



ACCIDENT MANUAL

(For official use only)

WEST CENTRAL RAILWAY

DECEMBER 2004

PREFACE

The Accident Manual is a compendium of all instructions, rules, regulations and guidelines issued from time to time on the subject of railway accidents.

This is the first edition of Accident Manual brought out by West Central Railway. The edition contains the instructions issued upto 31st Oct.2004. Relevant provisions of Indian Railway Act, 1989 have been incorporated in the Manual.

Accident Manual should be studied carefully by all Railwaymen who are connected with train operation, maintenance of assets and should find a place in their personal equipment. The provisions contained in the Manual are in conformity with the General and Subsidiary rules (G&SR).

However, whenever there is a conflict in the instructions in the manual and the G&SR the provisions of General and Subsidiary Rules will apply.

I hope that the Manual will not only act as a reference book on accidents but also help in creating safety awareness in Railwaymen.

Date: 11/12/2004

(D.K.GUPTA)

Place: Jabalpur.

GENERAL MANAGER

TO OUR RAILWAY MEN

The first edition of this manual of West Central Railway brings together in comprehensive manner all the rules, regulations and procedures for dealing with accidents.

Every Railway servant who is required to deal with accidents should be in possession of this Manual and be thoroughly conversant with its contents.

The Instructions contained in this Manual should be read in conjunction with the General Rules for open lines of Railways and the subsidiary rules thereunder and other rules/instructions issued from time to time for safe working of trains.

Amendment slips to be issued in future will be on page replacement basis and the correct page should be inserted at the proper location in the manual after removing the old page. Each page replaced should be recorded in the register of amendments/additions along with the particulars pertaining to the rules, date, page No. etc., and obtain signature of the immediate supervising officials to that effect. If any amendment slip is not received, the same should be obtained from the authorities concerned.

The rules in this manual have been numbered in 3 digit code in which the 1st denotes the No. of the Chapter and last 2 digits indicate the No. of the paragraph. For example, No.213 denotes para 13 of Chapter II.

This manual is the property of West Central Railway and should be surrendered before an employee leaves Railway Service.

V. K. Sangal
Chief Safety Officer

V. N. Tripathi
Chief Operations Manager

Date : 11/12/2004

Place : Jabalpur

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101. Train : A train is a set of vehicles, empty or loaded, worked by locomotive, or any other self propelled unit including light engine / engines, or rail-motor vehicles or a single rail □ motor vehicle, empty or conveying passengers, live stock, parcels or goods, which cannot be readily lifted off the track and running under a particular number or a distinct name from fixed point of departure to a fixed destination. Part of a train shall also be treated as a train for the purpose of this definition, classification and statistics. The train engine or any other vehicle once put on the train continues to be a part of the train until the station 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.
102. 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 Train 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.
103. Other Trains : All other trains not covered under para 101 and 102 above, shall be termed as □other trains□
104. Accident : For the purpose of Railway working, accident is an occurrence in the course of working of Railway which does or may affect the safety of the Railway, its engine, rolling stock, permanent way and works, fixed installations, passengers or servant or which affect the safety of others or which does or may cause delay to train or loss to the Railway. For statistical purposes accidents have been classified in categories from □A□ to □R□ excluding □□ and □O□
105. 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/- and any other accident which in the opinion of the Chief Commissioner of Railway Safety or Commissioner of Railway Safety requires the holding of an inquiry by the Commissioner of Railway Safety shall also be deemed to be a serious accident. However the following shall be excluded:-
 - (a) Cases of trespassers run over and injured or killed through their own carelessness or of passengers injured or killed through their own carelessness, 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.

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

- (a) any accident attended with loss of any human life, or with grievous hurt.
- (b) any collision between trains of which one is a train carrying passengers; or
- (c) the derailment of any train carrying passengers, or of any part of such train; or
- (d) accidents which are attended with loss of human life in passenger trains involving train wrecking or attempted train wrecking, cases of running over obstructions placed on the line, of 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 rupees 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 land slides or of breach by rain or flood which cause interruption of any important through line of communication for at least 24 hours.

107. Derailment : Means off loading of wheel or wheels causing detention or damage to rolling stock / permanent way.

108. 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;

If, outside the station limits, the distance between the two trains or the train and the obstruction at the time the train or trains have finally come to a stop, is 400 metres or more.

If, within the station limits, there is an intervening stop signal at danger governing the moving train, and compliance by the moving train with the indication conveyed by the Stop signal averted the collision between the trains or between the train and the obstruction.

109. Injuries : Injuries are classified as grievous and simple.

- (i) Grievous Injuries : Injuries for purpose of these statistics should be taken as injuries as defined in Section 320 of Indian Penal Code reproduced below for ready reference. (Section 320, Indian Penal Code 45 of 1860). The following kinds of hurt only are designated as "grievous"-

-
- (a) Emasculation.
 - (b) Permanent privation of the sight of either eye.
 - (c) Permanent privation of the hearing of either ear.
 - (d) Privation of any member of joint.
 - (e) Destruction or permanent impairing of the powers of any member or joint.
 - (f) Permanent disfigurement of head or face.
 - (g) Fracture or dislocation of a bone or tooth.
 - (h) Any hurt which endangers life, or which causes the sufferer to be, during the space of twenty days, in severe bodily pain or unable to follow his ordinary pursuits.
- (ii) 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.
110. Breach of Block Rules : When a train enters a block section without any authority to proceed or with an improper authority to proceed, or is received on a blocked line not constituting an averted collision, or when it enters or is received on a wrong line at a station or a Catch/Slip siding or sand hump, it constitutes breach of Block Rules.
111. Sabotage : Means the criminal interference with any part of the working machinery of a Railway with the object of rendering it inoperative or any act intended to cause damage to railway property other than train wrecking or attempted train wrecking.
112. Train Wrecking : Means the willful obstruction of or tampering with the permanent way, works or rolling-stock, resulting in an accident to a train with or without loss of life or damage.
113. Attempted Train Wrecking : Means the willful obstruction of or tampering with the permanent way or works, structures, equipment or rolling-stock, which, if undetected would have resulted in an accident.
114. Capsized Coach / Wagon : Capsized coach/wagon is one in which all wheels are off the ground and it is resting on its side, either on the ground or against an obstruction.

Classification of Accidents

(Ref. Railway boards letter no. 2000/ safety (A&R) □ 19/ 20 dt : 13/ 12/ 2000)

115. Classification of Accidents : Accidents are classified under following heads:-

- I. Train Accidents.
- II. Yard Accidents.
- III. Indicative Accidents.
- IV. Equipment failures.
- V. Unusual incidents.

Detailed classification is given in Appendix I.

116. Train Accident:- Train accidents is an accident that involves a train. Train Accidents are further divided as:

- (a) Consequential train accidents
- (b) Other train accidents.

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 derailment only when the train engine or vehicle still forming part of the train, derails or as a result of bumping, casualty (including injury) or loss to railway property takes place, irrespective of whether the shunting was being done by the train engine or by a shunting engine.

117. Consequential train accidents : Include train accidents having serious repercussion in terms of either one or many or all of the following:-

- (a) loss of human life,
- (b) human injury,
- (c) loss of Railway property,
- (d) interruption to Rail traffic.

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

Collision	:	All cases under category A-1 to A-4.
Fire or explosion in trains	:	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.

118. Other train accidents :- All other accidents which are not covered under the definition of consequential train accidents are to be treated as "Other Train accidents". These include accidents under categories B- 5, B- 6, C- 5 to C- 8, D- 5 and E-2.
119. 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 .
120. 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 .
121. Equipment failures :- These include all failure of Railway equipment i.e. failure of locomotive, rolling stock, permanent way, overhead wire, signalling and telecommunication equipment falling under classification J, K, L & M.
122. Unusual incidents :- These include cases related to law and order but not resulting in train accidents and other incidents under classification N, P, Q and R.
- 122 A. Untoward incident: untoward incident means-
- (1)
 - (i) The commission of a terrorist act within the meaning of sub-section (1) of section 3 of the Terrorist and Disruptive Activities (Prevention) Act, 1987 (28 of 1987); or
 - (ii) The making of a violent attack or the commission of robbery or dacoity; or
 - (iii) The 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.
123. Threshold value:- For the purpose of reporting of accidents, 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:
- (i) Threshold value of Railway property loss which is fixed at One lakh rupees or;
 - (ii) Threshold value of interruption to communication either partial or total where duration of interruption to communication is equal to or more than Number of hours specified against each cell.

CHAPTER - I

Definition & Classification of Accidents

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Interruption	BG- A,B,C or D spl.	BG-D, E spl .	BG- E, or NG
Total	3 Hrs	4 Hrs	6 Hrs
Or	Or	Or	Or
Total + Partial	6 Hrs	8 Hrs	12 Hrs

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. Classification of routes on WC Railway is given in Appendix- XXVI.

●-----●

201. Prompt information by all Railway Servants: –

- (1) Every Railway servant shall report with least possible delay every [accident] or [unusual occurrence] in the course of working the Railway which may come to his notice, 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, through any or more of the following any possible means:-
 - (a) Portable control telephone/ walkie-talkie set/VHF set/mobile phone ;
 - (b) Phone provided at level crossing gates ;
 - (c) By stopping train / Loco / trolleys or other vehicle passing on adjacent line;
 - (d) By BSNL/ MTNL phone if available near by the site of accident ;
 - (e) By sending message through a railway servant to the nearest SM ;
 - (f) Sending the light engine of the train before detaching the engine, SR 6.09.1 should be followed, however in case of suspected sabotage, engine etc. should not be disturbed; or
 - (g) By road transport, if available.
- (2) Following particulars should be given in First Information from the site of accident:-
 - (a) Time and date of accident.
 - (b) Train No. and description of Train/Trains involved in accident.
 - (c) Block section/station;
 - (d) Location - Kilometerage of accident site.
 - (e) General description of accident site including visibility, curve, gradient, speed restriction or any other special feature.
 - (f) Whether Medical van and Break Down train are required?
 - (g) Brief description of accident [nature of accident.
 - (h) Whether there is any casualty/ injury [number of persons injured / killed, whether injury is to passengers, Railway staff or others.
 - (i) Whether any derailment has occurred? In case of wagons derailed / capsized, whether loaded or empty, Whether fouling adjacent track or not? If not fouling, whether required any speed restriction for passage of any train on adjacent line and any other information which is readily available.

- (j) Track condition:- Track length (Approximate) damaged (from km to km). Extent of damage i.e. damage to sleepers, track fittings, bridge, tunnel, fixtures etc.
- (k) OHE - Damage to Mast/Portal cantilever, wires, insulation etc.
- (l) S&T - Damage to signal posts, S&T gears, signals, points & crossings, track circuits etc.
- (m) Rolling Stock - Damage to loco, wagons, coaches or any other vehicle.
- (n) In case of level crossing accident - The type of road vehicle such as Tractor or Bus etc. involved and 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.
- (o) Prima facie cause of the accident, if known.
- (p) Any other relevant information.

Note :

- (1) In case of accidents involving passenger carrying trains and all accidents at level crossing gates, the first information must be very prompt and precise.
- (2) The casualty / injury if any, must be specifically stated.
- (3) In case of fire the following additional information must be given:
 - (a) Coach or wagon No.
 - (b) Material involved in fire, if known.
 - (c) What was used to extinguish fire.
 - (d) Time the fire extinguished.
 - (e) Additional fire extinguishers /fire brigade required, if any.
- (3) Communication by the SM/Incharge of the section receiving advice of an accident:- The SM on receiving an information of any accident shall immediately take action for:
 - (a) not allowing any movement in the affected block section;
 - (b) informing SM of the other end to ensure the same.
 - (c) informing local or nearest RPF and GRP officials to provide protection to the site of accident and render assistance to the injured and stranded passengers.

- (d) advising the section controller on controlled section, regarding the accident, the nature of the medical assistance and Mechanical rescue equipment required and assistance being arranged locally. In case of non controlled section or if the control is inoperative, the SM shall contact the Divisional Control Office or Sr. DOM, DOM, Sr. DSO / DSO, ADSO, AOM, or DRM / ADRM or any other divisional officer or the nearest Area Officer on telephone using PCO/STD booth or by booking an urgent trunk call even from private premises when STD facility is not available. In case any telephonic communication is not available the SM or official concerned may also hire a vehicle to send the message to the nearest place from where information can be conveyed to Control office / Railway Officers.
- (e) informing SE(Signal) and SE(Tel.) or other S&T staff of the section who shall make communication arrangements as necessary and in case of major accident involving a passenger carrying train, shall contact the local telephone officials to alert them to provide telephone with STD facility at short notice at the site from which contact can be maintained with Control Office.
- (f) alerting the local/railway doctors and hospitals as per the list available in his office for providing immediate medical aid to the injured passengers. In case of fire, fire brigade should be requisitioned.
- (g) Informing the railway rescue volunteers registered at the station, giving preference to doctors and other medical staff.

NOTE :

Use of STD/ PCOs for reporting of accidents:- SMs/ASMs are authorised to use STD/ PCOs wherever available at stations or nearby stations for communicating accident related messages to the relevant authorities. The money incurred by SM on this account may be reimbursed to them later on.

[Railway Board's letter No.99/ Safety- I 23/ 9 dated 8/ 10/ 99]

- (4) Action to be taken by Section Controller:- Immediately on receipt of the information about an accident, the Section Controller shall :-
 - (a) note the time and date of accident and the name of the person giving first information and brief particulars of accidents as per the format given in appendix-XXVII.
 - (b) advise the Dy. CHC / CHC and note down important details of accident on his chart.
 - (c) obtain further information from the person giving information of accident and remain in constant touch with site.

- (d) advise the sectional TI, SE(P.Way), SE(Sig), SE (Tel.), SE(C&W), SE(TRD/S) and SIPF, SIGRP if necessary.
- (e) advise SM on either side of affected section to keep loop lines clear for movement of ARME/ART.
- (5) Action to be taken by Dy Chief Controller/Chief controller :- Immediately on receipt of the information about an accident, the CHC/Dy. CHC shall immediately:-
 - (a) advise Railway Doctors and other Civil doctors in case of accidents of passenger carrying trains and other accidents involving injuries/ casualties.
 - (b) advise DRM/ ADRM, Sr. DSO/DSO, Sr. DOM/DOM and PRO.
 - (c) advise TLC, PCOR, C&W Controller, Engineering Controller, S&T Controller, Commercial Controller, Security Controller etc. They should advise officers of their departments regarding accident.
 - (d) inform Central Control headquarters without waiting for further details.
 - (e) advise RMS authorities in the event of mail carrying trains being involved in the accident.
 - (f) advise military officials in case of military stock is involved.
 - (g) advise adjacent Divisions/Rlys for regulation of traffic when necessary.
 - (h) ensure manning of disaster helpline telephone no 1072 by competent staff.

NOTE:

- (i) In case of Serious accident ADRM / Sr. DOM /DOM should be available in Divisional Control Office and shall work as emergency Officer In-charge of Disaster Management in the Control Office. They should keep in touch with site control office and Disaster Management Cell at Head Quarters.
- (ii) Divisional Control Office should ensure that the list of dead and injured is obtained as quickly as possible from site/hospitals and relayed to Headquarters, information booths and stations concerned on [TOP PRIORITY].
- (iii) Timely information should also be given regarding running of relief and other trains.
- (iv) Dy. CHC (Punctuality) should record all events chronologically in the

accident register, including restoration particulars of the accident. He should apprise HQ Central Control / Disaster Management Cell with latest developments.

- (6) Reporting of accidents by Central Control:- Central Control shall keep record of the information related to accident in the Accident Register. He shall inform CMD (in case of accident involving passenger carrying train), CSO/Other Safety Officer nominated by the CSO, COM, CPTM, CFTM, Secy. (for information of GM), CME, CPRO, CE, CEE, CCM, CSTE, CSC. Emergency Control shall advise all divisions / Railways concerned for regulation of traffic.

NOTE:

- (i) In case of accident involving passenger carrying train, CMD shall be advised first.
 - (ii) In case the PHODs are not available, the nominated HOD or Dy. HOD of the departments concerned shall be advised. It will be the duty of the officer, who has been informed, to take further action and advise all concerned officers of his department.
 - (iii) When ever GM/ COM/ CSO is on line a message should be immediately conveyed by CHC/ Dy. CHC Central Control to GM /CSO/ COM through mobile phone or through CHC / Dy. CHC of the concerned Division.
- (7) Report of accidents on the storage, handling and transport of explosives and inflammable oils and substances:- In the event of a serious explosion or conflagration and reports of all accidents in the storage, handling and transport of explosive and inflammable oils and substances, the DRM must see that a copy of the message is addressed to the Chief Inspector of Explosives in India, Nagpur code [Explosives] and the Inspector of Explosives of the area. All debris should, if possible, be allowed to remain un-removed if the Inspector wishes to hold an Enquiry. The cases of leakage of Gas and other inflammable liquids and derailments of tank wagons should also be advised to Chief Inspector of Explosives in India, Nagpur.
- (8) Postal Authorities, Advising of:- In the event of an accident to a train carrying Mail necessitating transshipment or diversion or involving, detention to traffic, or in the event of interruption of through communication, the DRM and the Controller must ensure that the Superintendent, RMS concerned has been duly advised. List RMS Officers is given in Appendix X.
- (9) Junction Stations - Accidents at- Accidents to trains of one Railway exercising running powers over another or accidents occurring at Joint stations shall be treated as accidents of the Working Railways.

202. Open lines- Accidents on:-

- (a) Accidents on open lines including lines under construction shall be reported by the DRM.
- (b) Accidents occurring in premises exclusively under control of other departments which are not under the control of the DRM shall be reported by the officer Incharge of the premises to the head of his department. In such cases, the officer must satisfy himself that the accidents have not also been included by the DRM in his summary. The DRM must see that such cases are excluded from his returns.

203. Reporting of Accidents to staff coming under the Factory Act:- In addition to the "All concerned" message, notices of accidents resulting in death or causing such severe injury to staff governed by the Factory Act, when there is no reasonable hope that the injured person will be able to return to work within 48 hrs. shall be sent by FAX/Telegram/ Telephone or by special messenger within one hour of the occurrence to the Inspector of Area in which the factory is situated, and the District Magistrate or if he by general order so directs the Sub Divisional Magistrate.

In case of any accident resulting in death, notice shall be sent within the same time and by similar agency to the officer in charge of the Police station for the area in which the factory is situated.

If in an accident, the injured person dies within 7 days of the accident, information of his death shall be sent whenever possible by FAX/Telegram/Telephone or by special messenger within 24 hours of the occurrence to;

- (i) The Inspector of factories.
- (ii) The District Magistrate or if he by general order so directs the Sub Divisional Magistrate, and
- (iii) The officer in charge of the police station for the area in which the factory is situated.

If the notice is sent by special messenger, it shall be in Form K, if it is sent by telephone, it shall be confirmed by a written report in that Form.

Notice of accidents of a minor character, but which nevertheless prevent the injured person from returning to work within 48 hours of the occurrence shall be given in the same form K, within 24 hrs. of the expiry of that time to both the Inspector and the District Magistrate, or if the letter by general order so directs, the Sub Divisional Magistrate.

204. Accident report:- The SM of the station nearest to the site of accident or the official in whose jurisdiction it occurs, shall as soon as possible, send a detailed report of the accident on the prescribed format as given in Appendix XXIV to the DRM in triplicate. The guard and driver must also submit with his journal a report of

any accident to their train to the Lobby incharge/Loco Foreman as the case may be at his Headquarters, before going off duty.

205. Advice to the Railway Board and local government and CRS: -

- (a) When any accident falling within the category of section 113 (ref. appendix IX) of the Indian Railway act 1989, occurs, the DRM will draft a message containing the following particulars:-

Kilometerage, or station or both, at which the accident occurred;

Time and date of the accident;

Number and description of the train or trains;

Nature of the accident;

Number of people killed or injured, as far as known, specifying separately if passengers in the train.

Cause of the accident, if known; and Probable detention to traffic and address it to the following:-

General Manager, Chief Operations Manager, Chief Safety Officer, District Magistrate and Superintendent, Government Railway Police, Movement Control Headquarters, Army Command Headquarter and Area Superintendent RMS, Chief Post Master General and Superintendent Foreign Post Mumbai if trains carrying mails are concerned, Chief Inspector of Explosives, Nagpur and Inspector of Explosives of concerned area when necessary.

When military stock is involved to MILRAIL, MILTRAFF.

NOTE:

- (i) Such telephonic/fax messages sent to Head quarters and the State Government etc as mentioned above shall be confirmed by post.
 - (ii) In stating the nature of the accident no opinion should be expressed regarding the responsibility for the accident, nor any statement made, the correctness of which may be subsequently questioned.
 - (iii) At the end of the message, the words "Press Advised" should be added, if an advice to the press has been issued.
- (b) Reporting of accidents to the Commissioner of Railway Safety:- In case of reportable train accidents, the CRS shall be promptly informed about the accident by CSO or by other Safety Officer nominated by CSO for the purpose.
- (c) Advice to the Press and electronic media:- In the case of serious

accident, an identical but a separate message should be addressed to the Press and electronic media by CPRO/PRO after consultation with GM/DRM. Details of Press and electronic media shall be given in disaster management plan of the division and Headquarters.

NOTE:-

- (i) The dissemination of news about accident to local trains which will ordinarily be of interest only in specific localities, should be done by the DRM by transmitting the required information to the local press telephonically or by other available means as quickly as possible.
- (ii) In the case of more serious types of accidents, the CPRO will supplement the information given by the DRM when instructed by the GM/CSO .
- (iii) The advice to the press or electronic media or to the public at the information centers must only be such as is verified and whenever unverified information is given to higher authorities, it should be made quite clear that the information is an unverified one and must not be passed on to the Press or Public.
- (iv) If any person from press or electronic media or any Public Body approaches the Station Master or any other Railway official at any Station the request should be communicated to the officer in charge in the Control office / Central Control office and his instructions should be obtained.
- (v) Staff should not speak or air their views publicly regarding the loss of property, estimates of casualties and cause of the accident. Even casual remarks from staff such as Guards, Drivers and Station Masters are likely to be quoted. They should refrain from such casual utterances.

206. Accidents reportable to Railway Board on telephone:

- (1) A telephonic advice should be relayed to nominated officer in Railway Board's Office immediately after the accident in case of following categories of accidents:-
 - (a) All consequential train Accidents.
 - (b) Any yard accident having serious repercussion on movement of traffic on through / Main line resulting in dislocation of traffic more than the threshold value.
 - (c) Land slides, breaches, OHE breakdown etc. which result in dislocation of traffic more than the threshold value.
 - (d) Averted collisions.

- (e) Driver passing signal at danger.
- (2) Following system will be followed for reporting of accident to Railway Board:-
 - (a) Above accidents shall be reported by Divisional Control to Headquarter Central Control. The Central Control shall in turn inform all concerned officers at Headquarters office.
 - (b) CSO or other Safety Officer nominated by CSO, should thereafter inform nominated officer of Safety Directorate of Railway Board. At board's level, safety directorate shall issue the message and take follow up action.
 - (c) In case of land slide, breaches, OHE break down etc. which result in dislocation of traffic 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.

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

[RB's LN. 2000/ Safety/ (A&R)/ 19/ 20 dated 13/ 12/ 2000 & 98/ safety (A&R)/ 3/ 1 dated 15/ 12/ 2000]

207. Reporting of accidents by divisions to Zonal Railway Headquarter :- Sr. DSO/ ADSO shall advise telephonically to CSO or other Safety Officer nominated by CSO, immediately after the accident in case of following categories of accidents:

- (1) All train Accidents.
- (2) Any yard accident having serious repercussion on movement of traffic on through line resulting in dislocation of traffic more than the threshold value.
- (3) Land slides, breaches, OHE breakdown etc. which result in dislocation of traffic more than the threshold value.
- (4) Averted collisions.
- (5) Driver passing signal at danger.
- (6) Breach of block rules.
- (7) Untoward incidents.
- (8) Unusual incidents.

All accidents, equipment failures and unusual incidents classified in Appendix-I should be reported to Central Control by divisional control. Central Control should

record all the relevant information in the accident/unusual register for information of all concerned. CHC Central Control shall send a daily summary of the accidents/unusals to CSO, COM and other PHODs concerned for information and necessary action.

In addition to this periodic (monthly) statement of Accidents in all categories shall be submitted to Zonal Head Quarter in prescribed Performa in the Safety MCDO.

208. Accidents in Non Traffic sidings or premises:- Accidents occurring in premises or sidings exclusively under the control of departments other than Traffic, shall be reported to the Officer in Charge of such premises or sidings, and the official shall observe the rules for reporting accident laid down for Station Masters.
209. Failure of Track and OHE Maintenance Machines :- All the failures of track and OHE maintenance machines should also be reported to Central Control by divisional control offices. Monthly summary of these failures should be submitted by concerned departments to safety branch at divisional and HQ level.
210. Rules for the preparation of accident returns:
 - (1) Accidents to trains shall be accounted for by the Railway which exercises jurisdiction over the site of accident. Engine failures shall be accounted for by the Railway owning the engines.
 - (2) A train intended solely or partly for the carriage of passengers shall be treated as 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 7th day of the next month.
 - (4) Only those accidents which have occurred during the period to which the returns relate shall be included in the relevant returns. With regard to accidents where details are not available at the time of forwarding the returns for any reasons, such accidents are to be included in the statement with a clear indication that further details would follow.
 - (5) Each accident must be shown only once and in the event of an accident falling in more than one category , it should be treated as an accident in the higher category.
 - (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 a part of the train derails or as a result of bumping, causality (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.

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- (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 Rs. 5000/- 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 class [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.
211. Collection, Compilation and Monthly statement of Accident Statistics:-
- (1) 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 level.
 - (2) 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 monthly position along with summary shall be handed over to Safety Branch of the Division. It is further clarified that all equipment failures should be taken into account irrespective of the date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable category as the case may be. The Safety Branch shall forward the monthly summary to the Chief Safety Officer. Chief Safety Officer, after compilation of statement shall forward monthly statement to the Safety Directorate of Railway Board.
 - (3) 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. Chief Safety Officer after compilation of statement shall forward monthly statement to the Safety Directorate of Railway Board.

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General instructions

301. Objectives:- The objectives to be achieved in the case of an accident are:
- (1) Protection of adjacent running lines;
 - (2) Protection of the site of accident;
 - (3) Save life and alleviate suffering;
 - (4) Protect property including mails;
 - (5) Provide succor and help to the passengers at the site of the accident;
 - (6) Transportation of stranded passengers;
 - (7) Preservation of clue & ascertain the cause of the accident; and
 - (8) Restoration of through communication.
302. The essential tenets of successful Accident management:
- (1) All Railwaymen whether on duty or otherwise, to involve in rescue and relief operations.
 - (2) Utmost speed in rushing medical and other relief to the site of accident.
 - (3) Utmost care, consideration and courtesy towards the passengers involved in the accident.
 - (4) Adequate and swift arrangements for supply of food, drinking water etc. to the affected passengers.
 - (5) Preservation of clues.
 - (6) Proper planning of restoration operations and proper execution thereof.
 - (7) The responsibilities of employees for restoration at the site to be clearly defined to avoid any confusion.
 - (8) Quick transmission of information, particularly details of dead and injured to their relatives & others.
 - (9) Proper preservation and care of the dead.
 - (10) Security of passenger's luggage and Railway property.
 - (11) Timely dissemination of information to passengers of evacuation arrangements, to relieve panic and create re-assurance.
 - (12) Proper liaison with Civil Administration and Press/electronic media.
303. Resources of all departments to be made available:- The resources of all Departments in men and material should be promptly made available, when required for rendering assistance to passengers, restoration work and

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transshipment, if any. Every facility must be made available to the Civil, Police and Medical Officers and the CRS to enable them to proceed quickly to the site, in case of a serious accident.

304. Every official to render all possible assistance:- Each official receiving advice of an accident must do all that is within his power to render assistance. He should take the greatest care in carrying out his duties whether specially assigned or assumed by him automatically.
305. Opening of emergency offices and other arrangements :- Depending on the seriousness of the accident, the following additional arrangements may be ordered by the GM /COM/CSO in the HQ and by DRM in the division:
- (1) The disaster management cell to be manned by nominated Officers till restoration. The officers attending disaster management cell at HQ and division shall be in constant touch with each other for regular flow of information.
 - (2) Enquiry-cum-Information Centers shall be opened at the site of accident and other suitable locations as necessary for giving information to passengers and make announcements regarding transshipment of passengers, running of relief trains and medical aid etc.
 - (3) Disaster Management cell at HQs and Divisions:- The disaster management cell shall be operated at Head Quarters and division to be attended by nominated officers as under:-

In all cases of accident Involving passenger carrying train and in other accidents where through communication is blocked and restoration of communication is not expected immediately.	JA Grade/Sr.Scale Officer of Safety, Operating, Medical, Comml., Mech., Engg., Elect. & S&T Dept. shall attend Disaster Management Cell within minimum time to operate the Disaster Management Cell till restoration.
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- (a) The Officer representing SAFETY DEPARTMENT shall co-ordinate the functioning of Disaster Management Cell. He shall report the accident to GM/CRS/Railway Board and update the restoration details from time to time. He shall also ensure ordering of Relief Train for evacuation of involved passengers from the site of accident. The Officers attending Disaster Management Cell shall obtain the full details of the accident from Divisional Control/Site of accident. Top most priority is to be given for rescue operation, for transferring the injured passengers from site of accident to nearest hospitals, and for sending medical aids from Civil, Military, Private Medical Hospitals etc.

- (b) The Officer representing OPERATING DEPARTMENT shall monitor the movement of Break-down Trains, Medical vans and Relief Trains. He shall be responsible for regulation of traffic by diversion, cancellation of the trains as necessary and keep in touch with adjoining railways in this regard. If necessary, assistance from adjoining railways shall also be asked for.
- (c) The Officer representing MEDICAL DEPARTMENT shall ensure ordering of Medical Van and Ambulances as necessary and obtain all details regarding casualties/injuries of passengers involved in accident and shall maintain liaison with the Accident site, referral Hospitals and Dispensaries and shall consolidate the list of injured/casualties in minimum time so that the same can be faxed to concerned Station/Division for display in Emergency Control and Emergency Information Booths.
- (d) The officer representing COMMERCIAL DEPARTMENT shall ensure ordering of refreshments for the passengers of involved train, payment of ex-gratia to the injured/killed passengers, arranging for transshipment of goods and passengers luggage, hiring of Private road vehicles for transportation of passengers from site of accident to the nearest Rail Head. He shall also ensure transmission of detailed information regarding injured/casualties to originating/destination stations, Railway Board and HQ of the originating/destination Railways. He shall also ensure opening of Emergency Information Booths at important Junction stations enroute within the Railways.
- (e) The Officer representing MECHANICAL DEPARTMENT shall assess the requirement of additional Break down Trains and shall liaison with adjoining Railway/Division for ordering the same. He shall also monitor the movement of Break down trains. He shall obtain the details of Rolling Stock involved in accident and their PRO particulars. He shall obtain the restoration details regarding rerailment/toppling of wagons/coaches by each individual Break down train. He shall obtain the bio-data particulars of the crew involved in the accident.
- (f) The Officer representing ENGINEERING DEPARTMENT shall obtain the information regarding damage to track and shall ensure ordering of material train, if required. The details of track structure and other relevant details such as USFD particulars, last inspection, profile of the track etc. shall be obtained within minimum time. He shall organise ordering of additional labour special as per requirement at the site from the adjoining divisions.
- (g) The Officer representing ELECTRICAL DEPARTMENT shall obtain the details of extent of damage to OHE/LOCO. He shall obtain the

bio-data particulars of crew involved in the accident. He shall assess the requirement of additional material at the site of accident and shall organise movement of Tower Wagon/Material special to the site of accident.

- (h) The Officer representing S&T DEPARTMENT shall ensure proper communication to the site of accident. A line should be dedicated for the emergency transmission from site of accident/divisional control to Disaster Management Cell at Headquarters. He shall ensure installation of BSNL/Fax/Other Public Phone/Railway Phone/Mobile at the site of accident involving passenger carrying train. He shall co-ordinate with Test Room and Microwave Centre for faster and efficient communication. He shall obtain the information details of S&T Gears signal or other signalling equipment involved, if any, in the accident.

Duties of Railway Officials in case of an accident

306. Important duties of a Guard in case of an accident- At the time of an accident the Guard of the train must Immediately:-

- (1) Note the date / time and exact site of the accident.
- (2) Ensure protection of the adjacent line/lines and then protect the same line in accordance with GR 6.03 and SR 6.03.1. taking the assistance of any qualified staff, such as, Assistant Guard, Assistant Driver, Gangmen, Gatemen etc.
- (3) Make a quick survey of the Casualties, injuries and damage to the rolling stock and assistance required at the site of accidents and advise nearest SM or Controller.
- (4) Render First Aid to injured persons and take action to save lives with the assistance of the Railway staff, doctors and/or volunteers available on the train or near the site of accident and make entry in the Guard's Journal.
- (5) Convey information through the quickest possible means giving details of the accident and the nature of assistance required to the Controller/Stations on either side as mentioned in para 201 of this Manual. In case the train engine of the disabled train is to be detached, the provisions of SR.6.09.1 must be complied with before detaching the engine. He shall update the information given to control/SM from time to time.
- (6) Arrange to shift the seriously injured passengers through road transport with local help to nearest hospitals whenever possible.
- (7) Arrange for Tea, Water and Refreshments to injured persons with the help of Ticket Checking Staff and other commercial staff available .

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General instructions and duties of Railway officials in case of an accident 307 - 310

- (8) Preserve and Safe-guard all clues of probable cause of accident.
 - (9) Arrange protection of belongings of passengers and Railway property with the help of RPF/GRP and other Volunteers.
 - (10) Post a Railway Servant to man the field telephone to ensure regular flow of information to the Control till arrival of ART and remain in general charge till replaced by a senior Railway Official.
307. Important duties of Driver and Assistant Driver in case of an Accident:- At the time of an accident the Driver and Assistant Driver must immediately:-
- (1) Switch on the flasher light of the engine and dim the head light of the engine.
 - (2) Sound short whistles frequently to warn the driver of an approaching train.
 - (3) arrange to protect the adjacent line and then the same line in accordance with GR 6.03 and SR 6.03.1. Information should be exchanged with Guard on walkie-talkie set or other means available.
 - (4) Arrange to advise control and adjacent stations about the accident by available means.
 - (5) Take such technical precautions as may be necessary or as prescribed by special instructions to make the train safe.
 - (6) Render all possible assistance to the Guard particularly, in the assessment of damage to rolling stock and or locomotive and the nature of assistance required.
308. Duties of Staff in the event of the Guard or Engine Crew being killed or seriously injured:- In the event of any train staff suffering casualties or incapacitated, due to injuries their duties must be carried out by other available competent staff.
309. Duties of railway officials present :- Until such time as relief and assistance arrive, and he is replaced by more senior official, the senior most Railway Official present must take charge. He must ensure that the accident has been reported properly to the Controller or the nearest Railway official and relief, if required, is asked for and shall arrange to:-
- (1) collect Railway men and volunteers at the site;
 - (2) allot duties to each as best as possible under the prevailing circumstances;
 - (3) allot duties to Police, Military and the Railway Security staff, and
 - (4) organize relief with the assistance of volunteers/Railwaymen.
310. Duties of Train Superintendents, Conductors, TTEs , Catering Staff /AC Mechanic etc. at site:- The Train Superintendents, Conductors, TTEs / AC Mechanic/ Other Ticket Checking and Catering Staff shall be available at site for all

assistance to passengers of the involved train and they shall:-

- (1) be prompt in providing relief, re-assurance and comfort to the affected passengers.
- (2) seek assistance of Doctors travelling on the train to attend the injured.
- (3) arrange for refreshments and drinking water free of charge to the affected passengers.
- (4) give timely information to the passengers.
- (5) collect details of the dead/injured passengers.
- (6) record evidence of passengers with their names and addresses.
- (7) arrange for safeguard of Railway and Passengers property.
- (8) assist other railway staff and the Medical Team to identify the dead and in rendering first-aid to the injured passengers.

311. Duties of Station Master in the case of Accidents :- If an accident comes to the notice of the Station Master, he shall immediately :□

- (1) ensure that no other train enters the affected section. On double line, he must lock the commutator of the block instrument controlling the affected section in □Train on Line Position□, wherever possible.
- (2) advise the Controller of the accident, indicating the nature of medical and other assistance required. If the section is not controlled or if the control phone is out of order, the DOM or the CHC must be advised on the public phone or by other means available. The Station Master of adjacent station and other major station should also be advised accordingly. Rly doctors shall also be advised, if available.
- (3) take action to protect and safeguard Railway and public property.
- (4) collect medical aid, if required, locally from the nearest hospitals, volunteer doctors, dispensaries and other doctors. In order to convey medical help to the site of the accident, trollies may be sent out and train engines utilised or outside conveyance requisitioned, if necessary. In this connection, he must requisition help from the local police and Magistrate.
- (5) report the accident to all concerned as prescribed in rules.
- (6) call all the off-duty Railway staff and Railway rescue volunteers registered at his station, allot them specific duties for relief and rescue.
- (7) arrange to provide all sort of assistance to the affected passengers such as catering, drinking water, issue of complimentary passes, free messages to relatives etc.

- (8) open information counters and booths for giving information to the public regarding names of the injured/dead passengers and regulation/diversion of trains etc. STD booths located at stations/adjacent areas should be utilised for giving relevant information.
 - (9) arrange for whatever assistance is required in connection with clearing arrangements, transshipment etc. and provide lights, refreshments, manual help and any other requirements which can be procured within his resources.
 - (10) arrange for the section to be cleared of unaffected vehicles as early as possible but if the accident is attributed to sabotage or suspected sabotage he shall not do so, but wait for instructions from the officer in charge at site.
 - (11) remain on-duty taking orders from the control and the Officer-in-charge of break-down operations till the accident is cleared or he is replaced by a competent person.
312. Duties of Station Master of Adjacent Station:- On getting information of accident, the SM of the adjacent station shall ensure that no other train enters the affected section and take other necessary measures for protection of the site and perform all other duties as given in above para 311.
313. Duties of Transportation Inspector:- The Transportation Inspector should reach the site of the accident by the quickest means. He shall :-
- (1) take with him trollies, porters, lamps, vendors, all available medical equipment and any other equipment that he considers necessary.
 - (2) arrange to get names, addresses and ticket particulars if any, of the passengers injured and dead, details of injuries and render assistance to the injured with the help of commercial staff.
 - (3) collect the statements from the staff involved in accident, make arrangement for breathalyzer test and medical examination of the driver involved in the accident.
 - (4) be responsible for regulating the traffic, attending the injured, making a note of all evidences, which may prove useful in ascertaining the cause of the accident, and taking general charge of the accident site till the arrival of an officer.
 - (5) arrange for photographs and vidiography in all cases of serious accidents especially when sabotage is suspected. If, however, the accident is suspected to be the result of sabotage, none of these objects must be disturbed until the Police has had opportunity of making a thorough examination.
 - (6) ensure in the case of a serious explosion or conflagration 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 injured persons and the 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.

