

i) Ascertain if any Doctor is travelling by seeing the reservation chart and making verbal enquiries and arrange for First aid to the passengers.

ii) Prepare list of dead and injured. If Doctor is available, the list should be classified as under:

DEAD
GRIEVOUS INJURY
SIMPLE INJURY

iii) Details of the dead and injured should be obtained from the reservation chart, tickets held,(to and from) or co-passengers. Assistance of the Police travelling in the train to be obtained also for identification.

iv) The following details should be collected:

a) Tickets of the Passengers travelling (to and from)
b) Ticket Numbers - Class
c) Coach Number and its position from the engine
d) Address of the passengers
e) Nature of injury (Simple, Grievous)

f) Custody of luggage and other belonging - In case of injury, this should be kept by the TTE and in case of death it should be handed over to the GRP with full details and acknowledgement obtained.

v) He should 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.

vi) He should keep record of the number of dead and injured (simple, grievous) if they are already transported by local people to the nearest hospital before the Railway Doctor had arrived.

6.00 OFFICER OR SENIOR SUPERVISOR FIRST REACHING THE SITE:

i) The Officer or the Senior Supervisor first reaching the site of the accident shall check up:-

a) Whether protection has been done.
b) Lines which are clear.
c) Whether the necessary message supposed to be relayed regarding the details of the accident, casualties etc., have already been relayed.

ii) He shall make a quick assessment of the assistance required and relay the same to the control.

iii) He shall also examine and make a note of all evidence which may prove useful in ascertaining the cause of accident.

The following points require special attention :

a) the condition of the track, with special reference to the alignment, gauge, cross-levels, curvature, super elevation and rail headwear:

b) the condition of rolling stock with special reference to Brake power.

c) marks on sleepers and rails:

d) position of derailed vehicles;

e) the position of Block Instruments, signals, points, levers, indicators, key;

f) at station provided with panel interlocking the position of switches and indications of the Signals, points and track circuits should

be jointly recorded preferably by two officers(or two senior subordinates) of different branches and the relay room should be sealed by them as soon as possible.

g) position of important relays and the condition of the block instrument (i.e. whether free or locked) and

h) he should cross check the list of casualties prepared by the Railway Doctor and countersigned by the civil police(if some bodies are yet to be recovered, it should specifically be mentioned that the list is not final and will be conveyed after salvaging bodies from debris).

iv) Where possible a rough sketch showing the position of Derailed vehicles, marks on sleepers etc., should be made.

v) If the station staff are prima facie responsible, the train passing records must be seized and if necessary, statements of station staff concerned recorded.

vi) All relevant materials, clues, damages and deficiencies on the locomotive and rolling stock as well as position of broken or detached parts of Permanent way and rolling stock must be carefully noted and all such clues etc., carefully preserved so that, if considered necessary, the scene could be reconstructed before the police, the Commissioner of Railway Safety or any other senior officer, or court of law.

vii) If, however, sabotage is suspected, in addition to noting and preservation of all such clues, no object must be disturbed unless the police have had an opportunity of making thorough inspection of the site. However, if there is delay in the arrival of Civil and Police officials at the site of the accident, the senior most Railway Official at site may, at his discretion, jack up any portion of a coach or shift any property to the minimum extent necessary, after noting its original position by sketch to extricate human beings trapped under it, in the shortest possible time to save life and minimise sufferings. Normal traffic, should, however, not be permitted without consulting the police.

viii) Further specific enquiry should also be made from the Commissioner of Railway Safety in case of suspected sabotage to ascertain if he would like to inspect the site before the clearance operations commence.

ix) Restoration/clearance should not commence (except to the minimum extent necessary to save human lives) unless such permission has been received from police authorities as well as CRS.

x) In the case of serious explosion or fire caused by explosives or dangerous goods, all wreckage and debris must be left untouched, except in so far as its removal may be necessary for the rescue of the trapped/injured persons and recovery of dead bodies, until the Chief

Inspector of Explosives or his representative has completed his inquiry or intimated that he does not intend to make any investigation.

xi) If a passenger carrying train is involved the officer or senior subordinate must secure the written evidence of as many witnesses as possible. The witnesses selected should not be railway men, and their names and addresses should be recorded.

xii) He should have a complete list of names and addresses of the injured and dead along with the addresses of relatives and ensure messages are sent to the relatives of the injured or dead.

xiii) He should also ensure that Superintendent of Police and District Magistrate have been advised.

xiv) He should give the prima-facie cause of the accident with the expected time of restoration.

xv) He should ensure that progress report is relayed to control every one hour.

7.00 COMMERCIAL INSPECTORS/COMMERCIAL STAFF :

i) Proceed to the site.

ii) Assistance to passengers shall be extended by the provision of

a) Drinking water, refreshments etc.,
b) Issue of free telegrams.
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.

iii) In case of Parcels, Mails, Goods etc. arrange stacking, protection, preservation of documents, cash etc. and arrange tarpaulins when necessary.

iv) Ex-Gratia Payment.

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.

v) 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, regulation, 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.

8.00 ENGINEERING STAFF:

i) All Engineering officials shall report to the senior most Officer at site or take charge if he happens to be the senior most. It has been made known to every one to assist even when they are not on duty and happen to be travelling by the ill-fated train.

ii) 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.

iii) Arrange divers with diving equipment for underwater rescue.

iv) 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.

v) Ensure water supply at adjoining stations and arrange for supply at accident site.

vi) 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.

vii) Assist other departments in establishing communications and power supply at site, including hiring of Diesel generator sets for augmenting the power supply arrangements.

viii) Assist in transhipment of passengers and their luggages.

ix) Provide tents and other temporary shelter at site for protection against elements of weather.

x) Ensure track is restored for traffic at the earliest.

9.00 MECHANICAL/ B.D.STAFF:

i) Proceed to the site of accident. Assist in evacuating passengers if any, trapped under coaches involved in accident.

ii) Record the details regarding brake power and other aspects of the rolling stock as per prescribed pro-forma.

iii) Take measurements of the Rolling stock as per the prescribed proforma/procedure.

iv) Check the fitness of the stocks which are supposed to move from the accident site and certify their fitness.

v) Ensure that locos/coaches/wagons re-railed are in a fit condition to be taken from the accident site.

vi) Plan for efficient movement of B.D.Special, engine, tower wagon etc., between site and station for quicker restoration.

vii) Ensure that the log/diary regarding restoration at the accident site is maintained properly.

10.00 SIGNAL AND TELECOMMUNICATION STAFF :

i) Proceed to site by quickest means available.

ii) Ensure portable telephone/emergency telephone set is provided at site

iii) 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

iv) DOT telephone with STD facility to be arranged at the temporary enquiry offices opened at site and nearest location wherever possible.

v) Render such assistance as required by Guard in attending to the accident victims and stranded passengers.

vi) Seal Block instruments, Relay rooms and note positions of levers, knobs, slides, indications etc., as the case may.

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

11.00 ELECTRICAL STAFF :

i) **Power:**

Ensure lighting arrangements, if required, are provided at the site.

In case of Fire in coaches, he should arrange to immediately collect/ record evidence of passengers with full particulars. If some passengers are willing to give evidence later on, their names and adddresses should also be recorded.

ii) **Over-Head Equipment**

a. In case of an accident, where OHE or Switching Station is involved, arrange for adequate number of breakdown 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.

d. Proceed to site in case Electric Loco or EMU is involved.

e. Supervise restoration operations.

f. Ensure that speedographs, engine/EMU log books are seized, sealed and kept in safe custody.

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

h. 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.

12.00 PERSONNEL BRANCH STAFF :

i) Welfare Inspector should be posted round the clock in shift duty to look after the welfare of the injured persons in the Hospital.

ii) He should ensure that passes are issued to the relatives and escorts of the injured for visiting them in the hospitals and taking them back home.

iii) Welfare Inspectors shall assist the ADMO in taking down the name and addresses of the dead and injured and in shifting them to the hospital. Welfare Inspectors should also be deputed to the hospitals where the dead bodies/injured have been transferred. Such information should be passed on to Sr.DCM by the quickest possible means.

13.00 SECURITY STAFF :

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 the maximum available manpower within the shortest possible time and despatch them to the scene of accident by the quickest means. After despatching the immediately available force, the Post/Out Post in-charge should requisition additional manpower. He should also simultaneously pass on the information to the senior supervisors, officers and the control rooms.

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.

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 (both on negative and slide films).
vii) Video recording of rescue and salvage operations and connected administrative arrangements.

NOTE: Serial numbers (vi) and (vii) will be useful for departmental presentations and for training of RPF personnel.

4. ACTION AT THE SCENE OF INCIDENT: The senior most RPF Officer available at the scene of incident will assume control and immediately start the following action:

a) Segregate 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.

b) 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.

c) 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.

NOTE: RPF officers will maintain close liaison and harmony with the officers of various departments of the Railway, the GRP, Local Police and Officers of Civil Administration while attending to the above.

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

e) 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, recorded.

f) 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 queries 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.

14.00 MEDICAL STAFF:

i) Note the time of receiving/giving messages.
ii) Inform CMS and other Doctors, and staff
iii) Alert Blood donors club, SJAB, Local Hospitals, about arrival of the injured.
iv) Atleast one doctor shall stay back in Railway Hospital to look after inpatients.
v) The emergency box 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 MRV and inform Station Manager that medical team is ready to move.
viii) Inform CMD about moving MRV.
ix) Check all equipments in MRV
x) Get operation theatre ready.
xi) Suture of wounds, application of Plaster of Paris and minor surgery can be done in MRV operation Theatre.
xii) Make out a list of injured with following details.
Trivial
Simple
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 to be recorded of the injured.
Conscious
Name
Sex
Age
Identification marks
Address
Ticket No.
Originating Station
Destination
xvii) **Unconscious**
Approximate age
Sex
Identification Marks
Ticket No.
Other particulars if relatives or friends are available

xviii) Move the patients to local hospitals by vehicle-car, taxi, bus where admission is necessary.
xix) Ward in the MRV to be prepared to receive the injured.

