

COMMERCIAL DUTIES OF GUARD : GOODS & PASSENGER TRAINS

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COMMERCIAL DUTIES OF GOODS GUARD

SEALING OF WAGONS

- Guards, when taking over trains at starting stations or when attaching wagons at intermediate stations, must, in conjunction **with the Trains Clerk and the Seal Checker** carefully examine the seals and the rivets of each wagon on the train
- The check must be thoroughly conducted on **both sides of the train** to ensure that all seals, rivets check lines, sheets, ropes, etc., are intact and that ventilators, windows, and doors on both sides are properly secured

- **Result of the above examination** should be recorded in a **seal examination register** which should be **countersigned by the Guard, Trains Clerk** on duty.
- At seal checking stations, these registers will be maintained by the Seal Checker and at other stations, these will be kept with the Station Master on duty.
- **Action to be taken if seals are intact but rivets are missing** - action must be taken to have fresh rivets put on the wagon. The fact that rivets were missing and fresh rivets were put on, should be endorsed in the seal examination register/Rakshak's book together with the painted number of the wagon over the signature of the guard.

Action to be taken at intermediate stations –

- When a goods train halt for **30 minutes or more** the guard must have the vigilant check of the train on both sides and see whether **seals and rivets on closed wagon and sheets on open wagon** are intact.
- Check that the **goods have not shifted** and **any wagon fittings are not hanging loose** and there is no **wastage or leak** from door crevices.
- If at an intermediate station a covered wagon is found with the **defective or deficient seal**, the **guard should give a memo to the Station Master on duty** who should get the wagon sealed immediately. The fresh seal label should be **signed jointly by the Station Master and the Guard**

Action to be taken at terminals or stations at the end of Guard's run –

- Guards of Trains, on reaching terminals or stations at the end of the run, **must remain with the train** until the seals, rivets check lines etc. have been examined in conjunction with the Trains Clerk and the Seal Checker on duty.
- The result of this examination must be recorded in the **seal examination register**, which should be signed by the Guard, the Trains Clerk and the Seal Checker on duty.
- **If any defect or deficiency is noticed**, the Guard must have the wagon **re-sealed or contents re-checked** in his presence, the fresh seal label being signed by him and the Seal Checker on duty. When all is correct and there is nothing to report as to the seals, rivets, etc., the fact should be noted in the register.

COMMERCIAL DUTIES OF PASSENGER TRAIN GUARD

- LUGGAGE
- PARCEL
- ANIMALS
- TICKET SALE
- CASH REMITTANCES
- COMPLAINT BOOK

LUGGAGE AND PARCEL

- At the train starting station, **luggage and parcel summaries** must be prepared for all packages by the parcel staff on duty. One copy should be retained by the station as its record on which the Guard/Assistant Guard should sign in token of having received the packages entered therein, and the **other copy should be made over to Guard.**
- It will be the responsibility of the **Guard/Assistant Guard to check the entries in the summary with the packages and the way-bills/luggage tickets** to ensure that he has received the correct number of packages in sound condition with way-bills and luggage tickets.
- **When a way-bill/luggage ticket is missing, a memo way-bill / luggage ticket should be prepared** from the marks on the packages and **given to the Guard/Assistant Guard.** This memo must accompany the articles up to the destination.

- At stations where an **exchange of Guard/Assistant Guard takes place**, if any packages are found short or damaged, the fact must be recorded on the **parcels summary** and remarks made on the connected way-bill, and both should be **signed by the relieving and relieved Guards/Assistant Guard**.
- On reaching the destination of the train, the **Guard should hand over to the Station Master all summaries duly signed together with a covering memo**.
- The **Station Master will send them to the Divisional Railway Manager/Chief Operating Superintendent** in whose jurisdiction the last terminal station is situated.
- Summaries received in sealed vans and from Guards/Assistant Guard should be entered in a register kept for the purpose showing the date and time of unloading, train number, van number, the station from, number of packages unloaded condition of packages, number of damage and deficiency messages issued, condition of seals and remarks.

- Guards will be held personally responsible if parcels or luggage articles are left behind for want of efforts on their part to find room for the traffic.

ANIMALS :

- Guard is responsible for the safety of animals and birds in his charge.
- He must see that the animals and birds in brake vans are so placed as to get as much as possible and that troughs in dog boxes are frequently filled with clean water during the journey

- SELLING TICKETS AT HALT WITH NO TICKETING FACILITIES
- COMPLAINT BOOK – entertain the complaints of passenger regarding cleanliness in carriages, water supply in lavatories, and other fan and light related problems.
- CASH REMITTANCES-
cash collected at stations are remitted to the Cash office in cash bags which are deposited in travelling cash safes which are properly sealed. These travelling cash safes are in the custody of the guard escorted by an armed RPF personnel.

THANKYOU