- (7) obtain written evidences from as many independent witnesses as possible where a passenger train is involved in the accident. He should pass on such information to the Officer in charge at the site.
- (8) seize the relevant record i.e. speedometer, diary, caution orders, train signal register, private number sheets, line admission book etc. and if necessary, statements of the staff concerned must be recorded; if line badges are in use, it should be recorded in whose possession each line badge concerned was ?
- (9) Collect the following information with the assistance of other Inspectors / Supervisors present-
 - (a) The condition of the track, with special reference to alignment, gauge, cross-levels, curvature, super-elevation, rail head-wear etc.;
 - (b) The condition of rolling stock with special reference to brake power;
 - (c) The status of the Block Instruments including the relays controlling block entry and block clearance, position of block instruments, signals, points, point levers, indicators, the status of the track relays, routes set on the panels including lock indicators, keys etc.;
 - (d) Marks on sleepers and rails;
 - (e) Position of derailed vehicles. Where possible, a rough sketch showing the position of derailed vehicles, marks on sleepers, etc. should be made;
 - (f) The position of detached or broken parts of P. Way or rolling stock and these parts should be secured to produce in the Enquiry. Similarly sleepers and rail bearing marks of wheels between points of mount and drop, must be preserved. Photographs showing the position of derailed vehicles, loose permanent way and engine fittings, dents on rails etc. useful in facilitating the Enquiry Committee to arrive at the cause of the accident must be obtained.

NOTE :-

The above should not interfere with rendering of the medical aid to the injured or other relief measures to the passengers. In case of sabotage the instructions given in chapter V should also be followed.

314. Duties of SE (P.Way) and other P.Way staff :- On getting information of the

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accident the SE (P.Way) and other P. Way staff shall immediately proceed to the site of accident and arrange for:

- (1) protection of the track.
- (2) adequate labour with tools and track materials as required. At night arrange adequate number of petromax/lamps/portable Electric generators.
- (3) adequate labour for rescue of passengers, unloading of wagons and other clearing operations, if required.
- (4) joint observation and track measurements with other Sr. Supervisors in the format prescribed.

315. Duties of Loco Inspector:- On getting information of an accident, he shall immediately;

- (1) proceed to the site of accident;
- (2) seizing and sealing the speedometer chart of the loco and other relevant documents.
- (3) breathalyzer test of the train crew;
- (4) recording of Joint Observations/measurements of track, C&W, S&T Gears, Points and Crossing etc. with other Sr. Supervisors concerned;
- (5) record measurement of the Loco involved in accident;
- (6) preserve all clues of accident.

316. Duties of SE (C&W):- On getting information of the accident the SE(C&W) shall immediately;

- (1) proceed to the site of accident .
- (2) assist in recording of Joint Observations/measurements of track, S&T Gears, Points and Crossing etc.
- (3) record measurement of the coach or wagon involved in the accident in presence of other senior supervisors.
- (4) preserve all clues of accident.

317. Duties of Telecom Staff:- On getting information of an accident, the telecom staff shall provide all possible communication facilities, such as Control Telephones, Satellite phone, Railway Telephone, Mobile/BSNL Telephones with STD facilities, FAX machine etc. at the site of accident. The telephones should be continuously manned by S&T staff to ensure snag free and efficient communication between the site and Divisional/HQ Control and Disaster Management Cell at HQs.

318. Duties of Commercial Inspector:- On getting information of an accident, he shall immediately:-

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- (1) arrange for refreshment and drinking water for the stranded passengers.
 - (2) arrange for road transport for evacuating stranded passengers.
 - (3) organize adequate number of licensed porters for carrying passenger's luggage and parcels.
 - (4) arrange for transshipment of goods if required.
 - (5) arrange for collecting the belongings of the injured and dead and handing them over on satisfactory proof of ownership being obtained.
 - (6) arrange to hand-over the dead-bodies to the police for further necessary action.
 - (7) organise enquiry-cum-information centre at important stations enroute for giving information to the public.
 - (8) organise issue of press note in consultation with PRO/CPRO.
 - (9) arrange for ex-gratia payment as per rules (refer Appendix- XXIII).
319. Duties of Section Controller:- On getting information of an accident on his section he shall immediately:-
- (1) note the time of first information received and also the name of the person giving the information
 - (2) alert the adjoining station to stop entry of any train in the effected section.
 - (3) inform CHC and CHC/Dy. CHC(Punctuality) on-duty immediately to order Medical Van and/or Break down trains.
 - (4) arrange for a clear passage to these trains giving them precedence over all other trains. No detention should be permitted to the Medical Van and/or Break down trains on any account.
 - (5) apprise the Dy CHC (Punctuality) of the available particulars of the accident and the nature of assistance required.
 - (6) advise the SM of the nearest important station of the accident and instruct him to proceed by first means to the site of accident unless the TI is available to go within the same time. The former must remain there in general charge until relieved by a TI or Officer.
 - (7) obtain further details with regard to the extent of damage so that necessary equipments, men and material can be arranged for the site of the accident.
 - (8) start a chronological log of the events of the accident.
 - (9) obtain forecast from a responsible official at site for clearing the track and the additional time if any for repairs to the P. Way, OHE and other structures

to assess the availability of the line for traffic.

- (10) regulate trains on the section as required, keeping loop lines clear on either side of the affected section for break-down and evacuation operations. Mail/ Express and Passenger trains should be regulated at such stations where adequate catering and communication arrangements are available.
 - (11) not permit the running of unimportant trains and avoid congestion of the section.
320. Duties of Dy. CHC / CHC (Punctuality):- On getting information of an accident, he shall immediately:-
- (1) order Medical Van and/or Break down train and ensure dispatch without delay.
 - (2) arrange Civil or Public Medical aid as can be done from the Control Office like advising medical officers, hospitals, etc. in the area and arrange for ambulances, medical equipment and doctors from near-by stations including Railway Doctors.
 - (3) ensure that the concerned SMs have taken appropriate action for medical and other relief.
 - (4) inform Officers and officials according to the instructions given in chapter II.
 - (5) assist and guide the Section Controller of the affected section specially in matter of keeping of chronological log of the information received and action taken, and in regulation of trains.
 - (6) arrange for manning of disaster helpline Phone No. 1072 by competent staff.
 - (7) look after the duties of chief controller in his absence.
321. Duties of Chief Controller:- On getting information of an accident he shall immediately take supervisory charge of the affected section and ensure that: □
- (1) advice of the accident has been sent to all concerned.
 - (2) medical relief is arranged as promptly as possible.
 - (3) injured passengers are transported to the nearest hospitals promptly as per instructions of the Sr.DMO/DMO/ ADMO.
 - (4) arrangements are made for onward journey of the passengers.
 - (5) transshipment arrangements are made for passengers and their luggage, regulation of traffic on either side of the site of the accident is done correctly.
 - (6) passenger trains are regulated at such stations where catering and drinking water facility is available.

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- (7) information of all changes in trains timings, diversions / cancellation of trains are given to concerned stations in time for information of public.
 - (8) adjacent divisions and/or Railways concerned are advised regarding changes in traffic pattern.
 - (9) assist the Sr.DOM/DOM/AOM or the Officer who takes charge of the Control Office.
322. Duties of Dy. CHC Incharge Central Control:- The Dy. Chief Controller on-duty in the Central Control headquarters shall record all the relevant information of the accident in the Accident Register. He shall advise the concerned officers in the prescribed order immediately. Subsequent details obtained from the site of the accident should also be furnished from time to time such as restoration, movement of breakdown, list of injured etc.
323. Duties of Officer-in-Charge of the divisional Control Office:- The Sr.DOM and in his absence, the DOM/AOM shall take charge of the control office and he will be responsible for:-
- (1) keeping in touch with the Officer-in-charge at the site of accident to ascertain any assistance that is required at the site and making arrangements for it.
 - (2) passing on any supplementary information regarding the accident or clearing operations to the Head Quarters Office; this information will include particulars of the dead and injured.
 - (3) maintaining constant liaison with the HQ with latest information and obtain general guidance.
 - (4) ensuring that food and tea/coffee etc. is sent to the site of accident, and making arrangements for evacuation of stranded passengers.
 - (5) maintaining a chronological log of all events and action taken connected directly or indirectly with the accident.
 - (6) conveying detailed information regarding the casualties/injuries including names, identification, ticket Nos. etc. to the originating/destination stations as also to all the stations where the train had scheduled halts over his division as also to the stations nearest to the site of accident.
 - (7) the Officer in-charge of the control office will convey the same to Central Control/ Disaster Management Cell for passing it on to other divisions/ Railways concerned/Railway Board.
 - (8) regulating traffic by diverting/canceling the trains, running duplicate trains or restricting booking or arranging for transshipment as circumstances may require after obtaining reliable information from the site with regard to probable detention to traffic.

324. Duties of Officer-in-Charge at the site:- The DRM or ADRM and in their absence, the Senior most Officer at the site of the accident shall be the Officer-in-Charge at site. On arrival at the site he shall immediately:-

- (1) Make an immediate assessment of
 - (a) The number of passengers killed, grievously injured and simple injured.
 - (b) Extent of damage.
 - (c) Probable detention to traffic, and forecast of restoration.
 - (d) Assistance required, and relay this information to the Officer-in-Charge of the control office.
 - (e) Prima-facie cause of accident & repeat to Divisional Control Office / HQ Control as early as possible & not later than 24 hrs. in any case.
- (2) Depute officers and/or staff for specific duties in :-
 - (a) Assisting in rescue operation.
 - (b) Noting down particulars of persons sent to hospitals/given first aid.
 - (c) Assisting in preservation of clues.
 - (d) Maintaining a log of events at site.
 - (e) Assisting in transshipment work.
 - (f) Assisting in Railway security work.
- (3) Arrange for ex-gratia payment, if warranted, in terms of instructions given in Appendix-XXIII of this Manual.
- (4) Arrange to operate Mobile Control Office provided with Control phone/ Satellite phone/Railway Subscriber phone, BSNL/Public phone with STD/ FAX facilities at accident site duly manned. The site telephones should be continuously manned by a responsible supervisor who should log the events and progress of restoration in the register and also give the latest information to Divisional Control, Central Control and Disaster management cell at HQ .
- (5) Catering arrangements such as food, drinking water etc. to passengers, injured or otherwise.
- (6) Security of luggage of the involved passenger and protection of the area around.
- (7) Transshipment of passengers and arrangements of road vehicles for clearing stranded passengers.
- (8) Efficient communications including STD phones, mobile phones, for passengers at adjoining stations, walkie-talkie sets at site etc.

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325. Duties of Sr.DSO:- On getting information of an accident, he shall immediately proceed to the site of accident and shall:
- (1) depute ADSO/TI(Safety) in control to remain in touch with disaster management cell at HQs and accident site.
 - (2) arrange for seizing and sealing the relevant record/document such as train signal register, Station Diary, Guard Journal, Driver Journal, Loco Defect book etc. and authenticate the same for Enquiry. The lever position/the panel counter readings should also be recorded.
 - (3) make arrangements to preserve all clues related to cause of accident. Arrange for photographs and video filming of the site of accident before commencement of restoration and during the progress of restoration.
 - (4) nominate the supervisors team consisting of TI, LI, SE(C&W), SE(P.Way) and SE(S&T) to take joint measurements of track, loco and wagons/coaches as per the prescribed Performa and get the [joint note] prepared and signed jointly by the Senior Supervisors concerned.
 - (5) arrange to obtain initial statements of concerned staff such as Driver, Assistant Driver, Guard, Station/Cabin staff, Gateman etc. The speed recorder graph of the loco for the train should be taken out and sealed and kept in custody for perusal by the Enquiry Committee.
 - (6) assist DRM/ADRM Officer in-charge of site to arrive at prima-facie cause of the accident.
 - (7) advise latest position/progress of restoration to Disaster Management Cell at HQs on telefax no. Rly. 54202 / BSNL 0761- 2627627/ CSOs Mobile 94251 53151.
326. Duties of Sr.DEE/DEE (TRD) : On getting information of an accident, he shall immediately:
- (1) arrange for adequate number of OHE breakdown staff, tower wagon and proceed to the site of accident by the quickest possible means.
 - (2) depute Officer/Supervisor in Control Office.
 - (3) ensure that OHE is made dead and slewed as required.
 - (4) arrange and supervise restoration of OHE expeditiously.
 - (5) record all relevant information.
327. Duties of Sr.DEE (TRO/TRS) : On getting information of an accident,when Electric Locomotive is involved in the accident, he shall:
- (1) proceed to the site by quickest available means;
 - (2) depute officer in the Control office;
 - (3) ensure noting down joint observations regarding the locomotive;
 - (4) ensure that measurements of the locomotive are taken on the spot wherever

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- possible otherwise in Loco shed;
- (5) ensure that records for maintenance of Locomotive repairs are sealed in the shed;
 - (6) ensure prompt and sufficient arrangement for clearing the line.
328. Duties of Sr. DEN/DEN: On getting information of an accident, he shall immediately:
- (1) proceed to the site immediately.
 - (2) ensure that joint measurements are taken and sketches of the accident site are accurately drawn out.
 - (3) ensure adequate labour and material and their proper deployment for speedy restoration.
 - (4) depute one DEN/ADEN in Control Office for planning, reinforcement of labour, material and staff.
 - (5) ensure that inspection notes and diary of ADEN and SE(P.Way), gang charts, maintenance records etc. are seized and secured.
 - (6) assist other departments in clearance of line and ensure that track is made and certified fit at the earliest.
329. Duties of Sr. DSTE/DSTE : On getting information of an accident, he shall immediately:
- (1) proceed to site of accident and ensure that satellite phone/ portable control telephone or the field telephone are fitted at the site of the accident promptly and manned continuously.
 - (2) establish communication at the site for the Divisional control and disaster management cell at HQs.
 - (3) ensure that a detailed record is made of all evidences bearing on the accident so far as S&T and interlocking are concerned.
 - (4) preserve clues and seal the relevant equipment, if required.
 - (5) restore the signalling and interlocking for normal working without delay.
330. Duties of DRM/ADRM: In case of an accident involving Passenger carrying trains, the DRM shall attend the site of the accident.
- In case of accidents other than passenger carrying trains, the ADRM shall attend the site of accident. In the absence of ADRM, the Senior most Branch Officer shall be deputed by DRM. DRM/ADRM at site will be incharge of restoration/rescue.
331. Duties of CMS, MS, SrDMO, DMO and ADMOs :- Immediately on receipt of information of an accident involving injuries to passengers etc. the CMS, MS, Sr.DMO, DMO or ADMO in whose jurisdiction the accident has occurred shall :-
- (1) ensure that the medical staff who have to accompany the Accident Relief

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- Medical Equipment have proceeded immediately to the Breakdown Train/ Medical Van leaving for the site of the accident.
- (2) get in touch with the Operating Officer concerned with a view to arrange for the transport of the Medical Equipment and Medical Staff to the site of the accident, including necessary labour for loading and unloading medical equipment; Arrange road transport if available to proceed to the site of accident for ADMO.
 - (3) as soon as possible, advise the Medical Officer or Officers in-charge of Civil Hospitals in the vicinity of the accident requesting them to make arrangements for the reception, if necessary, of injured passengers requiring in-patients treatment.
 - (4) before proceeding to the site of the accident will direct his Sr.DMO or Senior Medical Official to take charge of the Divisional Hospital and prepare it for reception of the injured. The operation theatre should be kept ready and convalescent cases discharged from the Hospital.
 - (5) arrange to inform the CMS, MS, Sr.DMO, DMO or ADMO of the Division adjoining the site of the accident by wire of details if possible of the nature of injuries and the extent of medical aid required, and if necessary, advise him to proceed to the site of the accident with the Accident Relief Medical Equipment at his station;
 - (6) proceed to the site of the accident with the Accident Relief Medical Equipment and Medical Staff and any other equipment he considers necessary after intimating the Chief Medical Director and the CMS, MS, Sr.DMO, DMO or ADMO of the Division adjoining the site of the accident. He will also take with him if available, Railway employees qualified to render First Aid whether they are members of the St.John Ambulance Brigade or not;
 - (7) advise the Medical Official in-charge of the dispensaries between his Headquarters Station and the site of the accident to meet the relief train with the Scale II equipment if maintained at the dispensary, and if he considers necessary, take the Medical Staff and equipment with him;
 - (8) In the event of any delay in the transportation of the Medical Van and staff to the site of the accident, and if the site of the accident is accessible by road, proceed to the site of the accident by motor car or Engineering or Transportation Trolley whichever is available first taking with him essential medical staff and such of the equipment from the hospital as he considers necessary;
 - (9) In case he proceeds to the site of the accident ahead of the Medical Equipment, nominate an Officer of any department to be responsible for early transport of Medical Equipment and staff following him.
 - (10) The Senior most Medical officer at site shall arrange for making the list of injured and dead and advise the same to disaster management shall at HQ and division. Assistance from commercial and personal staff may be taken for this purpose.

332. Duties of Medical Officers in-charge of dispensaries where scale(I) or (II) Medical Equipment is located:- On receipt of information of accident to a train carrying passengers, the Medical Officer In-Charge of the dispensaries on either side of the section where the accident has occurred will take the following action:-
 - (1) He will get in touch with the local Operating or Engineering Officer or subordinate concerned, and arrange for transport of the Medical Equipment and staff to the site of the accident including necessary labour.
 - (2) If transport such as light engine or an Engineering or Operating Department trolley is available, he will after intimating his CMS, MS, Sr.DMO, DMO, immediately proceed to the site of the accident with the dispensary peon and a safaiwalla leaving the Dispenser in-charge of the dispensary. He will take with him, if available, Railway employees to render First Aid, whether they are members of the St. John's Ambulance Brigade or not.
 - (3) In case transport by rail is not available, he will endeavor to find any other means of transport such as motor bus, car etc., available in the vicinity even on hiring basis.
 - (4) Inform the CMS, MS, SrDMO, DMO i.e. of the Division of the time of his departure to the site of the accident.
333. Duties of Sr.DCM/DCM: On getting information of an accident he should proceed to the site by first available means and make arrangement for;
 - (1) Opening Enquiry-cum-information Centre at site and other major stations.
 - (2) Refreshment to the passengers.
 - (3) Ex-gratia payment to the injured and the next of kin of the dead/injured.
 - (4) Transport for stranded passengers.
 - (5) Deputation of various officers/supervisors working under him for various activities.
334. Duties of SrDPO/DPO: One getting information of an accident, he shall proceed to site of accident with Welfare and Personal inspectors for assisting the Commerical/ Medical officers in preparation of list of injured/dead and other welfare activities such as issue of passes to the next of kin of the victims and surviving victims of the railway accident as per rules.
335. Hiring of helicopters for GM/DRM/Rescue team : In terms of Board's letter no. 2002/safety-1/6/6 Dated 13.06.04., GM/DRM have been authorised to avail the services of helicopters for rescue team and for travel of GM/DRM. (For details please refer appendix XXVII)

401. Break down trains and Accident relief medical equipment:-

- (1) (a) The locations and details of the Break down trains with the telephone numbers of incharges shall be given in disaster management plan of the division and Headquarters.
- (b) Classification, composition and jurisdiction of accident relief trains, ARMVs, SPARTs, Tool vans are given in Appendix-III A.
- (c) The locations of Tower wagons are given Appendix III - B.
- (2) The location of ARMEs are given in Appendix VI.
- (3) The Incharge of a Break Down train / Tower wagon is responsible for seeing that the train is fully equipped with necessary tools and is in running order. He is also responsible for seeing that these are marshalled properly and kept stabled in a convenient siding ready to move out.
- (4) The medical vans must be marshalled so as to be, when necessary, readily detachable and sent ahead of the break-down train, in case of accident involving injuries or loss of life.
- (5) Inspection and maintenance of Breakdown trains and ARMEs:-
 - (a) All Safety and other concerned Officers must inspect breakdown trains and ARME, when visiting the stations/yards and must make a thorough inspection at least once in three months. An Inspection Register must be maintained in the break- down train, in which inspecting officials, shall sign on each inspection and enter their remarks. The in-charge of the break down trains and ARME will report these remarks to the Controlling Officer for necessary action.
 - (b) ARME Scale I and auxiliary van must be inspected monthly (preferably jointly) by the Medical Officer, SM/Dy.SS , JE(Tele), JE(Train Examining), and Electrical official in charge. The ADMO/ DMO/Sr. DMO must check the medical equipment and shall be responsible for the immediate replacement of articles found unserviceable or deficient. The train examiner must personally ensure that the coaches are in good working order and fit to run. The electrical official must personally examine, ensure and certify that the electrical portion of the auxiliary coaches and the electrical equipment in the main coach are in working order. The train-examining official should ensure that the water tanks are drained and refilled with fresh water. The telecommunication official must thoroughly test the portable telephone to ensure that this is in working order and that the wire diagram is up to date. He must also check the public address equipment wherever provided.

In addition to the monthly inspection, to ensure that all bearings etc.,

are in good condition, the train examining official must arrange for the coaches to be taken out on a trial run once in a quarter to the nearest junction and brought back. This must be arranged by the J.E.(train examination) and the SM, in conjunction with the control and in consultation with the medical officer in charge, so that all concerned are aware of the position of the vehicle. The date of such trial runs and results thereof should be entered in the inspection book.

The CMS/MS must inspect the ARME scale I once in six months and take such action as found necessary to see the equipment is up to the standard and in good working order. It is desirable that the inspection of scale I equipment is done jointly with Sr. DME, Sr. DEE and Sr. DSTE quarterly. During the inspection, complete stock verification should be done.

ARME Scale II will be inspected by the ADMO/DMO/Sr. DMO and the SM once in a month. The CMS/MS must inspect the ARME scale II once in a year and take such action as found necessary to see the equipment is up to the standard and in good working order. During the inspection, complete stock verification should be done.

[Ref: Para 706 of Indian Railway Medical Manual Vol. II]

- (6) Accident Drills:- To ensure that all staff required to attend the breakdown trains and ARME in case of an accident are alert and are conversant with what they are expected to do at the time of accident, accident drills should be conducted once every three months, if there is no real accident within that quarter. During such drills, the ARME and the break down trains should be actually turned out and made to proceed to a nearby station. The Railway Doctors and other medical staff and the usual break down staff should travel by these trains exactly as they would have to in case of an accident.

The Railway Ambulance vans should also be turned out. The officers and staff of such other departments who have specific duties to perform in case of accidents but may not have to accompany such trains shall also have to participate.

These drills should be ordered by the DRM personally, and conducted under the direct supervision of ADRM/Sr. DSO/ADSO.

402. List of Hospitals, Dispensaries and private medical practitioners etc.:-

- (1) SM/Dy.SS should maintain a list of all Railway and non railway Hospitals, dispensaries, private medical practitioners and list of staff qualified in First Aid with their designation and residential address as per proforma given in Appendix V (i) to (iv). The members of the St. John's Ambulance Brigade should also be summoned to render First Aid, when necessary. These lists should be exhibited in a conspicuous place in the office of the SM/LF at each

station for the guidance of all concerned. The SM should make certain that these lists are kept up-to-date. The medical officer, in charge of the section, should periodically inspect the same to see that these are properly maintained and kept up to date.

- (2) The medical officer, in charge of the section, should also maintain the list as given in Appendix V. These lists should be hung in a conspicuous place in his office/consulting room and kept up-to-date.
- (3) All medical officers should make themselves acquainted beforehand with the facilities available at all non-railway hospitals and dispensaries in their jurisdiction and try to establish personal relationship with the officials concerned.
- (4) Formalities if any, to be observed before a person could be admitted in a non-railway hospital for treatment, should also be completed with the concerned authorities beforehand and not kept pending till an accident actually takes place.

[Ref: Para 707 of Indian Railway Medical Manual Vol. II]

403. Display of detailed road maps in control offices:- In case where the site of accident is approachable by road, it may be possible to rush medical aid quickly and more conveniently by road than by train. A detailed road map for each division should therefore be obtained and kept framed in all control offices. Copies of these should also be available in all Railway hospitals, so that in case of need road ambulance vans can be rushed to the site directly from the Railway hospitals. The road ambulance vans should be kept in proper working condition so that they are fit to undertake long journeys

[Ref: Para 708 of Indian Railway Medical Manual Vol. II]

404. Earmarking of alternate motor vehicles to ambulance cars:- Wherever an ambulance car is available, an alternate road vehicle of Railway may also be earmarked for use in case of contingencies of ambulance van not being able to proceed to the site of accident. When neither such ambulance nor a Railway vehicle is available, the attending doctor may also hire any other vehicle for the transport of casualties as well as doctors, para medical staff and accident relief medical equipment.

[Ref : Para 716 of Indian Railway Medical Manual Vol. II]

405. Ordering of relief arrangements:-

- (1) On receipt of advice of an accident, the CHC/Dy. CHC (Punctuality) and on an uncontrolled section the SM of the Terminal station, shall order the Medical Van and/or Breakdown train/Tower wagons as necessary. If necessary, assistance from adjoining divisions/railways shall also be asked for.
- (2) Sounding of Accident Alarm Siren/Hooter:- Alarm sirens are provided at Stations/ yards where accident relief train/Medical Van are stabled. The

accident alarm siren must be sounded immediately after notice of accident is received requiring Medical Van/Break down train/Tower wagon. Following codes are prescribed for sounding the accident alarm siren:

Circumstances	Code
For accidents in Loco Sheds/Traffic Yards at home station requiring only breakdown train.	Two long sirens each of 45 seconds duration with 5 seconds break in between.
For accidents outside the home station requiring only breakdown train.	Three long sirens each of 45 seconds duration with 5 seconds break in between.
For accidents at home station requiring both medical van & breakdown train.	Four long sirens each of 45 seconds duration with 5 seconds break in between.
For accidents outside the home station requiring both medical van & breakdown train.	Five long sirens each of 45 seconds duration
For cancellation of medical van and breakdown train.	One long siren of 90 seconds duration.

The Alarm siren shall be repeated twice with an interval of 5 minutes between each code signal.

- (3) Action to be taken when accident alarm siren is sounded— Immediately after the accident alarm siren/hooter is sounded, all staff earmarked for accident relief train shall report at the nominated place and others at the station. All officials concerned shall report at the Medical Van if ordered, and proceed with the medical van or to undertake any other duty that may be assigned to them. The Loco Foreman /Lobby In-Charge/TPC/TLC on-duty shall immediately take action to:-

- (a) arrange for locomotive. Any locomotive available should be utilized, preferably Diesel Locomotive, in OHE Territory.
- (b) call the locomotive crew and accident train relief staff.
- (c) turn out the accident relief train quickly to be despatched to the site of the accident.

- (4) Target time for turning out the Medical Van: –

In case of double exit siding	□	15 Minutes
In case of single exit siding	□	20 Minutes.

The time is reckoned from the time of ordering to the time of despatch.

(5) Target time for turning out the Break down trains/Tower wagon:-

During Day	□	30 Minutes
During Night	□	45 minutes

The time is reckoned from the time of ordering to the time of leaving the shed/siding.

- (6) An accident relief train when proceeding to the site of accident will have precedence over all other trains. A break down train/Tower wagon must not be detained for Guard, and must leave with the In-charge of Breakdown train. A Guard must be quickly arranged later.
- (7) In accidents involving loss of life or serious injuries, medical assistance from the Railway, Civil and Military hospital from the nearest station must be requisitioned and sent to the site of the accident, by the quickest possible means. Medical Vans may also be sent ahead of break down train with as much Medical staff as is readily available, and whenever possible, the SE/ JE(Tel) will travel with these vans and take a portable telephone with him. The train carrying the medical aid should be given precedence over all trains but may be stopped enroute to pick up doctors and medical equipments. Railway Doctors of adjacent dispensaries/Hospitals, even of other Divisions and Railways, may also be directed to the site of Accident, if required.
- (8) Portable field telephones should be provided on break-down trains/Tower wagon which can be used from the site of the accident. The Controller or the Station Master must immediately advise the S&T staff to proceed to the site, with the break-down train or with the medical van. A break-down train/Tower wagon must not, however, be detained for the S&T staff, but the staff should proceed to the site of accident by the quickest possible means.
- (9) The SM of the nearest important station must proceed to the site by the quickest possible means unless the TI is already there. The former must remain there and take general charge until relieved by a TI or Officer.
- (10) Sending of passenger relief train to the site of Accident:- Divisional Control Office shall organise passenger relief train to clear the passengers of the train involved in the accident. Where necessary, arrangement of Bus/ Taxi shall be made for transhipment of the passengers.

406. Sending of accident relief train, medical van and senior officers to the site of accident by the contiguous Railway:- In case of an accident occurring on a Railway near a junction station under the control of another Railway, the contiguous Railway, should invariably assist the affected Railway by dispatching its own accident relief train and medical van etc., to the site of the accident, provided such relief facilities are available and it is considered that by doing so medical and other relief would reach the site quicker. All this should be done in co-ordination with the affected Railway in which the accident has occurred.

407. Medical Relief :

- (1) The primary duty of all Railway servants is to render prompt assistance to the injured in an accident. The Guard, Ticket checking staff and SM shall ascertain if there are doctors and first aid workers amongst passengers, and they should be requested to assist. All available first aid equipment in trains or at stations must be used.
- (2) In cases of grievous injuries, the nearest Civil or Military medical officials and ambulances must be summoned with the object of affording relief to the injured at the earliest possible moment.

In such cases, if it is necessary to requisition the services of road vehicles for the transport of grievous injured passengers, the Guard of the train may do so and, if demanded by the Driver of the trucks/bus etc. so requisitioned, give a memo to the effect that his truck/bus has been requisitioned by the Railway for carrying injured passengers from Kilometers to hospital/ station.
- (3) Injured passengers, trespassers, and other non-railway persons, when able to travel, should be moved to the nearest public hospital or dispensary by the quickest possible means. Whenever possible, the injured person must be accompanied by a Railway/ Civil police officials, and the latter's name and number must be noted. If the police official is not available the injured person may be accompanied by any responsible railway employee to the hospital after rendering first aid.
- (4) When an SM or other Railway employee arranges medical aid from outside, he shall inform the CMS/Sr. DMO and the nearest Railway Doctor, as early as possible of the nature of assistance rendered by them.
- (5) Speedy transport of injured persons to hospital stations:- After examination by railway doctor, all the injured passengers must be transported as speedily as possible to the hospital as decided by the CMS/Sr.DMO/DMO/ADMO.
- (6) In all cases of injuries to passengers, however trivial, the injured person should be examined by a qualified doctor, to determine whether the injury is grievous or simple. Should a passenger refuse to be examined every endeavor must be made to obtain a written refusal.
- (7) Every facility to be given to Railway doctors to reach site of accident:- All Railway servants shall afford every facility to Railway doctors to enable them to reach site of the accident with the least possible delay.
- (8) Refreshments and vendors to accompany relief trains: As soon as a relief train is ordered, instructions must be given to the SM of the originating station of the relief train to send sufficient number of vendors with food, including tea and milk with the relief train.

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- (9) Refreshments to be given to passengers involved:- Refreshments must be provided free to the passengers involved in the accident. A careful account must, however, be kept of the refreshments thus served. COM/CCM/DRMs/ADRM have full powers to incur expenditure in any accident towards the payment of bills in connection with refreshments supplied to the affected passengers. The funds required may be drawn from Station earnings. [Para 2425 of IR commercial Manual].
- (10) Temporary hospital at the site of the accident: In case the Sr.DMO/DMO/ADMO considers it necessary to open a temporary hospital at a station near the site of accident, the SM must make available whatever accommodation he is called upon to provide.
- (11) 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. Ambulances or suitable road vehicles should also be requisitioned from the police, army and other sources at the hospital station. If adequate transport cannot be arranged for by such means, transport should be hired.
- (12) Care of injured persons arriving at hospital station:- The Station Master of the hospital station, or any other official deputed for the purpose will be responsible for-
- (a) receiving the train carrying the injured on a platform line easily accessible to ambulance cars, stretchers, etc.
 - (b) arranging for a room or other suitable place for the reception of the injured prior to their removal to the hospital;
 - (c) making adequate Railway Protection Force arrangements so as to facilitate the handling and reception of the injured; and
 - (d) opening an Enquiry Booth from where public inquiries regarding the injured and dead may be attended to.
- (13) Information of the condition of the passengers injured or dead:- If telephone number is available, Railway will arrange to provide information about the condition of affected passenger to his kith & kin free of charge. Double Express telegrams will also be sent if address is available, free of cost. (Refer Appendix VII).
- (14) Issue of Complimentary passes to the next of kin of the victims as well as to the surviving victims of Railway accidents:- With the approval of the General Manager complimentary passes in favour of not more than two persons may be issued to the next of kin of victims from any station in India to the site of accident and back to their destinations as well as to the surviving victims

who are discharged from the hospitals, to their destination. The issue of such passes shall be regulated in accordance with the instructions laid down in Railway Board's Letter No. E(G)58PS5- 6/ 1 dated 25.8.1958 reproduced in Appendix-XIV.

- (15) Ex-gratia payment to the injured or to the next of kin of the deceased victims- The detailed instructions for ex-gratia payments are given in Appendix-XXIII.

- (16) Referring of the injured persons to private hospitals:-

It will be the duty of the train or station staff to render first aid to a person injured within the Railway premises immediately. If necessary, arrangements should be made to summon medical aid from other Railway or non-railway sources including private doctors and facility for admission may be done to the nearby hospital.

The bills by such private hospitals should be submitted through the Chief Medical Director who will certify the correctness of the charges payable, before passing of payment by the FA&CAO. Payment to private hospitals under this para can be arranged locally by the Railways and the Ministry of Railways approval is not necessary.

- (17) Railway doctor to accompany injured persons to non-Railway hospitals :-
When injured persons are sent to a non-Railway hospital for treatment, the MS/Sr.DMO/DMO/ADMO in-charge 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 CMS/Sr.DMO/DMO/ADMO in-charge.
- (18) Care of dead Bodies :- In the case of serious accident, the senior most Railway Officer on the spot should discuss the question of disposal of dead bodies with the senior most Police Officer at the site of the accident and they should jointly determine the place for keeping the dead bodies under the control of a responsible officer. The Police have to take charge of the dead bodies and they should be given the requisite facilities for their transport to well protected places where they could be kept pending completion of formalities or until claimed by the next of kin. It may be stressed that respect for the dead should be the primary consideration and in any case, no dead body should be kept exposed to the weather.
- (19) Recording of information of injured/dead:- In case of serious accident, the medical staff are fully engaged in dealing with the casualty cases, a responsible official should be detailed by the DRM to take notes, regarding details of the injured/dead as mentioned and as indicated by the doctor.

- (a) Name
- (b) Full address
- (c) Ticket/Pass No. with full particulars of journey
- (d) Two marks of identification
- (e) Details of injuries
- (f) Existing deformities and old scars.

Only rough notes are to be recorded at the site of accident, based on which details reports are to be made out later.

No statement with regard to number or nature of casualties should be given to members of public or press till all casualties/injuries have been reconciled and verified correctly. These reconciled and final figures should only be given to press or general public by the senior most Railway official on the spot, viz. DRM, CMD/CMS or other Divisional Officer as the case may be.

[Ref: Para 713 of Indian Railway Medical Manual Vol. II]

- (20) Submission of reports regarding injured/dead : – On return to head quarters, a detailed report should be made out based on rough notes recorded, which should give the name and addresses of all persons injured with details of injuries and should state how each case has been dealt with. The detailed report should also give particulars of the cases attended by the non-railway doctors and the name and addresses of such doctors. The report should be submitted to the CMD along with the injury reports on accident block forms for passengers and railway employees separately. These notes should be kept confidential as these form important documents for assessing compensation.

[Ref: Para 714 of Indian Railway Medical Manual Vol. II]

408. Important facts, Noting of :- Any Officer / TI / SM or Guard and other concerned officials present at site or arriving first at the site shall record the relevant information at the site of accident as under :

- (1) The names and addresses of persons killed or injured if possible, particulars of their injuries and also of tickets held, if available.
- (2) Obtain names and addresses of independent eye-witnesses and if possible, their statements, duly attested by them. No person should, however, be forced in any way to give his name or statement, but if he declines to do so, the fact should be mentioned in the report.
- (3) The Officers and Senior Sub-ordinates present at the site, shall jointly

examine all evidences such as the condition of the track and rolling stock, brake-power, etc. and preserve all clues which may prove useful in ascertaining the cause of accident.

- (4) Measurement of track and rolling stock should be taken in the proforma given in appendix XI.
- (5) The marks on sleepers, position of derailed vehicles, broken parts of track or vehicle and other particulars, which may have a bearing on the accident shall be carefully noted and preserved by the concerned officials jointly. In case of accident at station, the position of the track, signals, points, point-levers, indicators, keys, lever collar/button cap used, badges, transmitter keys, relay room keys, shall also be recorded. At night, any signal, break-van or disc lamp, which is not lit, should be carefully inspected to ascertain if the lamp was recently lit and recorded.
- (6) Cross-levels/gauge/versine etc. should be taken at or near the point of derailment, by the Senior sub-ordinates, jointly and also at the point where the track has been loaded, either with a locomotive, fully loaded wagon or a coaching vehicle.
- (7) The above should not interfere with the rendering of Medical aid to the injured or other relief measures to the passengers.
- (8) Senior most officer at site shall ensure that joint observations are correctly made out and signed by the officials concerned.

409. Clearing operations:-

- (1) The senior most officer at site will exercise general supervision and co-ordinate the work of all departments for the restoration of traffic.
- (2) The senior most officer or supervisor from the power or C&W branch will be incharge for clearing operations.
- (3) The senior most operations officer or supervisor at the site will be in-charge for regulation of traffic.
- (4) The senior commercial officer or supervisor shall make arrangements for transport of passengers and transhipment of wagons, if required.
- (5) On electrified sections, the seniormost electrical officer or supervisor will look after the traction matters.
- (6) The Sr. DOM/DOM/AOM will take over charge of the control office and regulate traffic.
- (7) Steam and hand crane shall not be worked adjacent to overhead lines, unless such overhead lines are made dead. If the use of a steam or hand crane which may foul the overhead equipment, or track lifting is necessary

on the electrified area, the Power Controller, SE(TRD) and the DEE/ADEE(TRD) must be advised on telephone and their sanction obtained.

All movements of the crane jib shall be exercised with great care so as not to foul the overhead lines. Wherever possible the direct blast from the crane chimney to the overhead lines or insulators should be avoided.

- (8) In accident cases where sabotage is suspected, the clearance and restoration operation should not be commenced until the arrival of the police and receipt of all-right signal from them, except when human life is to be saved, in which case operations for clearing the wreckage must go on continuously until it is definitely known that all the injured persons have been extricated from the debris and it is established beyond all reasonable doubt and with the assistance of medical testimony (Preferably independent) that only dead bodies remain, care must however be taken to preserve clues etc.

In other accident cases where sabotage is not suspected, clearance and restoration operations may be commenced even before the arrival of the police, but all relevant material and clues etc. must be carefully preserved to enable the scene being reconstructed, if considered necessary.