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 causalities
v) One team shall man the FA post.
vi) Doctors must check the wreckage for injured not forgetting lavatories and assist in extricating passengers
vii) Doctors shall check the consciousness, pulse, airway
viii) Stop bleeding - Maintain airway.

15.00 CHIEF CONTROLLER/DEPUTY CHIEF CONTROLLER:

I. COLLECTION OF INFORMATION.

a. Open a register in which all items are to be logged indicating time against each.

b. Collect and record the information in the register of the following:

i) Time of accident
ii) location, gauge, single/Double/Quadruple line: Signalling system, mid- section, at station, Kilometreage, grade, traction
iii) Train/Trains involved whether Mail/Express/Passenger/Goods/ Mixed/ Pilot etc.
iv) Type of goods stock involved, ie. whether tank wagons, BOX, Box N etc.,
v) Load of the train involved.
vi) Nature of accident namely collision, derailment averted collision or level crossing (manned/ Unmanned) fire etc.
vii) Casualties/Injuries (grievous, simple, trivial etc)
viii) Progress in regard to the restoration work and other movements for operational requirements with timing should be logged in the register.

II. MOVEMENT OF TRAINS:

a) Stop movement of trains in the affected section on double line and in both the directions on single line.

b) Check from site/station if adjacent line/lines fouled or otherwise.

III. ORDERING OF RELIEF TRAINS AND MEDICAL RELIEF VANS:

a) Immediately order Medical Relief Train.

b) In case of an accident involving a passenger carrying train or an accident involving a road vehicle at a level crossing, invariably order the Medical Relief Train, irrespective of the information received or other wise about casualties. Subsequently, if found not required this may be cancelled with the permission of the Divisional Railway Manager.

c) Immediately order Break-Down Special Train if required.

d) Record the timings of ordering of the B.D.Special and MRV, the actual departure from the concerned stations and arrival at the spot.

e) Ensure a clear path for rushing the Medical Van, B.D Special etc.

f) Arrange to despatch cranes with the Breakdown trains of higher capacity, if required.

IV. COMMUNICATION.

a) Advise Senior Subordinates like Traffic Inspector, Commercial Inspector, Section Engineers P. Way etc., to proceed to the site of accident immediately by first means.

b) Advise all concerned Divisional Officers and area Officers about the accident

c) Advise Railway Headquarters giving details of the accident.

d) Advise RMS authorities in the event of mail carrying train being involved in the accident.

V. MEDICAL RELIEF:

a) Advise immediately Civil, Military and Private Hospitals and Medical Officers in the area and arrange for doctors, medical equipments and ambulances from nearby stations.

b) Make arrangements for the transport of Railway doctors to the site immediately, if necessary, by engaging road vehicles as required.

c) Collect the names of the injured/dead passengers with full particulars and pass on the same to the Railway Headquarters.

d) Arrange to relay the names of the injured/dead to the important stations/junction stations on the section.

e) Attend to enquiries from general public regarding the accident, the names of the injured etc., promptly and courteously.

VI. REGULATION AND DIVERSION OF TRAINS:

a) Arrange to regulate all passenger carrying trains which are nearer to the accident site at convenient stations, preferably junction stations where catering facilities, drinking water etc, are available.

b) Arrange to draw out the unaffected portion of the train involved in the accident without undue delay to a nearby convenient station where catering/drinking water facilities are available in consultation with the DRM or the SR.DOM.

c) Arrange diversion of long distance trains, if found necessary keeping in view the time required for restoration of the line/lines in consultation with Headquarters.

VII. INFORMATION TO PUBLIC:

a) Ensure that information counters/booths are opened at the accident site and also at other important stations/junction stations enroute for giving the information to the general Public.

b) Ensure frequent announcements through the Public Address System regarding arrangements for diversion of trains/regulation, probable time of arrival of the relief rake for stranded passengers etc.

VIII. ADVISE CIVIL AUTHORITIES, SUPERINTENDENT OF POLICE, GRP WITHIN WHOSE JURISDICTION THE ACCIDENT HAS OCCURRED.

IX. ADVISE RPF FOR ARRANGING PROTECTION OF RAILWAY AND PUBLIC PROPERTY.

16.00 POWER CONTROLLER/TRACTION LOCO CONTROLLER:

a. Arrange power and crew for Breakdown special and Medical Relief Van.

b. Ensure Breakdown special and Medical Relief van are despatched within the time prescribed.

c. Inform the Mechanical/Electrical Officers.

d. Advise adjacent Divisions for B.D. and M.R.V if required. and inform CMPE(R&L) and CELE.

e. Plan for additional powers and crews

f. Obtain bio-data of running staff involved in accident and arrange for breathlyster test at the earliest possible.

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

17.00 TRACTION POWER CONTROLLER:

a. Ensure that the Electric Power Supply is cut off from the section of the overhead equipment involved and/or where crane working has become necessary according to the circumstances.

b. Ensure that all the necessary arrangements have been made for despatch of electrical staff and equipment required at the site of accident and that the Electric traction bogies of the relief train also reach the site with the relief train or in advance of relief train where necessary

c. Co-ordinate with Divisional Electrical Engineer (Traction distribution), Dy. Chief Controller and Traction Supervisors concerned for regulation and relief measures.

18.00 DIVISIONAL OPERATIONS MANAGER:

a. Ensure that Break Down and Medical Relief Van reach the site of the accident.

b. Ensure marshalling of the crane before the BD Special reaches the site.

c. Plan for efficient movement of Relief Train, engine, tower wagon, etc., between site and station for quicker restoration.

d. Plan for trains for the prompt transport of stranded passengers at the site and clearance of passengers held up at other stations.

e. Plan for regulation of Passenger, Mail/Express trains, cancellation, diversion, termination short of destination in consultation with Head quarters.

f. Check that information regarding passengers, dead, injured (grievous and simple) is verified by the Railway Doctor and approved by Senior most Officer at the site.

g. 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.

h. See that chronological log of all items of information and action taken connected directly or indirectly with
accident is maintained properly.

i. Keep liaison with adjacent Divisions, Site and Headquarters.

19.00 DIVISIONAL SAFETY OFFICER:

a. Proceed to the site of accident by first available means.
b. Preserve the clues.
c. Ensure that front and rear portions are cleared from the site.
d. Ensure joint measurements etc., are taken in prescribed proforma.
e. 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.
f. The required vehicles are kept for enquiry as per rules.
g. Ensure that the log diary at the site is maintained properly with details and that the field telephone is manned.
h. Produce public witnesses and advise Superintendent of Police and District Magistrate in time, issue press notification to local press when advised by Chief Safety Officer, in case of CRS enquiry.

20.00 DIVISIONAL MECHANICAL ENGINEER:

a. Proceed to the site
b. Supervise working of cranes and clearance/ rescue operation.
c . Ensure that speedographs, engine repair Books etc., are seized/sealed.
d. Record the details regarding brake power and other aspects of Rolling stock as per prescribed proforma.
e. Have the joint measurements of the rolling stock taken.
f. Check the fitness of the stock supposed to move from the site.
g. Note down observations, make arrangements to record 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.

21.00 DIVISIONAL ELECTRICAL ENGINEER:

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

22.00 DIVISIONAL ELECTRICAL ENGINEER (TRACTION DISTRIBUTION):

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

23.00 DIVISIONAL ELECTRICAL ENGINEER (TRACTION OPERATION/ TRACTION ROLLING STOCK):

a. 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.
b. Depute officer in the Control Office.
c. Note down joint observation regarding the loco/EMU.
d. Ensure that measurements of the loco/EMU are taken on the spot wherever possible otherwise in Car/Loco Shed.
e. Ensure that records for maintenance of engine/EMU repairs are sealed in the shed.
f. Ensure prompt and sufficient arrangement for clearing the line.

24.00 DIVISIONAL ENGINEER:

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

25.00 DIVISIONAL COMMERCIAL MANAGER:

a. Proceed to the site of accident by first means.

b. Ensure that drinking water, tea and snacks are promptly supplied. Keep the record of the number of passengers served with tea and snacks.

c. Take charge of the custody of luggage of the injured persons.

d. Luggage of the dead passengers shall be deposited with the Railway Police after proper records and acknowledgement.

e. Issue advice to the next kith and kin of the injured and dead and also furnish details to Sr. DOM in Control Office.

f. Arrange for sufficient number of Ticket Collectors, Porters and Vendors for assistance of stranded assengers.

g. Arrange for exgratia payment to the injured and the next kith and kin of the dead.

h. Arrange for refunds to the passengers.

i. Assist the stranded passengers during transhipment with sufficient number of Porters and TCs.

j. Arrange to open enquiry office at the site for replying to the queries regarding disposal of the injured and dead.

k. Make inventory of the parcels damaged and advise the CCO/MAS.

l. Arrange for buses for stranded passengers and keep record for the buses arranged destination-wise with the number of passengers.

m. Assist the Railway Doctors with Ticket Collectors/Porters. He should compile the figures of injured and dead from all sources.(i.e. Police, TTE /SM).

n. Issue advice to the Control Office/Stations for issue of free passes to the next of kin of the dead and injured.

o. Keep in touch with the progress of patients in hospital and increase the exgratia payment suitably in case simple injuries turn grievous or patients paid exgratia payments for grievous injuries die later in the hospital.

26.00 DIVISIONAL SIGNAL AND TELECOMMUNICATION ENGINEER:

a. Proceed to site of accident. Ensure that portable control telephone or the field telephone are fitted at the site of the accident promptly and manned continuously. Also ensure provision of DOT telephone with STD facility.

b. Establish communication between the site and Divisional Head Quarters Office.

c. Ensure that a detailed record is made of all evidence bearing on the accident so far as S&T and interlocking are concerned.

d. Preserve clues and seal the relevant equipment if required.

e. Restore the signalling and interlocking for normal working without delay.

27.00 DIVISIONAL SECURITY COMMISSIONER (R.P.F):

a. Post adequate number of R.P.F staff at the site of accident and at any other place where assistance from his department may be required.

b. Proceed to the site by the quickest available means.

c. Liaise with the local police at site.

d. Ensure security of passengers' belongings, parcels, damaged goods, parcel van etc.

28.00 DIVISIONAL PERSONNEL OFFICER:

a. Depute an officer and Inspectors to assist the Medical Officer in taking down the names/ and address of the dead and injured and in shifting them to the hospital. Ensure that complementary passes are issued promptly and assist the commercial staff for making ex-gratia payment.

b. Post an assistant officer in control office.

29.00 DIVISIONAL ACCOUNTS OFFICER

In case of serious accident post an assistant officer of accounts department in the control office to co-ordinate with commercial officers in respect of payment of ex-gratia and to meet other expenditure.

30.00 DIVISIONAL RAILWAY MANAGER:

a. Proceed to the site of accident immediately.

b. Ensure that proper assistance is rendered by each department.

c. Ensure that in addition to one vehicle available in Control Office round the clock, sufficient number of vehicles are available along with particulars of the Drivers.

d. Immediately decide which officer should go by road/BD/MRV.

e. Nominate the officer to man Control Office.

f. Depute ADRM as in charge in Control Office while proceeding to the site .

g. Arrange to advise the Home Secretary/Chief Secretary or other Officers of the state in case sabotage for prompt attendance of the Superintendent of police.

h. Function as the Senior most officer and as "Accident Manager".

i. Arrange for collection of clues/evidence.

j. Appoint a reporter in case of serious accident.

k. Arrange for taking joint observations/readings by supervisors.

APPENDIX D

1 HINTS ON FIRST AID TO THE INJURED

(a) In the majority of cases of severe injuries, death is due to either hemorrhage or shock or both combined. So the first aider should always know the correct treatment of hemorrhage and shock. Most first aiders are under the impression that the only effective method of arresting bleeding is by a tourniquet. This is not so. By the indiscriminate use of tourniquet, many a person has lost a limb and sometimes his life to the cutting off of the blood supply to the part far away from the injury (the distal part). Hence, avoid a tourniquet, as far as possible and try to stop bleeding by the minor and safer measure of digital pressure, pad and bandage and flexion, whenever possible. A tourniquet above the seat of the injury is indispensable in the following conditions: -

i) When the limb is completely cut off.
ii) When the main blood vessel is out.
iii) When there is a compound fracture of the limb with bleeding.
iv) When there are multiple bleeding injuries.
v) When there is a foreign body in close vicinity of a blood vessel cutting the tissue around.
vi) When all other minor measures to stop bleeding have failed.

(b) A tourniquet should not be left indefinitely except when the limb is completely severed. By keeping a tourniquet on for a long time, the portion of limb below does not get its blood supply; death of the limb below takes place and finally the limb may require amputation. Remember always to relax the tourniquet every quarter of an hour and note if bleeding recurs. If necessary, re-apply the tourniquet and repeat relaxing every quarter of an hour, till medical aid is obtained.

(c) When dealing with hemorrhage of any kind, either external or internal remember the golden rule to avoid stimulants. Stimulants strengthen the action of the heart and more blood is pumped out, there by bleeding is encouraged and the object of the first aider is lost.

2. SHOCK :

a) Shock is sudden depression of the nervous system, mostly due to pain or hemorrhage or both combined. In cases of shock, there may be partial or complete insensibility.

b) Do not try to make a patient with shock sit up nor use stimulants like alcohol in all cases indiscriminately. By making the patient sit up, what little blood is had in the brain is allowed to gravitate down and the shock is aggravated. Alcohol, by stimulating the heart, increases bleeding and there by does harm in cases of shock due to hemorrhage.

c) When a man is unconscious, the food tube and the wind pipe are open and liquid that is poured down the throat, instead of going into the stomach, may find its way into the lungs and so the patient may die of asphyxia due to blocking of the air passage. Do not therefore give anything by the mouth if a patient is unconscious.

d) To sum up the treatment of shock: -

i) Rest the patient with head lower than the body and limbs (this position ensures blood supply to the brain and prevents any fluid collections in the mouth and throat from getting into the air passage).
ii) Keep the patient warm (as his body is cold and clammy, which aggravates the shock).
iii) Give the patient stimulants, if there is no internal bleeding and if he is conscious (this stimulates the depressed system).

3. A WORD ABOUT FRACTURE :

If the fracture is a compound one remember always that you have to attend to bleeding and the wound first, and then to the setting of the fracture. No attempt at reduction shall be made in the case of compound fractures, as the bone ends will carry infective material into the depths of the wound. Only mere splinting to keep the injured part immobile shall be made. Before splinting see that a tourniquet is put in position and tightened up sufficiently to stop bleeding. In case when there is no bleeding, put the tourniquet in position but do not tighten it, then set the fracture with splints; by doing this you will be able to tighten the tourniquet if bleeding takes place at any later time. In setting all fractures the object of the first aider should be to see that the joints above and below the fractures are immobilised by proper fittings, splints and bandages.

4. BURNS :

First aiders know that the chief dangers of burns are shock and blood poisoning. Hence the treatment should be directed to saving the patient from shock and then from blood poisoning. Intense pain is the cause of shock in cases of burns and it is due to exposure to the air of the nerves in the burned area. To alleviate the pain, always see that the wound is covered with Soda Bicarb Solution and bandaged up well. Clothing where it is stuck to the skin shall not be removed. Saline or Soda Bicarb dressing may be applied after cleaning, leaving the stuck up portion of the clothing intact. Free use of scissors to cut up any adherent clothing is indicated, as it will help in cleaning the adjacent portions. Stimulants can always be given in cases of burns, provided the patient is conscious.

5. POISONS :

a) Remember the broad division of poisons into corrosive and non-corrosive. Under non-corrosive come narcotics and nerve poisons.

b) Corrosive poisons burn the mouth and the passages below. Hence, remember that in all cases of corrosive poisoning, nothing should be given to the patient to induce vomiting, as this will barely spread the burn. Always give something to dilute the poison followed by the antidote, if any. For all non-corrosive poisons, try to eliminate the poison by giving emetics. The most common emetic is two tablespoonful of common salt to a tumblerful of lukewarm water or a tablespoonful of powdered mustard to a tumblerful of lukewarm water. Vomiting can also be produced by tickling the back of the throat with the fingers. This should be done with sufficient precaution to avoid the fingers being bitten.

6. IN CASE OF LPG EMERGENCIES :

i) Move victims to fresh air, call emergency medical care.

ii) If not breathing, give artificial respiration, if breathing is difficult, give oxygen.

iii) In case of frost bite, thaw frosted parts with water.

iv) Keep victims quiet and maintain normal body temperature.

v) If clothing catches fire, stop, drop and roll and cover with a blanket.

APPENDIX E

1. NOTICES TO GOVERNMENT OFFICIALS UNDER OTHER ACTS ENACTED BY LEGISLATURES:

(A) Notice to the government Electrical Inspector under section 33 of the Indian Electricity Act :

i) In the case of accidents (other than traction accidents) occurring in A.C. traction area in electrical works in connection with the generation, transmission, supply or use of electric energy which involve loss of life, accident message shall be delivered to the Chief Electrical Engineer and Electrical Inspector, Southern Railway, Chennai. If loss of life is not involved, a report containing particulars of time, place and the nature of the accident and of any personal injury and the extent of injury actually occasioned by the accident and also the cause of the accident shall be sent by the Station Master, within 24 hours, as under-cover message to the Chief Electrical Engineer and Electrical Inspector, Southern Railway, Chennai, with the copy to the Divisional Electrical Engineer. The Divisional

Electrical Engineer shall in all cases follow up the Station Master's initial advice by a detailed report to the Chief Electrical Engineer and Electrical Inspector, Southern Railway, Chennai.

ii) In the case of traction, accidents occurring in the A.C. traction area of this railway, copies of all messages regarding accidents caused by electrical appliances shall be sent to the Chief Electrical Engineer and Electrical Inspector, Southern Railway, Chennai.

(B) Notice to the Commissioner for Workmen's Compensation under Section 10-A of the Workmen's Compensation Act :

i) In the case of accidents which result in the death or serious bodily injuries to railway servants; or contractor's servants doing work for the railway, employed otherwise than in electrical capacity, within railway premises, the Divisional Railway Manager shall within 7 days of the death or serious bodily injuries send a report to the Commissioner for Workmen's Compensation, in Form Acc.5.

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

iii) Copies of such reports shall be sent to the 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, which may extend to Rs.100.

(C) Notice to the Chief Inspector of Explosives in India, New Delhi (telegraphic address – Explosives, New Delhi) under section 8 of the Indian Explosives Act, 1884 and section 27 of the Petroleum Act, 1934 :

i) All accidents by 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 occur in trains or vehicles or elsewhere within railway limits shall be promptly reported to the Chief Inspector of Explosives in India, New Delhi. The report shall be in the form of a Special Report and shall be submitted, in duplicate, by the Divisional Railway Manager to the Chief Safety Officer.

Note: The number of copies of the Special Report, referred to in this rule, is in addition to the two copies required to be sent to the Chief Safety Officer in accordance with Rule 8.28.

ii) In the case of accidents attended with loss of human life or serious injury to person or serious damage to property, or of a description usually attended with such loss or injury or damage, a copy of the accident message shall be relayed forthwith to the Chief Inspector of Explosives by the Divisional Railway Manager, with copy to the Chief Safety Officer, by FAX or other means immediately, the accident message being followed within 24 hours by a letter giving the bare particulars of the occurrence. A copy of this letter shall be sent to the Chief Safety Officer. A Special Report shall also be submitted as laid down in clause (i) above.

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

2. REPORT IN THE CASE OF ACCIDENTS ON ASSISTED AND PRIVATE SIDINGS :

Accidents occurring on assisted and private sidings shall be reported in the same way as accidents occurring on the lines of the railway. The private party or parties connected with the siding shall also be advised.