- (9) In serious accidents, in case sabotage is suspected the laid down procedure should be followed. In addition, it should be ascertained promptly from the CRS concerned if he would like to inspect the site etc. before the commencement of clearance and restoration work and then action should be taken in accordance with his orders. Before, however, clearance and restoration operations are commenced all relevant clues, material and damages and deficiencies on rolling stock etc. must be noted and preserved.
- (10) The seniormost Railway Officer present at the site of the accident will decide in consultation with the seniormost police officer present at the site whether the case is of a suspected sabotage or otherwise and take action accordingly. For instructions for dealing with cases of sabotage, refer Chapter-V.

410. Transhipment arrangements:-

- (1) Adequate arrangements should be made for lighting at the site, wagon sheets, ropes, hand trolleys, drinking water, food and refreshments for the stranded passengers.
- (2) Sufficient number of porters and labour must be collected from the nearby stations and if necessary the engineering officials shall provide gang labour.
- (3) Transhipment of passengers, luggage, parcels and mails should be done under the personal direction of the officer in charge of transhipment in proper manner.
- (4) Live-stock, Motor cars and heavy goods must not be transhipped but must

be detained at a convenient station or diverted by the nearest open route.

- (5) Notices must be exhibited at junction and terminal stations advising the public of interruption of traffic and probable duration of transshipment.
 - (6) Special precaution must be taken to ensure that passenger's luggage is transshipped free and the porters help freely to all and do not solicit for payment.
411. Preservation of Clues:- It is very necessary to preserve all clues as far as possible for helping the CRS/accident enquiry committee as even an apparently unimportant clue may give some useful information as to the likely cause of accident. The clearance should ordinarily be limited to the removal of dead-bodies and injured persons from the debris, if any, and wherever feasible in case of serious accidents, communications may be restored by laying a diversion, so that the original clues could be preserved undisturbed. In any individual case where the circumstances compel the removal of debris, in part or whole, complete and detailed notes should be recorded by the seniormost Officer present, of the observations made by the various officers, before issuing such orders. These notes could be given to the accident enquiry committee. All sleepers, rails, S&T gears and other fittings removed from the site should be carefully preserved for inspection by the accident enquiry committee.
412. Nomination of an official in case of serious accidents to disseminate information to Press and electronic Media:- In case of serious accident, the senior most official at site will nominate a responsible railway officer at the site of accident to disseminate the information to press and electronic media about the accident. At head quarters CPRO shall disseminate such information to the press and electronic media. The officer so nominated and CPRO shall collect the following information:-
- (a) Brief description of the accident.
 - (b) Time, date and Kilometerage of the accident.
 - (c) Train or trains involved.
 - (d) The composition of the train, number of vehicles derailed and number capsized (Painted number of vehicles to be stated)
 - (e) Brief account and rough sketch showing the condition and position of vehicles, with individual numbers, from which injured and killed were extricated.
 - (f) Condition of the lines at the site of accident.
 - (g) Railway officials at the site of accident.
 - (h) No. of railway officials involved in restoration.

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- (i) No. of passengers killed.
 - (j) No. of passengers injured.
 - (k) No. of passengers admitted in various hospitals.
 - (l) Name, age, address of the affected passengers.
 - (m) Passengers evacuated.
 - (n) Relief arrangements.
 - (o) Description of injuries.
 - (p) No. of passenger provided first aid.
 - (q) Probable cause of accident.
 - (r) Arrangements made for the relatives of the affected passengers.
 - (s) Communication arrangements made.
 - (t) Medical facilities at site.
 - (u) Any medical aid received from outside.
 - (v) Likely time restoration of traffic.
 - (w) Any other trains regulated/diverted.
 - (x) Information booths opened on the railway.
 - (y) Nature of enquiry ordered in the accident.
 - (z) In general, steps taken by railway for safe running of trains.

The above is intended to serve only as a guide. The officer should also record any other relevant points, which he considers to be of value of interest.

413. Working of Traffic when a serious accident takes place:- Following guidelines should be followed while working of traffic in case of serious accident :-

- (1) The SMs of the affected stations should be called out to assist in train working being carried out smoothly. If necessary, Senior Supervisory officials should remain in-charge of stations immediately affected by the accident.
- (2) Trains shall be regulated/diverted/cancelled suitably by Operations Officer in-charge in the division. Not only the stations on either side of the site of accident, but also the stations adjacent to them shall be kept fluid in order to facilitate relief work.

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- (3) Passenger carrying trains should be regulated at such stations where drinking water and catering facilities are available.
 - (4) Goods trains should be regulated far from the site of the accident and they should preferably be regulated at stations with three or four lines.
414. Resumption of normal working:- In the case of an accident involving interruption of communications or blocking of the line, the Seniormost Operations Officer and in the absence of an Officer, the TI, on receipt of a certificate from the concerned Engineers that the track/OHE/Signal and interlocking etc. are safe for traffic, will advice to those originally informed of the accident that normal working is resumed.

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501. General : 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 wreckling. Cases of tampering with track or equipment, even though not resulting in an accident, have to be reported to the Railway Board. Such cases should be immediately brought to the notice of all concerned including Sr. DSO and DRM. The police and Security Staff should be advised and they should be given necessary assistance to carry out investigations.
502. Duties of Guard, Engine Crew and other Railway Staff when a derailment or any other serious consequences take place due to suspected sabotage: In case where derailment and /or other serious consequences arises due to suspected sabotage or train wreckling, the Guard along with the Engine Crew and other Railway Staff on board shall :-
- (1) protect the train.
 - (2) report the accident to the control office/adjacent stations.
 - (3) render first aid to the injured.
 - (4) carefully examine the track jointly with responsible passengers, and record the results of the examination and have the record signed by them.
 - (5) see that portions of the track, rails, fish plates, bolts and other fittings, appearing to have been tampered with are not touched or moved by any persons, and that these are closely protected till arrival of the Civil and Police Authorities.

NOTE:-

- (1) In case of an Officer or Inspector being on the train, the above duty will devolve on him.
 - (2) Whenever assistance is obtained from any passenger or other member of the public, their names and addresses should invariably be kept on record for future reference, if necessary.
503. Information to the Civil and Police Authorities : □ The SM of the station adjacent to the site of suspected sabotage or train wreckling must inform the local Civil Police, GRP and RPF authorities by the quickest means available and give them all possible assistance to reach the site as early as possible.
504. Precautions by Engineering Supervisors: □ While proceeding to the site of suspected sabotage or train wreckling, ADEN/SE (P.Way) shall take the following precautions :□
- (1) Instruct the Gangmen proceeding to the site, in the first instance, not to carry any tools with them.
 - (2) Ensure that tool boxes of Gangmen sent to the site are not opened until they

have been checked by the Police.

- (3) Instruct them not to touch or remove any portions of the track, rails, fishplates, bolts and other fittings within the area of suspected sabotage or train wreckling till they have been inspected by the Railway, Civil and Police Authorities and photographs etc. taken.

505. Duties of Officers and other Supervisors :— All concerned Officers and Senior Supervisors in addition to their other normal duties must :-

- (1) Take note of casualties/injuries.
- (2) Prepare sketches of the accident.
- (3) Do all they can to collect evidence likely to throw light on the cause of accident.
- (4) See that likely clues to the cause of accident are not inadvertently removed through ignorance or curiosity.
- (5) Make arrangements for Photography/vidiography of the portion 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 Local Photographer / Videographer.

506. Duties of the R.P.F. Staff :-

- (1) On receipt of information of suspected sabotage or train wreckling, the Seniormost RPF Official in whose jurisdiction the accident has taken place should immediately proceed to the spot with all available men.
- (2) Additional assistance, if necessary, may be requisitioned from the neighboring RPF Post or Out-Post.
- (3) Apart from making an entry in the Station Diary as usual, the SM also should be informed of this movement.
- (4) On receipt of information, the Circle Inspector of the Circle and the Sr.DSC/ DSC/ASC division should also proceed to the spot. Movement of the RPF Staff in these cases should be made by the quickest means available . When necessary, motor transport may be hired.
- (5) Before proceeding to the site the RPF Officials shall contact the local GRP/ District Police Officials to ensure that the accident has been reported to them also. On arrival at the spot, they will discharge the following duties in addition to their normal duties :-
 - (a) Assist in extricating persons from wrecks, rendering First Aid to injured, evacuating injured and other persons from the site.
 - (b) Guard the belongings of the victims and the Railway property.

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- (c) Guard the Permanent Way rails, fish-plates, bolts and other materials from being interfered with by anyone till the police officials arrive at the site and take charge.
 - (d) Look out for suspects in the vicinity, and keep a note of any clues that may be useful in detecting the offence.
 - (e) Fight any fire that may break out at the site of the accident.
 - (f) Co-ordinate with the GRP/Civil Police in the investigation of the case.
507. Wreckage, etc. not to be disturbed until permission is given by the Police :
Whenever there is delay in the arrival of Civil and Police officials at the site of suspected sabotage or train wreckling, the Seniormost railway official at the 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. Normal traffic, should however, not be permitted without consulting the police.
508. Joint examination by Civil, Police and Railway Officials:
- (1) The seniormost Railway Officer at the site of suspected sabotage or train wreckling 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.
 - (2) 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.
 - (3) The seniormost officer at the site in consultation with the police must decide what materials should be preserved for further examination. These materials should be stored under the joint custody of the police and the Railway at a safer place. As far as possible, all small fittings should be put into a box or a gunny bag and sealed jointly by the police and the Railway. A receipt must be obtained for whatever material the police has 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 for the enquiry.
 - (4) A factual note of the condition obtaining at the site after an accident suspected to have been caused due to sabotage or train wreckling should be prepared and signed jointly by the seniormost police and Railway Official at the site. In case of any difference of opinion between the police and the Railway Officials, such difference of opinion may be recorded in the joint factual note.

509. Removal and examination of Rolling Stock:

- (1) 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 the fittings can be done under the supervision of the Sr. DME/DME/ADME.
- (2) Removal and Examination of rolling Stock damaged due to accident: A detailed examination of the engine and vehicles damaged due to accident must be made by the Sr.DME/DME along with the Sr. Police Official. All damages and deficiencies must be carefully noted down and particular comments made with regard to damages and deficiencies likely to cause accident 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 the purpose of making the final note in the joint examination. Break-down operations to remove these vehicles should only be started in accordance with para 512 below.

510. Special points to be borne in mind by the Officials in examining the site and for preparation of note and drawings : The following points should be noted by the Officers and supervisory staff when examining the site of suspected sabotage or train wreckling :-

- (1) The exact position in which engines and vehicles came to rest and also where loose component parts were found.
- (2) The exact position in which rails and component parts, such as sleepers, fishplates, bolts, nuts, dog spikes, etc. were found.
- (3) Wheel marks and other damage to sleepers, rails and other fittings in the accident.
- (4) The examination of rail ends at the displaced point or points for any dents or burrs and whether burs are vertical or horizontal.
- (5) The position of wheels in relation to any displaced rail, its normal alignment and the landing rail.
- (6) State of the track in rear for at least 800 metres.
- (7) If the nature of the accident so requires:
 - (a) The position and condition of signals, point 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 sheets, line admission book should be seized and carefully

preserved. Where line badges are in use, it should be recorded in whose possession each line badge concerned was.

(8) Statements of staff should be recorded.

511. Arrangements for photographs and videography :- Arrangements must be made for videography and photography of all essential features. The services of a reliable local photographer/ videographer may be utilised till the arrival of railway photographer/videographer.
512. Restoration of communications : Restoration of communication must only be taken in hand after complete investigation and examination have been made, a joint note and sketch have been prepared, and the police and Civil Authorities have given in writing that their investigations have been completed and that no further check is necessary.
513. Preparation of plan for CRS or other Inquiry :- A dimensional plan should be prepared for the CRS or Judicial Inquiry, which should be a reproduction of the original sketch. Copies of recorded note signed by the Railway and the police representatives should form an appendix to the statement made by the senior most official in his evidence at the Inquiry.
514. Notes and sketches to be carefully preserved :- All notes and sketches recording observations of the various official who attend the site of suspected sabotage or train wreckling must be carefully preserved for future use in case evidence of such officers and officials is required later at inquiries, subsequent investigations or in court trials.

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601. Dangerous or unusual condition noticed on train :- Every Railway servant, whether on duty or not, who notices anything unusual or dangerous on a train such as hot axle, spring broken, flat tyre, brake binding, load falling off, fire, any part of the vehicle detached or hanging loose part etc. in dangerous condition, must at once take steps to stop the train and warn the Guard and the Driver. If he cannot stop the train he must immediately inform the nearest SM/Gateman or any railway official. On noticing any unsafe condition on train or after receiving such advice, the Railway official shall immediately exhibit danger hand signal to the driver and guard and make all efforts to stop the train at once and if possible, by putting back the signals to 'ON' position, advising the TPC to switch off the OHE supply. Simultaneously, the SM of the nearest station shall be informed who in turn shall also inform the section controller and the SM of the station ahead. All out efforts shall be made to stop the train running with unsafe condition.
602. Precautions at construction / repair sites:- Whenever platforms, buildings, roads, shade foundation etc. are under repairs, and there is a possibility of any one falling into trenches or over obstructions, barriers, or warning boards and lamp posts must be placed to protect those sites by the staff employed on the work. The Supervisor incharge must ensure that this is done.
603. Action to be taken when a person is thrown out of or is knocked down by a train:
- (1) When life is not extinct:-
 - (a) When a railway employee finds an injured person on or near the track, he should do his best for rendering first aid or in the alternative summon medical help as early as possible. He should also arrange to inform the police through the nearest SM or any other person in the vicinity.
 - (b) When a person is run over or knocked down by a train 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 train, where medical aid shall be arranged by the SM. 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.
 - (c) If the condition of the person is found to be critical, the dying declaration should be recorded by the TS/Guard/TTE/Conductor or by the Railway servant who happens to find the injured person. The name, father's name, caste, residence, how it happened, how the wounds were inflicted etc. particulars should be recorded. 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 SM of the nearest station 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 there of, should be attached. In case, the Railway servant who finds the injured person is illiterate, he should seek the assistance of some responsible person for obtaining the dying declaration.

(2) When life is extinct:

- (a) The main requirement when a dead body is found on or near the track, by any railway servant is to keep the evidence intact, specially the finger prints. Utmost respect should be shown while handling the dead body. Handling of the dead body by many people should be avoided as the finger prints which may be available near the site of occurrence may be disturbed. Similarly, the dead body should not be removed until the arrival of the police as the chances of some clues which may lead to detection of cases may be interfered with. However, to clear the line for the movement of subsequent trains, the body may be removed from the line, but in doing so the movement should be the minimum required.
- (b) The body may thereafter be left in the charge of village Chowkider 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 SM of the next station. In all cases, a written memo giving the following particulars shall be made out by the Guard, or if there is no Guard, by the driver (of the train), or by the person who happens to find the body:-
 - (i) time and place the body was detected.
 - (ii) Position of the body in relation to the tracks
 - (iii) Blood stains on ballast or engine, extent of the injuries and whether prima-facie inflicted by a train or otherwise, and
 - (iv) Position of any clothing etc. found on or near the rails. This memo should also contain the name of the informant, his 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.
- (c) 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 place of the accident, to enable the latter to take further action.

- (3) When a train has been stopped owing to a person thrown out of a train, the Guard will make a report on the incident comprising of the following particulars for the concerned authorities in addition to that the action to be taken as indicated in para 1 & 2 above:-
- (a) Kilometrage at which the passenger fell or person was knocked down.
 - (b) Was the accident noticed by the Guard/Driver and the train stopped or was the alarm chain pulled to stop the train ?
 - (c) Was the train backed to the accident spot ?
 - (d) How the injured person was disposed off ?
 - (e) Further information in the case of a passenger falling out:-
 - (i) Name, age, sex and address of the passenger, the particulars of the ticket held (if any).
 - (ii) If a child, also the name relationship and address of the guardian.
 - (iii) Where was the person/child seated or standing at the time last seen by fellow passengers?
 - (f) Owning Railway, painted number, compartment number, type description and position of the carriage from the engine.
 - (g) Condition of doors, door handles, shutters, safety latch, and window fastening in the carriage. Particular details should be given of the door or window through which the passenger fell.
 - (h) Was there any GRP staff on the train ?
 - (i) Brief statement of the injured person giving :-
 - (i) Possible cause of the accident shall be recorded, in presence of the Railway Police Constable, and countersigned by him. If the Railway police Constable is not present, the signature of passengers in whose presence the statement is recorded should be obtained.
 - (ii) In the case of a child, the statement of the guardian should be recorded duly attested by the Railway Police Constable (or in his absence by two passengers present at the time of recording the statement).

604. Passengers getting sick in the train or injured inside the train :- If a passenger is injured while travelling by a train, he should be given necessary medical assistance. If the passenger is reported to be injured due to defective fittings, like window shutter, the fittings should be examined. Evidence of other passengers should also be taken. A full report must be made by the Guard, giving name of the passenger, ticket particulars, description of the carriage, condition of the fittings, etc. The Guard/TS shall also issue a message to the Train Examiner of the terminal station to examine the fittings of the compartment.

In the case of a passenger getting sick while on the train, he should be given the same medical attention as is given to a person injured in an accident. The passenger should, however, be informed that he may be required to pay for the medical attention given. If the passenger states that the sickness is due to some food he consumed from the Pantry Car or Licensed Vendor in railway premises, the Guard will report to the SM who will report the matter to the Section Controller. The Section Controller will obtain instructions of the Sr.DMO/DMO/ADMO and advise the SM of the arrangements to be made for the chemical examination of the food.

(for payment of medical charges refer Appendix XX)

605. Trains in motion, getting in to or out of :- Passengers must be deterred against entraining or detraining a train when in motion, and Railway employees must not open the door of vehicles in motion or in any way assist a passenger entraining or detraining a train in motion.
606. Material fouling the track :- On completion of unloading, Station Masters and Engineering Officials must see that there are no heaps of material or other obstruction on or fouling the line which may cause derailment or endanger train safety in any way. For ballast train unloading/PWay material/Rly material, concerned supervisor incharge will ensure clearance of the track.
607. Precautions against derailment:-
- (a) If any part of the engine or vehicle is fallen down and there is reason to believe that the fallen down part may be fouling 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 first station and the SM be advised. The SM will issue Caution Order to the Driver of the first train proceeding into the section to be on the look out for any such part in the section and also inform the SE (P.Way) or the Gang Mate to search the same.
 - (b) The driver of a train which has come to a stop on one way spring point in the trailing direction must not release the brakes of the train unless the Guard has personally arranged for the spring points to be set and clamped for further movement of the train. In the case of a light engine, this responsibility will devolve upon the driver of the light engine.

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608. Defective Permanent Way :- In the event of any abnormal condition noticed on the track action should be taken as per GR 2.11 and SR 2.11.1.
609. Running of defective locomotives :- In case of defective running of locomotives action should be taken as per SR 2.11.2. Also refer Appendix XXI for details.
610. Explosion on track or train :- On hearing any explosion on track or train action should be taken as per SR 2.11.3.
611. Fire on track: :- Guard or Driver who notices fire on track must stop the train and extinguish the fire. The guard shall advise the nearest P.Way staff if any, and the SM at the next station.
612. Petrol and other inflammable goods, handling of :- Petrol, explosives and other dangerous goods in full wagon loads must only be loaded, unloaded or transshipped during day light and on no account after dark, necessitating the use of lamps. The doors on both sides of a wagon containing consignments of petrol should remain fully opened for five minutes before anyone is allowed to enter the wagon for loading or unloading purposes. In the case of consignments of petrol, explosives and other dangerous goods carried in trains, the Guard of the train will be held responsible for supervising their checking, loading and unloading. Oil or gas lamps must on no account be taken inside the wagons or near the petrol tins, whether full or empty. No person shall smoke or take any naked light or unprotected lamp near the place where such goods are stored or handled.
613. Prevention of fire in horse boxes and cattle wagons :— The SM at the station from which horse boxes and cattle wagons are forwarded, must personally warn the attendants in charge of the horses or animals against using any naked light or smoking or cooking in the horse box or cattle wagons, and point out the risk and danger incurred. Their attention should also be drawn to the notice exhibited in the horse boxes.
- Guards must frequently inspect horse boxes and cattle wagons en-route. The small end door of a horse box must be kept closed when a horse box is attached to a train.
- SMS, Guards and other concerned must also see that none of the attendant's family or persons other than the attendants in charge of the horses are allowed to travel in the horse box or cattle wagons.
- SMS must ensure, immediately after unloading, that horse boxes are properly cleaned and no straw, dung etc. are lying inside. They should also see that before an empty horse box is attached to a train, it is thoroughly cleaned.
614. Cotton on fire :- If a wagon loaded with cotton or other goods catches fire, guard shall take all possible measures to extinguish the fire, the Guard will also try and obtain the label of the wagon and a sample of the cotton or goods and hand over to the SM who will forward the same, securely packed to the CCM with a full report stating the train number, the date and place of fire, the wagon number, the owning

Railway and the name of the stations from and to.

615. Acid Wagon catching fire :- When an acid wagon catches fire, the fire must be extinguished by using sand and water etc. It should be seen however, that water is not used if the type of acid or corrosive is such that would cause further damage by chemical reaction.

In all cases of fire in wagons containing acids, corrosives etc., the guard or the Station Master or any other supervisory official in charge of the situation must make notes of the condition of containers, packing (both inside and outside) labeling of containers, manner of loading in the wagon, quantity filled in each container and affixing of "Dangerous" label on the wagon whether found in accordance with the prescribed manner as laid down for this commodity in the Red Tariff.

Whenever there occurs any accident connected with any consignment of acids and other corrosives and attended with loss of life or grievous injuries to persons or serious damage to property, or of a description usually attended with such loss, injuries or damage, the person for the time being incharge of the consignment must forthwith advise the officer in charge of the nearest police station and the Chief Inspector of Explosives in addition to the departmental officer concerned.

616. Fire, reporting cases of :- When reporting cases of fire on trains, the position of the vehicle on the train should be stated, also whether it was loaded or empty. When reporting occurrences of fire on trains or in station premises, SMs and others sometimes ascribe the fire to sparks from engine, or electric short circuit. Such statements must not be made unless these can be definitely substantiated.

Whenever serious fire accident occurs in a coach / wagon, the SM / Control Office will send information immediately to the concerned officials of the, Forensic Laboratory which caters the area so as to enable their Scientist to attend the site of accident promptly for collecting clues / samples leading to the cause of the fire. The list of jurisdiction and headquarters of the Forensic Laboratories is given in Appendix XXV.

617. Fire rendering of assistance by Gangmen :- If a fire occurs on any Railway premises at or near any portion of the Railway where Gangmen are employed, they shall endeavor to extinguish and to prevent it from spreading. However in the case of fire in on electrical equipment, a Gangmen shall make no attempt to extinguish the fire but shall report the occurrence to the nearest Station Master immediately and shall inform any passing train or trolley, unless special instructions shall have been received directing otherwise. If there be more than one Gangman, the occurrence shall be reported to the SM on both sides.
618. Weather warning telegrams:- Arrangements exist with the meteorological Department of the Government of India for issuing telegrams of warning, whenever storms, gales or heavy rainfall are expected. For complete details of the conditions under which warnings are issued and action to be taken refer Appendix VIII.

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619. Monsoon Patrolling:- The track is to be patrolled at night, in accordance with instructions laid down in SR 15.04-2 of the G&SR from the commencement until the close of the monsoon ordinarily from June 1st, until October 31st; but the exact date of commencement and termination will be notified by the Assistant Engineer of the section.
620. Natural deaths:- Natural deaths must be promptly reported to the Police by telephone/written message. In the case of death by contagious disease, the Director of Public Health of the State and the Civil Surgeon of the District must also be informed.
621. Murder on running trains:- If a crime of a serious nature such as murder or serious assault is committed in Railway carriage on a running train, the following action will be taken by the staff with a view to help the Police officials in their investigation:-
- (a) The Guard of the train will have the compartment emptied and locked up after all shutters have been closed from outside immediately so that blood-stains, marks of struggle, footprints, finger impressions, etc. remain undisturbed.
 - (b) If the crime took place in a railway compartment, the compartment will be immediately locked up and the carriage allowed to proceed to the nearest station where it can be replaced. At this station, a member of the Railway Police will watch it until a Police Officer arrives.
 - (c) No one, either a Railway employee or an outsider, must be allowed to enter the compartment until the police arrives and except in so far as is necessary to attend to injured persons unable to leave the compartment without assistance.
 - (d) The Railway Police station concerned will be advised at what station the carriage has been or will be detached. After the carriage is taken over by the police, it should not be removed or otherwise utilised without the written authority of the Police Officer conducting the investigation. If an abnormal delay takes place on the part of the Police in releasing the carriage, the matter shall be reported by SM to control office for further directions.
622. Procedure to be adopted when deaths occur in trains and within Railway premises:-
- (1) In cases of deaths occurring in train or within station premises, SMs/ASMs or their assistants should be prepared, immediately on receipt of a request from a Magistrate or the Railway Police to become witnesses at inquests on all matters of fact regarding such occurrences.
 - (2) Police inquests on dead bodies are invariably held at the spot where the body is found. The staff will not be called upon to leave their stations for purposes of such inquests.

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- (3) In all cases of deaths from natural causes the SMS/ASMs should report such cases to the police who will call for the attendance of Railway Doctor, only if necessary. All messages offered by them for this purpose should be accepted. The SMS/ ASMs should also issue an "all concerned" message.
 - (4) In those cases, however, where it is thought that death is due to some contagious or infectious disease, SMS/ASMs must summon the Railway doctor to attend.
 - (5) In case of deaths suspected to have been due to foul play or suicide or deaths caused by accident, SMS/ASMs must immediately advise the police who will call upon the Railway Doctor to attend. In such cases the body must not be moved until the arrival of the Police, unless any train or trolley is due to pass the spot or there is no prospect of a Police Officer arriving at the site within a reasonable time, in which case the body must be carefully removed so as to clear the line and the body must be covered properly. It must not, however, be taken away from the spot until the Police have arrived, when they will hold an inquest and take the necessary steps for the removal of the body.
 - (6) The respective Railway Doctor will attend an inquest if summoned by the Police and their duties, when so summoned, will consist merely in assisting the Police Officer in drawing up a report on the apparent cause of death. The Police will not ordinarily call upon them to attend on inquests.
 - (7) "Post- mortem Examinations" should ordinarily be left to the Civil Surgeon or other Government Medical Officer deputed by him, but in very exceptional circumstances, when the probabilities of decomposition or other serious reasons are against the despatch of the body to the Civil Medical Officer, they may be performed by the Railway medical staff at the request of the Police, and in such cases the Railway Medical Officer performing this duty shall be paid fee by the Civil Authorities at the scale laid down and approved by the government of India.
 - (8) Despatch of corpses for Post-mortem examination:- The following instructions must be observed when corpses are tendered by the police for conveyance by rail for purposes of post-mortem examination:-
 - (a) The corpse to be at once accepted for conveyance by any train, except Mail train, at the written requisition of a Police Station Officer.
 - (b) The corpse may be enclosed in any box or coffin, if available.
 - (c) The Police tendering the corpse for conveyance are responsible for that no such corpse tendered is likely to endanger the public health and the corpse may be accepted without a medical certificate to this effect.

- (d) The conveyance of corpses under these rules must usually be made by goods train if a convenient train is running which will reach destination within the necessary time and must be carried in the brake van or an empty wagon if available or in the brake or luggage van if conveyed by a Passenger train.
- (9) The following report shall be submitted by the SM to the DRM:-
 - (a) Description of deceased, religion, name, age, sex, whether railway servant, passenger or trespasser.
 - (b) If passenger, number and class of ticket number, type and class of carriage.
 - (c) Number of persons in the same compartment.
 - (d) Listed property, belonging to deceased and how disposed of.
 - (e) Whether the body was made over to relatives, police or sent to Civil Surgeon.
 - (f) If the death is due to infectious or contagious disease, the carriage shall be disinfected immediately after its arrival at destination and no person shall be allowed to enter it until the disinfection is complete.

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701. Investigation on the spot :- The Officers and Senior subordinates present at the site of accident must jointly investigate the cause thereof and advise the DRM and other officers concerned, their opinion, mentioning the Department or Departments responsible and person or persons responsible for the occurrence. The investigation on the spot includes recording of statements of staff concerned and, if necessary, other independent witnesses. The various points to be noted in case of an accident have already been described in Para 408.
702. Information to be collected on the spot to facilitate Inquiry Committees to arrive at the cause of the accident :-
- (1) After every accident certain vital information bearing on the cause of the accident is to be collected on the spot which later may not be available on account of clearance operations undertaken and the resumption of normal traffic. Due to failure to collect such information, it often becomes difficult for the Inquiry Committee to ascertain the cause of the accident.
 - (2) Given below are some important points to be noted in case of accidents. Supervisory officials available on the spot or arriving first at the site of accident should ensure that such information as would be required for by the Inquiry Committee to arrive at the cause of the accident should be collected before clearing operations are started.
 - (a) Driver signal passing at danger:-
 - (i) In order to avoid any dispute later, the fact that a Driver has passed a signal at danger should be formally brought to his notice.
 - (ii) The Switchman/Cabin ASM/ASM/SM must confront the Driver and Guard with regard to the position of the signal and the position of the lever concerned. The position of the signal and route should be recorded by the SM and signed by the SM, driver, guard and other witnesses, if available.
 - (iii) The distance by which the train has passed the signal should be recorded in engine + bogie lengths and/or telegraph posts, and by measuring the actual distance in meters.
 - (iv) In the night time, the brightness of the signals should be noted. The weather condition and visibility should also be recorded.
 - (v) If the Driver is required to use glasses, it should be checked whether he was in possession of them and using them.
 - (vi) Arrangement for testing brake power of the train shall be made by Officers/Sr. Subordinates at the nearest Loco Changing or C&W examination point.

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- (vii) Breathalyzer testing of the driver should be done.
 - (viii) The Driver must be relieved immediately and sent for medical examination.
 - (b) Collision and averted collision:
 - (i) The position of the signal levers, point levers and block instruments should be immediately checked and noted down.
 - (ii) The Train Signal Register should be signed so as to indicate the last entry made and then seized.
 - (iii) If Line Admission Books are in force, these should be seized immediately noting in whose possession they were last.
 - (iv) If Line Badges are in force, the disposition of the Line Badges should be recorded.
 - (v) The position of the two trains or train and obstruction should be marked on the sleepers. The distance between the two should be measured in metres in case of averted collision. A rough sketch should be drawn showing their position vis-à-vis signals, station platform, turnouts and other fixed land marks.
 - (vi) Arrangement for testing brake power of the train shall be made by Officers/Sr. Subordinates at the nearest Loco Changing or C&W examination point.
 - (vii) Breathalyzer test of the driver should be done immediately and the driver shall be sent for further medical examination.
 - (c) Derailments: –
 - (i) Track measurements should be taken and a sketch should be prepared in accordance with instructions given Appendix-XI and XII.
 - (ii) Measurements of rolling stock should be taken as per Appendix XI & XIX.
 - (iii) For Locomotives derailments, Examination of locomotives should be done as per proforma given in Appendix-XI.
 - (iv) The rail fittings and the point roddings including the locking arrangement should be examined. It should be seen whether there was any obstruction resulting in a gap in the points. Marks on the rails and sleepers should be observed.
 - (v) In cases of derailments during shunting operations, it should be noted as to who was actually supervising the shunting.

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- (vi) The position of the shunt signals, if any, point levers, point/track indicators concerned should be recorded.
 - (d) Accident at manned level crossing
 - (i) Location and number of the gate.
 - (ii) Whether engineering or traffic?
 - (iii) Whether interlocked or non-interlocked?
 - (iv) Gate working instructions □ validity
 - (v) Visibility of signals.
 - (vi) Visibility for road users.
 - (vii) Condition of the road surface and approaches of the level crossing.
 - (viii) Duty roster of the Gateman
 - (ix) Competency certificate of the Gateman.
 - (x) Last census □ date and TVJ.
 - (xi) Length of cleanliness of the check rails.
 - (xii) Availability of the safety equipment.
 - (xiii) Frequency of inspections and last inspection by officers/supervisors.
 - (xiv) Availability of Whistle boards, Road signs, speed breakers and stop boards etc.
 - (e) Accident at unmanned level crossing:-
 - (i) Location and number of the level crossing.
 - (ii) Curve or straight for railway track and road separately.
 - (iii) Visibility for road users and the driver separately.
 - (iv) Condition of the road surface and approaches of the level crossing.
 - (v) Last census □ date and TVJ.
 - (vi) Length and cleanliness of the check rails.
 - (xv) Availability of Whistle boards, Road signs, speed breakers and stop boards etc.

703. Inquiries, Time limit for holding:- The Inquiries must be held as per the following time table:

Date of accident	Telephonic advice to the Headquarters and others. Reporting of accident prima facie cause of accident by the DRM/ADRM to CSO or other safety officer nominated by CSO
D+1	Ordering of Inquiry
D+3	Holding of Inquiry.
D+10	Inquiry proceedings to be forwarded by the DRM to the CSO
D+27	Finalization of Inquiry Report and submission to the Railway Board by CSO.

704. Classification of Inquiries : □

- (1) Commission of Inquiry:- The central government may appoint a Commission of Inquiry under the Commission of Inquiry Act, 1952 (LX of 1952) in a very serious accident.
- (2) Commissioner of Railway Safety's Inquiry:- The CRS may order and personally conduct an inquiry into an accident, which he considers to be of a sufficiently serious nature to justify such a course being adopted. The CRS shall inform the GM/CSO of his intention to hold an inquiry and shall at the same time, fix and communicate the date, time and place of the inquiry.
- (3) Magisterial inquiry:- In case of reportable train accident, the District magistrate or any other magistrate may himself make an inquiry or depute a subordinate magistrate or direct investigation to be made by the police as detailed in Appendix II A.
- (4) Joint Inquiry:- When a reportable train accident has occurred, a joint inquiry shall be held for thorough investigation of the causes which led to the accident as detailed in Appendix II A.
- (5) Departmental Inquiries:-
 - (a) Officers Inquiry:- When a joint inquiry/magisterial inquiry/CRS inquiry into a reportable train accident is dispensed with as detailed in Appendix II A, departmental inquiry consisting of railway officers shall be held to determine the cause and / or responsibility for the accident.
 - (b) Sr. Supervisors Inquiry:- All yard accidents shall be inquired into by a committee of Sr. Supervisors as decided by the DSO/ Sr. DSO/DRM.

NOTE: –

- (1) When loss of or damage to Mail Vans and Mails forms the subject of an inquiry, the Superintendent, R.M.S. concerned shall be intimated. He may be present at the inquiry, but will take no part therein.
- (2) In Railway inquiries into accidents where military personnel or property are involved, the Headquarters of the Military Command should be advised of the date, time and place of inquiry so that the Headquarters may send a Military representative to attend the inquiry if they so desire. The Military representative so deputed will only be an observer to watch the proceedings and not act as a Member of the Inquiry.
- (3) In case of an inquiry into an accident which has occurred in a private siding and for which the owner of the siding or his employees may be in any way responsible, opportunity should be given for the owner of the siding to attend the inquiry, but he will take no part therein.

705. Ordering of Inquiries:- Normally the DRM shall order all Inquiries in accidents. The GM or on his behalf the CSO may order an inquiry into serious accidents, as deemed fit.

706. Level of Inquiry:-

- (1) All serious accidents shall be inquired into by the CRS.
- (2) In case CRS or CCRS is not in a position to inquire into serious accident cases, the inquiry should be done at least by a committee of JA grade Officers, formed in consultation with CRS/CCRS.
- (3) All cases of collisions must be inquired into by a committee of SA Grade Officers unless the same is being inquired into by CRS.
- (4) All other consequential train accidents except unmanned level crossing accidents shall be inquired into by a committee of J A Grade Officers and in its absence by branch officers. Consequential unmanned level crossing accidents shall be inquired into by a committee of Junior Scale Officers.
- (5) All other train accidents shall be inquired into by a committee of Senior or Junior scale Officers as decided by respective DRMs.
- (6) All yard accidents shall be inquired into by a committee of Senior Supervisors.
- (7) All cases of indicative accidents shall be inquired into by a committee of JA Grade Officers.
- (8) Safety Officer shall be one of the members of all departmental Inquiry Committee. In case Safety officer in same grade as of the Inquiry Committee

is not available in the division, Safety Officer of one grade below may be nominated for the inquiry committee.

- (9) All cases of equipment failures shall be inquired into by senior supervisors of the respective department.

[Ref: RB L.No. 2000/Safety(A&R)19/20 dt 13/12/2000 and 2001 Safety(A&R)6/5 dt 30/10/01.]

707. Inquiries, composition of :-

- (1) Inquiry committee will normally consist of 3 officers from Safety, Electrical, Signalling, operating, Mechanical and Engineering Department. Other departments may also be represented when necessary.
- (2) When staff or engine of another division is involved, representative of that division may also be included in the inquiry committee.
- (3) In case of fire accident the representative of RPF should also be associated.
- (4) No Officer or a Subordinate official whose evidence is required to be recorded before an inquiry committee should be appointed as a Member of that committee except when allowed only under the personal orders of the CSO/DRM.

708. Inquiries, President of:-

- (1) At a joint or Officers' inquiry, the senior most officer in the highest grade among those present at the inquiry will preside, seniority in the same grade among Officers belonging to different departments being reckoned on the total length of service and among officers of the same department, from the date of appointment to the grade.
- (2) At a Sr. Supervisors inquiry, the senior most subordinate in the highest grade among those present at the Inquiry will preside, seniority as between Sub-ordinates belonging to different departments in the same grade being reckoned on the total length of service, and as between subordinates belonging to the same department, the respective seniority in the Department.

709. Inquiry, Time and Place:- An inquiry must be held either at the place where the accident took place or at the nearest station, unless the Committee unanimously agree that the holding of the inquiry elsewhere will best suit the circumstances of the case and the convenience of the witnesses.

710. Officers' duties in connection with inquiry :- Whenever an inquiry has been ordered, it will be the duty of the Divisional Officer of each Department to advise all persons concerned under his charge or any other witnesses whom the committee may require to give evidence to be present at the place and on the date and time

fixed for the inquiry, and he will also be responsible for seeing that all documents necessary for conducting the inquiry are available and any other information required is readily given. Inquiry Committee should endeavour not to call unnecessary witnesses.

711. Failure to attend inquiry :- If a member of the Inquiry Committee fails to attend the inquiry due to any reason, he shall submit his written explanation to the President of the Inquiry Committee. When an officer or a Subordinate is unable to attend an inquiry at which his presence is essential on account of the technical knowledge or knowledge of other facts which he possesses and it is not desirable to postpone the inquiry, an Officer or a Subordinate Officer of similar standing should, if possible, represent him and the Divisional Officer or Head of the Department, as the case may be, must be approached in order that this may be arranged. Witnesses who are summoned for an inquiry and fail to appear must similarly explain the absence.
712. Postponing of an inquiry:- An inquiry will not ordinarily be postponed owing to the absence of a witness, but if after recording all other evidences, a decision cannot be arrived at, the inquiry may be adjourned till the witness is available. In case of a witness being sick, the President of the inquiry committee will advise the medical authorities to instruct the witness to attend the inquiry, and if the witness is unable to attend himself, he may depute a representative to record his evidence, subject to the concurrence of the Medical Officer.
713. Inquiry, object of :- The object of an inquiry are:-
 - (1) To ascertain the cause of accident. In addition to finding out the immediate cause, root cause of the accident should also be looked into.
 - (2) To fix responsibility for the accident. The responsibility should be fixed at higher level and should be specific i.e. primary, secondary and blameworthy. In fixing individual responsibility, if there are any extenuating circumstances, these should be mentioned
 - (3) To formulate proposals for preventing a recurrence, practical feasibility of the recommendations should be borne in mind, the repercussion of the proposals should also be examined.
 - (4) To determine whether there was a general laxity in working to which the accident could also be attributed.
 - (5) To suggest improvement in system, practices and procedures.
714. Some guidelines for the members of inquiry committees:- Following are a few guide lines for the members of inquiry committee :-
 - (1) Strict impartiality must be observed by all members of the committee.
 - (2) Findings shall be drawn unanimously, as far as possible dissent note should not be given.

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- (3) Different technical data as well as evidence bearing on the accident have to be collected and sifted and an attempt should be made as far as possible to reconstruct the sequence of events leading to the accident,
 - (4) Unless the cause of accident is evident, each of the factors that could result in the accident should be examined and its contribution, if any assessed.
 - (5) In case of contradictory evidence, the value of such evidence should be discussed giving reasons why a particular version is given credit, another version is discounted.
 - (6) The sequence of events prior to and after the accident should be brought out in the proceedings.
 - (7) To check general laxity in working or ineffective supervision the relevant record should be examined over some period to check whether the irregularities that have come to light relating to the accident had been repeated previously. The inspection notes of supervisory staff should be perused and it should be determined whether the irregularities could have been detected earlier and set right if effective supervision had been exercised.
 - (8) The following points should also be examined when relevant :-
 - (a) Whether the staff have passed the prescribed medical examination. In case of staff who are required to use glasses whether they were using them at the time of the accident, or not,
 - (b) Hours of work and previous rest of the staff concerned and whether it complied with the rostered duties and the hours of employment regulations,
 - (c) Whether the staff was acquainted with the rules pertaining to their duties and possessed the necessary competency certificates,
 - (d) Whether the staff was in possession of the prescribed Rule Books.
 - (9) Loco:- For details to be inquired into in case of derailments of locomotives, refer to Appendix-XI.
 - (10) Track:- For details to be inquired into in case of track defects, refer Appendix XI & XII.
 - (11) Signal and Interlocking:- Following aspects should be examined in case of accident involving signal and interlocking :-
 - (a) If the station is interlocked, standard and system of interlocking and classification of station.
 - (b) Visibility of signals concerned from the place of operation. If the signals are not visible whether repeaters are provided both in cabin

and SM's Office and what was the condition of the repeaters on the day of the accident?

- (c) Is the first stop signal visible from the required distance? What is the approach like?
- (d) Is the home signal visible before approaching the outer most signal. If so, at what distance before the outer most signal?
- (e) Lighting of signal lamps or indicators and the condition of lamps.
- (f) Were the signals, points, repeaters or slots tested by the Committee concerned and what were their observations?
- (g) Recent history of signal concerned.
- (h) Are other points worked from a cabin or a ground frame?
- (i) Method of locking the points. Are points provided with point indicator or governed by a starting signal?
- (j) Method of controlling the reception and departure signals.
- (k) Were the rules and instructions complied with?
- (l) Did the Leverman, Cabinman feel an obstruction while operating points or signal lever?
- (m) When did the maintenance staff last attended the maintenance of the apparatus?
- (n) Are the points provided with W. P. stretchers and if so, is the first stretcher hugging the stock rail?
- (o) In case of double wire signaling, was the "Auxiliary Lever" sealed and was it in safe custody of the SM and when was the "Auxiliary Lever" last used and for what purpose?
- (p) Were the points found correctly set and locked and what is the condition of the switches? Are they worn out or chipped?
- (q) Are lever collars provided and were they used or whether instructions in force adhered to?
- (r) Was the Relay Room properly locked and Operating Key is in possession of SM/ CASM.
- (s) Are the Relays properly sealed?
- (t) When was the crank handle last used and for what purpose?
- (u) Was the Crank Handle sealed?

- (v) Was the Block Instrument properly sealed and locked.
- (w) Was the location Box at site sealed and no interference has been done.
- (x) Were Motor points in intact position and no tampering has been done.
- (y) Was Panel sealed and all the counter reading were properly recorded for last operation?
- (z) Whatever indications are shown on the panel (viz. Routes, Sub-routes, Signal aspects indications etc. should be recorded as shown on the panel).

715. Proceedings, contents of :- The proceedings of an inquiry will consist of the following documents:-

- (1) A list of members composing the Committee;
- (2) A description and summary of the accident;
- (3) A list of witnesses in the order examined;
- (4) The evidence of each witness with his name, designation and length of service;
- (5) The findings arrived at by the Committee;
- (6) The reasons for the Findings;
- (7) A statement showing the cost of damage, if any to :-
 - (a) Permanent Way or Works;
 - (b) Locomotive;
 - (c) Rolling Stock,
 - (d) S&T gears;
 - (e) Overhead Equipment;
 - (f) Luggage, parcels and goods.
- (8) List of passengers or Railway servants, killed or injured, if any, with the nature of the injuries sustained;
- (9) Extract of relevant documents, if necessary;
- (10) Rules violated;
- (11) Service particulars of staff held responsible giving brief particulars of accidents if any, in which they were involved during the past 3 years with punishment awarded;

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- (12) A sketch of the site of accident. The sketch should show the North point and the direction of the terminal station. Refer Appendix-XII for details;
 - (13) Recommendations;
 - (14) Suggestionss for system improvements; and
 - (15) Other matters brought to light.
716. The description, summary of the accident and the locality :- This shall be a record of the actual facts and will include such of the following items, as may be relevant to the accident:-
- (1) Description of the accident :-
 - (a) Date and time of the accident;
 - (b) Nature and summary of the accident;
 - (c) Kilometerage;
 - (d) Nearest station;
 - (e) District and state.
 - (f) Terminal stations at either end;
 - (g) Single or double line;
 - (h) Electrified or non-electrified.
 - (i) Number and class of the train;
 - (j) Load in tons and vehicles;
 - (k) Marshalling order of the train;
 - (l) Condition of Rolling Stock;
 - (m) Brake power of the train;
 - (n) Whether the train was booked to run through or stop;
 - (o) Train lights and headlight whether lit;
 - (p) System of working at the time and
 - (q) Weather and visibility conditions;
 - (2) Description of the locality :-
 - (a) Type and condition of formation;
 - (b) Type of Permanent Way i.e. sleepers, rails, ballast used ;
 - (c) Condition of Permanent Way ;
 - (d) Grades and Curves;

- (e) Gauge and Cross-levels;
- (f) Cant and Super elevation,
- (g) Description of signals;
- (h) Sighting of signals from approaching train and from the point from which they are worked;
- (i) System of interlocking and when no interlocking is provided, method of setting and locking of points and controlling of signals.

717. Evidence :-

- (1) How recorded :- Evidence should be recorded as a connected narrative, subsequent admissions brought out in cross-examination should be recorded in the form of questions and answers. Care should be taken not to intimidate witnesses. Witnesses must read and sign their recorded statement on each page.
- (2) Evidence of illiterate witnesses :- When witnesses are not conversant with English, their evidence should be read over and explained to them before their signatures are obtained and the President should certify that this has been done. Statement of the witnesses must be taken in the language which he understands. The Inquiry Committee may later on get the same translated. If the witness is unable to sign his name, his thumb impression should be taken on each page and attested by the President.
- (3) Evidence by whom recorded :- The President of an Officers Inquiry Committee may utilise the services of a Stenographer to take down the evidence in shorthand and then transcribe on the computer/typewriter. The computerized/typed statement must be read and signed by the witness on each page. At a subordinate Officer's departmental inquiry, the TI, or in his absence, a Member nominated by the President of the Committee will record the evidence in his own handwriting or by computer/ typewriter. A Stenographer may be utilized.
- (4) False evidence at inquiries : — The president of the Inquiry Committee shall warn the witnesses that, if false evidence is given at an inquiry, exemplary punishment will be given to staff including removal from service.

718. Findings: –

- (1) The findings should consist of a simple statement of the opinion of the Committee as to what caused the accident, mentioning the staff responsible, if any, and the rules violated or the offence committed by them. It should also be mentioned under which of the following categories the accident falls-
 - (a) Failure of Railway staff;

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- (b) Failure of other than Railway staff;
 - (c) Failure of locomotive or Rolling Stock;
 - (d) Failure of permanent way;
 - (e) Failure of electrical, signaling and other equipment;
 - (f) Fires;
 - (g) Accidental or act of God;
 - (h) Not definitely determinable.
- (2) Dissent, reasons for:- If a Member does not agree with the findings, he must record his note of dissent and reasons thereof, the note of the dissent must be drawn up on the spot. This document must accompany the proceedings.
- (3) Reasons for findings:- In the "Reasons for findings", the Committee must state fully the reasons which have led them to arrive at their findings. The Committee should bear in mind that the proceedings have to be considered by those who have not had the advantage of hearing the evidence and reviewing the circumstances on the spot. The description of the accident and the remarks of the Committee should, therefore, be as complete as possible, and knowledge on the part of others, who have to peruse the proceeding, of the conditions obtaining at the time and place of occurrence should not be assumed. The value of the evidence of each witness should be commented upon, and it should be stated, in the case of doubtful witness, whether the witness is impartial or whether he is one to whom the decision is a matter of indifference, or whether he is likely to be interested in securing a particular decision.
719. Recommendations :- The committee may recommend the proposals for prevention of such accidents. The practical feasibility of the recommendations proposed should be borne in mind, the repercussions of the proposals on any other aspect of working should also be examined.
720. Suggestions for system improvement :- The Committee should examine the system of working and may suggest improvements in the system, or practice of working which, in their opinion, would prevent such accidents in future. Rules and procedures which can not be implemented or difficult to implement should also be commented upon.
721. Other matters brought to light :- The committee should also highlight the observations made at the site or during the inquiry which have not contributed directly in the cause of accident but are of a serious nature. Any alertness shown by any staff or other persons to prevent the accident should also be highlighted. Necessary action should also be taken by the DRM/Sr.DSO/DSO on the other matters brought to light.

722. Holding of inquiries in cases of fire :-

- (1) Preliminary report to GM, Heads of Departments, FA&CAO, CSO, Police, District Magistrate etc.:- As soon as a case of loss due to fire involving Rs.5000/- and above occurs, a preliminary report should be immediately made to the headquarter by DRM. In the case of Workshops, Stores etc., which are outside the divisional system, the WM, Sr. DCOS/DCOS etc. should send the preliminary report to the Head of the Department. The loss should be simultaneously reported to the Security Department and FA&CAO. Cases involving losses between Rs.2000/- and Rs.5000/- should also be reported immediately to the FA&CAO and Security Department. Cases presenting unusual features or revealing serious defects in procedure, irrespective of monetary limit, should however, be reported to the GM as above, endorsing copies thereof to the FA&CAO and Security Department. Where reasonable suspicion exists that a criminal offence has been committed, the cases should be reported immediately to the District Magistrate/ Dy. Commissioner of Police and he should be asked for a regular police investigation.
- (2) Fire involving loss of Rs.5000/- and above, and cases which present unusual features or reveal serious defects in procedure- DRM should order inquiry within 7 days of the date of occurrence of fire. Head of Department will similarly order inquiries in respect of fire occurring in the establishments not coming under the jurisdiction of the DRM. In special cases, the GM/CSO may order inquiries.

The Inquiry Committee should complete the inquiry and submit the report to the HOD or the DRM, as the case may be, within a month from the date of ordering of the inquiry, with their findings, reasons there for and recommendations. The DRM will examine the report of the Committee and forward the report, to the respective HOD within a fortnight of its receipt, in triplicate, where the loss is not more than Rs.20,000/- and the case does not present unusual features or reveal serious defects in procedure, and in quintuplicate, where the loss is Rs.20,000/- or above or is less than Rs.20,000/- but the case presents unusual features or reveals serious defects in procedure. In doing so, he will indicate their acceptance or otherwise of the Committee's report, the action taken or proposed to be taken against the staff if any, held responsible, and the steps taken or proposed to be taken to avoid recurrence. While forwarding the Inquiry Committee's report the DRM/ HOD should also furnish copies of the reports from the Railway Protection Force and where applicable from the Police Department. The HOD concerned will forward within a fortnight thereafter two/four copies of the report as the case may be with his comments to the FA&CAO who will scrutinize the report and furnish one/three copies to the GM with his observations, within a fortnight of the date of receipt from the

HOD. This time schedule will also apply to the cases of fire occurring in establishments not falling within the jurisdiction of the DRM. The reports thus received through Departments with the FA&CAOs remarks will be examined by the GM and action in regard to write off, furnishing final report to the Board etc.

The institution of criminal proceedings should not however, be regarded as absolving the Railway from conducting immediately a thorough departmental inquiry. If it is intended to prosecute the party concerned, a finding and sentence should not be recorded in the departmental proceedings till after the disposal of the criminal case; but the proceedings should be completed up to the point that can properly be reached. The provisions of para 1822-G etsep should also be complied with.

The time schedule is summerised below:-

D + 7 days	Date before which inquiry should be ordered by the DRM in the case of establishment under his jurisdiction and by the HOD concerned in the case of establishment outside the jurisdiction of the DRM.
D + 37days	Date before which Inquiry Committee should submit the report.
D + 52days	Date before which HOD should forward the report with his remarks to FA&CAO in the case of establishment outside the divisional system, or the DRM should forward his remarks on the report to the HOD concerned.
D + 67days	Date before which the FA&CAO should send his observations to the GM (in cases falling outside divisional system) or the HOD should send his reports on the DRMs observations to the FA&CAO.
D + 82days	Date before which the FA&CAO should forward his observations to the GM in cases falling under divisional jurisdiction.

- (3) Cases of fire involving losses below Rs. 5000/-:-The fire cases involving losses below Rs.5000/- may be dealt with by HOD or the DRM concerned. Cases involving losses below Rs.5000/- where staff are responsible or if there are any special features should, however, be reported to the GM along with the Inquiry Committee's report and the remarks of the HOD and the FA&CAO.
- (4) Composition of Inquiry Committee:- Cases of fires involving losses up to Rs.5000/- shall be inquired into by a Committee of Sr. Supervisors and those

involving losses between Rs.5001/- to Rs. 50,000/- shall be inquired into by a Committee of junior Scale Officers and those involving losses between Rs.50,001 to Rs.1,00,000/- by a committee of or Senior scale officers as decided by the DRM and those involving losses above Rs.1 Lakhs by a Committee of Junior Administrative Grade Officers or as decided by the CSO on behalf of GM. However, there are special features Junior/Senior Scale Officers of the Accounts Departments should also be associated.

723. Additional Instruction in regard to inquiries in cases of fires on trains:-

- (1) The following points should be taken into consideration in inquiries into cases of damage to the public property due to fire:-
 - (a)
 - (i) External causes such as sparks from the engine, sabotage, hot axles, throwing lighted cigarettes, carrying naked lights etc. near the goods consigned,
 - (ii) Internal causes like loading of inflammable, dangerous and oxidizing goods which may catch fire on account of friction, slight change in temperature etc. and use of defective wagons, should be eliminated in order to establish that the Railway has discharged its liability as common carrier. These possibilities should, therefore, be taken into account by the Inquiry Committee when considering the possible causes of fire and deciding that the Railway Administration has taken due care and foresight in carriage of the goods before, during and after the fire.
 - (iii) Steps taken to extinguish the fire, facilities for fire fighting operations should also be commented upon fully to prove that Railway Administration had taken adequate care and foresight.
 - (b) In the case of a fire where most of the evidence is generally destroyed, it may not be feasible to arrive at a definite cause of the accident on the basis of direct and recorded evidence. The Committee should, as usual, examine under the "Reasons for the Finding" all possible causes that could have contributed to the accident on the basis of evidence available but take care not to make any statement or draw any conclusions not supported by evidence on record. The finding should indicate only the definite cause, if determinable on the basis of available evidence; and in case a definite cause cannot be established, it should be stated that the cause of the fire is not definitely determinable.
- (2) In all cases of fire on coaching stock the following information should be submitted along with Inquiry report:-
 - (a) Date, time and place.

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- (b) Train number, loco type and number.
 - (c) Coach Number and Type.
 - (d) Position of Coach from the locomotive.
 - (e) Source of fire, if known, if not known, part of coach where fire was first observed.
 - (f) Roofing material (whether rubberoid, flintkote or other material) sending sample piece if available.
 - (g) Condition of wiring and electric equipment, and whether all fittings were intact prior to fire.
 - (h) Whether ashtrays were provided in the compartments of the coach which caught fire.
 - (i) Whether notices warning passengers to extinguish cigarette ends before throwing them away were exhibited in the coach which caught fire.

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801. Submission of inquiry reports:-

- (1) Submission of inquiry report to DRM by president of the inquiry committee :-
The President of the Inquiry Committee shall be responsible for the timely preparation and submission of the inquiry report. The inquiry report shall be submitted to the DRM through Sr. DSO within 7 days from the date of accident. The Sr. DSO will put up the inquiry report with his observations to the DRM for acceptance.
- (2) Submission of the inquiry reports to the CSO by Sr.DSO:- The inquiry report duly accepted by the DRM shall be submitted to CSO within 10 days from the date of accident in all accidents as under:-

All reportable train accidents.	4 copies.
All train accidents and fire cases	2 copies
All other accidents/Major unusuals	1 copy

 While forwarding the report, the DRM will offer his remarks:-
 - (a) On the recommendations of the enquiry committee.
 - (b) On other aspects of the enquiry e.g. other matter brought to light and systems improvement, if any.
- (3) Submission of the inquiry report to the PHOD/HODs:- The CSO, after accepting the inquiry report shall submit the same as early as possible to the Heads of Departments concerned.
- (4) Submission of the inquiry report by CSO to Railway Board:- The CSO will submit all inquiry reports to the railway board on all accidents reportable to Railway Board. If there is any issue in the inquiry report in which it is necessary to obtain views of other PHOD/HODs, the inquiry report shall be sent to the PHOD/HODs concerned to enable the latter to record their views before the report is sent to Railway Board.

While forwarding the report to the Railway Board, the CSO will state whether the findings are accepted or not and indicate the action proposed to be taken against the staff, if any, held responsible for the accident.
- (5) Forwarding the inquiry report to CRS:- A copy of the inquiry report of reportable train accident shall be forwarded to the CRS by CSO.
- (6) Forwarding the inquiry report to CCM:- In such accident cases, where there is a likelihood of claims materializing, a copy of the inquiry report shall be sent to the CCM by DRM.
- (7) Forwarding the inquiry report to CSC:- In case of fire, a copy of the inquiry report shall also be sent to the CSC by DRM.

802. Acceptance of findings:-

- (1) AGM will be the accepting authority where enquiry committee consists of CHODs/HODs.
- (2) In all other consequential train accidents/ other train accidents/indicative accidents, CSO will be the accepting authority.
- (3) In other cases except (1) & (2) above DRM/ADRM will be accepting authority.
- (4) If the accepting authority does not agree with the findings of inquiry committee in principle, then the case may be referred back to either same committee for review or order a fresh enquiry at the higher level at his discretion. The accepting authority may also issue any direction, considered necessary for prevention of such accidents.
- (5) On acceptance of the enquiry, the findings will be advised by CSO to DRM/ PHOD for initiating DAR action and implementation of recommendations.
- (6) The accepting authority may accept the enquiry report of dissent note, after recording the reasons in writing.

803. Joint Stations □ Inquiries into accidents at:-

- (1) Accidents occurring at junction stations where two or more railways have establishment should be treated as accidents of the working Railway and the responsibility for initiating, conducting and finalizing the inquiry shall devolve on the Railway doing the operational work
- (2) 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 may inform the other Railway concerned and the officer of the appropriate level of that Railway may be appointed as a Member of Inquiry Committee. (This is desirable as the staff working the particular train would have to be examined by the Inquiry Committee and the presence of an Officer of that Railway to which the staff belongs would facilitate the smooth conduct of the Inquiry).
- (3) Punishment to the staff and acceptance of finding etc. :-
 - (a) As a normal procedure whenever an Officer of another Railway is appointed a Member of the Inquiry Committee constituted by another Railway, that Officer should be given two copies of the complete Inquiry report one each for his Divisional Office and Head Quarter's Office.
 - (b) If in such cases, the Inquiry Committee holds the staff of the other Railway responsible for the accident, the punishment awarded to the staff shall be finally accepted and communicated by the headquarters

of the inquiring Railway to the Headquarters of the other Railway for further necessary action.

- (c) In case the Divisional Offices do not accept the findings arrived at by the Inquiry Committee, they shall submit their own report to their own Headquarters and the correspondence in this regard will be done between the Railways at HQs level only.

804. Passengers, Railway/ Contractor's servant, trespassers etc. killed or grievously injured:-

- (1) Casualties under class P of Appendix I except untoward incidents, are not to be reported individually to the CRS. It is not necessary to hold formal Inquiries into such accidents, unless there is special reason to do so. The DRM will ensure such Inquiries as deemed fit to be made by a responsible official and obtain medical and police reports. He will include such accidents in a monthly statement and submit it to CSO. The CSO will forward the statements to the CRS.
- (2) Untoward incidents shall be inquired as per the rules laid down in Appendix II C.
- (3) A summary of such incidents will also be sent by the DRM to the State Governments concerned.

805. Prosecution by Police – When prosecution is instituted by the police on the charge of neglect or carelessness which led to an accident, the PHOD of the staff concerned should be advised.

The inquiry report in such cases must be carefully examined by DRM, who must peruse the sections of the Indian Railways Act under which it is proposed to prosecute the staff, and convince himself that there is a definite order or rule which is or should be known to the accused and that the breaking of this rule or order falls under the aforesaid sections of the Indian Railways Act. A responsible official may, if necessary, be deputed to be present at the trial. When it is definitely known that the police intend prosecuting a person responsible for an accident, departmental action against him may be withheld until the result of the prosecution is known. Departmental action must not, however, be withheld indefinitely. The DRM will obtain a certified copy of the judgement in a court case, and submit four copies of it to the CSO.

806. Metallurgical and chemical investigation of fractured rails, broken parts of rolling stock or other equipment :

- (1) The broken material i.e. fractured rails, broken parts of rolling stock or other equipment which may be vital for concluding the cause of the accident will be collected/ seized by the Guard/SM/TI present at site and handed over to the Sr. DSO for further necessary action.

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- (2) The Sr. DSO after consultation with the branch officer concerned will send the broken materiel to the RDSO Lucknow.
 - (3) On receipt of the investigation report from RDSO Lucknow., Sr. DSO will advise the inquiry committee, DRM and CSO.
 - (4) In the event of breakage of any part of locomotive or other rolling stock of foreign railway, a copy of the report should also be sent to the concerned workshop/ Loco shed, CME and CSO.
807. Norms of punishments to be imposed in accident cases: - The norms of punishments prescribed by railway board are given in Appendix XXII. The norms should be followed rigidly. The Sr. DSO shall personally monitor that the punishment awarded to the defaulters is as per the norms. If it is inadequate, he will put the case to the DRM for review. A monthly summary of such cases shall be sent by Sr. DSO to CSO.

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

APPENDIX - I Detailed classification of accidents

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.
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B-5	Fire or Explosion in a train carrying passengers not falling under B-1 OR B-3 above.
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B-6	Fire or Explosion in a train NOT carrying passengers and not falling under B-2 OR B-4 above.
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B-7	Fire or explosion occurring in shunting, marshalling yards, loco yards and siding etc. involving rolling stock but not involving a train.
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Note :-

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 road 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.
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C-2	Trains NOT carrying passengers running into road traffic and/or road 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.
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C-3	Trains carrying passengers running into road traffic and/or road 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
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C-4	Trains NOT carrying passengers running into road traffic and/or road 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.
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C-5	Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-1.
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C-6	Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-2.
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APPENDIX - I

Detailed classification of accidents

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

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| 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. |
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| 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. |
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| D-3 | Derailment of a train carrying passengers, not falling under D-1 above. |
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| 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. |
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| D-5 | Derailment of a train NOT carrying passengers not falling either under D-2 OR D-4 above. |
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| D-6 | Other derailments, i.e. derailments occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train. |
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Class [E]– Other Train Accident

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| 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. |
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| E-2 | Trains running into any obstruction including fixed structure but not covered up under Class [C] or [E- 1] |
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APPENDIX - I
Detailed classification of accidents

INDICATIVE ACCIDENT	
Class [F] [Averted Collisions]	
F-1	Averted collision between trains at least one of which is carrying passengers.
F-2	Averted collision between a train carrying passengers and an obstruction.
F-3	Averted collision between trains NOT carrying passengers.
F-4	Averted collision between trains NOT carrying passengers and an obstruction.
Class [G] [Breach of Block Rules.	
G-1	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 FAILURES	
Class [J] [Failure of Engine and Rolling Stock]	
J-1	Failure of engine hauling a train carrying passengers.
J-2	Failure of engine hauling a train not carrying passengers or light engine.
J-3	Parting of train carrying passengers
J-4	Parting of a train not carrying passengers
J-5	Failure of Rolling stock such as failure of tyres, wheels, axles, or braking apparatus etc on a passenger carrying train/leading to detachment of rolling stock/stocks from the train.

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Detailed classification of accidents

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 blockage of communication.
K-5	Failure of Railway tunnel, bridge, viaduct/formation/cutting and culvert etc.
K-6	Damage to track of such a nature other than those covered under CLASS K-1 TO K-5 so as to render it temporarily unsafe for passage of trains or likely to cause delay to traffic for period above threshold value.
K-7	Damage to track of such a nature as to render it temporarily unsafe for the passage of trains or likely to cause delays to traffic not covered up in K-1 to K-6 .

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

Class-L Failure of Electrical equipment

L-1	Snapping or any damage to OHE wire requiring switching of OHE for more than three minutes
L-2	No tension in OHE for more than three minutes.

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L-3	Pantograph entanglement not covered up under J-1 and J-2
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L-4	Defect in AC or other electrical equipment leading to detachment of a rolling stock/s from a train.
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Class [M] Failure of signalling and Telecommunication

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

Signal/ point and telecommunication 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.
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N-2	Attempted wrecking of or sabotage to a train NOT carrying passengers.
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N-3	Attempted sabotage or tampering with track not involving any train.
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Class [P] [] Casualties.

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

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 land slides, etc. resulting in interruption of an important through line of communication more than the threshold value.
R-4	Other cases of Floods, breaches, land slides, etc. resulting in interruption to traffic.
R-5	Any accident not included in the foregoing classifications.
Note:-	
The term 'cattle' does not include sheep, goats, pigs, dogs, donkeys, rams, ewe and lambs. A train includes a troll, lorry, motor trolley, when worked under the rules for working trains.	

APPENDIX - II A
Railway (Notices of and Inquiries into Accidents) Rules, 1998

Published in the Gazette of India dt. 2nd Jan,99 and 6th March 99 GSR No.5 & 64.

(PART II, SECTION-3, SUB-SECTION-(i))

MINISTRY OF RAILWAYS

(RAILWAY BOARD)

NOTIFICATION

New Delhi, The 21st December 1998.

G.S.R. 5 & 64 □ In exercise of the powers conferred by Section- 122 of the Railways Act, 1989 (24 of 1989), the Central Government hereby makes the following rules, namely-

1. Short Title and Commencement:-

- (1) These rules may be called the Railway (Notices of and Inquiries into Accidents) Rules, 1998.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. 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) Kilometrage, 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 is known; and
- (vii) Probable detention to traffic.

3. 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 incharge 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

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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, of 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 atleast 24 Hrs.

4. Mode of sending notices to the State Government: The notice 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 telegram in the case of-
 - (i) Accidents deemed, under the Explanation to Rule-3, 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
5. Railway servant 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 in-charge of the section of the Railway on which the accident has occurred.
6. 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. A Responsibility of ensuring correct reporting of accidents:- The responsibility of ensuring correct reporting of accidents shall be of the Divisional Railway Manager (DRM) at Divisional level and the General Manager (GM) at the Zonal level.
7. Railway Administration to report serious accidents:-
 - (1) Whenever a serious accident, as defined in Sub-rule:2 of Rule:2 the Statutory Investigation into Railway Accidents Rules-1998, occurs, the

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Railway (Notices of and Inquiries into Accidents) Rules, 1998

Railway Administration concerned shall, as soon 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 Telegrams, 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 or 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 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 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 Commission 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 the 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

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Railway (Notices of and Inquiries into Accidents) Rules, 1998

vehicle are killed or grievously hurt shall not be treated as serious Railway Accident, 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.

8. Facility for reaching the site of the 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 Rule-17 or to the Commission of Inquiry appointed under the Commissions of Inquiry Act-1952 (60 of 1952), or any other authority to whom all or any of the provisions of the said Act have been made applicable, and to the Commissioner of Railway Safety, medical officers, police and other 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.
9. Medical aid to the persons grievously hurt in accidents:- Whenever any accident, occurring in the course of working a Railway, has been attended with grievous hurt, it shall be the duty of the Head of the Railway Administration concerned to afford medical aid to the sufferers, and to see that they are properly and carefully attended to till they are 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.
10. Arranging attendance of Railway servants at the place of judicial inquiries or inquiries conducted by Commissioner of Railway Safety or a Magistrate:- When an inquiry under Rule-2 of the Statutory Investigation into Railway Accidents Rules-1998 or under Rule-17 of these Rules, 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-
 - (a) Cause notice of the date, hour and place at which the inquiry will begin to be given to the officers mentioned in clauses (a) and (c) of sub-rule (1) of rule-14, and
 - (b) Arrange for the attendance of the divisional officers, Railway servants required as witness at the Inquiry.
11. Action to be taken by Head of the Railway Administration on receipt of the report of Commissioner of Railway Safety:- Whenever the Head of the Railway Administration concerned receives a copy of the report of the Commissioner of

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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 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.
12. Head of the Railway Administration to offer remarks on the suggestions made in the report of 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, or which it proposes to take, to prevent a recurrence of similar accidents, to the Chief Commissioner of Railway Safety with copy to the Commissioner of Railway Safety.
13. Joint Inquiry- When dispensed with:-
- (1) 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 the Railway Administration concerned shall cause an inquiry to be promptly made by a Committee of Railway Officers (to be called a "Joint Inquiry") for a 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 Rules-1998, or a Commission 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 Commission of Inquiry Act have been made applicable under Rule-2 of the said Statutory Investigation into Railway Accidents Rules, or

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- (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.
 - (2) Where such inquiry is dispensed with under Clause-(b) or Clause(c) of the provision to Sub-Rule-(1), 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 or working is at fault, to adopt or suggest such measures as he may consider necessary for preventing a recurrence of similar accidents.
14. Notice of joint Inquiry:-
- (1) 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.
 - (2) The date and hour at which the inquiry will commence shall be fixed so as to give the officers mentioned in sub-rule (1) sufficient time to reach the place where the inquiry is to be held.
 - (3) When a Joint Inquiry is held into an accident after 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 in Railway Accidents Rules-1998, the Head of the Railway Administration concerned shall 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.
15. Report of joint inquiry or departmental inquiry to be sent to the Head of the Railway Administration and the action to be taken thereon:-
- (1) As soon as any joint inquiry 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

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Administration concerned a report containing inter alia:-

- (a) Brief description of the accident;
 - (b) Description of the locality of the accident;
 - (c) Detailed statement of the evidence taken;
 - (d) The conclusions arrived at together with a note of dissent; if any;
 - (e) Reasons for conclusion arrived at;
 - (f) The nature and extent of the damage done;
 - (g) When necessary, a sketch illustrative of the 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 accidents.
- (2) The Head of the Railway Administration concerned shall forward, with his remarks as to the action that 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(1).
- (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-17 or if a joint or departmental inquiry has been held first, to the District Magistrate or the Officer appointed under clause (a) of sub-rule (1) of rule-14; and
 - (c) If any judicial inquiry is being made, to the magistrate making such inquiry.
- (3) The copy of the report aforesaid shall be accompanied:-
- (a) In the case referred to in clause(b) of Sub-Rule (2), 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(2) by a copy of the evidence taken at the inquiry.
16. Reports of inquiries into accidents not covered by Section-113 to be forwarded to Commissioner of Railway Safety :-
- (1) Whenever any accident, not of the nature specified in Section-113 of the Act, such as averted collisions, breaches of block rules or other technical accidents, occurs in the course of working a Railway, the Railway Administration concerned may cause an inquiry, either a joint inquiry or a departmental inquiry, to be held into the accident.

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- (2) Where an inquiry is held as provided under Sub-rule(1), 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.
17. Magisterial Inquiry:- 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 sub-ordinate 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 the 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.

18. Notice of Magisterial Inquiry:- Whenever it is decided to make an inquiry under Clause(a) or Clause (b) of Rule-17, the District Magistrate or other Magistrate appointed as aforesaid or the Magistrate deputed under clause (b) of Rule-17 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, and thereafter, he shall proceed to the scene of the accident and conduct the inquiry.
19. Judicial Inquiry:- A Magistrate, making an inquiry under Rule-17, may summon any Railway servant, and any other persons 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.
20. 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-17 shall be communicated by the Magistrate who has held such inquiry or

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investigation, to the Head of the Railway Administration concerned and to the Commissioner of Railway Safety.

21. Procedure for summoning Railway servants to assist the Magistrate holding judicial inquiry:-
- (1) If in the course of any judicial inquiry into an accident occurring in the course of working of Railway, the Magistrate holding such inquiry desires the assistance of the Commissioner of Railway Safety Head of the Railway Administration concerned, he shall 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.
 - (2) The Requisition referred to in Sub-section(1) 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.
22. 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.
23. Police investigation:- When to be dispensed with report on loss of life, grievous hurt, or damage to Railway Property:-
- (1) The Railway Police may make an investigation into the causes which led to any accident occurring in the course of working a Railway and shall do so 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-17 has given a direction under Clause(c) of that rule:

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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 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 Rule Clause(a) or Clause(b) of Rule-17, 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.

- (2) The Railway Police shall report, with as little delay as possible to the nearest Station Master, or where there is no Station Master, to the Railway servant in-charge of the Section of the Railway, on which the accident has occurred, every accident which may come to their notice occurring in the course of working a Railway attended with loss of human life, or with grievous hurt or with serious damage to Railway property of the value exceeding Twenty-five lakh Rupees or which has prima-facie been due to any criminal act or omission.

24. Status of Police Officer investigating the accident:-

- (1) Whenever an investigation is to be made by the Railway Police □
- (a) In a case in which an accident is attended with loss of human life or with grievous hurt, or with serious damage to railway property of the value exceeding twenty five lakh Rupees, or
- (b) In pursuance of a direction given under clause (c) of rule 17, 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 himself, by an officer to be deputed by him.
- (2) The Officer deputed under sub-rule (1) shall ordinarily be the senior officer available, and shall whenever possible be a Gazetted Officer, and shall in no case be of rank lower than that of an Inspector.

Provided that the investigation may be carried out by an officer-in-charge of a Police station □

- (i) in a case such as is referred to in clause (a) of sub rule (1), 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 twenty five lakh rupees 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

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Railway (Notices of and Inquiries into Accidents) Rules, 1998

- the working of the railway; or
- (ii) in the case referred to in clause (b) of sub-rule(I), if the District Magistrate so directs.
25. Notice of police investigation: - The officer who is to conduct an investigation in Pursuance of rule 24 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 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, and thereafter, he shall proceed without delay to the scene of the accident and conduct the investigation there; so, however, that the absence of a railway official shall not, be allowed to delay the investigation which shall be conducted as soon as possible after the accident has taken place.
26. Assistance by the District Police:-
- (1) In every case to which rule 24 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.
- (2) Subject to the provisions of these rules, the further prosecution of the case on the conclusion of the police investigation, shall rest with the Railway Police.
27. Communication of the result of 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.
28. District Police to discharge duties of Railway Police: Where there is no Railway Police in the area the duties imposed by rules 23, 24 and 25, sub-rule(2) of rule 26, and rule 27 on the Railway Police of the area or on the Head of such Railway Police, shall be discharged by the District Police or by the District Superintendent of Police, as the case may be.
29. Repeal and Saving:
- (1) The Railway (Notices of and Inquiries into Accidents) Rules, 1973, are hereby repealed.
- (2) 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.

APPENDIX - II B
Statutory Investigation into Railway Accidents Rules, 1998

Published in the Gazette of India Date 26th Dec. 1998 & 6th March 1999 GSR No. 257 & 63
[PART II, SECTION 3, SUBSECTION (i)]
MINISTRY OF CIVIL AVIATION

NOTIFICATION

New Delhi 17th Dec. 1998.

G.S.R.257 & 63 □ In exercise of the powers conferred by section 122 of the Railways Act, 1989 (24 of 1989), the Central Government hereby makes the following rules, namely :-

1. (1) These rules may be called the Statutory Investigation into Railway Accidents Rules, 1998.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. Inquiry into a serious accident 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) hereinafter referred to as the Act, of the occurrence of an accident which he considers of a 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 shall 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 or cause to inform the Chief Secretary of the State, 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 life of a passenger or passengers in the train or with grievous hurt, as defined in the Indian Penal Code (hereinafter referred to as the grievously hurt) to a passenger or passengers in the train or with serious damage to Railway property of a value exceeding twenty five lakh rupees 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□

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Statutory Investigation into Railway Accidents Rules, 1998

- (3) However, for any accident, the Chief Commissioner 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 foot-board or roof or buffers but excluding the inside of vestibules between coaches) is killed or grievously hurt, or is run over at a 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 trains or Ballast trains or Material trains or Accident Relief Trains or Tower wagons or such other trains carrying Workmen or Cattle specials/military special carrying authorized escorts or similar such trains shall also be treated as Passenger trains and in the event of a workman or escort 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 on 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 concerned 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 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 an Inquiries into Accidents) Rules-1998, the Commissioner of Railway

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Statutory Investigation into Railway Accidents Rules, 1998

Safety shall scrutinise the same, and in case he agrees with the findings of the joint inquiry, shall forward a copy of the report to the Chief Commissioner of Railway Safety alongwith his views on the findings and recommendations made. In case the Commissioner feels, he may direct the Railway Administration either to conduct inquiry de-novo or re-examine specific issues and submit revised findings. On the other hand, the Commissioner of Railway Safety, after examination of the joint inquiry proceedings, considers that an inquiry should be held by himself, he shall, as soon as possible, notify the Chief Commissioner of Railway Safety, the Railway Board, and the Head of 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 he has already commenced his inquiry he shall not proceed further with it and shall hand-over the evidence, records or other documents in his possession, relating to the inquiry, to such authority as may be specified by the Central Government in this behalf.
- (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 shall finalize his Report and circulate the same as per Rule-4, as a strictly confidential document.