3. REPORT IN THE CASE OF ACCIDENTS AT JOINT STATIONS :

In the 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 railways connected with the Joint Station, irrespective of the railway actually involved in the accident.

4. REPORT IN THE CASE 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 Chief Engineer (Construction) of Executive Engineer-in-charge shall first report the matter to the nearest Station from which an accident report can be

despatched in accordance with Rule 6.04. the Chief Engineer (Construction) or Executive Engineer-in-charge shall also send the necessary reports to the Chief Safety Officer, through the normal channel. Copies of the accident report sent in accordance with Rule 6.04 need be sent to

Chief Safety Officer
Chief Engineer
Chief Mechanical Engineer
Chief Signal and Telecommunication Engineer
Chief Electrical Engineer
Chief Medical Director
Divisional Medical Officer and
Assistance Divisional Medical Officer.

As regards Government officials, the usual procedure shall be followed.

5. REPORT IN THE CASE OF ACCIDENTS ATTENDED WITH INJURY OR LOSS OF LIFE :

In the 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 stations between which the tickets are available shall be obtained.

For the purpose of reporting the number of casualties, the following pro forma should be adopted: -

I. Killed –

a) Number of persons who were killed in the accident
b) instantaneously. (l)
c) Number of injured who died at the site before being removed to the hospital. (m)
d) Number of injured who died on way to hospital. (n)
e) Number of persons who died after admission in the hospital. (o)
f) Total number of persons killed. (l) + (m) + (n) + (o) = (x)

II. Injured –

a) (i) Number of persons who sustained grievous injuries and were admitted in the hospital. (l)

(ii) Number of persons who sustained grievous injuries but not admitted to the hospital. (m)

b) Number of persons who sustained simple injuries:

(i) Those who were admitted in the hospital. (n)

(ii) Those who were not admitted in the hospital. (o)

(iii) Total number of persons injured. (l) + (m) + (n) + (o) = (z)

c) Number of persons who received trivial injuries.

APPENDIX F

ACCIDENT ENQUIRIES – RELEVANT SECTIONS OF THE RAILWAYS ACT, 1989.

i) 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 in loss of human life or grievous hurt causing total or partial disablement of permanent nature to a passenger or serious damage to railway property, 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.

ii) 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.

iii) Section 116: POWERS OF COMMISSIONER IN RELATION TO INQUIRIES :

(1) 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 posers specified in Section 7, have the powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908 (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.

(2) The Commissioner while conducting an inquiry under this chapter shall be deemed to be a civil court for the purposes of Section 195 and Chapter XXVI of the Code of Criminal Procedure, 1973 (2 of 1973).

iv) 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 proceedings 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.

v) 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 a manner as may be prescribed.

vi) Section 119: NO INQUIRY, INVESTIGATION, ETC., TO BE MADE IF THE COMMISSIONER OF INQUIRY IS APPOINTED. –

Notwithstanding anything contained in the foregoing provisions of the chapter, where a Commission of Inquiry is appointed under the Commissions of Inquiry act, 1952 (3 of 1952), to inquire into an accident, any inquiry, investigation or other proceedings 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.

vii) 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.

APPENDIX G-- ACCIDENT FORMS

ACC. 1	Accident Message
ACC. 2	(Statement to be submitted in duplicate by DRM to CSO in case of parting of trains, along with special reports)
ACC. 3	Form to be filled in by the Driver and Guard in the case of any accident, to be delivered to the nearest Station Master for issue of Accident Messages, etc.
ACC. 4	Form to be filled in by the Guard and the Driver in the case of persons falling out of trains
ACC. 5	Report of fatal accidents
ACC. 6	Form to be used by Reporter
ACC. 7	ACCIDENTS – Standard Form for recording the results of examination of site and materials
ACC. 8	List of railway personnel at……station, including in Workshops, Loco Sheds, etc., qualified to render first aid.
ACC. 9	List of Private Medical Practitioners available at or in the vicinity of the …… Station.
ACC.10	List of Railway Hospitals and Dispensaries showing accommodation and facilities provided therein, the Medical Officer-in-charge thereof, distance from the station and the means of transport thereto.
ACC.11	List of Non-Railway Hospitals or Dispensaries including

	Government, Municipal, Mission or Private institutions, showing accommodation and facilities provided therein, the Medical Officer-in-charge thereof, distance from the station and means of transport thereto.
ACC. 12	Particulars of conveyances available at other near stations where there are hospitals, which could be utilized for transport of injured from the station
ACC. 13	Statement of Class P2 accidents for the month of ……20……
ACC. 14	Statement of Class A-5 accidents for the month of ……
ACC. 15	Statement of Class Q-1 accidents for the month of ……
ACC. 16	Statement of Class D-6 accident for the month of ……
ACC. 17	Statement of Class P-1 and P-3 accidents for the month of …. ……
ACC. 18	SUMMARY

Specimen form Acc.1

SOUTHERN RAILWAY

Local Pro. No_____

Accident Message

Accident Class_____ Date/Time handed in Hrs./Mts.

From (Station) _____ To all concerned Accident Class_____

Heads of report	**Particulars of Accident**
Kilometreage of accident	
At what station or between which stations the accident occurred	
Time of accident	
Date on which the accident occurred	
Number and description of the train or trains, Driver's name and class and number of engine	
Whether train engine was fitted with electric headlight	
Nature of accident (briefly). If there is damage to property, state whether it is slight or serious.	
Number of people killed	
Number of people seriously injured and number	

slightly injured	
Cause of accident as far as known	
Probable detention to traffic	
Assistance required	

Message received from (Station)_____ from _____
At Hrs____Mts. by _____
Date _____

Sent to
(Station)_____ to
At Hrs____Mts. by _____
Date _____

Official in charge
(With full name and designation)

Specimen Form Acc.2

SOUTHERN RAILWAY

(Statement to be submitted in duplicate by DRM to CSO in case of parting of trains, along with special reports)

PARTING OF TRAIN No. ..... at/between.....

1. Time
2. Date
3. Station from which reported
4. Kilometreage of accident
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 the breakage
12. If two engines, was second in rear of train
13. No. and class of second engine
14. Type of coupling
15. Manufacturer's name

16. Period in use
17. Date of last periodical overhaul
18. Driver's report
19. Guard's report
20. Distance between the parted portions
21. Cause of the accident
22. Staff responsible
23. Workshop code, date and type of steel stamped at weld mark
24. Remarks

Specimen Form Acc.3

SOUTHERN RAILWAY

Form to be filled in by the Driver and Guard in the case of any accident, to be delivered to the nearest Station Master for issue of Accident Messages, etc.

1. Date and time of accident

2. Driver's name

3. Guard's name

4. Train No. Engine No.

5. Whether electric headlight of engine was in working order and burning

6. Section and kilometreage of accident

7. Brief description of accident and whether interruption to through traffic is involved. In the case of derailment, give the painted numbers of vehicles derailed and the number of which derailed in the case of each vehicle. If the engine is derailed, give the number and description of

wheels derailed. If the engine or a vehicle has capsized, say whether the capsized engine or vehicle is clear of or fouling the track.

.....

.....

8. Condition of Permanent Way, i.e., whether badly damaged or otherwise, length damaged etc.

.....

9. Assistance required:- Break-down cranes with tool vans, tool vans only or staff with tools only.

.....

10. No. of persons injured and/or No. of persons killed stating how many of them were passengers in trains.

.....

11. Any other important information.

.....

....

Signature of Guard Signature of Driver

Specimen Form Acc.4

SOUTHERN RAILWAY

Form to be filled in by the Guard and the Driver in the case of persons falling out of trains

Train No..... Place.....

Date.....

Reference to Accident Message.....

1. Name of Driver..... Staff No..... Grade.....Pay. Rs.....
Engine No.....Load of the train.....

2. Name of Guard.....Name of Brakesman/Asst. Guard.....

a) Kilometreage at which i) the person fell down.....
ii) the train stopped.....

b) The place where the person fell 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 Driver and train brought to a stand, if not, how the train was stopped?
(State if intercommunication 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 person who fell down

b) If a child, also state 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 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 fell 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 eyewitnesses 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 fell 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 fell down).

c) Are necessary warning notices exhibited in the carriage?

7. Was there a Railway Police Constable in the train?

8. Was there a Travelling Ticket Examiner in the train?

9. Remarks as to whether the occurrence is accidental or due to carelessness of the person concerned.

…… ……

Signature of Driver Signature of Guard

Forwarded to DSO/DOM..... and DME.....

Forwarded to DEN..... and DME.....

(In case of Material trains)

. **NOTE: 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 DME.**

(1) (a) The Guard shall advise,, the SE/JE(C&W) of the next train examining

station, immediately after accident to facilitate examination of the train, certification in the Combined Train Report and submission of report by the SE/JE(C&W).

(b) With regard to item (6) of the form, if the individual carriage from which the

person fell down is not known, the Guard shall examine all the coaches jointly with Rolling Stock staff at the next train examining station and furnish the results of examination.

(2) (a) With regard to item 5(d), it is imperative that 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 eyewitnesses 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

SOUTHERN RAILWAY

REPORT OF FATAL ACCIDENTS

To

The Commissioner of Workmen's Compensation
.....
.....

Sir,

I have the honour to submit the following 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 attending the death/serious bodily injuries of the workman/workmen were as under:-

a) Time of the accident:
b) Place where the accident occurred:
c) Manner in which deceased was/were employed at the time:
d) Cause of the accident:
e) Any other relevant particulars.

Your's faithfully,
.....
Signature and designation
of person making the report.