- 3. Commissioner of Railway Safety to submit a brief preliminary narrative report :-

Where a Commissioner of Railway Safety has held an inquiry in respect of any of the accidents described in sub-rule (2) of rule 2, he shall submit a brief preliminary narrative report to the Chief Commissioner of Railway Safety and the Railway Board simultaneously. In case Chief Commissioner of Railway Safety has held an inquiry terms of rules 2(3) and 2(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.

- 4. Commissioner of Railway Safety to submit a report :-

- (1) Whenever the Commissioner of Railway Safety has made an inquiry under

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Statutory Investigation into Railway Accidents Rules, 1998

rule 2, he shall submit a confidential report in writing to the Chief Commissioner of Railway Safety and shall forward copies of the report to

- (i) the Railway Board;
- (ii) the Railway Administration of all the Zonal Railways;
- (iii) in the case of a railway under the control of a State Government or Local Administration to such Government or Administration if the accident has occurred in that Railway;
- (iv) other Commissioner of Railway Safety;
- (v) the Director, Intelligence Bureau, Ministry of Home affairs, Government of India, if the Commissioner of Railway safety find 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 (i) to (v) of sub rule (1) of this Rule.

5. Publication report:- Recommendations in regard to the publication of reports shall be made by the Chief Commissioner of Railway Safety and Railway Board (Ministry of Railways) as 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).
6. District Magistrate or his representative to attend the inquiry conducted by Commissioner of Railway Safety :- Where no Magisterial inquiry is being made under clause (a) or (b) of rule 17 of the Railway (Notices of an Inquiries into Accidents) Rules, 1998, the District Magistrate shall, as far as possible attend the inquiry conducted by the Commissioner of Railway Safety personally or depute some other officer to represent him at the inquiry.
7. District Superintendent of Police or his representative:

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.
8. Commissioner of Railway Safety to assist the Magistrate of the Commission of Inquiry etc. in clarifying technical matters: The Commissioner of Railway Safety, as far as possible, assist any Magistrate making a judicial inquiry or an enquiry under rule 17 of Railway (Notices of an Inquiries into Accident) Rules 1998 or a Commission of Inquiry appointed under the Commission 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.
9. Powers of the Commissioner of Railway Safety: Nothing in these rules shall,

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Statutory Investigation into Railway Accidents Rules, 1998

except to the extent provided in sub-rule (6) of rule 2, 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 Act, 1989.

10. Repeal and Saving:

- (1) The "Statutory Investigation into Railway Accident Rules 1973", published with notification of Government of India in the Ministry of Tourism & Civil Aviation No.22 dated 2.6.73, part II, section 3 are hereby repealed.
- (2) Notwithstanding such repeal, any thing 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.

APPENDIX - II C
Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2003

MINISTRY OF RAILWAYS

NOTIFICATION

New Delhi, the 8th August, 2003

G.S.R. 646 (E)-In exercise of the powers conferred by section 129 of the Railways Act, 1989 (24 of 1989), read with section 22 of the General Clauses Act, 1987 (10 of 1987), the Central Government hereby makes the following rules, namely:-

1. Shortly title and commencement: -

- (i) These rules may be called the Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2003
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions: -

- (1) In these rules, unless the context otherwise requires,-
 - (a) "Act" means the Railways Act, 1989 (24 of 1989);
 - (b) "Claims Tribunal" means Tribunal constituted under the Railway Claims Tribunal Act, 1987;
 - (c) "Diary" means the station diary being maintained by the Station Superintendent for recording daily events happened at the station.
 - (d) "Divisional Office" means the divisional headquarter of the Zonal Railway;
 - (e) "Divisional Railway Manager" means the administrative in- charge of the divisional office;
 - (f) "Divisional Security Commissioner" means administrative in- charge of the force of Divisional office;
 - (g) "Force" means the Railway Protection force;
 - (h) "Form" means the form appended to these rules;
 - (i) "Inquest Report" means the report prepared by the recovery of any belongings of the person affected by the untoward incident;
 - (j) "Jama Talashi" means the report about the recovery of any belongings of the person affected by the untoward incident;
 - (k) "Police" means a State- Police;
 - (l) "Station Superintendent" includes Deputy Station Superintendent, Station Master and Assistant Station Master or other officer being in-

APPENDIX - II C
Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2003

- charge of the station;
- (m) "Supervisor" means official- in- charge of the guard or driver of Train Ticket Examiner booking office;
 - (n) "Technical Survey" means survey carried out by a team of railway officials nominated by the Station Superintendent or any other official being in charge of railway station;
 - (o) "Untoward incident" means an incident defined under clause (c) of section 123 of the Act; and
 - (p) "Zonal" Railway means a zonal railway constituted under section 3 of the Act;
- (2) The words and expressions used herein and not defined but defined in the Act shall have the meaning respectively assigned to them in the Act.
3. Report about untoward incident- Any railway servant, including guard and driver of the train, on coming to know of the occurrence of an untoward incident, shall report the incident immediately to the nearest Station Superintendent.
4. Duties of guard, driver and Train Ticket Examiner:-Any guard or driver or Train Ticket Examiner, who is on duty at the time of occurrence of untoward incident, shall,
- (i) immediately arrange for medical assistance to the injured passengers, and
 - (ii) Report the occurrence of such incident to the Supervisor in Form-I.
5. Duties of Supervisor:-On receipt of report in Form-I, the Supervisor shall forward the same to the Divisional Railway Manager.
6. Duties of Station Superintendent:-The Station Superintendent, on receipt of all information about the occurrence of an untoward incident under rule 3, shall,-
- (i) Make necessary entries to this effect in the station diary;
 - (ii) Arrange for medical assistance to the injured passengers;
 - (iii) Make out a brief report in respect of spot of the untoward incident and forward copies thereof to the Divisional Officer, Zonal Railways, Police and in-charge of the Force;
 - (iv) Carry out technical survey of the untoward incident himself or through his representative; and
 - (v) Depute his representative to assist the force to complete the process of investigation.

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Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2003

7. Conducting of investigation and submission of report by the Force: –
 - (1) On receipt of information under rule 6, an officer of the Force, not below the rank of inspector, shall carry out the investigation and shall,-
 - (i) Obtain copies of the inquest report, post mortem report and Jama Talashi report from the police investigating the incident;
 - (ii) Obtain copy of the technical survey carried out by the railway official nominated by the Station Superintendent;
 - (iii) Obtain information about the untoward incident in Form-2;
 - (iv) Record statement of additional witnesses, if so required;
 - (v) Collect any other evidence required by the circumstances of the case.
 - (2) The officer of the Force, on completion of the investigation, shall submit a report to the authorities specified under sub-rule (2) of rule 10.
8. Conducting of investigation and submission of report by the Police: –
 - (1) The police on receipt of the report under clause (iii) of rule 6, shall immediately initial investigation and prepare inquest report or injury report accordance with the procedure laid down in Criminal Procedure Code, 1973.
 - (2) After preparation of report, as mentioned in sub-rule (the police shall immediately give clearance certificate movement of train from the site of incident so that minimum delay is caused in restoration of train movement.
9. The injured and the next of kin of the deceased passenger may submit evidence and assist police and Force:-The injured and the next of kin of the deceased passengers may submit all the relevant evidence before the Police and assist the police and the Force to complete the investigation.
10. Forwarding of investigation report by the police and the Force: –
 - (1) The police on completion of the investigation, shall forward the report thereof to the Magistrate, as required under the Criminal Procedure Code.
 - (2) The officer of the Force shall forward the report prepared under sub-rule (2) of rule 7 to the Divisional Railway Manager and Divisional Security Commissioner of the Force.
11. Action on the report by the Divisional Railway Manager: –
 - (1) The Divisional Railway Manager, on receipt of the report, shall immediately examine the same.
 - (2) When, on examination, Divisional Railway Manager is satisfied that the investigation is complete, he shall pass an order accepting the said report.

APPENDIX - II C

Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2003

- (3) If the Divisional Railway Manager has reason to believe that some more inquiry is required in the matter, it shall refer the same back for investigation to the officer of the Force along with his observations for further investigation.
 - (4) On receipt of a reference under sub-rule (3), the officer of the Force shall investigate the matter further and submit the report immediately to the Divisional Railway Manager.
12. Communicated of order: - Final orders passed on the report by the Divisional Railway Manager shall be communicated to the Station Superintendent who shall maintain the records and make necessary entries in the Station Diary to this effect.
13. Investigation report to be placed before Divisional Railway Manager:-The investigation report along with comments of the Divisional Railway Manager thereon shall be placed before the claims Tribunal by Railway Administration while filing written statement in the case in which compensation has been claimed on the basis of such untoward incident.

(No. 2001/TC-III/26/45/RC)

PADMAKSHI RAHEJA,
Executive Director/Public Grievances
(Railway Board)

APPENDIX - II C
Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2003

Form-I
(See rule 4)

REPORT OF UNTOWARD INCIDENT

1. Kilometer at which untoward incident occurred:
2. Name of Driver of the train with Headquarter:
3. Name of Guard of the train with Headquarter:
4. Name of Train Ticket Examiner of train, if posted, with Headquarter:
5. Nature of the untoward incident
 - (a) accidental fall
 - (b) bomb blast
 - (c) noting/shootout
 - (d) others
6. Time of occurrence:
7. Position of human body in relation to track:
8. Whether medical help was given to the injured:
9. Whether train stopped or not:
10. Condition of doors and occupation of coach:

Signature

Name and designation

Date

APPENDIX III - A
Classification, composition and Jurisdiction of Accident Relief Trains, tool vans,
ARME s and Self propelled ARTs / ARMVs on West Central Railway

Relief Trains: –

The Breakdown train shall be stabled complete with the crane and vehicles coupled together on suitable sidings set apart exclusively for the purpose. The Marshalling of the trains when stabled in sidings/yards should be such that the Medical Van is at one end and the steam crane at the other end, assuming the stabling line has an exit at both ends. In the event of their being only one exit, the medical van and the crane should be stabled nearest to the point of exit, in that order so that if necessary the medical van can be moved out without any delay, in advance of the rest of the rake.

The accident messages (initial or supplementary) despatched from the site should include as much pertinent information as possible with specific reference to the number of injury cases, to enable the authorities despatching the relief train to judge the requirements of the situation and act accordingly.

Unless it is known definitely that adequate medical assistance and equipment had already reached the site of accident or will reach quicker from other or nearer sources the medical van should be despatched, at once, and in advance, without waiting to mobilise the complete relief train and staff.

It should be realised in this connection that satisfactory aid from private sources, even if known to be available at the site cannot always be depended upon, as such aid may often be rendered infructuous owing to want of sufficient medical equipment and staff.

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

Action when Accident Alarm Signal is sounded: –

On hearing the emergency call, the staff nominated to attend for such calls by the respective Departments shall do so with the least possible delay and take up positions and duties allotted to them. The Loco Foreman/PCOR/Lobby incharge/Engine turner/SS shall arrange and be responsible for the issue of the emergency calls. Whenever the Relief Train is ordered from a station, the above supervisors, if off-duty, shall be called to duty. The steps to turn out the Relief Trains shall not, however, pend in any respect the arrival of the Loco Foreman or other Supervisory Officials/ Officials.

Portable Telephone: –

All Relief Trains should be provided with portable control telephone for use in controlled section. When a Medical Van has to be despatched by itself or ahead of the Relief Train to which it belongs, the Portable Control Telephone must be sent with it.

Civil and Police Officials to be given facility to proceed to the site of Accident by relief trains: –

Official such as the District Magistrate, the Superintendent of Police, and the Superintendent of Railway Police should be given every facility to proceed to the site of the

APPENDIX III - A
Classification, composition and Jurisdiction of Accident Relief Trains, tool vans,
ARME s and Self propelled ARTs / ARMVs on West Central Railway

accident by the relief train but delay to the departure of the relief train must not be allowed to occur on his account.

Provision of Rule Books in Relief Trains:-

- 1) General and Subsidiary Rules Book.
- 2) Accident Manual.
- 3) Rules for the working of crane.
- 4) Conference rules Part III.
- 5) Instructions Manual Sheets relating to Breakdown operation.
- 6) Working Time Table.

Engineering Tool Van: –

These Tool Vans are also available for use in emergencies. Lists of their location are given at the end of this Appendix.

APPENDIX III - A
Classification, composition and Jurisdiction of Accident Relief Trains, tool vans,
ARME s and Self propelled ARTs / ARMVs on West Central Railway

Sr. No.	Station	Class of ART	Lifting capacity of crane in Tonnes	Scale of ARME	Composition	Jurisdiction in Km
BHOPAL DIVISION						
1	ET	A	140 T	I	RH Medical Van VPU Auxiliary Van Crane Diesel Hydraulic Crane Match truck Ballast Wagon SLR Generator & C&W Material VPU HRE van RT Staff & Kitchen Car RT Staff Van BRH Rail Truck BCXC Engineering Material RT Tool Van BRHT Wheels	ET-BKA (44.30 KM) ET-Gadarwara (106.83 km) ET-KNW (117.54 Km) ET-GDYA(70.25 Km)
2	BPL	B	-	I	RH Medical Van RHV Auxiliary Van RT Staff Van CT Staff car RT Tools, Jacks and HRE VPU Packing, Chains & Beams SPP Equipment Van BCXT Engineering Material BRH Rails BCXT Gen Van BRHT Wheels	BPL-BHS (53.27 Km) BPL-BKA (48 Km)
3	BINA	A	75 T	I	RH Medical Van RHV Auxiliary van Crane Steam crane FD Match truck TW Water Tank RT Staff car RT Equipment Van VPU MFD Van BCXT Engineering Material BC Jacks and packing BRH Rail carrying truck RT Power & Tool Van	BIN-MAKSI (342 Km) BIN-AGASOD (07Km) BIN-MAKR (03 Km) BIN-BHS (85.10 Km) BIN-GUN-SVPI
4	GUN	-	-	I	ARTV Self Propelled ART Tool Van ARTSV Self Propelled ART	BIN-MKC (331.54 Km) GUN-GWL (227.54 Km)

APPENDIX III - A
Classification, composition and Jurisdiction of Accident Relief Trains, tool vans,
ARME s and Self propelled ARTs / ARMVs on West Central Railway

JABALPUR Division									
Sr. No.	Station	Class of ART	Lifting capacity of crane in Tonnes	Scale of ARME	Composition		Jurisdiction in Km		
1	JBP	A	75 T	I	RH	Medical Van	JBP-ET (245 Km)		
					RHV	Auxiliary Van	JBP-KTE (90.11 Km)		
					Crane	Steam crane 75 T			
					FD	Match Truck			
					TW	Water Tank			
					ER	Crew Rest Van			
					RT	Equipment Van			
					GSCN	Staff Car			
					BCXT	Packing Van			
					BCXT	Engineering Tool Van			
					VPU	Generator, Power & Tool Van/HRE			
					BCXT	Engineering Material			
					BFR	Rail carrying truck			
2	KTE	-	-	I	RH	Medical Van			
					RHV	Auxiliary Van			
3	NKJ	A	140 T		Crane	Diesel Hydraulic Crane	NKJ-BIN (266.13 Km)		
						Match Truck	NKJ-COI (270.87 Km)		
						Ballast Truck	NKJ-SGRL (260.65 Km)		
					VPU	HRE Equipment Van	NKJ-MAKR (259 Km)		
					GSCN	Staff Car	NKJ-STA-Rewa		
					BCXT	Packing Van			
					BCXT	Engineering Tool Van			
					VPU	Engineering Material			
					GSCN	Crew Rest Van			
					BRH	Rail carrying truck			
4	Satna	C	-	-	RT	Tool Van	STA-COI (181 Km)		
					BCX	Packing Van	STA-REWA (48 km)		

APPENDIX III - A
Classification, composition and Jurisdiction of Accident Relief Trains, tool vans, ARME s and Self propelled ARTs / ARMVs on West Central Railway

Kota division					
Sr.No.	Station	Class of ART	Lifting Capacity of Crane in Tones	Scale of ARME	Composition
1	KOTA	A	140 T	I	RH Medical Van RHV Auxiliary Van Crane Diesel Hydraulic 140T 2 Match Truck + Dummy Truck + Ballast Wagon RT Crane Crew/ Material Van BRN Engineering Rails BCX Engineering Material ICF TRD + S&T + Chain Coach ICF Gen. Van ICF Tool Van ICF MFD Coach
2	GGC	A	65 T	I	RH Medical Van RHV Auxiliary Van BCX Engineering Material Van BRH Engineering Rails ICF Crew Rest Van Crane Steam Crane 65T + Match Truck TWT Water Tank CRC Coal Wagon ICF Engineering Material ICF Tool Van ICF Generator Van ICF MFD Coach
3	BXN	C	-	-	RT Tool Van

APPENDIX - III B
Availability of Tower Wagons on West Central Railway

BHOPAL DIVISION

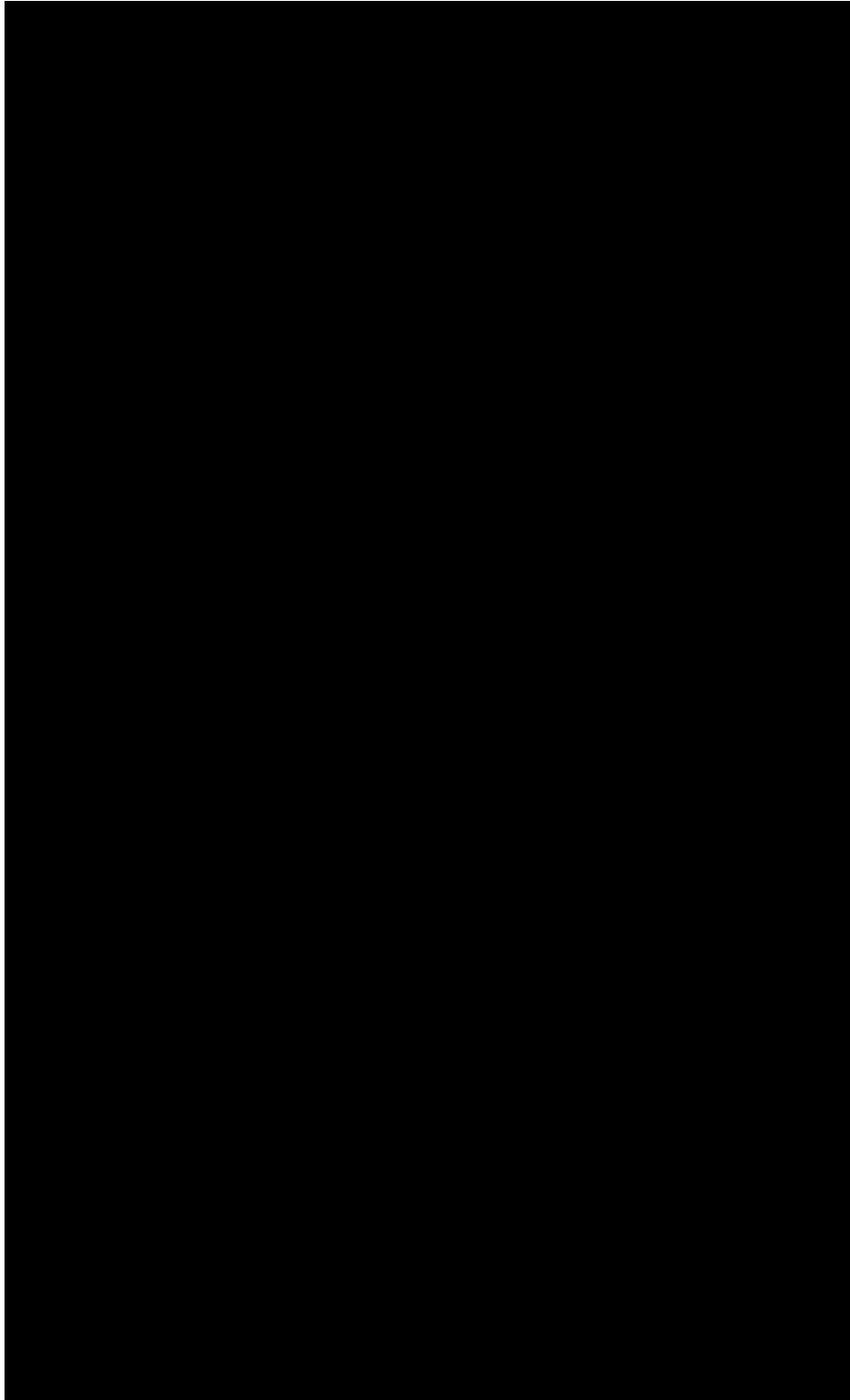
S. No.	Type	Mark	Depot
1.	4 Wheeler	Mark-II	Bina
2.	4 Wheeler	Mark-III	Ganjbasoda
3.	4 Wheeler	Mark-II	Vidisha
4.	8 Wheeler		Nishatpura
5.	4 Wheeler	Mark-III	Obaidullaganj
6.	8 Wheeler		Itarsi
7.	4 Wheeler	Mark-II	Banapura
8.	4 Wheeler	Mark-III	Harda
9.	4 Wheeler	Mark-III	Khirkiya
10.	4 Wheeler	Mark-III	Khandwa

JABALPUR DIVISION

S. No.	Type	Mark	Depot
1.	4 Wheeler	Mark-III	Katni Murwara
2.	4 Wheeler	Mark-III	Sagar
3.	4 Wheeler	Mark-III	Khurai
4.	4 Wheeler	Mark-III	Salaia
5.	8 Wheeler		Damoh

KOTA DIVISION

S. No.	Type	Mark	Depot
1.	4 Wheeler	Mark - II	VMA
2.	4 Wheeler	Mark - II	SGZ
3.	4 Wheeler	Mark - II	RMA
4.	4 Wheeler	Mark - II	LKE
5.	4 Wheeler	Mark - II	SWM
6.	4 Wheeler	Mark - II	GGC
7.	4 Wheeler	Mark - II	HAN
8.	4 Wheeler	Mark - II	BTE
9.	8 Wheeler	BEML	KOTA



APPENDIX - V

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APPENDIX - VI
List of ARME Scale I equipment available on WC Railway

Sr. No.	DIVISION	STATION	Details of siding
1	BHOPAL	(1) BHOPAL	Open on both side
		(2) BINA	Open on both side
		(3) ITARSI	Open on both side
		(4) GUNA	Open on one side
2	JABALPUR	(1) JABALPUR	Open on both side
		(2) KATNI	Open on both side
3	KOTA	(1) KOTA	Open on both side
		(2) GANGAPUR CITY	Open on both side

List of ARME Scale II equipment available on WC Railway

Sr.No.	DIVISION	STATION
1	BHOPAL	(1) HARDA
2	JABALPUR	(1) SATNA
		(2) MANIKPUR
		(3) NARSINGHPUR
		(4) SOHAGPUR
		(5) DAMOH
		(6) BEOHARI
3	KOTA	(1) SHAMGARH
		(2) JHALAWAR ROAD
		(3) SAWAI MADHOPUR
		(4) BAYANA

APPENDIX □ VII
Free of Cost Despatch of Telegrams in Case of Serious Accidents

The Railway Board vide their letter No.703-TG-1-57/64 dated 6th November 1957, have agreed that inland Telegrams may be despatched free of cost to the closest relations conveying the news of safety of those travelling by a train involved in a serious Accident.

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

Telegrams so accepted will be booked in the usual manner granting telegraph Money Receipt T.6B to the sender of the telegram. The remark □Booked during accident to □□□□□□□□□□□□. Up/ Dn at □□□□□□□□□□□□. Without recovery of charges□ should be passed on the Telegraph Money Receipt.

The telegrams will only convey information about the safety of the sender if travelling in the train/trains involved in the accident. Only one telegram should be issued for a passenger travelling in the train or trains involved in the accident.

The cost of such telegrams will be taken to account in the Coaching Balance Sheets taking corresponding special credit, quoting reference to DRM's letter authorising the SM's to book the telegrams free of cost on such occasions.

The Station Masters of stations at which such telegrams are accepted will prepare a statement in quadruplicate showing the sender's name, the addressee and his address the TMR No. and date and the class and cost of the telegram and send one copy of each to the DRM, CSO and Accounts Officer (Traffic), Mumbai-CST as the case may be.

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

APPENDIX Ⅶ
Free of Cost Despatch of Telegrams in Case of Serious Accidents

SPECIMEN FORM

STATION.....

DATE:.....

TO
THE POST MASTER,

DEAR SIR,

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

The cost of these telegrams may please be debited to the General Manager, WC Railway, Jabalpur in accordance with the agreement arrived at between the Ministry of Railways (Railway Board) and the P&T Department vide letter's Office Memo No. dated .

Signature in full

Dated:

Encl: Telegram

APPENDIX □ VIII
Weather Warning

1. Arrangements exist with the Meteorological Department of the Government of India for issuing telegrams of warning, whenever storms, gales or heavy rainfall are expected. The conditions under which warnings are issued are detailed below: -

(i)	Amount of rainfall considered dangerous.	50 millimeter and above in 24 hours, except for Zone I, where the corresponding figure will be 100 millimeter and above in 24 hours.
(ii)	Wind velocity considered dangerous Per hour and over.	65 Kilometer/per hour and over.
(iii)	Period when warning will be given.	Through out the year.

2. The entire WC Railway has been divided into 03 Zones. List showing these zones, the Railway officials to whom the warning telegrams will be addressed and the Meteorological Department offices which will issue the warning telegrams, is given at the end of this appendix.
3. Weather warning telegrams will be classified as □XXW□ (Weather Warning) or □000□(Weather Immediate).These telegrams will be normally delivered by the P & T Office direct to the Railway Control Office. If they are delivered into the Railway Telegraph Office at the station, they must immediately be dispatched to the Control Office.

In addition to telegraphic warnings, Meteorological Centres at Colaba (Mumbai), Sonegaon (Nagpur) & Bhopal will communicate weather warnings on the zones controlled by them, on telephone locally to the Chief Controllers at Bombay, Nagpur and Bhopal, respectively.

4. On receipt of a weather warning telegram in the Control Office, the following action will be taken : -
- (a) Action by the Control Office.
- (i) The Chief Controller or in his absence the Dy.Chief Controller must immediately repeat the weather warning telegram verbatim on the telephone or on Cellular/ mobile telephone wherever provided followed by a written message to the DRM/Sr.DOM/Sr.DEN/DEN and ADEN when his Headquarters is at the same station.
 - (ii) At the same time the Chief Controller/Dy. Chief Controller must immediately arrange for the weather warning telegram to be repeated verbatim to the following officers on the Control telephone:-
 - (1) The ADENs and the SSE/SE(P Way) through the SMS concerned.

APPENDIX VIII
Weather Warning

- (2) All the SMS, in the zone concerned.
- (3) Lobby Supervisors of Driver and Guard lobbies.

Note:-

- (1) The Controller repeating the telegram must record the initials of the S.M. on duty to whom the telegram has been repeated.
- (2) In respect of sections which are uncontrolled or when the control phone is interrupted an "XXR"(immediate) telegram should be issued by the Chief Controller /Dy. Chief Controller to the officials referred to above.

The preamble of the weather warning telegram and the text as received from the Meteorological Department should be reproduced verbatim in the text of the XXR telegram. The text of the message should be worded as shown below: -

Regional Meteorological Centre (here enter class is used by the Meteorological Department the name of Meteorological Centre) XXW/ 000 (insert whichever) telegram coded (insert code time of the original message) dated (date of original message) reads (reproduce the text of the Meteorological telegram verbatim).

- (iii) A register should be maintained in each Control Office showing full particulars of the receipt and action taken on the weather warning telegram, showing the date and time of receipt of weather warning telegram, the full text of the telegram, and the date and time of despatch of telephonic advice to the officials concerned, and the initials of the S.M. on duty to whom the telegram has been repeated.
- (b) Action by the Station Master: - On receipt of weather warning advices from the Controller, the SM will take the following action :-
- (i) The SM on duty where ADENs/SSE/SE(P Way) are at head quarters will immediately hand over to the parties concerned a copy of a verbatim telegram received from the Controller and obtain an acknowledgement . If the ADEN/ SSE/ SE(P Way) is out of Headquarters, the S.M will advice the Controller on duty, who will then be responsible for ensuring that the contents of the telegram are communicated verbatim to the Engineering Officers at the station concerned.
 - (ii) The S.M. on duty will also send for the SSE/SE(P Way), Mate of the station, yard gang, explain to him the contents of the telegram and obtain his acknowledgement.

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- (iii) A register will be maintained at each station in the proforma given below: -

Date and time of Receipt	Text of the Message in full	Name and designation of official to whom message was repeated	Signature of the S.M.

The office copy of the telegram on which an acknowledgement has been given should also be pasted in the register.

- (c) Action by the SSE/SE (P.Way):-
- (i) The SSE/SE(P.Way) on receipt of weather warnings will take steps in terms of PCE's Circular and arrange to advise Monsoon Patrollers, static watchmen and Gangmates to be extra vigilant.
 - (ii) During the fair season, he will introduce monsoon patrolling as soon as possible and post watchmen at all vulnerable locations and bridges by day as well as by night for a period extending upto 48 hours beyond the period specified in the weather warning telegram.
 - (iii) Should there be very heavy rain or a severe storm during the period, whether during the monsoon or fair season, the mate and gangmen, on their own initiative, shall commence monsoon patrolling by day as well as by night for the duration of the warning and 48 hours beyond.
 - (iv) The SSE/SE(P Way) should be out on his Section as far as possible by trolly, during the period of warning and 48 hours beyond.
- (d) Action by the Gang Mate:- On receipt of advice from the S.M. the Gangmate will take the following action:-
- (i) During the fair season, the mate will depute two reliable Gangmen provided with patroller's equipment for patrolling the block section on either side and for alerting the intermediate gang mates.
 - (ii) During Monsoon period, the mate of the station yard gang will send two gangmen in opposite directions to alert intermediate gang mates, patrolmen and watchmen.
- (e) Action by Lobby Supervisors :- On receipt of the weather warning message, the lobby supervisor should display the weather warning message on the Notice board in the lobbies for information of the running staff.
- (f) Action by Drivers and Guards :- On getting the information of the weather warning from the Notice Board in the Lobby they should be more vigilant and

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cautious during the journey and take necessary action as laid down in the G&SR and in circulars issued from time to time on monsoon precautions.

5. A copy of the Circular should be available in each Control and Station Master's Office and with each SSE/SE(P Way).
6. A Booklet on "Monsoon Precautions" shall be issued by Sr.DEN (Co) of the division by 31st May each year. All concerned staff of the division should be conversant with the arrangement made/instructions contained therein.

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Annexure - A

List of zones on WC railway with their area covered by each zone for which
weather warning telegrams are required

Zone No.	Area covered by the Zone	Postal addresses of officials to whom warning telegrams should be addressed	BSNL Telephone no.	Regional metrological center region issuing warning
ZONES COVERED BY BHOPAL METROLOGICAL CENTRE :				
1	Itarsi JBP, JBP Satna, Bina Katni	Chief Engineer, WC Rly. Jabalpur Chief controller, Jabalpur Chief Controller, Central Control, WC Rly. Railway Jabalpur.	0761-2677095, 96 0761-2627382 0761-2677070, 71	Arera Colony Bhopal -do-
2	Itarsi Bina, Bina Guna	Chief Controller, Bhopal Chief Engineer, WC Rly. Jabalpur Chief Controller, Central Control, WC Rly. Railway Jabalpur.	0755-2587210 0761-2677095,96 0761-2677070, 71	-do-
3	Guna Kota, Kota COR, Kota NAD, Kota MTJ	Chief Controller, Kota Chief Engineer, WC Rly. Jabalpur Chief Controller, Central Control, WC Rly. Railway Jabalpur.	0744-2440201 0744-2463289 0761-2677095,96 0761-2677070, 71	-do-

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Chapter III.
COMMISSIONER OF RAILWAY SAFETY

Section 5 : Appointment of Chief Commissioner of Railway Safety and Commissioners of Railway Safety. Duties of Commissioner: The Central Government may appoint a person to be the Chief Commissioner of Railway Safety and such other persons as it may consider necessary to be the Commissioners of Railway Safety.

Section 6: The Commissioner shall-

- (a) Inspect any Railway with a view to determine whether it is fit to be opened for the public carriage of passengers and report thereon to the Central Government as required by or under this Act;
- (b) make such periodical or other inspections of any Railway or of any rolling stock used thereon as the Central Government may direct;
- (c) make an inquiry under this Act into the cause of any accident on a Railway and
- (d) discharge such other duties as are conferred on him by or under this Act.

Section 7: Powers of Commissioner:

Subject to the control of the Central Government, the Commissioner, whenever it is necessary so to do for any of the purposes of this Act, may-

- (a) enter upon and inspect any Railway or any rolling stock used thereon;
- (b) by order in writing addressed to a Railway Administration, require the attendance before him of any Railway servant and to require answers or returns to such inquiries as he thinks fit to make from such Railway servant or from the Railway Administration; and
- (c) require the production of any book, document or material object belonging to or in the possession or control of any Railway Administration which appears to him to be necessary to inspect.

Section 9: Facilities to be afforded to Commissioners:

A Railway Administration shall afford to the Commissioner all reasonable facilities for the discharge of the duties or for the exercise of the powers imposed or conferred on him by or under this Act.

Chapter IV.
Construction and Maintenance of Works

Section 14: Temporary entry upon land to remove obstruction, to repair or to prevent accident.

- (1) Where in the opinion of a Railway Administration-

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- (a) there is imminent danger that any tree, post or structure may fall on the railway so as to obstruct the movement of rolling stock; or
 - (b) any tree, post, structure or light obstructs the view of any signal provided for movement of rolling stock; or
 - (c) any tree, post or structure obstructs any telephone or telegraph line maintained by it,

it may take such steps as may be necessary to avert such danger or remove such obstruction and submit a report thereof to the Central Government in such manner and within such time as may be prescribed.
- (2) Where in the opinion of a Railway Administration-
- (a) a slip or accident has occurred; or
 - (b) there is apprehension of any slip or accident to any cutting, embankment or other work on a Railway,

it may enter upon any lands adjoining the Railway and do all such works as may be necessary for the purpose of repairing or preventing such slip or accident and submit a report thereof to the Central Government in such manner and within such time as may be prescribed.
- (3) The Central Government may, after considering the report under Sub-Section (1) or Sub-Section(2), in the interest of public safety, by order, direct the railway administration that further action under Sub-section(1) or Sub-section (2) shall be stopped or the same shall be subject to such conditions as may be specified in that order.

Chapter V
OPENING OF RAILWAYS

Section 24 :Temporary suspension of traffic – When an accident has occurred on a railway resulting in a temporary suspension of traffic, and either the original lines of rails and works have been restored to their original standard or a temporary diversion has been laid for the purpose of restoring communication, the original lines of rails and works so restored, or the temporary diversion, as the case may be, may, without prior inspection by the Commissioner, be opened for the public carriage of passengers, subject to the following conditions, namely :

- (a) the railway servant Incharge of the works undertaken by reason of the accident has certified in writing that the opening of the restored lines of rails and works, or of the temporary diversion will not in his opinion be attended with danger to the public; and
- (b) a notice of the opening of the lines of rails and works or the diversion shall be sent immediately to the Commissioner.

Chapter VIII
Carriage of Passengers

Section 56: Power to refuse to carry persons suffering from infectious or contagious diseases:-

- (1) A person suffering from such infectious or contagious diseases, as may be prescribed, shall not enter or remain in any carriage on a Railway or travel in a train without the permission of a Railway servant authorised in this behalf.
- (2) The Railway servant giving permission under Sub-section (1), shall arrange for the separation of the person suffering from such diseases from other persons in the train and such person shall be carried in the train subject to such other conditions as may be prescribed.
- (3) Any person who enters or remains in any carriage or travels in a train without permission as required under Sub-section (1) or in contravention of any condition prescribed under Sub-section (2), such person and a person accompanying him shall be liable to the forfeiture of their passes or tickets and removal from railway by any railway servant.

Section 60 : 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 convenience and accommodation (including the reservation of seats or berths in trains) to passengers;
 - (b) the amount of refund for the cancellation of a ticket;
 - (c) the circumstances under which change of names of passengers, having reserved seats or berths, may be permitted;
 - (d) the carriage of luggage and the conditions subject to which luggage may be kept in the cloak rooms at the stations;
 - (e) diseases which are infectious or contagious;
 - (f) the conditions subject to which a railway administration may carry passenger suffering from infectious or contagious diseases and the manner in which carriages used by such passengers may be disinfected;
 - (g) generally, for regulating the travelling upon, and the use, working and management of the railways.
- (3) Any rule made under this section may provide that a contravention thereof shall be punishable with fine which shall not exceed five hundred rupees.

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- (4) Every railway administration shall keep at every station on its railway a copy of all the rules made under this section and shall also allow any person to inspect it free of charge.

Chapter XII.
Accidents

Section 113 □ Notice of railway accident. □

- (1) Where, in the course of working a railway, -
- a) any accident attended with loss of any human life, or with grievous hurt, as defined in the Indian Penal Code, 45 of 1860 or with such serious injury to property as may be prescribed; or
 - b) any collision between trains of which one is a train carrying passengers; or
 - c) the derailment of any train carrying passengers, or of any part such train; or
 - d) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property; or
 - e) any accident of any other description which the Central Government may notify in this behalf in the Official Gazette,
- occurs, the station master of the station nearest to the place at which the accident occurs or where there is no station master, the railway servant in charge of the section of the railway on which the accident occurs shall, without delay, give notice of the accident to the District Magistrate and Superintendent of Police, within whose jurisdiction the accident occurs, the officer in charge of the police station within the local limits of which the accident occurs and to such other Magistrate or police officer as may be appointed in this behalf by the Central Government.
- (2) The railway administration within whose jurisdiction the accident occurs, as also the railway administration to whom the train involved in the accident belongs, shall without delay, give notice of the accident to the State Government and the Commissioner having jurisdiction over the place of the accident.

Section 114 □ Inquiry by Commissioner. □

- (1) On the receipt of a notice under Section 113 of the occurrence of an accident to a train carrying passengers resulting 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;

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Provided that it shall be open to the Commissioner to hold an inquiry into any other accident which, in his opinion, requires the holding of such an inquiry.

- (2) If for any reason, the Commissioner is not able to hold an inquiry as soon as may be after the occurrence of the accident, he shall notify the railway administration accordingly.

Section 115 □ Inquiry by railway administration . □

Where no inquiry is held by the Commissioner under Sub-section (1) of Section 114 or where the Commissioner has informed the railway administration under Sub-section (2) of that section that he is not able to hold an inquiry, the railway administration within whose jurisdiction the accident occurs, shall cause an inquiry to be made in accordance with the prescribed procedure.

Section 116 □ Powers of Commissioner in relation to inquiries. □

- (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 powers specified in Section 7, have the powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 5 of 1908, in respect of the following matters, namely :-
- (a) summoning and enforcing the attendance of persons and examining them on oath;
 - (b) requiring the discovery and production of documents;
 - (c) receiving evidence on affidavits;
 - (d) requisitioning any public record or copies thereof from any court or office;
 - (e) any other matter which may be prescribed.
- (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, 2 of 1974.