Name	Sex	Age	Nature of employment	Full postal address

Specimen Form Acc.6

SOUTHERN RAILWAY

Form to be used by Reporter

No.	Questions	Answers
1.	Exact time at which the accident occurred	
2.	At or between stations and kilometreage	
3.	Time at which first advice of accident was despatched and by whom	
	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 despatched and to whom addressed Note: In cases of serious accident outside station limits in which advices have to be sent to the nearest station, care shall be taken to record accurately the times at which all such advices reached the station and the time each was despatched by telephone or other means from the station.	
6.	State total number of passengers in train at the time of accident	
7.	Concise statement showing number of persons killed 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 endeavour shall be made to obtain the name and address of each person killed or injured.**
ii) Every endeavour 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 and the position and condition of the coaches, when the dead and injured were extricated, individual coach numbers being recorded. An illustrative sketch showing the position of coaches shall also be prepared.	

9.	a) Time at which advice of accident received at Break-Down Special depot station	
	b) Time at which Break-down special turned out ready to start	
	c) Time at which Break-down special started from depot station	
	d) Time of arrival at accident spot of Break-down special and what medical aid arrived on this special	
10.	a) Time at which advice of accident received at Medical Relief Vehicle or Medical Relief Equipment	
	b) Time at which Medical Relief special turned out ready to start	
	a) Time at which Medical Relief special or train with Medical Relief Equipment started from station	
	b) Time of arrival at accident spot of Medical Relief special or Medical Relief Equipment	
11.	What was done to give first aid to the injured prior to the arrival of medical staff and/or medical equipment?	
12.	Time at which first qualified medical aid arrived and wherefrom and name and designation of official in charge of same Information shall be obtained and recorded as to how each injured person was dealt with	
13.	Exactly what arrangements were made to remove the more seriously injured to a hospital and at what time was this done and to what hospital were they taken and when did they arrive there?	
14.	Describe briefly what was done to restore communication and at what time this was restored.	
15.	Any other detail of importance	

NOTE: i) In addition to the information referred to above being accurately recorded, the Senior Divisional Officer proceeding to the site of the accident shall draw up a comprehensive report showing exactly what occurred so that when questions are asked subsequently and criticisms 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 to 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 incumbent on the Divisional Railway Officer present to record facts with accuracy. It is most important that relief trains shall be started as soon after an accident has occurred as possible and the trains shall not be detained for the Magistrate and the Police Officer.

iii) This report shall be prepared at the site of the accident if at a station; otherwise at the nearest station.

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.7

SOUTHERN RAILWAY

ACCIDENTS – Standard Form for recording the results of Examination of site and materials

Sl. No.	Items examined	Results of examination	Remarks
	A		
	I. Permanent Way :		
1.	Subsidence of track		
2.	Distortion of track		
3.	Change of grade on curve		
4.	Radius of curve		
5.	Gauge	Sketch to be attached	
6.	Super-elevation		
7.	Fastenings		
	II. Points and Crossings :		
1.	Switches		
2.	Crossings		
3.	Wing rails		
4.	Guard rails		
5.	Fastenings		
6.	Locking bolt and cotter		
	III. Other items of interet :		
1.	Weight of used rails involved in accident		
2.	Percentage loss of weight compared with new rail of same kind		
3.	Actual diagram of section of rail	Sketch to be attached	
4.	Full details of slack trenails and spikes, etc., at site of accident and 18 metres on either side		
5.	What dates chiselled or otherwise marked on sleepers – furnish details with respect to 'datum' – ('O' point being first point of mounting)	Appendix to be attached	

6.	Marks on rails, sleepers, etc., (especially between the point of mount or drop, in the case of derailment)	Sketch to be attached	
7.	Water marks on bridges		
8.	Rainfall on the day and 3 days preceding (in Cms.)		

B

1.	Fallen parts of rolling stock such as brake blocks, doors, etc., behind spot of first mounting or derailment.	Sketch to be attached	
2.	Failure of material such as broken axles, springs, etc.		
3.	Brakes		
4.	Axle boxes		
5.	Wheel flanges		
6.	Springs		
7.	Covering sheets		
8.	Tying down ropes (inclusive of chains)		
9.	Any other items of interest		

C

I. Points and Signal Gear :

1.	Locking of points		
2.	Locking of signal levers		
3.	Locking of traps		
4.	Custody of keys and types		
5.	Position of signals and signal levers		
6.	Position of traps and trap levers		
7.	Breakage of signal gear		
8.	Signal lamps		
9.	Lamps of point indicators, signals or discs, etc.		
10.	SM's control		
11.	Block Instruments		
12.	Token/Authority to proceed		
13.	Shunt Metal Token/Shunt Key		
14.	Any other items of interest		

II. Station Records :

1.	Train Signal Register books		
2.	Train Message books		
3.	Caution Order for trollies and lorries		
4.	Pilot Memo		

5.	Line Clear Ticket		
6.	Authority to Proceed without Line Clear		
7.	Partial Interruption Certificate		
8.	Caution Order		
9.	Train Reception and Despatch Order book		
10.	Private Number book		
11.	Station Diary		
12.	Log book and messages		

III. General :

1.	Uneven loading		
2.	Marks of fire		
3.	Traces of fallen goods		
4.	Any other matters		

D

Level Crossings:

1.	Position of gate and signal levers	Sketch to be attached	
2.	Locking of gates		
3.	Locking of gate signal levers		
4.	Custody of gate and gate signal lever keys		
5.	Gate signal lamps		
6.	Duty roster		

E

Sabotage :

1.	Foot prints		
2.	Finger prints		
3.	Suspicious objects found in the vicinity		

F

1.	Time of accident		
2.	Siren, etc., sounded at		
3.	Departmental representatives arrived at the site of accident (name and time)		
	Engineering		
	Mechanical		
	Transportation (Traffic)		
	Medical		
	Others if any		

Signature ..... Designation.....
Signature ..... Designation.....

Camp ..... Signature ..... Designation.....
Date..... Signature ..... Designation.....

We are of opinion that the accident was due to :-

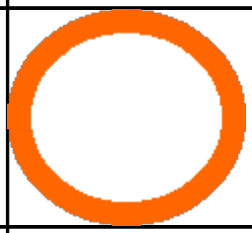
Signature ..... Designation.....
Signature ..... Designation.....
Signature ..... Designation.....
Signature ..... Designation.....

If there is any disagreement between the officials of the departments represented at the site of accident they may record their opinion on this page.

Specimen Form Acc.8

SOUTHERN RAILWAY

List of railway personnel at.....station, including in Workshops, Loco Sheds, etc., qualified to render first aid.

Station	Name	Designation	Address and Phone No.	Rostered hours of duty	Remarks
1	2	3	4	5	6
					

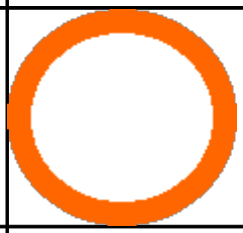
NOTE: Any change in the particulars should be entered as and when it takes place and kept up-to-date by the Station Master.

Specimen Form Acc.9

SOUTHERN RAILWAY

List of Private Medical Practitioners available at or in the vicinity of the ……

…….Station.

Station	Name of Medical Practitioner	Medical qualifi-cation	Address and telephone number	Whether available at short notice during day or night	Whether requisition for assistance can be sent by telephone or messenger	Remarks
1	2	3	4	5	6	7
						

NOTE: Any change in the particulars should be entered as and when it takes place and kept up-to-date by the Station Master.

Specimen Form Acc.10

SOUTHERN RAILWAY

List of Railway Hospitals and Dispensaries showing accommodation and facilities provided therein,

the Medical Officer-in-charge thereof, distance from the station and the means of transport thereto.

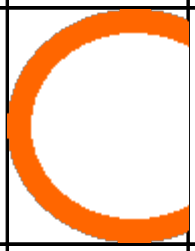
Station	Hospital or Dispensary	Designation of the Doctor in-charge	Number of beds M.F.C.	Whether X-Ray and operative facilities available	Whether requision for assistance can be sent by telephone, telegram or messenger	Distance of the Hospital or Dispensary from the Station	Available methods of transport from the station to the Hospital or Dispensary	Remarks
1	2	3	4	5	6	7	8	9

NOTE: Any change in the particulars should be entered as an when it takes place and kept up-to-date by the Station Master.

Specimen Form Acc.11

SOUTHERN RAILWAY

List of Non-Railway Hospitals or Dispensaries including Government, Municipal, Mission or Private institutions, showing accommodation and facilities provided therein, the Medical Officer-in-charge thereof, distance from the station and means of transport thereto.

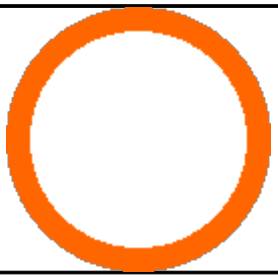
Station	Name of Hospital or Dispensary	Address and Telephone number	Designation of the Doctor in-charge	No. of beds M.F.C.	Whether X-Ray and Operative facilities available	Whether requisition for assistance can be sent by telephone or messenger	Distance of Hospital or Dispensary from the station	Available methods of transport from the station to the Hospital or Dispensary	Remarks
1	2	3	4	5	6	7	8	9	10
									

. **NOTE: Any change in the particulars should be entered as and when it takes place and kept up-to-date by the Station Master.**

Specimen Form Acc.12

SOUTHERN RAILWAY

Particulars of conveyances available at other near stations where there are hospitals, which could be utilized for transport of injured from the station.

Name of the near station with hospitals	Conveyances available for transport of injured	
	Mode of conveyance – Bullock-cart, Jutka, Motor Car, Motor Bus, Motor Lorry, Auto rickshaw etc.,	Number in each case
		

. **NOTE: Any change in the particulars should be entered as and when it takes place and kept up-to-date by the Station Master.**

Specimen Form Acc.13

SOUTHERN RAILWAY

Statement of Class P2 accidents for the month of ……20……

Serial No.	Time and date of accident	Kilometreage and station at or stations between which the accident occurred	Number and description of train and whether worked with vacuum or not	Whether the engine was provided with electric head-light and it was in working order	Whether the site of the accident is on the straight or on a curve and visibility of site (in telegraph posts) for Driver	Whether the site of the accident is a level crossing and, if so, whether it it smanned. If the site of the accident is not a level crossing, the kilometreage of the nearest level crossing
1	2	3	4	5	6	7

(a) Particulars of fencing at the site of accident (b) Any other relevant particuars regarding site of accident	Brief particulars as to how the accident occurred, with name, sex and address of person(s) killed or injured	(a) Whether the Driver noticed the accident or not (b) Particulars of blood marks	Verdict at inquest	Cause of accident	Remarks
8	9	10	11	12	13

Specimen Form Acc.14

SOUTHERN RAILWAY

Statement of Class A-5 accidents for the month of .....……..

Serial No.	Time and Date of accident	Place of accident	Details of accident	Cost of damage to engine, rolling stock, permanent-way, etc.	Cause of accident	Action taken against staff held responsible	Remarks
1	2	3	4	5	6	7	8

Specimen Form Acc.15

SOUTHERN RAILWAY

Statement of Class Q-1 accidents for the month of .....

N.B.- A separate statement shall be submitted for each category.

Serial No.	Time and date of accident	Place of accident	No. and description of train, if train is involved	Brief particulars of accident	Cause of accident	Remarks
1	2	3	4	5	6	7

Specimen Form Acc.16

SOUTHERN RAILWAY

Statement of Class D-6 accident for the month of .....

Serial No.	Time and date of accident	Place of accident	Brief particulars of accident	Cost of damage to engine, rolling stock, permanent-way etc.	Cause of accident	Remarks
1	2	3	4	5	6	7

Specimen Form Acc.17

SOUTHERN RAILWAY

Statement of Class P-1 and P-3 accidents for the month of…….……
N.B. - A separate statement shall be submitted for each class of accident.

Sl. No	Time and date of accident	Place of accident	No. and description of train, if train is involved	Brief particulars of accident indicating inter alia in cases of persons falling out of trains, whether the person or persons fell out through the door or window (the condition of the door, door handles, safety catches and/or window fastenings in the carriage shall be stated)	Cause of accident	Remarks
1	2	3	4	5	6	7

Specimen Form Acc.18 – A

SOUTHERN RAILWAY

SUMMARY

1. Nature of accident (such as derailment, collision, or as may be):

2. Date:
3. Time:
4. Railway & Division:
5. Route: Whether A or B or C
6. Location:
7. Types of trains involved:

Train numbers	Up.....Vacuum/air pressure in B.V. Down..... Vacuum/air pressure in B.V.
Engine numbers	Up train.....Vacuum/air pressure Down train.....Vacuum/air pressure
Trains consisting	Up Down
Estimated Speeds	Up Down

8. System of working:
9. Track (brief description of):
10. Alignment:
11. Gradient:
1. Weather:
13. Visibility:
14. Casualties:
15. Brief cause of accident:
16. Time taken in clearing the line:
17. Damage to rolling stock:
18. Damage to permanent-way
19. Damage to overhead equipment of track:
20. Relief arrangements and medical attention:

Specimen Form Acc.18 - B

SOUTHERN RAILWAY

Proceedings of*..... Enquiry Class of Accident.....

Held at..... on.....
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

2. Name

   Department Rank

3. Name

   Department Rank

Not present, although advised –

*State whether Joint, Inter-Departmental or Departmental.

Specimen Form Acc.18 – C

SOUTHERN RAILWAY

DESCRIPTIVE ACCOUNT OF THE ACCIDENT

(In concise terms)

Grades.
Curves.
Type of 279herefore and interlocking.
Type and condition of permanent way.
Weight of engine and weight on each wheel.
Marshalling of train.
Brakes and number of braked wheels.
Condition of rolling stock.
Time train was due, and, if late, time lost and reasons 279herefore.
Extract from the Train Signal Register or Train Message Book at the stations at both ends of the block section concerned, if the running time, speed, departure or arrival time is in dispute.
Whether train was booked to cross or run through or stop.
Whether train was booked to cross, or was crossing, out of course.
Train lights carried, and whether burning.
Weight on each wheel of vehicle concerned in a derailment.

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 Finding or Recommendations which should be entered in Acc.18 (H & J)

Specimen Form Acc.18 – D

SOUTHERN RAILWAY

LIST OF WITNESSES IN ORDER EXAMINED WITH THEIR NAMES, STAFF No. DESIGNATION AND STATION.

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....
7. .....
8. .....
9. .....
10. .....
11. .....
12. .....
13. .....
14. .....
15. .....
16. .....
17. .....
18. .....

19. ……

20. ……

Specimen Form Acc.18 - E

SOUTHERN RAILWAY

DEPOSITION OF WITNESS No.

Name:

Staff No.:

Designation: Salary: Grade:

Headquarters station:

Age: 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 on..... to ..... hours on ..... after ..... hours rest before coming on duty.

Specimen Form Acc.18 - F

SOUTHERN RAILWAY

Deposition of Witness No. (continuation sheet No……)

Read over, translated and accepted as correct.

Signature ..... Date.....

……..
President.

Specimen Form Acc.18 - G

SOUTHERN RAILWAY

REASONS FOR THE FINDING

Here may be embodied:

(i) Discussion of all conflicting evidences and the Committee's deductions therefrom:

(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)
Designation.....	Designation.....	Designation.....
Date.....	Date.....	Date.....

Specimen Form Acc.18 - H

SOUTHERN RAILWAY

JOINT FINDING

(Cause, Responsibility and Rules Violated)

The finding should be brief and concise and reference to the Rules infringed and by whom should be specifically stated:

Signature.....	Signature.....	Signature.....
Name.....	Name.....	Name.....
(Member)	(President)	(Member)
Designation.....	Designation.....	Designation.....
Date.....	Date.....	Date.....

Specimen Form Acc.18 - I

SOUTHERN RAILWAY

MATTERS BROUGHT TO LIGHT DURING ENQUIRY

Signature.....	Signature.....	Signature.....
Name.....	Name.....	Name.....
(Member)	(President)	(Member)
Designation.....	Designation.....	Designation.....
Date.....	Date.....	Date.....

Specimen Form Acc.18 - J

SOUTHERN RAILWAY

SUGGESTIONS

Suggestions for remedial measures should be based not only on the causes of the accident but also on any contributory factors and on any extenuating circumstances.

Signature.....	Signature.....	Signature.....
Name.....	Name.....	Name.....
(Member)	(President)	(Member)
Designation.....	Designation.....	Designation.....
Date.....	Date.....	Date.....

Specimen Form Acc.18 - K

SOUTHERN RAILWAY

RELIEF MEASURES, etc.

1. Train and date:

2. Kilometreage and section:

3. First information report received From:
By:
At:

4. Time of accident and weather conditions:

5. Casualties Public
Staff Injured:
Removed to Hospital:
Dead:

6. Nearest Hospital Place:
Distance:

7. Medical Van Ordered at:
Left Headquarters:
Arrived site:

8. B.D. Special Ordered at:
Left Headquarters:
Arrived site:

9. Relief Special Ordered at:
Left Headquarters:
Arrived at:

7. Transhipment ordered at:

11. Trains transhiped No. :
Time:

2. Trains cancelled:
3. Trains diverted, routed via:
4. Trains detained No.:
Minutes
5. Probable cause and given by:
6. Obstruction cleared at:
7. Through running restored at :
8. Any other details:

Signature:

Date: Designation:

Appendix G MEASUREMENT AND EXAMINATION

Specimen Form Appendix G- 1

SOUTHERN RAILWAY

MEASUREMENT AND EXAMINATION ON PERMANENT-WAY
(Revised)

1. Location of point of derailment:

   a) Whether on straight, curve or transition:
   b) Whether on a falling grade, level (or) rising grade (or) on sag:
2. Location of point of mount:
   a) Whether on straight, curve or transition:
   b) Whether on a falling grade, level (or) rising grade (or) on sag:
3. Location of point of drop:
   a) Whether on straight, curve or transition:
   b) Whether on a falling grade, level (or) rising grade (or) on sag:
4. Condition of soil:
   a) Type (e.g., sandy/loam/clay/moorum/black cotton):
   b) Condition (e.g., firm, wet, slushy, etc.):
5. Condition of ballast:
   a) Type (e.g., stone, moorum, sand, ash, etc.):
   b) Depth below sleeper bottom in cm.
      i) Clean:
      ii) Choked:
   c) Width of shoulder in sleeper from out side of
      i) L/R rail:
      ii) L/R sleeper:
6. Condition of sleeper:
   a) Type (e.g., wooden, CST, steel trough, concrete):
   b) Condition (new, second hand, damaged unserviceable):
   c) Density:

7. Condition of rail:

a) Weight:
b) Condition of wear (with rail profile)
   i) at point of mount or drop
   ii) in rear of point of mount or drop

8. Condition of rail joints (with location):
a) Whether hogged, battered low etc.:
b) Condition of fish plate:
c) Condition of fish bolt components:

9. Condition of Switch Expansion Joint:

10. Condition of turn outs:
a) Grade:
b) Condition of tongue rail:
c) Condition of stock rail:
d) Condition of tie bar:
e) Condition of crossing arrangements:

11. Condition of anti-sabotage measures:

12. Measurements to be taken:

a) Station No.

b) Distance apart in m:

c) Gauge in mm.- under no load/ load condition:

d) Cross level in mm.- under no load/load condition:

e) Marks on rail top/sleeper:

f) Any grinding/rubbing mark on rail:

g) Condition of fastener:

h) Condition of sleeper:

i) Expansion gap at rail joints (L/R):

j) Gap at SEJ:

k) Versine on 20 m or 10 m chord:

l) Super-elevation given:

m) Length of transition:

n) Degree of curve:

o) Longitudinal level:

p) Gap between check rail and base rail and any indications of obstruction to the movement of wheels:

q) Creep on rail (L/R):

r) Temperature of rail:

s) In point and crossings :

i) Gauge:

ii) Cross level:

iii) Versine:

iv) Vertical and lateral wear on the tongue rail:

v) Vertical wear on the wing rail:

vi) Condition of tongue rail over a length of 20 mm from the toe :

. NOTE: 1. Left and right are with respect to direction of train movement.