Section 117 □ Statement made before Commissioner. □ No statement made by a person in the course of giving evidence in an inquiry before the Commissioner shall subject him to, or be used against him in, any civil or criminal proceeding, except a prosecution for giving false evidence by such statement:

Provided that the statement is □

- (a) made in reply to a question which is required by the commissioner to answer, or
- (b) relevant to the subject-matter of the inquiry.

Section 118 □ Procedure etc. □ Any railway administration or the Commissioner conducting an inquiry under this Chapter may send notice of the inquiry to such persons, follow such procedure, and prepare the report in such manner as may be prescribed.

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Section 119 – No inquiry investigation etc. to be made if the Commission of Inquiry is appointed. – Notwithstanding anything contained in the foregoing provisions of this Chapter, where a Commissioner of Inquiry is appointed under the Commissioner of Inquiry Act, 1952 (3 of 1952), to inquire into an accident, any inquiry, investigation or other proceeding pending in relation to that accident shall not be proceeded with, and all records or other documents relating to such inquiry shall be forwarded to such authority as may be specified by the Central Government in this behalf.

Section 120 – Inquiry into accident not covered by Section 113 – Where any accident of the nature not specified in Section 113 occurs in the course of working a railway, the railway administration within whose jurisdiction the accident occurs, may cause such inquiry to be made into the causes of the accident, as maybe prescribed.

Section 121 – Returns – Every railway administration shall send to the Central Government, a return of accidents occurring on its railway, whether attended with injury to any person or not, in such form and manner and at such intervals as may be prescribed.

Section 122 – Power to make rules in respect of matters in this Chapter –

- (1) the Central Government may, by notification, make rules to carry out the purposes of this Chapter.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
 - (a) the injury to property which shall be considered serious under clause (a) of sub-section (1) of Section 113;
 - (b) the forms of notice of accidents to be given under Section 113 and the particulars of the accident such notices shall contain;
 - (c) the manner of sending the notices of accidents, including the class of accidents to be sent immediately after the accident;
 - (d) the duties of the Commissioner, railway administration, railway servants, police officers and Magistrates on the occurrence of an accident;
 - (e) the persons to whom notices in respect of an inquiry under this Chapter are to be sent, the procedure to be followed in such inquiry and the manner in which a report of such inquiry shall be prepared;
 - (f) the nature of inquiry to be made by a railway administration into the causes of an accident under Section 120;
 - (g) the form and manner of sending a return of accidents by a railway administration under Section 121.

Chapter XIII
Liability of Railway administration for death and injury
to passengers due to accidents

Section 123 □ Definitions □ In this Chapter, unless the context otherwise requires □

- (a) □Accident□ means an accident of the nature described in Section 124;
- (b) □dependant□, means any of the following relatives of a deceased passenger, namely:-
 - (i) the wife, husband, son and daughter, and in case the deceased passenger is unmarried or is a minor, his parent;
 - (ii) the parent, minor brother or unmarried sister, widowed sister, widowed daughter-in-law and a minor child of a predeceased son, if dependant wholly or partly on the deceased passenger,
 - (iii) a minor child of a pre-deceased daughter, if wholly dependant on the deceased passenger;
 - (iv) the paternal grand parent wholly dependant on the deceased passenger.
- (c) □untoward incident□ means-
 - (1)
 - (i) The commission of a 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) The 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.□

Section 124 : Extent of liability:- When in the course of working a railway, an accident occurs, being either a collision between trains of which one is a train carrying passengers of the derailment of or other accident to a train or any part of a train carrying passengers, then whether or not there has been any wrongful act, neglect or default on the part of the railway administration such as would entitle a passenger who has been injured or has suffered a loss to maintain an action and recover damages in respect thereof, the railway administration shall, notwithstanding anything contained in any other law, be liable to pay compensation to such extent as may be prescribed and to that extent only for loss occasioned by the death of a passengers, 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

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of such accident.

Explanation – For the purpose of this section – “Passenger” includes a railway servant on duty.

Section 124A – Compensation on account of untoward incident -

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) his own criminal act;
- (d) any act committed by him in a state of intoxication or insanity;
- (e) 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 purposes of this section, “passenger” includes-

- (i) a railway servant on duty; and
- (ii) a person who has purchased a valid ticket for traveling, by a train carrying passengers, on any date or a valid platform ticket and becomes a victim of an untoward incident.

Section 125 – Application for compensation –

- (1) An application for compensation under Section 124 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 this 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 every other dependant.

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Section 126 □ Interim relief by railway administration □

- (1) Where a person who has made an application for compensation under Section 125 desires to be paid interim relief, he may apply to the railway administration for payment of interim relief along with a copy of the application made under that section.
- (2) Where, on the receipt of an application made under Sub-section (1) and after making such inquiry as it may deem fit, the railway administration is satisfied that circumstances exist which require relief to be afforded to the applicant immediately, it may, pending determination by the Claims Tribunal of the actual amount of compensation payable under Section 124 pay to any person who has sustained the injury or suffered any loss, or where death has resulted from the accident, to any dependant of the deceased, such sum as it considers reasonable for affording such relief, so however, that the sum paid shall not exceed the amount of compensation payable at such rates as may be prescribed.
- (3) The railway administration shall, as soon as may be, after making an order regarding payment of interim relief under Sub-section (2) send a copy thereof to the Claims Tribunal.
- (4) Any sum paid by the railway administration under sub-section (2) shall be taken into account by the Claims Tribunal while determining the amount of compensation payable.

Section 127 □ Determination of compensation in respect of any injury or loss of goods □

- (1) Subject to such rules as may be made, the rates of compensation payable in respect of any injury shall be determined by the Claims Tribunal.
- (2) The compensation payable in respect of any loss of goods shall be such as the Claims Tribunal may, having regard to the circumstances of the case, determine to be reasonable.

Section 128 : Saving as to certain rights -

- (1) The right of any person to claim compensation under Section 124 shall not affect the right of any such person to recover compensation payable under the workmen's Compensation Act, 1923 (8 of 1923), or any other law for the time being in force; but no person shall be entitled to claim compensation more than once in respect of the same accident.
- (2) Nothing in Sub-section (1) shall affect the right of any person to claim compensation payable under any contract or scheme providing for payment of compensation for death or personal injury or for damage to property or any sum payable under any policy of insurance.

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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.

Chapter XV
Penalties and offences

Section 145 □ Drunkenness or nuisance □ If any person in any railway carriage or upon any part of a railway □

- (a) is in a state of intoxication; or
- (b) commits any nuisance or act of indecency or uses abusive or obscene language; or
- (c) willfully or without excuse interfered with any amenity provided by the railway administrations so as to affect the comfortable travel of any passenger, he may be removed from the railway by any railway servant and shall, in addition to the forfeiture of his pass or ticket, be punishable with imprisonment which may extend to six months and with fine which may extend to five hundred rupees:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, such punishment shall not be less than □

- (a) a fine of one hundred rupees in the case of conviction for the first offence; and
- (b) imprisonment of one month and a fine of two hundred and fifty rupees, in the case of conviction for second or subsequent offence.

Section 146 Obstructing railway servant in his duties - If any person wilfully obstructs or prevents any railway servant in the discharge of his duties, he shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Section 150 □ Maliciously wrecking or attempting to wreck a train □

- (1) Subject to the provisions of Sub-section (2), if any person unlawfully, -
 - (a) puts or throws upon or across any railway, any wood, stone or other matter or thing; or

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- (b) takes up, removes, loosens or displaces any rail, sleeper or other matter or things belonging to any railway; or
- (c) turns, moves, unlocks or diverts any points or other machinery belonging to any railway; or
- (d) makes or shows, or hides or removes, any signal or light upon or near to any railway; or
- (e) does or causes to be done or attempts to do any other act or thing in relation to any railway,

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

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, where a person is punishable with rigorous imprisonment, such imprisonment shall not be less than □

- (a) three years in the case of a conviction for the first offence; and
- (b) seven years, in the case of conviction for the second or subsequent offence.

(2) If any person unlawfully does any act or thing referred to in any of the clauses of Sub-section (1)-

- (a) with intent to cause the death of any person and the doing of such act or thing causes the death of any person; or
- (b) with knowledge that such act or thing is so imminently dangerous that it must in all probability cause the death of any person or such bodily injury to any person as it likely to cause the death of such person, he shall be punishable with death or imprisonment for life.

Section 151 □ Damage to or destruction of certain railway properties -

- (1) If any person, with intent to cause, or knowing that he is likely to cause damage or destruction to any property of a railway referred to in sub-section (2), causes by fire, explosive substance or otherwise, damage to such property or destruction of such property, he shall be punishable with imprisonment for a term which may extend to five years, or with fine, or with both.
- (2) The properties of a railway referred to in Sub-section (!) are railway track, bridges, station buildings and installation, carriages or wagons, locomotives, signalling telecommunications electric traction and block equipments and such other properties as the Central Government being of the opinion that damage thereto or

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destruction thereof is likely to endanger the operation of a railway, may, by notification, specify.

Section 152 – Maliciously hurting or attempting to hurt persons travelling by railway – If any person unlawfully throws or causes to fall or strike at against, into or upon any rolling stock forming part of a train, any wood, stone or other matter or thing with intent, or with knowledge that he is likely to endanger the safety of any person being in or upon such rolling stock or in or upon any other rolling stock forming part of the same train, he shall be punishable with imprisonment for life, or with imprisonment for a term which may extend to ten years.

Section 153 – Endangering safety of persons travelling by railway by willful act or omission – If any person by any unlawful act or by any willful omission or neglect, endangers or causes to be endangered the safety of any person travelling on or being upon any railway, or obstructs or causes to be obstructed or attempts to obstruct any rolling stock upon any railway, he shall be punishable with imprisonment for a term which may extend to five years.

Section 154 – Endangering safety of persons travelling by railway by rash or negligent act or omission – If any person in a rash and negligent manner does any act, or omits to do what he is legally bound to do, and the act or omission is likely to endanger the safety of any person travelling or being upon any railway, he shall be punishable with imprisonment for a term which may extend to one years, or with fine, or with both.

Section 156 – Travelling on roof, step or engine of a train – If any passenger or any other person, after being warned by a railway servant to desist, persists in travelling on the roof, step or footboard of any carriage or on an engine, or in any other part of a train not intended for the use of passengers he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees, or with both and may be removed from the railway by any railway servant.

Section 160 – Opening or breaking a level crossing gate –

- (1) If any person, other than a railway servant or a person authorised in this behalf, opens any gate or chain or barrier set up on either side of a level crossing which is closed to road traffic, he shall be punishable with imprisonment for a term which may extend to three years.
- (2) If any person breaks any gate or chain or barrier set up on either side of a level crossing which is closed to road traffic, he shall be punishable with imprisonment for a term which may extend to five years.

Section 161 – Negligently crossing unmanned level crossing – If any person driving or leading a vehicle is negligent in crossing an unmanned level crossing, he shall be punishable with imprisonment which may extend to one year.

Explanation : For the purpose of this section ,‘negligence’ in relation to any person driving or leading a vehicle in crossing an inmanned level crossing means the crossing by such

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person -

- (a) without stopping or caring to stop the vehicle near such railway crossing to observe whether any approaching rolling stock is in sight, or
- (b) even while an approaching rolling stock is in sight.

Section 172 □ Penalty for intoxication. □ If any railway servant is in a state of intoxication while on duty, he shall be punishable with fine which may extend to five hundred rupees and when the performance of any duty in such state is likely to endanger the safety of any person travelling on or being upon a railway, such railway servant shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

Section 173 □ Abandoning train, etc., without authority. □ If any railway servant, when on duty, is entrusted with any responsibility connected with the running of a train, or of any other rolling stock from one station or place to another station or place, and he abandons his duty before reaching such station or place without authority or without properly handing over such train or rolling stock to another authorised railway servant, he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to one thousand rupees or with both.

Section 174 □ Obstructing running of train, etc. □ If any railway servant (whether on duty or otherwise) or any other person obstructs or causes to be obstructed or attempts to obstruct any train or other rolling stock upon a railways.-

- (a) by squatting or picketing or during any rail roko agitation or bandh, or
- (b) by keeping without authority any rolling stock on the railway; or
- (c) by tampering with, disconnecting or interfering in any other manner with its hose pipe or tampering with signal gear or otherwise, he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to two thousand rupees, or with both.

Section 175 □ Endangering the safety of persons. □ If any railway servant, when on duty, endangers the safety of any person □

- (a) by disobeying any rule made under this Act, or
- (b) by disobeying any instruction, direction or order under this Act or the rules made thereunder, or
- (c) by any rash or negligent act or omission, he shall be punishable with imprisonment for a term which may extend to two years, or with fine which may extend to one thousand rupees, or with both.

Section □ 176 □ Obstructing level crossing. □ If any railway servant unnecessarily □

- (a) allows any rolling stock to stand across a place where the railway crosses a public road on the level; or

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- (b) keeps a level crossing closed against the public, he shall be punishable with fine which may extend to one hundred rupees.

Section 181 – Magistrate having jurisdiction under the Act – Notwithstanding anything contained in the Code of Criminal Procedure, 2 of 1974, no court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try an offence under this Act.

APPENDIX X
Postal RMS Officers Jurisdiction and Headquarters

Sr. No.	Section	Senior Supdt. RMS concerned	Director of Postal Services concerned	Head of the Circle concerned.
1	Bhusawal- Itarsi - Bina	SRM MP Dn Bhopal	DPS HQ Bhopal	C. P.M.G. Mumbai
2	Itarsi- Manikpur	SRM JB DN Jabalpur	Dps Jabalpur	C.P.M.G., Raipur
3	Katni - Bina	SRM MP DN	DPS HQ Bhopal	C.P.M.G. Bhopal
4	Katni Singrauli	SRM JB DN Jabalpur	DPS Jabalpur Region	C.P.M.G. Raipur
6	Kota Bharatpur	SRM Jaipur	DPS Jaipur	C.P.M.G. Jaipur
7	Kota Nagda	SRM MP Bhopal	DPS Bhopal	C.P.M.G. Bhopal
8	Kota Guna	SRM Guna	DPS Guna	C.P.M.G. Bhopal
9	KOTA-COR	SRM Ajmer	DPS Ajmer	C.P.M.G. Ajmer

APPENDIX - XI
Proforma to be filled in case of derailment

Details of the accident

- (1) The Proforma given in this appendix are required to be filled at the site by the Sr. Supervisors of the respective department in presence of the TI/Representative of traffic department and signed jointly by them and countersigned by the senior most Officer present at the site.
- (2) The Proforma should form a part of the proceedings of the inquiry.

The sketch of site of the accident

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

- (1) The sketch giving train number, date, kilometerage of the site of accident should be properly labeled.
- (2) The north point should be indicated.
- (3) It should indicate prominently the direction of movement and also the names of stations in rear and advance of the accident site.
- (4) It should cover a length of about 300 meters behind the point of mount and almost an equal distance in front.
- (5) A pair of the lines must denote each track of the P. WAY.
- (6) The position of the level crossing, Telegraph post/OHE Masts, Bridges, tunnels, gradient, post with gradient symbols, curves, de-marking the beginning and end length of transitions should be indicated. It should also indicate:-
 - (a) The position of the all derailed vehicles and the marks left by them either on sleepers, rails or ballast.
 - (b) Point of mount with position of rail joints on either side.
 - (c) Point of drop.
 - (d) The pair of the wheels of the first derailed vehicle.
 - (e) The position in which every displaced rail/wagon or part of a rail/wagon and detachable components were found.
 - (f) In all cases dimension form nearest kilometer post and centre line of track should be given.
- (7) In case of accident within station limit, sufficient details about the station layout should be shown in order to fully explain the movement of the affected train in relation to the topography of the place. The signal aspects at the time of accident should be correctly depicted.

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- (8) The distance of the site of accident from a permanent structure to fix the site of accident precisely should be indicated.
- (9) The distances should be indicated to show the extent of the disturbance caused in the P. Way or train composition on account of the accident.
- (10) A good sketch should always accompany the proceedings duly signed by the president. If necessary, more than one sketch should be enclosed, one clarifying the yard layout and the system of working it and other giving details, such as, position of wheels, wheel marks, etc. In the former, one line should be used to represent both rails of a track and as such portion of the station yard (In case of accident within station limit) should be covered as may be necessary. All necessary details relevant to the issue must be embodied in the sketch. The terminal station on the Down side should be mentioned on the right extremity of the sketch, the terminal station on the up side being mentioned on the left extremity. If the accident takes place within station limits the shorter sketch should be based on the SWR diagram.
- (11) Any other details considered necessary.

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Permanent Way

<u>SOIL</u>		
Sr. No.	Type e.g. Sandy, loam Clay, Moorum, Black Cotton etc.	Condition Firm, wet, Slushy etc.
1	2	3

<u>BALLAST</u>					
Type Stone, Moorum, Sand, Ash etc.	Depth below sleeper bottom in cms. Stating whether cleaned or chocked.	Width of shoulder in cm. From outside of			
		Rail		Sleeper	
		Left	Right	Left	Right
4	5	6	7	8	9

<u>SLEEPER</u>				<u>RAILS</u>	
Type Wooden CST 9, steel trough etc.	Condition New second hand damaged unservicable etc.	Density	Square or not	Weight	Condition of wear (attach rail profile if wear is large)
10	11	12	13	14	15

APPENDIX - XI
Proforma to be filled in case of derailment

<u>Rail fastenings like dog spikes keys, tie-bars, cotterds, loose jaws etc.</u>		<u>Rail Joints</u>
Number per sleeper seat	Condition: tight or loose	Condition: Hogged, Battered, low etc.
16	17	18

General remarks about cracks or fracture of fish plates, fishbolts and other components	Description of anti sabotage measures like reversed jaws welded rails etc.	Location of point of mount		Location of point of Derailment	
		Whether on straight, curve or transition	Whether on a falling grade, level or rising grade & on sag.	Whether on straight, curve or transition	Whether on a falling grade, level or rising grade & on sag
19	20	21	22	23	24

Note:-

- (1) Left and right are with respect to direction of Train movement.
- (2) The date in col.(2) to (19) need not be collected when the defect is obviously and indisputably on account of major obstruction on track.
- (3) Only broken track material which is not indisputably established to be broken after the accident should be included in col. (19) and should be preserved.
- (4) Col. (20) need be filled in only when there is a suspicion about sabotage being the cause of derailment.
- (5) Sag extends 90 metres on either side of theoretical junction of the grade lines (Col. 21 and 22).
- (6) Entry in col. 16 and 17 must invariably be filled for wooden sleepers in case of derailment on curves indicating further whether bearing plates were provided.

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Proforma to be filled in case of derailment

Track Measurements								
Station No.	Distance apart in metres	Gauge slack or tight from the exact, correct to 3 mm	Cross level in mm (+) High (-) Low		Marks on sleepers or rail top	Grinding or rubbing marks on rails	On 62 ft. chord or 31 ft. cord	Remarks regarding length of transition degree of curve and specified super
			Under no load condition	Under load condition				
1	2	3	4	5	6	7	8	9

Note:

- (1) The point of mount should be marked station No. 0 and the stations numbered serially as (+) for measurements ahead of site of derailment and - (-) for measurements in rear.
- (2) The cross level will be measured on the left rail only as determined from the direction of movement.
- (3) Normally, measurements will be taken at stations 3 m. apart for a distance of 45 metres on either side of 0 station. They may be taken for col. (3) (4) and (5) may in addition be taken at individual sleepers for a length of 9 m. in the rear of 0 station. They may be taken for a distance of 90 metres in rear where the cause of derailment is not obvious.
- (4) This proforma need not be filled when the cause of derailment is obviously established as due to major obstruction on track, broken, axle, and/or spring having fallen off prior to point of derailment.
- (5) If the track is on a curve versine must be measured in mm in terms of Annexure 7/2 of Indian Railway Permanent Way Manual.
- (6) Additional data regarding vertical track profile of one of the rails should be taken if the point of derailment/mount is within 200 metres of the theoretical change of grade point and the change of grades is 0.5% or more. These levels should be taken 20 metres apart and should extend for at least 200 metres in rear of the point of derailment. They may be taken as early as possible after the site of accident has been cleared.

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Locomotive (Diesel & Electric)

Pro-forma to be filled in case of Accident Derailment
when Loco is involved in Accident

(Information to be furnished by the Loco dept.)

1. Basic Information :
 - (a) Date of Accident
 - (b) Train No.
 - (c) Loco Class :
 - (d) Loco Numbers:
 - (e) Loco manufacturing Year and Place
 - (f) Base Shed of loco.
 - (g) Date & place last POH.
 - (h) Kilometers earned after last POH.
 - (i) Date and Place of last major inspection.
 - (j) Date and Place of last schedule inspection.
 - (k) Whether any schedules are overdue?
2. Give brief particulars of the safety items not provided or provided but missing/not working. Whether Loco is provided with :

Safety Fittings	Provided	Working
Head Light		
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 auxiliary circuit (QOA)	
Over current in power circuit (QLM)	
Over circuit in rectifier block (QRSI)	
Earth fault in power circuit (QOP)	
Time lag relay (Q44)	

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3. (a) Damage to the loco (brief description).
- (b) Cost of damage to the loco (in Rs.).
4. Check & Record the observations as follows :
 - (a) Position of control handles, cutout cocks etc. after the accident.
 - (b) Functioning of brake synchornising 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 nay bearing on safe running of loco.

To be jointly signed		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

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Proforma to be filled in case of derailment

5. <u>Measurement of wheels for all class of locomotives</u>				
Sl.	Description	Observed value (in MM)		Remarks
		Left	Right	
1	Diameter of wheel at tread	1		Wheel size below condemning limit is relevant only in case of wheel breakage due to lesser rim thickness.
		2		
		3		
		4		
		5		
		6		
2	Wheel flang thickness	1		Information is normally relevant in case of two road case.
		2		
		3		
		4		
		5		
		6		
3	Wheel root wear.	1		
		2		
		3		
		4		
		5		
		6		
4	Tread wear.	1		Tread wear should be measured from tread at 63.5 mm from wheel gauge face (from back face of flange) in BG and at 57 mm from wheel gauge face (from the back face of flange) in MG.
		2		
		3		
		4		
		5		
		6		
5	Wheel root wear.	1		information is relevant in case of axle breakage.
		2		
		3		
		4		
		5		
		6		

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Sl.	Description	Observed value		Remarks
6	Wheel guage : For checking wheel guage, average of three measurements at equal spacing on the inner periphery of the two wheels on the same axle is to be recorded.	1		All measurements shall be taken on a level tangent un canted track. These measurement are for unloaded wheels, should be taken in workshop after dismantling information is relevant in case of wheel disc sliding/bent axle only. For Safety, similar limit
		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 the Long hood on diesel loco, where as for Electric loco, wheel number one is the outer end side under Cab-1 (Cab 1 is that side of the loco which has the compressors and Cab-2 to that side of the loco which has the ARNO converter) and wheel count increases towards the Cab-2.
- (2) The measurements of wheels are to be done using wheel gauges to RDSO drawing No. SK.DL.3592 for all BG locomotives except WAG, except WAP5 locos. For WAP5 locos RDSO's drawing No. DKDL 4446 and SKDL 4447 may be followed.
- (3) All measurements are to be taken in shed on a level, un-canted track.
- (4) Service limits given in the Maintenance Manual are for good maintenance practice and these are not safety limits.

To be jointly signed		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

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6. Proforma for measurement of electric and diesel locomotives after accident
(Locomotives which are not mentioned in this proforma, may be measured in similar manner)

Sl.	Description		Observed Value (in MM)	Remarks
1	Buffer Hight			All measurement shall be taken on a level tangent un-canted track. This measurement is required to be taken only in case of trailing stock is with buffers.
2	Lateral clearance	End Axles (1,3,4&6)		Applicable for WDM2, WDM2c, WDG4, WDS6, WAM4, WCG2, YDM4, WCAM1, WCAM2, YDM4A, WDG2, WCAM3, WAG5, WAG9, WAG7, WAP1, WCAG1 & WAP4 Locomotives only.
		Middle Axles (2 & 5)		Applicable for WDM2, WDM2c, WDG4, WDS6, WAM4, WCG2, YDM4, WCAM1, WCAM2, YDM4A, WDG2, WCAM3, WAG5, WAG7, WAG9, WAP1, WAP4, WDP2, WAP3, WAP6, WAP1 & WCAG1 locomotives only.
3	Lateral clearance	End Axles (1, 3, 4&6)		Applicable for WDP1 & WAP5 locomotives only
4	Longitudinal clearance between axle box and pedestal liner - (for all axles)			Applicable for WDM2, WDM2c, WDM5, WDS6, WAM4, WCG2, WAG5, YDM4, YDM4A, WDG2, WCAM3, WAG7, WAP4, WDP1, WCAG1 and WAP1 locomotives only.
5	Longitudinal clearance between axle box and pedestal liner - (for middle axle)			Applicable for WAP3, WAP6, WDP2 locomotives only.
6	Height of Rail Guard from rail level			

To be jointly signed		
Supervisor (Loco)	Supervisor (Traffic)	Supervisor (P.Way)

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APPENDIX - XII
Instructions to Engineering staff in case of an accident

GENERAL RULES:- The rules relating to accidents, and the procedure to be followed with regard to joint enquiries into accidents, are contained in Chapters- II & VI of General and Subsidiary Rules, supplemented by instructions of this Manual.

(1) It is laid down in G.R.2.11 that every Railway servant shall:-

- (a) See that every endeavour is made to ensure the safety of the public.
- (b) Promptly report to his immediate superior any occurrence affecting the safe or proper working of the Railway; which may come to his notice and
- (c) Render on demand all possible assistance in case of accident or obstruction.

Every Railway servant who observes:-

- (a) That any signal is defective;
- (b) Any obstruction, failure or threatened failure of any part of way and works;
- (c) Anything wrong with a train; or
- (d) Any unusual circumstances likely to interfere with the safe running of trains or the safety of the public, shall take immediate steps such as the circumstances of the case may demand, to prevent an accident, and where necessary, advise the nearest Station Master by quickest possible means.

Provided that in the case of a train having parted, he shall not show a Stop hand signal but shall endeavour to attract the attention of the Driver or Guard by shouting, gesticulating or other means.

He must ensure that every person under him knows what he has to do in an emergency and that, when so called upon, he has taken correct action.

(2) Proceeding to Site:-

- (a) On the occurrence of an accident caused by slips, subsidence of the track, collisions, floods, derailments, failure or threatened failure of any part of the Way and Works, or due to any cause whatsoever, resulting in damage to the track and thereby affecting the safety of the public and the free passage of trains, it shall be the duty of the Assistant Engineer, and the SE(P. Way) to proceed by the quickest available means to the site of accident, and restore safe communication as quickly as possible. He will take action as detailed in chapter 7 of IRPWM 1986.
- (b) In the absence of the official incharge of the section on which the accident has occurred, it is the duty of any way and works official present to take steps to restore the communication and to carry on till such time as a more responsible official arrives and takes charge.
- (c) In the event of a serious accident happening in one division, where assistance could be more expeditiously rendered by an official of an

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adjacent division, that official together with the Assistant and Divisional Engineer concerned must be advised and it is the duty of these officials to proceed at once to the scene of accident and render every possible assistance.

(3) Action to be taken:-

- (a) The Assistant Engineer or the SR(P.Way) whoever first reaches the site of the accident, shall on arrival and having taken immediate steps to succour the injured, and to protect the line or lines by means of detonators, flags, and banner flags in the prescribed manner, and having issued such orders and made such other immediate arrangements as are necessary, bearing in mind that it is the duty of the Power Branch to clear away any vehicles, etc., obstructing or fouling the line, take a calm survey of the situation and advise the Divisional Engineer over the "Control" phone of the details of the accident, and the assistance and materials required to restore communication, stating also the approximate time by which through traffic is expected to be restored.

As all DRMs, Offices have been provided with public telephones, the above information should be passed on by the Divisional Engineer to the DRMs for transmission to the PCE at the time details of the accident are being communicated by the Operating Department over the public telephone to the COM. Particulars may be confirmed if necessary by messages over the wireless chain, or by telegram where wireless transmission is not available.

If the Engineer at any time during the process of clearing the block and restoring the track has reasons to assume that the first estimation of the duration of the block is likely to be appreciably exceeded, he shall take steps to revise the statement already submitted, giving brief particulars of the cause of delay.

- (b) Every advantage should be taken of "Control" for telephoning information from the site of accident, by utilising the portable telephone carried on the relief train and tapping the control wires. The information should be passed on to the administrative offices over the public telephone as indicated above, so that senior officials at Headquarters are posted with first hand details by the quickest possible means.
- (c) The Divisional Engineer, shall, on receipt of such information, arrange for the immediate supply of the necessary labour and materials, and shall, if necessary, proceed with them to the site of the accident.
- (4) Report to PCE : It is essential that the PCE shall receive authentic reports at the earliest possible moment of all serious accidents which come under the classification of items No. A-1, 2, 3, 4; D-1, 2, 3, & 4; of Appendix- I of the Accident Manual. It is, therefore, the duty of the Engineer present at the site of accident,

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after he is satisfied that all possible is being done for the injured and he has initiated work of restoring communication, to prepare an informal but accurate note on the position of affairs stating:-

- (a) The nature of the accident;
- (b) The cause, if known;
- (c) Particulars of loss of life and injuries to passengers and staff;
- (d) Extent of damage to Way and Works;
- (e) The steps taken for the resumption of traffic;
- (f) The probable date and time when normal working is likely to be resumed;
- (g) Whether transhipment is necessary and, if so, for how long;
- (h) Whether a diversion is necessary and, if so, when it is likely to be opened;
- (i) Details of any assistance required, such as additional staff or labour, ballast trains bridging materials, etc.
- (j) A sketch showing all important dimensions, position of vehicles marking on rails, and any other information likely to be of use elucidating the cause of the accident.

The notes may be written in pencil, and on pages torn from a book or on any class of stationary available, and must be sent to the address of the Chief Engineer by special messenger, or by whatever means appears best for ensuring immediate despatch and delivery. If the report is sent by a special messenger and no pass is available the messenger must be given a written authority to travel by any train to Mumbai. A return journey pass will be issued by the PCE's Office. The precision levels should be taken by an Engineer or a SE (Works) as quickly as possible. This must not however, delay submission of the report to the PCE by special messenger.

- (5) Sketch of accident : It is important in the case of serious accidents, including any derailment of a passenger train, where the track may be in question, that a complete and accurately dimensioned sketch should be made showing the position of vehicles and their condition, and of permanent way, including locating very carefully the exact spot where any detached components are found, and stating whether these are intact or damaged, this sketch should be signed when possible by the Senior Police Official present.

The position of rail joints with respect to the exact point of derailment should also be shown in the sketch. The point of mount and the point of drop should be clearly indicated. The packing conditions should be commented upon.

- (6) Movements of Patrolmen:- When a train has been wrecked or suffered damage due to slips, floods, or sabotage during the hours of darkness, the report submitted should give full particulars of the type of patrolling in force, the patrolling diagram

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between the affected stations, and the movements of patrolmen immediately preceeding the occurrence, together with the approximate time when the patrolman last passed the site. Also full particulars should be given and, the approximate time when the last train safely passed the site; on the double line particulars should be given of both Up and Down trains.

In the rare event of such occurrences during day light, similar particulars should be submitted, but since, there will be no patrolmen on-duty, particulars should be given with reference to the movements of the keymen or any gangmen or gatemen in the proximity.

- (7) Examination of track after Accidents:- When the cause of an accident or derailment is not at once obvious, it must be established, as soon after the accident as possible, whether any defect existed in the track instrumental to or contributory in bringing about the accident.

In cases where the cause of derailments is not immediately apparent, the following investigations and measurements among others, must invariably be made 45 Metres on either side of the point of derailment if indisputably known, then in the neighbourhood of where the derailment can reasonably be assumed to have occurred, covering a distance of 90 metres. The measurements should if possible, be taken in the presence of an Officer or a sub-ordinate of another Department.

- (a) At 3 metres intervals, the gauge must be measured and recorded to mm, a note being made if it is considered or evident that the Gauge has been affected by the derailment. (When submitting reports or giving evidence at an enquiry, staff of Engineering Department must avoid the use of such expressions as "Correct to Gauge" "Slack to Gauge" "Tight to Gauge", when referring to the gauge of the track or to the gauge of the wheels or to similar measurements; in the place of these expressions, the measured dimensions must be stated in figures). The gauge measurements shall be recorded under free condition.
- (b) If the track is on curve, versine must be measured in mm in terms of Annexure 7/2 of IRPWM 1986.
- (c) Whether the track is on the straight or on a curve, the cross levels must be measured and recorded to the nearest mm., at intervals of 3 metres, after the track has been loaded with a locomotive, a fully loaded wagon, or a coaching stock bogie (unless operation conditions make this loading impracticable). Measurements should be recorded under load as well as in free condition.

NOTE:-

Within limits, the amount of super-elevation on the outer rail of curve is not likely to contribute towards a derailment, but any sudden change in the super-elevation is likely to influence the safe passage of a vehicle, which is unevenly loaded or with

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defective spring or axle attachments, especially at low speeds.

- (d) The nature of the formation, e.g., black cotton soil, bank, cutting, etc. must invariably be commented upon.
 - (e) If the drainage has any bearing on the accident, the efficiency or otherwise of the drainage should be recorded.
 - (f) When a derailment occurs on the straight, the condition of the alignment should be commented upon, e.g., any perceptible kinks or track distortion in the vicinity of the point of derailment.
 - (g) In all cases, the condition of fishplates and low joints, creep, sleepers out of square, and also any change in the permanent way structure, such as, level crossings, bridges, change of rails or sleepers, condition of packing and ballast, subsidence of the track and any serious deviation from a reasonably good road in the vicinity of the derailment must be commented upon.
 - (h) In recording all available data and in giving evidence at accident enquiries, staff must remember that the object of an enquiry is solely to ascertain-
 - (i) What human failures;
 - (ii) What defective physical appliances, causes the accident, so that these can be remedied and a recurrence prevented.

Where the cause is due to negligence, then only is it necessary to fix responsibility. The step to be taken than to prevent recurrence is to punish the offender.
 - (j) Where it is suspected that track is tampered with, the track and other damaged or disturbed fittings should not be disturbed till the Police, Senior Railway and Civil Authorities and CRS have seen them and their permission is obtained for restoration.
- (8) Repairs to the track :- Repairs to the track should in the first instance be kept to the minimum necessary to pass trains at slow speed. As soon as through running has been resumed or as soon as time can be spared, the repairs should be improved, and the track brought upto its proper standard.
- (9) Transhipment:- The decision as to whether transhipment is to be made rests with the Operating and Commercial Departments. If this is decided upon, it devolves on the Engineering Department in consultation with other departments to make suitable arrangements such as providing foot paths, gangways, temporary bridges, platforms, etc. to minimise the inconvenience to the public. Such foot-paths, should as far as possible be kept away from the site of the repair work, so that transhipment will not interfere with the progress of repairs. Staff, lamps etc., for transhipment to be provided by the Operating Department.

In the case of washouts, breaches or subsidence where the rails are suspended

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neither passengers nor mails shall be trollyed across, until such time as the rails are effectively secured and strengthened by the erection of sleeper cribs or temporary trestles, special precautions being taken to ensure correctness of cross-levels and holding the gauge under load.

- (10) Diversions:- Should a diversion be decided upon, the work should be commenced as soon as possible. Diversions required to be provided on account of a serious slip or failure or threatened failure of any part of the Way and Works may be classified as either:-

- (i) Temporary; and
- (ii) Semi-permanent

A temporary diversion is one constructed round an obstruction of traffic of any nature and which is not likely to be in use for more than ten days.

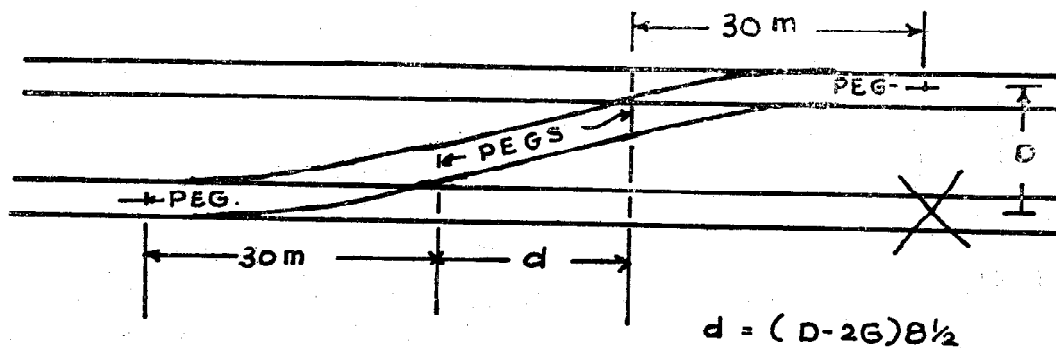
Temporary diversions may be laid with 4.25 metres width of banks on B.G.

A semi-permanent diversion is one constructed for the special purpose of facilitating the reconstruction of the line and bridges, and which is likely to be in use for a period of more than 10-days.

Temporary diversions are constructed hurriedly and are opened to traffic as quickly as possible. All trains must "Stop dead" before entering temporary diversions and proceed over the diversion at "Dead slow" speed.

On semi-permanent diversion, trains may proceed at a non-stop reduced speed after adequate period of consolidation.

For quick connecting up two running lines in a station yard, due to an obstruction on one line, it is useful to work with the dimension of 29.516 m the distance from the toe of a switch to the nose of crossing of a 52 KG. 1 in 8 ½ turnout with an 4725 mm switch. The diversion can then be set out quickly as shown below:-

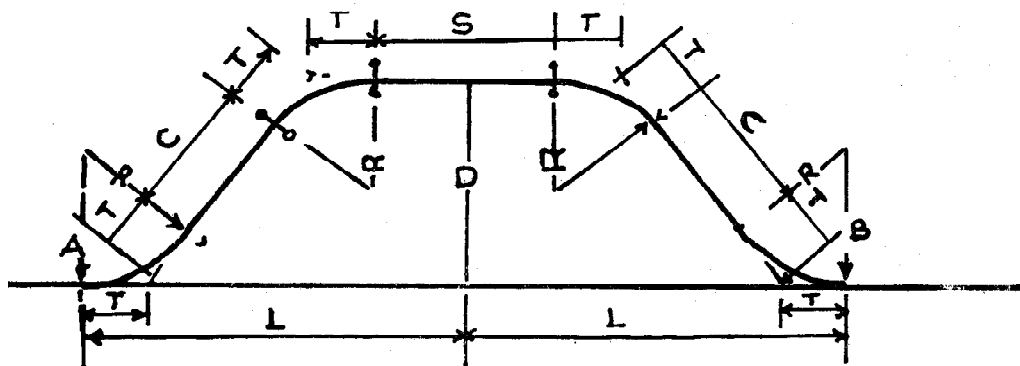


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with such a diversion, cross level must be maintained and no super-elevation is needed.

Semi-permanent diversions are constructed in good time, as far as practicable in advance of the dates on which they are required to be brought into use. The speed of trains over such diversions are governed by the condition of the diversion.

While setting out diversions, the following formula will be found useful and handy:-



AB - Portion of existing line to be diverted;

L - Length of half the diversion;

D - Maximum distance of diversion from main line;

S - Straight portion of diversion;

C - Length of straight between Reverse curves;

B - Radius of curves in Metres; and

L - Length of tangent.