2. Sag extends 90 m on either side of the vertical junction of the grade lines.

3. The POM should be marked station 'O' and the stations number serially as '+'

for measurements ahead of POM and '_' for measurements in rear of POM.

4. When there is no POM the POD can be taken as station 'O'.

5. Measurements to be taken 45 m ahead of 'O' station and 300 m in rear of

'O' station.

6. Track measurement to be taken at individual sleeper upto 30 m in rear of 'O'

station and 3 m apart till 300 m from thereon.

7. The measurement of versines should preferable by done on 20 m chord for

curves upto 10 degrees sharpness and 10 m chord for curves sharper than 10

Specimen Form Appendix G- 2

SOUTHERN RAILWAY

PARTICULARS OF DIMENSION RECORDED FOR ROLLING STOCK INVOLVED

(Revised)

In accident to Train No..... on ..... at .....

A. PARTICULARS TO BE FURNISHED FOR ALL TYPES OF WAGONS/ COACHES:

1. S.No.:
2. Wagon/Coach No.:
3. Type – Traffic:
4. Type – Mechanical:
5. Tare (in tonnes):
6. Carrying capacity (in tonnes):
7. Year built:
8. Return period for POH:
9. PRO particulars – POH – station/date:
10. Repacking/Roller bearing Exam – station/date:
11. Oiling – station/date:
12. Pay load (in tonnes) – from labels:
13. From actual weighment where possible:
14. Commodity loaded and remarks regarding uneven loading: (with sketch for details of uneven loading)
15. Commodity loaded – from:
16. - to:
17. Position of the wagon/coach from engine : (in terms of wagon/coach)
18. Type of braking system:
19. Whether the brake operative or dummied?
20. Any symptoms of brake binding over the wheels?
21. Condition of brake rigging safety brackets.
22. Wheel gauge in mm – 1^{st}, 2^{nd}, 3^{rd}, 4^{th}, etc., pair (L/R):
23. Wheel diameter (with respect to direction of movement): 1^{st}, 2^{nd}, 3^{rd}, 4^{th}, etc., pair (L/R):
24. Thickness of flange – 1^{st}, 2^{nd}, 3^{rd}, 4^{th}, etc., pair (L/R):
25. Observation after measuring the profile with tyre defect gauge - 1^{st}, 2^{nd}, 3^{rd}, 4^{th}, etc., pair (L/R):
26. Buffer height – Front:
27. Buffer height – Back:

28. Details of broken parts giving location with respect to point of mount and derailment and whether the breakage considered due to accident:

29. Where a load is placed on more than one wagon, any possibility of free movement of wagons concerned in negotiating curves:

30. Any other defect in the vehicle which may have contributed to (or) caused the derailment?

B. PARTICULARS TO BE FURNISHED 'IN ADDITION' FOR 'UNIT TYPE' OF WAGONS:

1. Examination of axle box and bearing of – 1st and 2nd pair (L/R)

a) Condition of Axle box:
b) Condition of plain bearing:
c) Condition of roller bearing:
d) Clearance between plain bearing and journal collar:
e) Condition of sole plate (or) slipper plate:
f) Lateral clearance between axle box groove and axle guard:
g) Longitudinal clearance between axle box groove and axle guard (mm):
h) Condition of journal:

2. Examination of axle guards – 1st and 2nd pair (L/R)

a) Condition of axle guard:
b) Condition of bridle bar:
c) Whether axle guard works inside the axle box groove?
d) Are the axle guards bent (or) otherwise damaged to prevent the free movement of axle box?

3. Examination of spring gear – 1st and 2nd pair (L/R)

a) Free camber in mm:
b) Condition of spring plates and buckle:
c) Condition and thickness of packing plate under the spring:
d) Load camber in mm (after rerailing on a level uncanted track):
e) Clearance between shackle plate and pins in mm:
f) Condition of shale plate and pins:
g) Whether spring eye touches sole bar?
h) Spring characteristics after testing with a load deflection testing machine:

C. PARTICULARS TO BE FURNISHED IN ADDITION FOR BOGIE WAGONS:

1. Vertical clearance at side bearer – front/rear bogie (L/R)
2. Condition of side bearer:
3. Condition of centre pivot arrangement and remarks regarding free movement of bolster and pivot:
4. Type of bogie:
5. Condition of bogie frame and stay plates:
6. Remarks on free movement of axle box on bogie frame:
7. Examination of axle box and bearing:
   a) Condition of axle box:
   b) Condition of plain bearing:
   c) Condition of roller bearing:
   d) Lateral clearance between plain bearing and journal collar:
   e) Condition of sole plate (or) slipper plate:

8. Examination of spring gears:

a) Type of spring:
b) Free camber in mm:
c) Load camber in mm (after rerailing, on a level uncanted track):
d) Condition of spring plates and buckle:
e) Condition of coils in helical spring:
f) Condition and thickness of packing plate under/over the LBS/helical spring:
g) Condition of shackle, shackle stone and shackle pin:
h) Spring characteristics after testing with a load Deflection testing machines:

D. PARTICULARS TO BE FURNISHED IN ADDITION FOR COACHING STOCK:

1. Examination of bogie:

a) Vertical clearance at side bearer in mm:
b) Condition of side bearer of solid type:
c) Condition of side bearer arrangement in closed type:
   i) Availability of oil in ml:
   ii) Condition of steel wearing plate:
   iii) Condition of hemispherical brass piece:
d) Condition of centre pivot arrangement:
e) Any symptoms of obstruction to free movement of bogie:
f) Condition of bogie frame and bolster:
g) Condition of hanger link, blocks and pins:
h) Condition of axle holding arm arrangement:
i) Condition of safety loops:

2. Examination of dampening of primary and secondary suspension arrangements:

a) Any symptoms of oil leak through dash pot arrangement:
b) Quantity of oil available in ml:
c) Condition of dash pot arrangement:
d) Condition of shock absorber:

3. Examination of bearing:

a) Type of bearing:
b) General condition of roller bearing:
c) Radial clearance (in microns):

d) Condition of front and rear sealing arrangement:

4. Examination of spring gear in primary and secondary suspension:

a) Free camber in mm:
b) Tare camber in mm(after rerailing on a level uncanted track):
c) Condition of coils:
d) Spring characteristics after testing with a load deflection testing machine:

5. Condition of anchor link and pins:

6. Condition of equalising stay and pins:

E. PARTICULARS TO BE FURNISHED IN ADDITION FOR ISMD LOADED WAGONS:

1. Condition of lashing arrangement:
2. Exact ISMD:
3. Any indication of displacement of load over wagon on run:
4. Condition of stanchion posts:

F. PARTICULARS TO BE FURNISHED IN ADDITION FOR TANK WAGONS AND MILK TANKERS:

1. Any indication of spillage:
2. Any indications for leakage through master and bottom discharge valves:
3. Are the baffle plates available:
4. Condition of saddle plate:

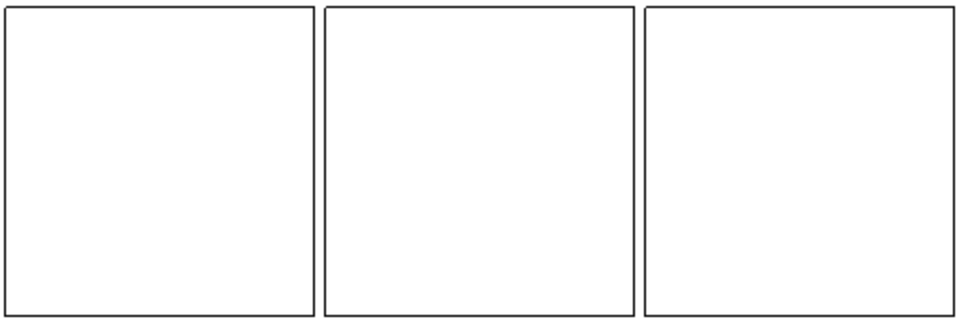
Specimen Form Appendix G - 3

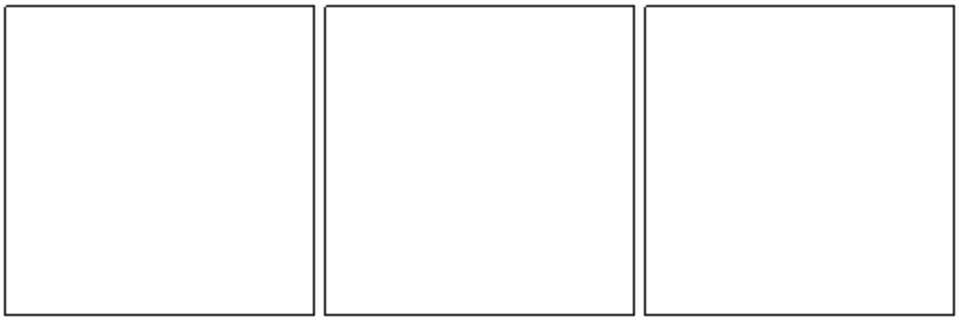
SOUTHERN RAILWAY

DETAILS OF PHOTOGRAPHS TAKEN AT THE SITE OF ACCIDENT

Number of Photographs attached : .....

Brief description of each :





Specimen Form Appendix G - 4

SOUTHERN RAILWAY

COMPOSITION, MARSHALLING ORDER AND PARTICULARS OF ROLLING STOCK ON THE TRAINS INVOLVED.

Down/Up Train No.....Ex..... of .....

Sl. No	Owning Railway	Class or type and Painted No.	Weight				Booked		W (Empty) or L (Loaded) and Commodity	Last				Remarks
			Tare		Gross		From	To		POH at	Date	Re-packed at	Date	
			T	C	T	C								
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														

Specimen Form Appendix G - 5

SOUTHERN RAILWAY

Details of damages to engine and rolling stock and approximate cost thereof-

Item No.	Description	No. in each	Amount	
			Rs.	P.