On diversions on the Broad Gauge, the curvature should normally be 600 metres on the level with 1 in 200 approach gradients. The radius allowable in ordinary country should not be less than 400 metres on B.G. on the level, and the steepest gradient of 1 in 100. If any super-elevation is provided, it must be limited to suit the speed permitted over the diversion, and run out at a rate not exceeding 12 mm in 10 metres.

In difficult terrain, it may be necessary to lay curves on radius not less than 200 m on BG and adopt grades upto the ruling gradients on the section. There should be no super-elevation in case of temporary diversions.

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Instructions to Engineering staff in case of an accident

(11) Attendance of Police:-

- (a) There must be no delay in informing the Police of any obstruction placed on the line and the Permanent Way Inspector shall, on receipt of information, arrange to meet the Police Official at the place of occurrence as soon as possible, and shall hold a joint enquiry.
- (b) Arrangements must be made for Police to attend the scene of accident in the case of a derailment of train carrying passengers, (or of any other train, when it is considered necessary) as soon as possible, in order that they may observe what disturbance of the line, if any, has been caused, to keep guard over any loose material which may be lying about, to keep guard over any other evidence affecting the cause of the accident, and also to safeguard passengers' luggage and mails, as necessary. Evidence affecting the cause of the accident if due to the track should not be obliterated till some definite conclusion has been reached or until a complete and accurate record has been made of it and jointly accepted.
- (c) In the case of an accident in which sabotage is suspected, the removed sleepers, rails and all objects which may afford clues to the Police are to be kept untouched and undisturbed as far as possible, until the Police have had an opportunity of examining these thoroughly in respect of their position, condition, finger marks, etc., and no objects should be destroyed.
- (d) In all serious accidents, the senior Engineering Official present should prepare a detailed plan to give as true a picture as possible of the condition of the formation permanent way, engine and rolling stock, immediately after the accident.
- (e) This should not, however, interfere with the rendering of aid to the injured which is the first essential in all accidents.

The Engineering Department should render assistance to the Medical Department in succouring the injured by providing adequate labour to act as stretcher bearers or for such other duties as are required by the Medical Department for the convenience of the sick in regard to weather protection etc. This labour will work under the orders of the Senior Medical Officer or Subordinate.

- (f) An important point in connection with accidents to passenger trains is to recall to the site independent witnesses (i.e.) passengers on the train involved, who can bear testimony to the condition of the permanent way, and to other factors germane to the accident which may provide a clue as to the cause.

(12) Bad Riding of Engines or Displacement of Track:

- (a) On receiving a report regarding bad running of engines, the Permanent Way

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Inspector must inspect the track at site without delay.

The caution order issued by the Station Master on receipt of the Driver's report must remain in force until the SE(P.Way) or ADEN has issued a telegram intimating that the track defect, if any, has been put right and that the speed restriction can be removed.

- (b) In order to establish precisely whether the bad riding is due to an engine or to a particular length of track, it is most important that the examination of the track should be thorough and any defects accurately noted and recorded. For this purpose, all the instructions given above under the heading "Examination of Track" should be followed and the measurements therein prescribed be taken.
 - (c) The SE(P.way) should prepare a report on the prescribed form (Annexure-A given at the end of this appendix) and forward the same in quadruplicate along with the statement of measurements mentioned in Sub-para (a) above, to the Assistant Engineer for transmission to the Divisional Engineer in triplicate. The ADEN should study the track report and the track measurements, and if necessary inspect the site personally and offer his remarks to his Divisional Engineer, should frame finally the track report and furnish direct to the PCE, COM and CME. Track measurements should accompany the report to the PCE.
 - (d) The report on the Locomotive in the prescribed Form (Annexure-B given at the end of this appendix) will be dealt with by the "Power" Branch. A copy of this report will be sent to the PCE. If the DEN considers, it necessary to offer any remarks on this report, he should do so. As far as possible, DEN and DME/DEE should consult each other in framing the report on the track and Locomotive respectively.
- (13) Accidents at Level Crossing:- In recent years there have been several accidents due to carts or cars stalling on level crossings, and in consequence, being struck by an approaching train.

Such a contingency as that cited above is covered by GR 16.07 and SR 16.07-1. In those accidents, the Gatemen concerned devoted valuable time in endeavouring to remove the obstructions, and only when there was insufficient time to do so, did they endeavour to stop approaching trains. The lesson learnt from these accidents is that, had less time been devoted to removing the obstructions and more to protecting and stopping the approaching trains, the accident would not have occurred.

It is, therefore, essential to impress upon all gatemen in the event of the line being obstructed at a level crossing, the first duty of the gateman is to take steps to stop approaching trains, and only to attempt to remove the obstruction when it can be removed at once (i.e.) is easily within his physical capacity to do so. In carrying out

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these orders, the gateman should not wait until he becomes aware of the fact that a train is approaching. On the double line, he will place detonators on the obstructed track in the direction of approaching traffic. On the single line, he will place detonators in the direction from which he expects the first train to approach, and then proceed to do the same in the opposite direction, unless he has been able to obtain the assistance of a second party to do this in the opposite direction for him. If both tracks on the double line are obstructed, then the gateman will proceed as described above for the single line.

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BAD RIDING OF ENGINES □ ANNEXURE- A

REPORT ON TRACK

1. SMLs Wire No. and Station and date
Rough riding was experienced :
2. Kilometrage and Section of Railway
(Up or Down Track)
3. Train No., Engine No. and Type :
4. Speed of the train :
5. Date & Time of inspection by
Sectional PWI/PWI-III :
6. Rails :-
 - (a) Type & Weight -
 - (b) Length -
 - (c) Age -
 - (d) Condition -
7. Sleepers :-
 - (a) Type -
 - (b) Age -
 - (c) No. per rail -
 - (d) Spacing -
 - (e) Condition -
8. Ballast :- :
 - (a) Width at top -
 - (b) Deficiency of full Boxing Section □
 - (c) Depth below bottom of sleeper □
 - (d) Type -
 - (e) Condition of ballast as regards
Cleanliness and drainage -

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Instructions to Engineering staff in case of an accident

9. Formation:- :
 - (a) Level or grade -
 - (b) Height of Bank :-
 - (c) Depth of cutting :[]
 - (d) Class of soil :-
 - (e) Condition of drainage :-
10. Alignment :-
Straight & Curve (Degree of curvature)
11. Type of Bridge:-
12. Last date of :-
 - (a) Through packing :-
 - (b) Slack packing :-
 - (c) Machine packing :-
13. Details of any defects in track, ballast or formation :-
14. Action taken to rectify defects in the track, ballast or formation :-
15. Any special features, such as heavy rainfall etc.:-

ANNEXURE-B

Report on the locomotive

1. Engine No. :
2. Train No. :
3. Approximate speed when lurching or swaying occurred :
4. Condition of bogie control springs :
5. Condition of bogie slides :
6. Clearances in all axle boxes :
7. Intermediate friction gear, if any :
8. Whether Ferrodo Liners are fitted to hind truck or bogie :
9. Condition of tyre flanges :

APPENDIX - XIII
Jurisdiction and HQs of General Officers Commanding Military Districts

S.No.	Station HQ/ Defence establishments	Location	STD Code	Telephone No.
1.	GOC Madhya Bharat Area	Jabalpur	0761	2762100 (Military Exchange)
2.	General Manager (Gun Carriage Factory)			2330502, 2679999
3.	General Manager Ordinance Factory Khamariya			2337403, 2430660
4.	General Manager Grey Iron Foundry			2330255, 2330555 (O)
5.	Bhopal Sub Area Bairagarh	Bhopal	0755	2730068
6.	CISF (Control Room) NFL Vijaypur	Guna	07544	273541
7.	Military Head Quarter through MCO Kota	Kota	0744	Rly-44028
8.	Commandant, Sewar Chawni	Bharatpur	05644	260194, 261085
9.	Commandant, Bharatpur			236384, 236265

APPENDIX - XIV
Issue of complimentary passes to the next of kin of the victims as well
as to the surviving victims of the railway accidents

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(G) 58 PS 5-6/I

New Delhi, dated 25.8.1958

To,
The General Manager,
Central Railway,
Bombay and others.

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

□ □

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

- (i) The issue of such complimentary passes may be centralized in the General Manager's Office and should have the approval of the General Manager.
- (ii) Such complimentary passes may be issued to not more than two relatives of the injured or deceased passenger.
- (iii) Sufficient safeguard may be adopted so that these passes are not misused.
- (iv) Break journeys on such passes should not be allowed.
- (v) The complimentary passes so issued may be included in the half yearly statement submitted to the board in accordance with their letter No. E(G)57/P.55-6/2 of 18.3.1957.

Sd/-
(M. P. K. MENON),
Asstt. Director, Establishment,
Railway Board.

APPENDIX - XV
Jurisdiction and HQs of Govt. Railway Police Officials

Bhopal Division				
Sr. No	Section		Police Stn. Officer GRP.	SP(Rlys) Police
	From	To		
1	KNW	Khirkiya	KNW	SP(Rlys) BPL
2	Khirkiya	Hoshanagabad	Itarsi	
3	Budni	MandiBamora	BPL	
4	Mandi Bamora	Mohasa	Bina	
5	Ruthiyai	Mungaoli	Guna	
6	Ruthiyai	Shivpuri	Guna	
Jabalpur Division				
1	Bikrampur	Sleemanabad	JBP	SP(Rlys) JBP
2	Niwar	Bhandanpur	Katni	
3	Katni	Ratangaon	Katni	
4	Katni	Singrauli	Katni	
5	Junehta	Bikrampur	Gaderwala	
6	Bangora	Sagoni	Saugar	
7	Maihar	Majhgawan	Satna	
8	Gurra	Bankhed	Pipriya	
9	Khuria	Bina	Bina	
10	Itwandundaila	Iradatganj	Manikpur	SP(Rlys) Allahabad
KOTA Division				
1	Rohalkhurd	Thuria	Shamgarh	SP (RLY) Indore
2	Talavali	Chaumahla	Kota	SP (RLY) Ajmer
3	Nathukheri	Kurlasi	Shamgarh	SP (RLY) Indore
4	Bhawanimandi	Dhuakheri	Kota	SP (RLY) Ajmer
5	Jhalawar	Kushtala	Kota	SP (RLY) Ajmer
6	Sawai	Sawai madhopur	Sawai madhopur	SP (RLY) Ajmer
7	Ranthambhor	Bayana	Gangapur city	SP (RLY) Ajmer
8	Keladevi	Dhaurmui jagina	Bharatpur	SP (RLY) Ajmer
9	Jajanpatti	Mathura	Mathura	SP (RLY) Agra
10	Kota	Bhulon	Kota	SP (RLY) Agra
11	Dharnaoda	Ruthiyai	Guna	SP (RLY) Bhopal
12	GQL	Chittorgarh	Chittorgarh	SP (RLY) Ajmer

APPENDIX - XVI
Hints on First Aid

- (1) Bleeding may vary in intensity from severe to slight.

Severe Hemorrhage: Comes from a torn artery or torn vein or both combined. Many large arteries and veins lie close together and are frequently injured together.

Blood from an artery in the systemic circulation is bright red. If the injured artery is near the skin, the blood spurts out in jets corresponding to the pulsation of the heart.

Blood from a vein is dark red. It flows in a steady continuous stream.

Arterial and venous hemorrhage combined usually gushes out from the depth of the wound.

Slight Hemorrhage: Comes usually from injured capillaries and may flow briskly in a continuous stream or merely ooze from all parts of the wound. This type of bleeding is much more easily controlled than severe hemorrhage.

- (2) General rules for treatment of wounds accompanied by severe hemorrhage: –

- (i) Place the patient in a suitable position i.e. in recumbent position;
- (ii) Elevate the bleeding part, except in the case of a fractured limb;
- (iii) Expose the wound, removing only whatever clothing may be necessary;
- (iv) Do not disturb any blood clot already formed;
- (v) Remove any foreign bodies which are visible and easily removed;
- (vi) Apply direct pressure with the thumb or thumbs over a pad, if available, to the part of the wound from which the blood is coming, when a foreign body or projecting broken bone is present in the wound, press alongside it and not over it. If the bleeding point is not readily visible, grasp the whole wound area and squeeze it tightly. This will nearly always control the bleeding for a time, and by relaxing the grasp slowly, the bleeding points will be found so enabling pressure to be applied with the thumb.
- (vii) Apply an antiseptic;
- (viii) For thumb pressure substitute pressure as following:-
 - (a) When there is no foreign body or projecting broken bone- Apply a suitable sized dressing and pad over the wound, press them firmly down and bandage them firmly in position. Deep wound may need further pads on top of the first, thus pressing the dressing into the depth of the wound.

Ensure that pads projects well above the level of the skin in order to provide adequate pressure on the torn ends of the blood vessels.
 - (b) When foreign body which cannot be easily removed or a projecting

APPENDIX - XVI
Hints on First Aid

broken bone is present in a wound:-

- (i) When gauze or lint dressing are being used, cover the wound with the dressing and build up the pads around the wound to a sufficient height to allow for pressure to be applied by the bandage referred to in Sub-clause 2 (ix) without pressing on the foreign body or projecting bones.
- (ii) When prepared sterile dressings and pads are being used, build them up in cone fashion around the wound to sufficient height to cover the wound and to allow for pressure to be applied by the diagonal bandage referred to in Sub-clause 2 (ix) without pressing on the foreign body or projecting bone.
- (c) In the case of wound involving fracture of the dome of the skull a ring pad must be used.
- (ix) Bandage the pads firmly in position. When a foreign body or projecting broken bone is present in a wound, it may be advantageous to apply the bandage diagonally to prevent pressure on the foreign body or projecting broken bone. The bandage should not be applied more tightly than is sufficient to stop the bleeding. If blood still soaks through, apply further pads on top with a fresh bandage, but do not remove the original bandage and pads.
- (x) If bleeding is not controlled by the application of direct pressure, apply a firm bandage round the limb few inches above the wound. It is preferable to use a rubber bandage about four feet long and about 2 inches wide with a tape attachment at the end for fastening. At the end of every 20 minutes, the bandage must be relaxed. If bleeding has not ceased, the bandage must be re-tightened. A note must be made of the application and time applied.
- (xi) Where a limb has been amputated, no time should be wasted in attempting to apply direct pressure, but a constrictive bandage should be immediately applied a few inches above the stump wound.
- (xii) When it is impossible to apply direct pressure successfully for the arrest of arterial hemorrhage as in the case of wound in the throat, high up in the arm, and high up in the thigh, it is necessary to apply indirect pressure to carotid, sub clavian, or femoral pressure points.
- (xiii) Immobilize the injured part; when the wound is near a joint, immobilize is the joint.
- (xiv) When bleeding has stopped : - Keep the patient warm; give him plenty of fluids especially warm tea sweetened with sugar.
- (3) In the limb fractures, to maintain some extension and give the maximum amount of immobilization, the method of choice is the well-padded splint or splints and when

APPENDIX - XVI
Hints on First Aid

available, they should be used. If a leg is fractured, steady the limb by holding the ankle and place it in its natural position along with its fellow and do not let go until the splints have been fixed. Apply splints on the outer and inner sides of the leg reaching from above the knee to beyond the foot. If only one splint is available, place it on the outer side. Secure splints by bandages (a) above, (b) below the fracture (c) immediately above the knee, (d) round the ankles and feet as a figure of 8 (e) a broad bandage round both the knees.

(4) Treatment of all Fractures of the upper limb:

General Guidelines

Carefully remove the patient's coat or shirt if possible

(a) Fractures of Arm bone (Humorous) :

- (i) Place a pair of rolled Handkerchief in the Axilla lightly.
- (ii) Bend the patient's elbow and lay the injured limb against his chest with the fingers just touching opposite shoulder.
- (iii) Fix the hand in the position with a cuff and collar sling, taking care that there is no constriction at the wrist.
- (iv) Secure the limb firmly to the Chest by 2 broad bandages one above and one below the fracture site.
- (v) Replace the Shirt/Coat and button if possible.

(b) Fracture around the elbow:-

- (i) If elbow can be bent, strap arm to chest and support forearm in a triangular sling.
- (ii) If elbow cannot be bent, strap arm and fore-arm to the side of the body in an extended position.
- (iii) Transport the patient in recumbent position.

(c) Fractures of the fore-arm:-

- (i) Place fore-arm at right angles to the upper arm and place it across the Chest with thumb facing upwards and palm over the chest.
- (ii) Roll a folded newspaper or other Magazine round the fore-arm, if splint is not available. The splint newspaper should be from the elbow to the fingers.
- (iii) Apply one bandage above the fracture and the other over the wrist, first round it and then as a figure of 8 including the wrist and hand.
- (iv) Support the limb by a broad arm sling.

APPENDIX - XVI
Hints on First Aid

5. Burns and Scalds :

General Rules for treatment of Burns and Scalds.

- (1) Do not remove clothing and do not break blisters.
- (2) Wrap patient in a Clean cloth.
- (3) Cover burnt area with sterile or clean dressing and apply bandage. In case of burns covering a large part of the body it is sufficient to cover the area with the clean sheet or towel.
- (4) Keep a patient warm but do not overheat.
- (5) If the hand are involved keep them above the level of the victim's heart.
- (6) Keep burnt feet or legs elevated.
- (7) If patient's face is burnt make him sit up or prop him up and keep him Under observation for breathing difficulty. If respiratory problems Develop, open airway must be maintained.
- (8) Liberally apply ice/cold water or immerse the burnt area in Ice/cold water as cold will reduce the intensity of burns.
- (9) Give large quantities of warm fluids, preferably weak tea sweetened with sugar. If Medical help or trained Ambulance personnel cannot reach. the scene for an hour or more, and if the victim is conscious and not vomiting, give a weak solution of salt and soda at the site and en-route. One level Teaspoonful of salt and half level teaspoonful of Baking Soda to be dissolved in water which is neither hot nor cold. Allow the patient to sip slowly. Give about 4 ounces to adult over a period of 15 minutes, 2 ounces to a child between 1 to 12 years of age and about one ounce to an infant. Discontinue the fluid if vomiting occurs.
- (10) Saturate the area, clothing included, with warm alkaline solution (two teaspoonful of baking soda to one pint of sterile water at body temperature). This treatment will relieve pain and there by minimize shock.
- (11) Cover the area with prepared sterile dressing soaked in a similar solution and keep them moist with the solution. If the above solution is not available, cover the area with prepared sterile dressings.

6. Unconsciousness:-

- (1) In cases of asphyxia, perform artificial respiration.
- (2) If the breathing is present, lay the patient on his back with his head turned to one side and if necessary, press forward the angle of his jaw so that his tongue does not impede respiration by falling back.
- (3) Undo all tight clothing about the neck, chest and waist.

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Hints on First Aid

- (4) Ensure an abundance of fresh air by opening windows and doors, keep back the crowd, remove from harmful gases or impure atmosphere.
- (5) Adopt the special treatment for the condition which has caused the insensibility.
- (6) Remove the patient to shelter in a recumbent position, as soon as possible.
- (7) Give no food or fluids whatever by mouth while the patient is insensible.
- (8) Do not leave the patient until he has been placed in the charge of another responsible person.
- (9) When the patient returns to consciousness, water may be given to drink in sips. If the pulse is feeble, give hot strong tea or coffee sweetened with sugar, unless hemorrhage is apparent or hemorrhage from an internal organ is suspected.
- (10) A desire to sleep should be encouraged except in cases of poisoning by drugs taken to relieve pain or to induce sleep.

7. Electric Shock:-

- (1) Switch off the source of current immediately while taking care to prevent from receiving shock yourself. If no means of protection are at hand, drag the patient away by means of dry rope or stick or by giving a strong kick to the patient using rubber or wood or PVC shoes.
- (2) If breathing or heart beat has stopped, start external cardiac massage & artificial respiration which should be carried out for a fairly long time.
- (3) If shock is severe, wrap the patient in warm blankets.
- (4) Do not allow patient to exert physically ,or mentally in any way, how ever slight the shock may be and no matter how well the patient looks and feels .
- (5) Evacuate speedily to the nearest hospital.

APPENDIX - XVII
Press and Electronic Media

JABALPUR DIVISION				
Sr. No	Place	Name of Press	STD Code	Tel. No.
1	Narsingpur	Dainik Bhaskar	07792	231162
		Navbharat		232657
2	Jabalpur	Swatantra Mat	0761	3103874, 2411414
		Hindustan Times		5007278
		Deshbandhu		5007333
		Navbharat		2411333
		Dainik Bhaskar		2601352
		Hitvad		2318977
		Press Trust of India		2312787
		Express media		
		Times of India		5005630
3	Sihora	Deshbandhu	07624	231211
		Dainik Swatantra Mat		230774
		Navbharat		231211
		Dainik Bhaskar		230991
		Kartik Times		231868
4	Katni	Dainik MP	07622	240251
		Dainik Bharti		224439
		Dainik Mahakoushal Keshri Press		233160/ 223190
		Dainik Janmajay Press		223688
		Navbharat Press		504432
		Dainik Bhaskar		230828
		Deshbandhu		230154
		Hitvad		225377
5	Satna	Navbharat Press	07672	501672/ 501673
		Dainik Bhaskar		503359/ 508205
		Navbharat Press		225800
		Dainik Bhaskar		225016
		Dainik Acharan		Not available
6	Saugor	Navbharat Press	07582	225800, 225500
		Dainik Bhaskar		225016
		Dainik Acharan		247692
ELECTRONIC MEDIA				
Sr. No	Place	Name of Press	STD Code	Tel. No.
1	Jabalpur	Sahara Electronic	0761	5045054
		Zee News		5005081, 2411772
				94251-15161
		Star News		2316755
		D-Cable		5036095
		J-Cable		2400222
		Sanskar		5013493
		Aman Media		98261-85881
		U.N.I.		241076, 94250-56688
2	Katni	CTN	07622	229063
		Kesian		233653
3	Satna	Super Channel Limited (City Channel)	07672	504140
		Electronic Media		507585
4	Saugor	OTG Electronic Media Tin Batti	07582	507949/ 507950

APPENDIX - XVII
Press and Electronic Media

BHOPAL DIVISION				
Sr. No	Place	Name of Press	STD Code	Tel. No.
1	BHOPAL	Nav-Bharat	0755	2401543, 5005111, 9826153111
		Dainik Bhasker		2601352, 2601353, 2600767
		Desh-Bandhu		5007333, 5006577, 2428535
		Swatantra Mat		2411414, 2411415
		Naveen Duniya		2361415, 2361545
		Hit vad		2318977, 2410977
		M.P. Chronical		5005111, 2401543
		M.P. Hindi Express		5005111, 2640844
		C-Times		5017851/ 9827066394
		Dainik Jai lok		2751895
		Dainik Swadesh		5106809/ 9827216914
		Kartik Times		5036144
		City Mirror		2318564
		Samay Chakra		2415531
		Dainik Young Blood		5043555, 5042555, 9827225755
		Dainik Agradoot		2695887
		Hindustan Times		5007255, 5005355
		Times of India		5003650/ 5043447
		Nai Duniya		2311530/ 2422329
		Exp. Media Services		2490426, 2344474
		Press Trust of India		2312787/ 9425152034
		UNI		2410176/ 2313757
ELECTRONIC MEDIA				
Sr. No	Place	Name of Press	STD Code	Tel. No.
1	BHOPAL	Aman Media Net work	0755	9826243759, 9826185881, 5037259, 2626279
		Aaj Tak		9425510508, 2406161, 2409174
		D -Cable		5035039, 5034206, 5037047
		E- TV		9827059847, 2302175, 2349164
		J-Cable		9893077109, 5034306
		Z-News		5005081, 2409474
		Star -News		9827093666, 2316755
		SAHARA		9827055020, 5045054
		Sanskar TV		9827258791, 5013493

APPENDIX - XVII
Press and Electronic Media

KOTA DIVISION				
Sr. No	Place	Name of Press	STD Code	Tel. No.
1	Jhalawar	Rajasthan Patrika Dainik Bhaskar Dainik Nav Jyoti Desh Ki Dharti Rajdoot Patan Express	07432	230444 (O), 231444 (R) 232900 (O), 231062 (R) 230448 231077 232046 (O), 230972 (R) 231263 (O), 230079 (R)
2	Kota	Rajasthan Patrika Dainik Bhaskar Dainik Navjyoti ETV	0744	2363601 2363838, 2363840 2362959 2364684, 9829015184
3	Bundi	Rajasthan Patrika Dainik Bhaskar Dainik Nav Jyoti Public Relation Officer	0747	2442055 2442558 2442076 2413599
4	Sawai-Madhopur	Rajasthan Patrika Dainik Bhaskar Desh Ki Dharati ETV	07462	221521 222432 233631 9414247835
5	Karauli	Public Relation Officer	07464	220930
6	Bharatpur	Dainik Arunprabha Amar Ujala Denik Jagran Denik Bhaskar Rajasthan Patrika Sandhay Jyoti Saptahik Awaj Saptahik Lal Nishan Saptahik Navyug Sandesh Saptahik Lohagarha	05644	222787 222989 221617 231500 223344 223780 223021 223160 223228 223893
7	Bhilwara	Rajasthan Patrika Dainik Bhaskar Dainik Nav Jyoti	01482	226218 236014 220382
8	Chittour - Garh	Rajasthan Patrika Dainik Bhaskar	01472	241353, 247353 246888, 246889
9	Baran	Rajasthan Patrika Dainik Bhaskar Baran Discovery Panjab Kesari	07453	230509 (O), 234190 (O) 231263 (R), 234163 (R) 233171 (O), 230509 (R) 232062 235969

APPENDIX - XVIII
Jurisdictions and Headquarters of Civil Authorities

JABALPUR DIVISION						
S.N	District	Station	Station Code	Civil Admn. Official	STD Code	Phone Number
1.	HOSHANGABAD	Sohagpur	SGP	Tehsildar SDM	07574	252147 252106 (O), 252178 (R)
2.	NARSINGPUR	Gadarwara Kareli Narsingpur Shridham	GAR KY NU SRID	Tehsildar Tehsildar Collector Supdt. of Police TDM(Tele) Tehsildar /SDM	07791 07793 07792 07794	258682 270901(O), 270901(R) 230900(O), 230901(R) 230941(O), 230903 (R) 234000 282074
3.	JABALPUR	Jabalpur	JBP	Commissioner Collector IG Police SP GM(TD)	0761	2323000 (O), 2320001 (R) 2624100 (O), 2603333 (R) 2628989 (O), 2629619 (R) 2625400 (O), 2605700 (R) 2621500
4.	SIHORA	Sihora	SHR	SDM SDOP	07624	230412 230610
5.	KATNI	Katni	KTE	Collector SP Addl. SP	07622	220009 (O), 226500 (R) 222786 (O), 224300 (R) 230197 (O), 226800 (R)
6.	SATNA	Satna	STA	Collector Addl. Collector SP DE(Tele)	07672	222911 (O), 222920 (R) 222515 (O), 226279 (R) 222125 (O) 250800
7.	REWA	Rewa	REWA	Commissioner Collector SP DE(Tele)	07662	241766 (O), 241888 (R) 241635 (O), 242100 (R) 258800 (O), 258801 (R) 256000
8.	DAMOH	Sagoni Ghatera Bandakpur Damoh Patheria	Hata Patera GEA BNU DMO PHA	SDO Tehsildar Tehsildar Tehsildar Collector SP DE(Tele) Tehsildar	07604 07605 07606 07812 07812 07601	262315 272479 215232 223242 222345 (O), 222001 (R) 222610 (O), 222510 (R) 224000 242358 (O)
9.	SAUGOR	Ganeshganj Saugor Narioli Khurai	GAJ SGO NOI KYE	Tehsildar Commissioner City Magistrate IG SP TDM(Tele) Tehsildar Tehsildar SDO	07601 07582 07584 07581	225420 224400 (O), 224554 (R) 224578 (O), 223045 (R) 222121 (O), 222701 (R) 222745 (O), 223200 (R) 220000 225420 241073 241054

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Jurisdictions and Headquarters of Civil Authorities

BHOPAL DIVISION						
S.N	District	Station	Station Code	Civil Admn. Official	STD Code	Phone Number
1.	KHANDWA	Khandwa	KNW	Collector SP SDO Tehsildar DE(Tele)	0733	2226666, 2223333 2222100, 2222200 2227355 2228575 229001
		Harsud	HRD	SDO Tehsildar	07327	232030, 232041 232040
2.	HARDA	Piplani	PLN	SDO	07327	232030
		Khirkhya	KKN	SDO Tehsildar	07571	225010 251476
		Palasner	PAL	SDO Tehsildar	07571	225003 225008
		Harda	HD	Collector SDM SP	07571	225006, 225011 225002, 225005 223277, 223288
		Timarni	TBN	Tehsildar SO	07573	230174 230231
3.	HOSHANGABAD	Banapura	BPF	SDO	07570	224643
		Itarsi	ET	SDO Tehsildar	07572	234377 266159
		Powarkheda	PRKD	SDO	07574	252147, 252478
		Hoshangabad	HBD	Collector SDO Tehsildar SP	07574	252800, 252900 252149, 256470 252147 252428, 252830
4.	SIHORE	Budni	BNI	TDM SDO Tehsildar	07564	236000 234750 234751
5.	RAISEN	Barkheda	BAK	SDO Tehsildar	07480	224068 224007
		Obedullaganj	ODG	SDO Tehsildar SO	07480	224828 274222 224413
		Mandideep	MDDP	SDO Tehsildar	07480	224828 224007
		Salamatpur	SMT	SDO Tehsildar	07822	222054 266659
		Sanchi	SCI	Tehsildar SO	07822	266659 266736
6.	BHOPAL	Misrod	MSO	SDO Tehsildar	0755	2443213 2779581
		Bhopal	BPL	Collector SP CGM(T)	0755	2540494, 2555003 2539909, 2576611 5540000
		Sukhi-Siwaiya	SUW	SDO Tehsildar SO	0755	2534466 2540770 2885223
7.	VIDISHA	Vidisha	BHS	Collector Dy. Collector Tehsildar DE(Tele)	07592	234530 230239 230142 234888
		Gulabganj	GLG	Tehsildar SO	07593	266096 266337
		Pavai	PAI	Tehsildar	07594	221010

APPENDIX - XVIII
Jurisdictions and Headquarters of Civil Authorities

S.N	District	Station	Station Code	Civil Admn. Official	STD Code	Phone Number
8.	BINA	Ganj Basoda	BAQ	SDO	07594	220010, 221780
				SDOP		220506
				SO		220022
		Kalhar	KAH	SDO	07594	220010
				Tehsildar		221780
		Mandi Bamora	MABA	SDO	07594	224994
				Tehsildar		223094
		Kurwai Kethora	KIKA	SDO	07593	247250
				Tehsildar		247208
		BINA	BINA	Collector	07580	22070, 22622
9.	ASHOK NAGAR			Tehsildar		223094
				SDOP		224136
		Mungawali	MNV	SDO	07548	222800
				Tehsildar		272038
		Pipraigaon	GVB	SDO	07548	272200
				Tehsildar		272038
		Asoknagar	ASKN	Collector	07542	222800, 222809
				SP		224500, 224501
				SDO(Tele)		220700
		Shadoragaon	SHDR	SDO	07542	220303
10.	GUNA			SO		226519
		Pagara	PGA	SDO	07542	252644
				Tehsildar		252661
		Guna	GUNA	Collector	07542	255626
				SDO		252644
				Tehsildar		252661
				SP		256300, 256301
		Ruthiyai	RTA	SDO	07544	262227
				Tehsildar		262225
		Khumbraj	KHRJ	Tehsildar	07546	243133
11.	RAJGARH			SO		243242
		Chachura-Binaganj	CBK	SDO	07547	240221
				Tehsildar		240223
		Biyavra Rajgarh	BRRG	Collector	07374	255025
				SDM		232065
				Tehsildar		233225
				DGM(Tele)		234500
		Sarangpur	SFW	SO	07371	222040
		Shajapur	SFY	Collector	07364	226500
				SDO		229416
12.	SHAJAPUR			Tehsildar		226870
				SP		226432, 228433
				TDM(Tele)		222000
		Badarwas	BDWS	Tehsildar	07495	245574
		Kolras	KLRS	SDO	07494	242242
				SDOP		242373
		Shivpuri	SVPI	Collector	07492	233700, 233701
				SP		233600, 233601
				TDM(Tele)		223000
		Parakhera	PARH	SDOP	07492	244037
13.	SHIVPURI			SO		239220
		Mohana	MOJ	SO	07526	271327
		Ghatigaon	GHAJ	SDOP	07526	272250
				Tehsildar		9826448650
				SO		272226
14.	GWALIOR					

APPENDIX - XVIII
Jurisdictions and Headquarters of Civil Authorities

KOTA DIVISION						
S.N	District	Station	Station Code	Civil Admn. Official	STD Code	Phone Number
1.	JHALAWAR	Jhalawar Rd.	JHW	Collector Addl. Collector SP SDO(Tele)	07432	230001(O), 230011(R) 230459(O), 230460(R) 230410(O), 230411(R) 232443
2.	KOTA	Bhawani mandi Kota	BWM KTT	SDM Collector Addl. Collector SP	07433 0744	222198, 222278 2451200(O), 2451100(R) 2325341(O), 2321585(R) 2450066(O), 2450055(R)
3.	BUNDI	Bundi	BUN	Collector Addl. Collector SP	0747	230001(O), 230011(R) 2443552, 2443332 2442111, 2442999
4.	SAWAI-MADHOPUR	Sawai- Madhopur	SWM	Collector Addl. Collector SP	07462	230001(O), 230011(R) 220323(O), 230302(R) 2442111, 2442999
		Gangapur City	GGC	Tehsildar	07463	234066
5.	KARAULI			Collector Addl. Collector SP Tehsildar	07464	230001(O) 230011(R) 220205(O) 220206 (R) 231398(O) 230199(R) 220066
		Hindaun	HAN	Tehsildar	07469	230130
6.	BHARATPUR	Bharatpur	BTE	Collector Addl. Collector SP	05644	223086(O), 223355(O) 223316(R) 222545 (O), 223089 (R) 223116 (O), 223368 (R)
		Bayana	BXN	Tehsildar	05648	220063
7.	BHILWARA			Collector Addl. Collector SP	01482	238477 (O), 227700 (R) 226395 (O), 226920(R) 239574 (O), 227666(R)
8.	CHITTOR -GARH	Chittorgarh	COR	Collector Addl. Collector SP Tehsildar	01472	230001 (O), 230011 (R) 240944 240006(O), 240003(R) 241387(O), 244906(R)
9.	BARAN	Baran	BAZ	Collector Addl. Collector SP Tehsildar SDO(Tele)	07453	230001 (O), 230011 (R) 230050 (O), 230200 (R) 230002(O), 230003(R) 244101(O), 244237(R) 233200
		Antah	ATH	Tehsildar SDO(Tele)	07457	244101(O), 244237(R) 230800
		Atru	ATRU	Tehsildar	07451	220235
		Chhabra Gugor	CAG	Tehsildar SDO(Tele)	07452	222028 223000

APPENDIX - XIX
Inspection of rolling stock in case of an accident

(Ref : A technical guide on derailment - CAMTECH)

The rolling stock involved in accident must be inspected in the presence of nominated team of supervisors and results should be recorded in the prescribed format.

The main items of inspection are as under :

- 3.1 **WHEEL GAUGE** : Wheel gauge is the distance between inside faces of the flange on the right and left side wheels of an axle (Fig. 3.1). There should be no variation in the values of wheel gauge - measured at four points 90 degrees apart on a wheel set. I-However the actual value of the wheel gauge can vary as per - tolerances given in table 3.1 (IRCA I part III Para. 2.8.7) :

Table 3.1

	B.G.	M.G.
Standard	1600 mm	930 mm
Maximum	1602 mm	932 mm
Minimum	1599 mm	929 mm

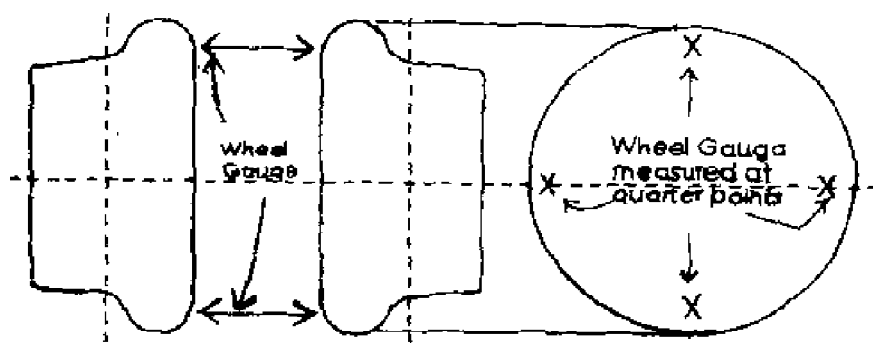


Fig. 3.1 Measurement of Wheel Gauge

The wheels are required to be gauged at three or four - quarters (as per possibility) and recorded duly indicating the following:

- n Tightness or slackness of gauge
- n Whether any indication exists about shifting of wheel on the axle.

Note : It must be ensured that the back surface of wheels are cleaned thoroughly before measuring the wheel gauge in order to avoid erroneous readings.

- 3.1.1 If the wheel gauge is more than permissible limit, there exists a possibility of a relatively newer wheel hitting the nose of crossing. This happens because the wheel

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Inspection of rolling stock in case of an accident

gauge is one of the parameters affecting the clearance at check rail opposite the nose of crossing.

- 3.1.2 If the Wheel gauge is less than minimum value, there is a possibility of wheel hitting at the back of a tongue rail while passing through the switch and thus damaging the tongue rail.
- 3.1.3 The variation in wheel gauge after lowering the coach body on wheels was examined by RDSO Lucknow and circulated to all Railways vide their letter no. MC/WA/GENL, Dated 27.06.88 as follows :

The question of variation in the wheel gauge under no-load and loaded condition has been examined by RDSO. The calculations for the 15 ton BG axle under tare load condition indicates that a variation of about 3 mm in the wheel gauge when measured at the top at bottom location in the vertical plane is likely to take place due to bending of axle under coach load.

This variation in wheel gauge under loaded condition, however, has no bearing on the safety of coach operation. However, if the measurements for wheel gauge are done in horizontal plane passing through the axle then the effect of bending of the axle will not be there.

It is therefor clarified that the wheel gauge tolerances of 1600 ± 2 mm as laid down in IRCA rule book is required to be checked under "No- load" conditions.

3.2 BENT AXLE :

A bent axle starts wobbling during motion causing severe vibrations. In order to confirm whether an axle is bent or not, it must be checked carefully on a sensitive machine or measuring table.

- 3.3 TYRE PROFILE : The outer periphery of a wheel which comes in contact with the rail is known as tyre profile. The standard tyre profile of B.G. is shown in the Fig. 3.2.