Specimen Form Appendix G - 6

SOUTHERN RAILWAY

Details of damages to permanent-way and approximate cost thereof-

Item No.	Description	No. in each	Amount	
			Rs.	P.

Specimen Form Appendix G - 7

SOUTHERN RAILWAY

Details of damages to signal, interlocking and communication gear and approximate cost thereof-

Item No.	Description	No. in each	Amount	
			Rs.	P.

A

Acceptance of responsibility by Departments	8.05
Accident Alarm Signals	2.00, 2.02
Accident Categories	5.04
Accident Enquiry	8.01,8.07(F),8.26
Accident Relief Medical Equipment	
Scale - I - Location	3.01
- Ordering	3.02
- Target time	3.03
- Expeditious despatch	3.19
- Medical Aid	3.20
- Keys	3.06
- Maintenance	3.04
- Inspection	3.05
- Trial run	3.07
Scale - II - Location	4.01
- Keys	4.02

Accident Returns and Statistics
- Preparation 10.02
- Submission 10.03
- Submission by DRM to HQs. 10.05
- Submission by CSO to Railway Board/CRS 10.11
- Report to Railway Board 10.06, 10.08, 10.09
- Collection, Compilation and Monthly 10.07
- Report to CRS 10.10
- At stations 10.04

Accidents at Junction Station 8.25
Acquaintance with the rules 2.03
Act, Railways 1989 1.01
Action to be taken
- By Station Master where ARME-II is provided 3.20(xiv)
- Central Control on receipt of information about accident 3.16
- Railway Administration on receipt of the Report of the CRS. 8.18
- Person falls out or is knocked down 7.01
- Line is breached or submerged 3.48
- LPG Emergency 7.07

Advice to Press 6.09
Arrangements for
- clearing the line 3.43
- reception of patients at Non-Railway Hospitals 3.25
- railway servants at the place of Judicial Inquiry/CRS 8.14
- videographers and photographers 3.36
- finger print expert 4.08
- Railway Protection Force with sniffer dogs 4.09

Assistance to CRS
- by Officers 8.15
- Technical Assistance 8.16

Averted Collision 1.03, 5.04(b)(iii), 6.14, 7.12 8.10, 8.28

B

Books and Forms	3.15(iii), 3.37
Breach of Block Rules	5.05(G),7.13,8.24, 8.28(G)
Break-Down Specials	9.00,
- Stabling	9.01
- Location and composition	9.03
- Target Time	3.42
- Expeditious despatch	3.41
- Gang	9.02
- Keys	9.06
- Inspection	9.05
- Maintenance	9.04

C

Chief Controller/Deputy Chief Controller	15.00, 3.15(B), 3.39(vii), 4.12
Classification of Accidents	5.05
Classification of Accident Enquiries	8.02
Commencement of restoration work	4.11
Commercial Inspectors/Commercial Staff	3.26, 3.39(ix),7.00, 15.00(iv)(a), 28.00(a)
Commission of Inquiry	8.20, 8.07(B)(i)(a),8.12(ii)(A)(6), 8.13
Compensation Rules, 1990	9.06, 9.05
Compensation to victims	9.01,9.04, 9.05
Complimentary passes during railway accidents	3.53
Consequential and Non-Consequential Accidents	5.02, 5.04(I),10.08(a)
Controlling Station Master	4.00
Coordination	
- at Divisional	3.39
- at Zonal Headquarters	3.40

D

D A R Enquiry	8.27
Departmental enquiry	8.08
Derailments	5.04(I), 3.10(j), 3.33, 3.49, 4.17(ii) 5.02(D),8.128(D), 7.14,10.5(D)
Detached parts of Engine or Vehicle on track	7.05
Disposal of Dead Bodies	7.04, 7.03
Divisional Electrical Engineer (Traction Distribution)	22.00, 23.00,17.00,
Divisional Electrical Engineer (Traction Operation/ Traction Rolling Stock)	21.00, 23.00

Driver experiencing unusually Slack or Rough running or Heavy Lurch	5.05(K-4), 7.09
Duties of (in case of Accident)	
- Station Master	3.06, 3.08, 3.09, 6.04, 7.15, 3.00
- Guard	3.08, 3.09,3.10, 3.11, 4.04, 7.01, 7.02, 7.06, 7.08, 7.11, 1.00
- Engine Crew	4.04, 2.00, 8-Anx (B)
- Other Railway Staff	4.04, 7.01(B), 7.14
- Officers and other Supervisory Officials	4.14

E

Equipment considered necessary in any accident	8.00
Examining and recording - Rolling Stock	3.34
Ex-gratia payment to the	
- injury or death in a serious accident	3.54
- Train Accidents at Manned Level Crossings (Road Users)	9.03
- Train Accidents or untoward incidents	9.02
Explosion on Track or Train	7.08
Extrication of the injured from debris	3.21

F

Facility for reaching the site of accident	8.13
Fire in Trains	7.06
First Aid Equipment and Stretchers	7.00
First information by the Guard and Driver	3.10
Free telegram and trunk calls during railway accidents	3.52
Fortnightly Report to the Railway Board	10.06

G

Generating plant (Portable)	10.00
Guard - duties in case of Accident	3.08, 3.09,3.10, 3.11, 4.04, 7.01, 7.02,

7.06, 7.08, 7.11, 1.00

General Information to be furnished by Railways at the time of an inquiry by a CRS. 8.17

I

Important through lines of communication 6.10
Information to the Civil and Police Authorities 4.05
Inquiry by the Commissioner of Railway Safety 8.12
Inspection Book 6.00
Inspection of ARME 3.05

J

Joint and Interdepartmental Enquiries 8.07, 8.09, 811
Joint custody of Police and Railways 4.10
Joint Examination by Civil, Police and Railway Officials 4.16
Joint inspection of relief machinery by divisional officers 11.00
Judicial Inquiry 8.22
Joint Investigation and Examination 4.18

L

Levels of Enquiry 8.04
Location of ARME Scale I 3.01
Long range electric sirens 2.01, 3.09(iii), 3.20(vi), 3.42
LPG tank wagons 7.07

M

Magisterial Inquiry 8.21
Maintenance of Keys 3.06
Mechanical/ B.D. Staff 9.00
Medical Staff 14.00, 3.18, 3.20((iv)
Monthly Statement of Train Accidents to

- CRS 10.10
- Railway Board 10.09
- DRM to Zonal Headquarters 10.05
Murder in Railway Carriages 7.02, 5.05(Q)

N

Notice to
- the military authorities 6.12
- the postal authorities
- the other Railways
- the Chambers of Commerce
- Civil police station , D.S.P, Revenue Officials, etc 6.14
- the State Government 6.11
Notes and sketches 3.38
No tampering of clues and evidences 3.35
Notices of Railway Accident 6.01
Noting down the position of various equipment 3.31

O

Object of Accident Enquiries 8.01
Objectives in dealing with accidents 3.01
Officer or Senior Supervisor first reaching the site 6.00
OIC of accident site 3.07
Officials to whom accidents are to be reported 6.14
Opening of an enquiry-cum-information centre 3.51

P

Pass. or Trespasser is injured within Railway premises 7.15
Person falls out / knocked down by a train 7.01
Police Inquiry 8.23
Portable generating plant 10.00
Powers of the CRS 8.12(G)
Power Controller/Traction Loco Controller 16.00, 17.00, 3.05(B), 3.43(vii)
Precautions by

- Engineering Supervisors 4.13
- Staff sent to collect information 4.12
Preparation of
- accident returns 10.02
- accident messages and telegrams 3.11
- sketches and plans 4.19
Preservation of
- Clues 3.30
- Exhibits 4.20
- foot prints and finger prints 4.07

R

Railway Doctor in Non-Railway Hospitals 3.24
Recording of statements of staff concerned and eyewitness 3.29, 4.06
Reference lists at Stations/Control Office 3.05
Removal and Examination of Rolling Stock 4.17
Reportable Train accidents 5.03
Reporting serious accidents 6.05
Reporter 3.18, Acc. 6
Reporting by
- the Control Office 3.15
- the Station Master or railway servant 6.04
Reporting of unusual occurrences 6.13
Reporting of accidents
to the CRS 6.08
to the Railway Board 6.07
Resources of all departments 3.02
Responsibilities of
Officer or Senior Subordinate 3.27
Railway Protection Force 4.15
Senior most Officers at site 3.13
Staff other than Officers/Senior Subordinates.. 3.28
SM receiving report of an accident 3.06
Restoration of communication 3.44
Resumption of traffic after interruption 3.49

S

Sabotage /Train wrecking
- Classification 4.02
- Duties of GDR 4.04
- Advice to Civil, Police 4.05
- Preservation 4.07
- Duties of Officers 4.14
- role of RPF 4.15
- removal of rolling stock 4.17
- Preparation of sketches and plan 4.19

Sealing of signalling equipment 3.32
Security of passengers' luggage 3.55, 3.56
Security Staff 13.00, 3.02(2)
Signal and Telecommunication Staff 10.00
Special Report or Enquiry Proceedings 8.10
Spot investigation by CRS 3.45
Submission of
- Accident Returns and Statistics 10.03
- **Accident Statements by the Chief Safety Officer** 10.11

Supply of
- drinking water to the passengers 3.26
- food and drink to passengers and staff 3.50

T

Target Time 3.03, 3.42
Traction Power Controller 17.00
Travelling Ticket Examiner 5.00, 3.00(iii), 7.01(A)(iii), 3.39(ix)
Train passing signal at Danger 7.11
Train Superintendent 5.00, 3.00(iii)
Trains running away out of control 7.10
Trains unusually delayed 1.00
Transport of injured persons to Hospitals 3.22

V

Various Sections under the Railways Act, 1989 (24 of 1989) 9.01

W

Water drums in Medical Relief Specials	3.08
Wreckage	3.46, 6.00(x), 14.00(xix), 3.30(b), 3.43(vi)