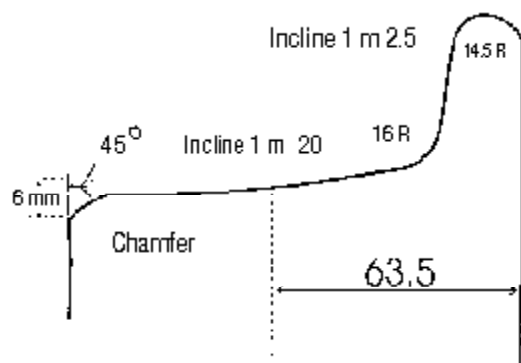


Fig. 3.2 Tyre Profile of a new Wheel

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Inspection of rolling stock in case of an accident

The important features of the tyre profile are as under :

- 3.3.1 A chamfer of 6 mm at 45 degrees on outer edge. This is provided to avoid sharp edges and also prevent small burs (chips of metal) projecting beyond the outer surface of wheel due to spreading of small thin layer on outer periphery of the tyre.
- 3.3.2 An upward inclination of 1 in 20 towards inside. It is provided to ensure that the wheels remain in central position of the track and allows the outer wheel to travel on the higher tread diameter and inner wheel on a smaller wheel diameter on curves.
- 3.3.3 Route radius: A root radius is provided at the bottom of the flange. This radius for B.G. is 15 mm
- 3.3.4 Height of wheel flange : The Height of wheel flange is measured from the tread of the tyre. It is kept 28.5 mm for B.G. This height also forms an important part in determining the tyre profile.
- 3.4 WHEEL DEFECTS : The following aspects should be checked on the suspected wheels:
 - a) condemning limits
 - b) flat places on tyre/skidding
 - c) flanges sharp/deep/thin
 - d) radius too small at the root of the flange
 - e) gauge slack/tight
 - f) cracks

The above mentioned defects can be detected with the help of Tyre defect gauge and Wheel gauge meant for this purpose.

- 3.4.1 Thin Flange : When the flange thickness reduces to less than 16 mm for B.G., the flange is called a thin flange. It should be measured at the distance of 13mm below the flange tip (Fig.3.3).

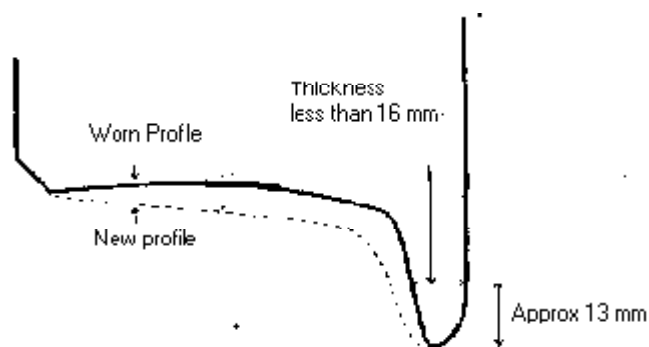


Fig. 3.3 Thin Flange

APPENDIX - XIX
Inspection of rolling stock in case of an accident

A thin flange increases lateral play between the wheel set and track and increases:

- Lateral oscillations adversely affecting Y/Q and
- Angularity of wheel set on run

3.4.2 Sharp Flange : This occurs when the flange wears in such a way that radius at the tip of the flange becomes less than 5 mm. The flange forms a fine sharp edge. Due to this, the wheel set can take two roads at slightly gaping point or wheel may ride over the chipped tongue rail (Fig 3.4).

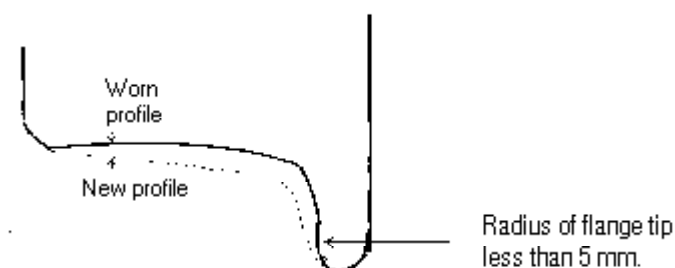


Fig. 3.4 Sharp Flange

3.4.3 Worn Out Flange : When radius at the root of the flange becomes less than 13 mm, it is called worn out flange. A worn out flange increases the value of m (Fig.3.5). Fig. 3.5 Worn out Flange.

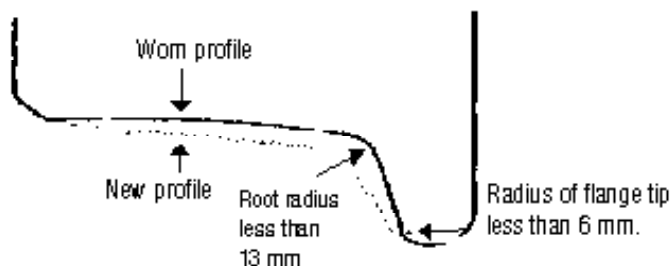


Fig. 3.5 Worn out Flange

APPENDIX - XIX
Inspection of rolling stock in case of an accident

- 3.4.4 Deep Flange : When the depth of flange, measured from the flange top to a point on the wheel tread (63.5 mm away from the back of B.G. wheel), becomes greater than 35 mm, it is called a deep flange ($35-28.5=6.5$ mm) as shown in Fig. 3.6. Under this condition, the wheel flange would tend to ride on the fish plate and check-block-and may damage the track components.

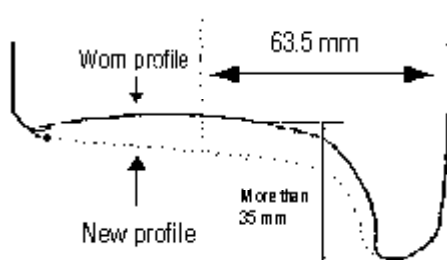


Fig. 3.6 Deep Flange

- 3.4.5 False flange/Hollow Tyre : When the projection of outer edge of the wheel tread below the hollow of the tyre exceeds 5 mm, the outer edge of the wheel forms a false flange and the worn tread is called hollow tyre (Fig. 3.7).

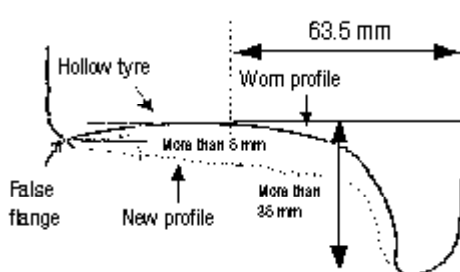


Fig. 3.7 False Flange / Hollow tyre

The hollow tyre has the danger of developing a false flange. there is no effect on angularity or eccentricity but wear on tyres has the effect of increasing the conicity of the wheel tyre. This reduces the critical speed of the rolling stock beyond which excessive hunting and oscillations take place thereby - increasing the flange force [Y] and the chances of derailment.

A false flange may split open the points while travelling in trailing direction while negotiating the crossing (Fig. 3.8). It may tend to get wedged in between the tongue rail and the stock rail. The wheel going across the wing rail would then get lifted as instead of travelling on the tread portion, it would be travelling on the false flange. This will make the wheel to suddenly lift up and drop down near the nose of the crossing.



Fig. 3.8 Hollow tyre on a switch crossing

Wheels having flats on tyre damage the rails due to impact and cause high contact stresses. This may cause rail fracture leading to derailments.

3.4.6 Flat Places on Tyre : The maximum permissible value of flatness on a B.G. wheel tyres is as under (Fig. 3.9) :

n Goods Stock IRS - 60 mm n Coaching Stock - 50 mm

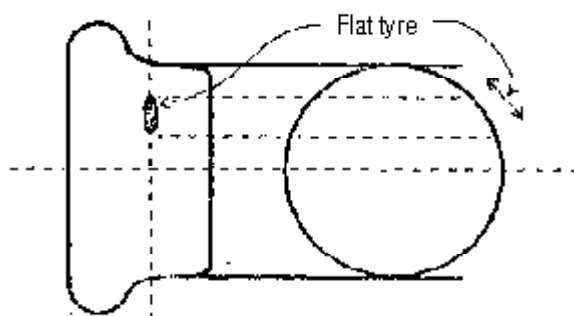


Fig. 3.9 Flat Tyre

3.4.7 Difference of Wheel Diameter on Tread : Wheel diameter is measured on the tread at a distance of 63.5 mm from the inside face of the wheel in case of B.G. (Fig. 3.10). Two measurements 180 degrees apart should be taken for each wheel.

APPENDIX - XIX
Inspection of rolling stock in case of an accident

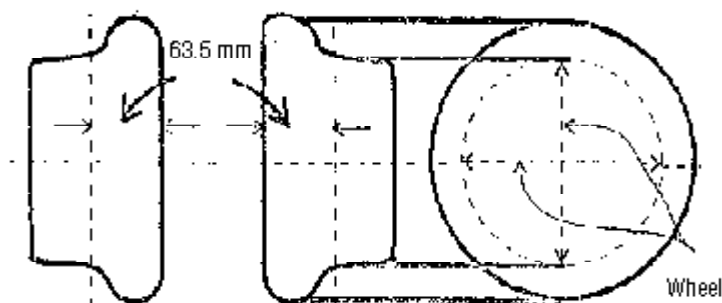


Fig. 3.10 Measuring Wheel Diameter

Limits of wheel diameter variation on the same axle : The limit of variation of wheel diameters on the same axle during service is 1.5 max, vide Rly. Bd. letter No. 86/M/(N)/960/8 Dated. 22-8-86. The workshop leaving limits for the difference in diameter are indicated in table 3.2.

Table 3.2 Workshop Leaving Limits for Wheel Diameter on BG

Type of Wagon/Trolley	On the same Axle	On the same Trolley	On the same wagon
Four Wheeled Trollys	0.5	13	13
Six Wheeled Trollys	0.5	6	6
Six Wheeled Units	0.5	6	6
Four Wheeled Units	0.5	6	6

3.5 AXLE BOX LATERAL AND LONGITUDINAL CLEARANCES :

3.5.1 Lateral play between B/Brass & Journal collar

Minimum - 5 mm

Maximum - 10 mm

3.5.2 Total lateral clearance between Axle guard and Axle box groove - 10 mm max.

APPENDIX - XIX
Inspection of rolling stock in case of an accident

3.5.3 Lateral longitudinal clearance between axle box lug and horn cheek for box type trolley :

	lateral	longitudinal
Minimum.	20 mm	12 mm
Maximum.	25 mm	18 mm

Due to spring suspension, the lateral motion induced by track irregularities is dampened. Experiments have established that the lateral force due to hunting is much higher for a vehicle beyond above clearances. On the other hand, below minimum limits given above, freedom of wheels during run gets restricted beyond desirable limits.

Bent axle guards will not be able to move up and down freely and the axle box will get jammed making spring assembly ineffective thus increasing proneness to derailment.

3.6 BUFFING GEAR

3.6.1 Buffer projection limits from head stock :

	For long case buffers	For short case buffers
Max.	635 mm	456 mm
Min.	584 mm	406 mm

- A. Buffer projection for POH stock should not be less than 625 mm for long case and 445 mm for short case buffers.
- B. No dead buffers shall be permitted from the sick line, The buffers shall be considered dead when the projection is below the prescribed minimum Limits.
- C. Buffer heights in BG Stock shall be within the limits and it should be measured on level track.

Note : The measurement should be taken from the centre of the buffer socket to the top of the rail head. The buffer height should never be taken from the centre of the buffer face because it will not give correct value.

While recording buffer height, it should be ensured that buffer bolts are in tight condition and buffer is not drooping. If it is drooping, the amount of drooping should be measured and recorded.

To make up buffer heights to maximum permissible limits, a packing piece of required design and size may be inserted :

For Goods stock : between axle box crown & bearing spring buckles.

For ICF coaching stock : between lower spring (Dash pot spring) & axle box wing.

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Inspection of rolling stock in case of an accident

3.6.2 Displaced Buffer : Buffer displaced 35 mm in any direction from its normal position in case of goods stock and 38 mm for coaching stock are called displaced buffers.

If buffers of adjacent stock are not in the same level due to different conditions of loading or spring characteristics, the buffer draw gear takes an inclined position. In case of sag on the track or brake application on a down gradient, the buffers exert compressive forces. It makes the lighter vehicle prone to derailment due to lifting, because of vertical component of the - buffing force.

APPENDIX - XX
Payment of medical charges in the case of injuries to passengers,
trespassers & others

- (1) Medical attention may be required to be rendered to persons within Railway Premises under the following conditions:-
 - (a) Where the person concerned is a bonafide passenger and is taken suddenly ill.
 - (b) Where the person concerned is a bonafide passenger and is injured as a result of an accident for which the Railway is not responsible.
 - (c) Where the person concerned is a bonafide passenger and is injured as a result of an accident for which the Railway may be responsible.
 - (d) Where the person concerned is a trespasser by virtue of the fact that he is not in possession of a ticket, or being in the possession of a ticket, he trespasses in the Railway areas which are prohibited to the public.
- (2)
 - (a) In regard to item (1)(a) the railway is not legally responsible because the purchase of a ticket does not entitle the passengers to free medical attendance from the Railway enroute. The Railway staff, however should on humanitarian grounds, assist the Passenger in obtaining medical attention. In such cases, the relationship between the passenger and the doctor, whether Railway or non-railway is to be regarded as that between a patient and his medical attendant. Railway doctors attending such passengers may be permitted to recover fees as permitted under the rules.
 - (b) In regard to item (1)(b), it may not be possible at the time of the accident to assess accurately, whether the Railway is responsible or not for a particular accident to an individual passenger. Moreover, it may not be possible to ascertain whether the injured person is in fact a bonafide passenger or a trespasser. The position, however, is clear on humanitarian grounds that he cannot be allowed to remain without medical attention. In such cases, also medical attention should be afforded by the Railway with a view to avoiding any misunderstanding or complications. The cost should be met in the first instance by the Railway and when circumstances warrant, it is open to the Railway to recover the charges from the party concerned.
 - (c) In regard to item (1)(c) , the cost will be borne by the Railway.
 - (d) In regard to item (1)(d) , the procedure is substantially the same as outlined in (b) and (c) above, as it may not be beyond dispute that the individual is a trespasser. The S.M. is responsible that medical aid from the humanitarian point of view is made available, but when Railway police are available, he will seek the co-operation of the nearest Railway Police official for further disposal of the case in regard to the transport to a hospital, if necessary.
- (3) The following procedure should be adopted in regard to meeting the charges which include both transport and medical bills:-
 - (a) Withdrawal from station earnings may be permitted in case of an accident to

APPENDIX - XX
Payment of medical charges in the case of injuries to passengers,
trespassers & others

meet the cost of transport of sick and wounded persons to hospitals when at small stations where ambulance is not available in accordance with item 15 of para 2425 of IRCM Vol. II 1991 edition.

- (b) The transport of injured persons from a Railway dispensary to a Civil Hospital will be arranged by the Medical Department and any charges incurred in this connection will be debited to the Medical Department.
 - (c) In regard to the professional attendance by non-Railway doctors this should be arranged by the SM. The doctors, should be advised to submit their bill in duplicate with details of the injuries treated. The SM, when he receives the bill, will forward it to the DRM with a report on the case stating whether the circumstances of the cases are such that the Railway should bear the charges or attempts made to recover them from the passenger concerned. Where the bill is recoverable from the passenger, an endeavor should be made to do so. But if this is not possible, it should be forwarded by the DRM to the Medical Officer incharge of the Division for arranging payment to the doctor through the FA & CAO. In verifying the bills, the incharge of the hospital will take into consideration the seriousness of the case, the extent of the injury sustained and the time spent by the doctors in attending on the patient.
 - (d) The power to waive recoveries of charges incurred on transport and medical fees in respect of a patient will be exercised by the DRM, SMs concerned should submit detailed report to the DRM and give full reason for the circumstances under which recoveries cannot be affected.
 - (e) In case where the transport and medical attention has been arranged by the Police in the first instance, the responsibility for meeting the cost should be that of the Police.
- (4) To ensure prompt medical aid in all cases, the SMs, should maintain an up-to-date list of available medical facilities as prescribed in para 402 of this manual.
- (5) In all cases where a passenger or a trespasser is injured within Railway premises, the SMs or his staff should adopt the following procedure:-
- (a) When passengers or any other persons sustain injuries while in the Railway premises, they should be given First Aid immediately by a qualified person and transported to the nearest hospital as soon as possible.
 - (b) In the event of transport not being immediately available to take the patient to the nearest hospital, action should be taken to summon the nearest Medical Practitioners.
 - (c) If the case is a serious one, arrange to summon medical aid from the nearest source available whether Railway, Civil, Military or Private. The patient after being rendered First Aid should be sent immediately to the nearest hospital,

APPENDIX - XX
Payment of medical charges in the case of injuries to passengers,
trespassers & others

irrespective of the seriousness of the case, unless it is possible to summon a qualified doctor within reasonable time.

- (d) A passenger or trespasser meets with a serious accident in section i.e., between two stations where no hospital is available the injured person will have to be carried by the train involved, after the patient is rendered first aid. In such cases arrangements should be made through the control phone for the nearest doctor of a Railway, Civil or Military Hospital to be available with an ambulance or stretcher to be present before the arrival of the train carrying the victim, for removal to hospital or dispensary.
- (e) Even when it appears that a person is dead, a doctor should be summoned to examine the person and to give his opinion. In case the doctor finds that life is not extinct immediate medical aid will be rendered by the doctor and further action as indicated in clauses (c) and (d) of Para 5 above should be taken.
- (f) The licensed porters utilised for carrying dead bodies/injured persons involved in Railway accident to the station or Hospitals may be paid at the rate of Rs. 40/- for carrying injured/dead body on a stretcher from the place of accident to Railway station, train or Hospital irrespective of distance.

Note □

- (1) With regard to carriage of sick/injured persons to other Hospitals from Railway stations, the DRMs concerned should fix reasonable rates.
- (2) The SMs may engage local labour at the various rates payable to licensed porters at stations where there are no licensed porters. Where the police are available and there is any suspicion that the case is one of a trespasser, the Railway Police should be informed and after the medical aid has been rendered and the police should be asked to arrange for the disposal of the cases.
- (3) The injured person should be sent to the hospital accompanied by a Railway Police constable. In the event of a Railway Police constable not readily available, the injured person should be accompanied by any Class III Railway employee deputed by the Station Master to the Hospital after rendering First Aid.
- (4) The above instructions should not in any way create a right for the concerned persons to claim the aforesaid facilities or to claim any compensation from the Railway Administration for not providing the same.

Abnormal occurrences attributable to oscillation of locomotives

-
- (1) The SR 2.11.1, SR 2.11.2 and SR 2.11.3 of G&SR 1999 edition lay down the procedure to be followed:
 - (a) The Driver of an engine experiencing a lurch or abnormal occurrence in the track or abnormal running of a locomotive, to report to the nearest Station Master and to his Power Controller / Traction Loco Controller / Loco Inspector;
 - (b) The Station Master to safeguard the safety of trains till the track defect is investigated and attended to; and
 - (c) The Section Engineer(Diesel shed)/ (AC Shed) to investigate and remove the defect in locomotive.
 - (2) In IRPWM 1986 reprinted 1999, para no. 719 lays down the procedure for the Permanent Way Inspector and Assistant Engineer for investigating and repairing the track, if found defective, and for submitting a report. This is elaborated in CEE's circular No. 12 (Rev.).
 - (3) The instructions referred to in the above two paras cover the immediate action to be taken soon after a report is made by a Driver of abnormal running. It is necessary to investigate such reports at once and with great care, in order to determine whether the cause of the abnormal running is attributable to the track or to the locomotive.
 - (4) Instructions for preparing report on track and locomotives in Proformas- □A□ & □B□ are reproduced below:-
 - (a) Proforma- □A□ on track: The Permanent Way Inspector should prepare this report and forward the same to his Assistant Engineer, enclosing a statement of all measurements prescribed in Annexure 7/2 part- B - track measurements of IRPWM 1986 and reprinted in 1999.

The Assistant Engineer should study the track report and the track measurements and if necessary, inspect the site personally and offer his remarks to his Divisional Engineer, while forwarding a copy of the report and of the track measurements. The DRM should furnish the track report to the CE, COM, CME and CEE. The report to the CE should accompany the track measurements.
 - (b) Proforma- □B□ on Locomotives: The DRM will similarly frame a report on Proforma- □B□ and send copies to the CE, COM, CME and CEE.

The DRM should co-ordinate the report received from the Divisional Engineer and the Divisional Mechanical/Electrical Engineer before sending the same to all concerned viz. CE, CME, CEE and COM.

APPENDIX □ XXI
Abnormal occurrences attributable to oscillation of locomotives

PROFORMA □A□
BAD RIDING OF ENGINES
(Report on Track)

APPENDIX □ XXI
Abnormal occurrences attributable to oscillation of locomotives

PROFORMA B
(Diesel/Electric Locomotives)

APPENDIX □ XXII
Punishment norms in accident cases

(Ref. : Railway Board's letter no.99/ safety (A&R)/ 6/ 1 dated 23.04.99)

- Note (i) □□ staff : Staff directly held responsible for the accident.
- staff : Staff who are found to have secondary responsibility. In their case, the penalty imposed will depend on the degree of their contribution to the accident / engine failure and the Disciplinary Authority will use its discretion in the matter.
- MP □ With holding of increment with cumulative effect.
- MT □ With holding of increment without cumulative effect.
- (ii) The Disciplinary authority must impose the minimum penalty if the responsibility of staff is clear. Factors, like the employee's past record of service may be taken into account by the Appellate Authority if and when an appeal is made to it. The Disciplinary Authority should deal with the case solely with regard to the facts and circumstances of the accident itself.

Nature of Accident	Minimum penalty
1. Collisions involving a train-	
(a) Resulting in loss of human life.	(a) □□ staff □ Dismissal (b) □□ staff □ Major penalties (v), (vi) or (vii)
(b) Not resulting in loss of human life.	(a) □□ staff □ Removal from service. (b) □□ staff □ Major penalty(v) or (vi)
2. Averted collisions involving a train-	(a) □□ staff □ Removal from service. (b) □□ staff □ Major penalty (v) or (vi)
3. Train passing signal at danger-	Removal or compulsory retirement where entirely due to neglect of driver; reduction to a lower grade if there are contributory factors like loss of brake power on the run which he could not have detected when he took charge of the engine.
4. Overspeeding by drivers (in case other than collisions, averted collisions and passing signals at danger for which penalties have been prescribed in items 1 to 3 above)	
(i) Resulting in derailment of passenger train involving loss of human life.	Dismissal, if there are no other contributory factors like track or rolling stock defects, removal, if there are such contributory factors.
(ii) Resulting in derailment of passenger trains not involving loss of human life.	Removal, if there are no other contributory factors like track or rolling stock defects; reduction to □□ grade for 3 years if working substantively in □□ or □□ grade and reduction to Shunter for 3 years if working substantively in □□ grade with loss of seniority in both cases. If there are such contributory factors.

APPENDIX □ XXII
Punishment norms in accident cases

(iii) Resulting in derailment of goods trains on the main line in mid-section or within station limits.	Reduction to grade of shunter for one to three years with loss of seniority.
(iv) Resulting in derailment of goods train in station yard on other than main line.	Reduction to Shunter for one to three years, depending on the extent of damage, without loss of seniority on being restored to □□ grade driver.
5. Failure to detect hot axle or other defective wagon resulting in derailment for which Driver / Guard can be held responsible if it is within range of visibility.	Reduction to next lower grade in the case of passenger train. WIP for 3 years with loss of seniority in the case of goods train.
6. Failure to detect hot axle or other defective wagon resulting in derailment for which station staff / cabin staff can be held responsible or failure to stop the train on information regarding hot axle being given by the previous station for control.	Removal in the case of passenger train reduction to the next lower grade in the case of goods train, if working in lowest grade, WIP for 3 years.
7. Station derailments while shunting.	
i) Due to Driver's fault in not obeying signals including hand signals or starting the train without authority to proceed.	WIT for 2 yrs.
ii) Due to Driver's failure to control the train	WIT for 2 yrs.
8. Breach of Block Rules(which do not result in collision or averted collision) such as train entering the section without proper line clear, receiving trains on wrong line blocked for engineering work etc. Placing material trolley on line without block protection and so on.	Reduction to a lower stage in the time scale.
9. Accidents at Manned Level crossings	
(i) Failure of Gateman to close the gate.	Dismissal if there is loss of human life, removal if there is no loss of human life.
(ii) Failure of SM/ASM to ensure closure of level crossing gates before allowing any movement where rules provide.	Reduction to a lower grade or post with loss of seniority (WIP 3 yrs. In case in the lowest grade)
(iii) Failure of Driver in observing rules before passing a gate signal in danger.	Reduction to a lower grade with loss of seniority.

APPENDIX □ XXII
Punishment norms in accident cases

(iv) Where no breach of rules is proved but lack of vigilance on the part of driver / guard of other staff is proved.	WIT upto 2 years 11 months.
10. Accident at unmanned level crossings due to lack of vigilance on the part of driver or failure to whistle on approaching the whistle board.	
(i) Accident involving loss of human life.	Reduction to a lower grade
(ii) Where no loss of human life is involved.	WIT for 1 year
11. Carriage & Wagon defects or improper securing of loads or failure to detect improper securing of loads by TXR.	
(i) Resulting in derailments on the main line, Mid □ section or within station limits.	For the first offence WIT for 2 yrs. 11 months. For the second offence reduction to a lower grade for 3 years with loss of seniority (If any staff such as TXR are in the lowest grade, reduction by three stages in the scale of pay with loss of seniority; if the staff are in the lower stages of pay where reduction by three stages is not possible WIP for three years with loss of
	seniority)
(ii) Resulting in derailments in a station yard other than main line.	Same as for item (i) above but without permanent effect and without loss of seniority.
12. Locomotive defects	
(i) Negligence in repairs or maintenance in shops or shed resulting in accidents.	Reduction to a lower stage in the time scale with loss of seniority for the first offence, reduction to a lower grade with loss of seniority for the second offence and removal for the third offence.
(ii) Negligence in repairs of maintenance in shops or sheds or bad enginemanship by Driver resulting in engine failure.	For the first offence stoppage of Passes and PTOs for 1 year; the second offence WIT 1 year and for the third offence reduction to a lower grade for years.
13. Traffic staff failure, resulting in accidents other than collisions or averted collisions.	
(i) Wrong setting/manipulation of points.	Reduction to a lower grade with loss of seniority.
(ii) Incorrect signalling.	WIP upto three years.
(iii) Wrong marshalling.	Reduction to a lower stage in time scale of pay.
(iv) Excessive / uneven loading or	WIT upto three years

APPENDIX □ XXII
Punishment norms in accident cases

14. Signal & interlocking failures, signal and interlocking defects for which maintenance staff are held responsible resulting:-

- | | |
|---|---|
| (a) Accidents of passenger train involving loss of human life | <p>(i) If due to causes where □interlocking□ has been shorted, circulated / made inoperative.
D staff □ Dismissal
S staff □ Major penalties under item (v), (vi) or (vii)</p> <p>(ii) If due to causes where □interlocking□ has deteriorated due to bad maintenance repairs.
D staff □ Removal
S staff □ Penalties under Item (v) or (vi)</p> |
| (b) Accidents of passenger or goods train not involving loss of human life. | <p>(i) D staff □ Removal
S staff □ Penalties under Item (v) or (vi)</p> <p>(ii) D staff □ item (vi)
S staff □ item (v)</p> |
| (c) Derailment of goods train on the main line in mid-section or within station limits. | <p>(i) D staff □ item (vi)
S staff □ item (iv) or (v)</p> |
| (d) Derailment of goods train within station yard other than main line. | <p>(i) D staff □ item (v)
S staff □ item (iv)</p> |

APPENDIX □ XXII
Punishment norms in accident cases

Civil Engineering Department

NOTE (i) D staff □ Staff directly held responsible for the accident.

S staff □ Staff who are found to have secondary responsible including that of Supervisors, JE/SE/SSE (P.Way) and PWS etc. whose failure to do proper inspections and take timely remedial measures and slack supervision would have contributed to the accident.

The penalty to be imposed in these cases will depend on the degrees of the contribution to the accident. The disciplinary authority will use his discretion in this matter. While fixing responsibility for slack supervision and neglect of periodical inspections the period, the supervisors have been in charge of the section is also to be taken into account.

- (ii) The disciplinary authority must impose the minimum penalty if the responsibility of the staff is clear. Factors like the employee's past record of service and other extenuating circumstances as for want of materials and similar problems may be taken into account by the Appellate Authority when appeal is made to it. The Disciplinary authority should deal with the case solely with regard to the facts and circumstances of the accident itself.

Nature of Accident

Minimum penalty

1. Major track defects such as buckling, worn-out switches and crossings and spread of gauge.

- (i) Resulting in derailment of passenger trains.

- (a) D staff -
 - (i) Dismissal, if there is loss of life.
 - (ii) Removal from service if no loss of life.
 - (b) S staff □ Reduction to a lower grade for a period of 3 years, with loss of seniority. If any staff such as JE(P.Way) are in the lowest grade reduction by 3 stages in the scale of pay with loss of seniority. If the staff are in the lowest stage of pay where reduction by 3 stages is not possible, WIT for 3 years with loss of seniority.

- (ii) Resulting in derailment of goods trains on the main line in mid-section or within station limit.

- (a) D staff □ Reduction to a lower grade for a period of 3 years with loss of seniority. If any staff such as JE(P.Way) are in the lowest grade reduction by 3 stages in the scale for pay with loss of seniority. If the staff are in the lowest stage of pay where reduction by 3 stages is not possible, WIT for 3 years with loss of seniority.

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Punishment norms in accident cases

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|--|--|
| <p>(iii) Resulting in derailment of goods train in station yards on other than main line.</p> | <p>(b) S staff □ Reduction to a lower stage in time scale of pay for a period of 3 years with effect of postponing future increments on expiry of such period.</p> |
| <p>2. Other track defects like cross levels or low joints and defective alignment in curves etc.</p> | <p>(a) D staff □ Reduction to a lower stage in time scale of pay for a period of 2 years without the effect of postponing future increment.</p> |
| <p>(i) Resulting in derailment of passenger trains.</p> | <p>(b) S staff □ WT upto 2 years 11 months or with holding of Pass / PTOs for 2 years where the staff has reached the maximum of the grade.</p> |
| <p>(i) Resulting in derailment of passenger trains.</p> | <p>(a) D staff □</p> <ul style="list-style-type: none"> (i) Removal from service if there is loss of human life. (ii) Reduction to a lower grade for a period of 3 years with loss of seniority if no loss of life. |
| <p>(ii) Resulting in derailment of goods train on the main line in mid section or within station limits.</p> | <p>If any staff such as JE(P.Way) are in the lowest grade, reduction by 3 stage in the scale of pay with loss of seniority. If the staff are in the lowest stage of pay where reduction by 3 stages is not possible. WIT for 3 years, with loss of seniority.</p> <p>(b) S staff □ Reduction to a lower stage in time scale of pay for a period of 3 years with effect of postponing future increments on expiry of such period.</p> |
| <p>(iii) Resulting in derailment of goods train in station yard or other than main line.</p> | <p>(a) D staff □ Reduction to a lower grade for one to three years with loss of seniority.</p> <p>(b) S staff □ Reduction to a lower grade in time scale of pay for a period of one to 3 years without the increments.</p> |
| <p>(iii) Resulting in derailment of goods train in station yard or other than main line.</p> | <p>(a) D staff □ Reduction to a lower stage in time scale of pay for a period of one to 3 years without the effect of postponing future increments.</p> <p>(b) S staff □ WT for one year or with holding of passes and PTOs for one year if at</p> |

APPENDIX □ XXII
Punishment norms in accident cases

- | | |
|--|--|
| 3. Miscellaneous cause like infringement of track by irregular unloading of ballast, track materials etc. due to neglect of P. Way staff or failure to protect track in case of destruction, opening of track, breach etc. | WIT upto 3 years or reduction to a lower grade or removal from service according to the gravity of accident and damages caused. |
| 4. In respect of accidents during shunting operations in sidings and other non running lines due to track defects. | WIT for one year or with holding of passes and PTOs where the staff has reached the maximum should be imposed depending on the extent of neglect of maintenance and other circumstances. |

For Staff of Electrical Department

- | | |
|--|---|
| (a) Accidents to passenger train involving loss of human life. | Removal from service. |
| (b) Accidents to passenger train not involving loss of human life. | (i) Reduction to lower grade.
(ii) If the staff is in the lowest grade reduction to a lower stage. |
| (c) Fire accidents involving loss of human life. | Removal from service. |
| (d) Fire accidents without loss of human life. | (i) Reduction to lower grade.
(ii) If the staff is in the lowest grade reduction to a lower stage. |

APPENDIX— XXIII
Ex-gratia payment to victims of train accident

(Railway Board's Letter No. 2002/ TC- III dated 12/ 06/ 02)

- (1) Amount of ex-gratia for train accidents/untoward accidents:- The amount paid as ex-gratia relief payable to the dependants of dead or injured passengers involved in train accidents or untoward incidents as defined under section 124 and 124-A should be as under:-

- | | | | |
|-----|---|---|--------------|
| (a) | In case of death | - | Rs. 15,000/- |
| (b) | In case of grievous injury
(Irrespective of the period of hospitalisation) | - | Rs. 5,000/- |
| (c) | In case of simple injury | - | Rs. 500/- |

The amount paid as ex-gratia for train accidents /untoward incidents is not to taken into account at the time of formal claims for compensation.

- (2) Amount of ex-gratia for manned level crossing gate accidents:- The amount of ex- gratia relief admissible to road users who meet with an accident due to Railway's prima facie liability at manned level crossing gate accidents will be as under :-

- | | | | |
|-----|----------------------------|---|-------------|
| (a) | In case of death | - | Rs. 6,000/- |
| (b) | In case of Grievous injury | - | Rs. 2,500/- |
| (c) | In case of Simple injury | - | Nil |

Such payments will be counted towards the amount of compensation payable, if action is tenable against the Railways under the Law of Torts and an award in actually granted by a Court of Law.

- (3) Ex-gratia for trespassers, persons electrocuted by OHE and road users at unmanned level crossings:- No ex-gratia payment would be admissible to the trespassers, persons electrocuted by OHE and road users at unmanned level crossing.
- (4) Ex-gratia payment to Railway servants killed or injured by a moving train while performing their duty:- Ex-gratia payment should also be made to Railway servants killed or injured by a moving train while performing their duty, for example, gagman working on track run over accidentally by a moving train.
- (5) Manner of arranging ex-gratia to the victims:- Payments should be sanctioned/ arranged preferably on the spot by a Senior Scale or higher Officer nominated by the General Manager after making such enquiries as can be reasonably made on the spot after the immediate needs by way of medical attendance etc. to injured persons are attended to.

APPENDIX □ XXIV
Format for reporting of accidents to Head Quarter and Railway Board

(Ref : Rly. Bd.'s letter no. 2000/ Safety(A&R)/ 3/ 5 dated 23.3.2000)

_____ of _____ Train on _____ Railway.

Information received from _____ at _____ hrs. on date.

1.	Date and Time of Accident	:	
2.	Division	:	
3.	Section	:	
4.	Station/Block section	:	
5.	Gauge/Track/Electrified/Route	:	
6.	System of Working (Absolute/Automatic/ One train only etc.)	:	
7.	Train particulars:		
	i) Train No./Name	:	
	ii) Engine No.	:	
	iii) Load	:	
8.	Location	:	
9.	Brief particulars	:	
10.	Rolling Stock involved	:	
11.	Casualty		
	(i) Dead	:	
	(ii) Grievous	:	
	(iii) Simple	:	
12.	ARMV/MFD/ART	:	
13.	Officers visiting site	:	
14.	Relief arrangements	:	
15.	Repercussions	:	
16.	Prima Facie cause	:	
17.	State/Headquarter Civil District	:	
18.	Any other information	:	

APPENDIX - XXV
Jurisdiction and head quarters of the forensic laboratories

Sr. No.	Name of Laboratory	Address	State
1	Madhya Pradesh Laboratory	The Director Forensic Science Laboratory Madhya Pradesh Near University Campus, Sagar- 470 003	M. P.
2	Rajasthan Laboratory	The Director Forensic Science Laboratory, Rajasthan, Jaipur - 302 006	Rajasthan

APPENDIX-XXVI
Classification of Routes on West Central Railway

Jabalpur Division		
SN	Section	Route
1	Itarsi - Allahabad	B
2	Bina - New Katni	D SPL
3	New katni Singrauli	E
4	Satna - Rewa	E
Kota Division		
1	Nagda - Kota	A
2	Kota - Mathura	A
3	Kota - RTA	E SPL
4	Kota - COR	D
Bhopal Division		
1	Khandwa Itarsi	B
2	Itarsi - Bina	A
3	Bina - RTA - MKC	E
4	Guna - Gwalior	E

APPENDIX-XXVII

Hiring of Helicopter/Aero plane at the time of severe accident

GM/DRM can hire helicopter/Aero Plane to reach site of accident, dispatch the rescue teams to the site of accident and evacuate injured and dead from accident site. Copy of Rly. Bd's letter No. 2002/Safety-1/6/6 dt. 13.06.2004 is reproduced below.

Zonal Railway has been delegated powers to requisition helicopter/aero plane for expeditious action in the event of serious accidents vide Railway Board's letter under reference. The subject matter has been reviewed by the Board and the following revised powers are delegated to the Zonal Railways.

GMs/DRMs have been delegated the powers to requisition helicopter/aero plane to reach the site of serious accident for rescue operation expeditiously. In addition, powers are also delegated to requisition air support to dispatch the rescue teams to the site of the accident.

It is difficult to stipulate exactly the circumstances under which they may exercise these powers, it has been decided to leave this to the discretion of GMs/DRMs. However, broadly these may cover the following type of cases:

- a. Where more than 10 casualties (deaths-cum-serious injuries) are feared and it is difficult for these officers to reach the site within reasonable time.
- b. Where heavy damage is caused to railway installations in sensitive and tension filled areas (e.g. wreckage of track, bridges, etc. through bomb blast, other means of sabotage, etc.).
- c. Where public reaction in case of late arrival of senior officers at site is likely to be highly adverse.

Normally, in case of an accident only one helicopter should be requisitioned by a Zonal Railway, except when there is a serious passenger train accident involving several casualties when it is essential for both the General Manager and the Divisional Railway Manager to reach the site at once to satisfy the public and the Press. However, for dispatching the rescue teams to the site of the accident, separate helicopter / aero plane may be requisitioned, if so needed.

The GMs/DRMs may exercise the above powers personally and may not be delegate these powers.

Zonal Railways are further empowered to requisition helicopter/aero plane to evacuate injured and dead in the event of serious accident. GMs may personally exercise these powers and may not delegate these further.

The above instructions on the subject supersede all the previous instructions issued vide above referred letters.

This issues with the concurrence of the finance Directorate of the Ministry of Railways.

-Sd-
(Amitabh)
Director, Safety III,
Railway Board

Accident Manual
Register of Correction Slips

Correction Slip			Date of receipt of Correction Slip	Correction Made	
No.	Item	Date		In Para	At Page

Accident Manual
Register of Correction Slips

Correction Slip			Date of receipt of Correction Slip	Correction Made	
No.	Item	Date		In Para	At Page

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