

## CHAPTER - I

### Definition & Classification of Accidents

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#### DEFINITIONS

- 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 accident has been classified in categories from “A” to “R” excluding “I” 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.

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- 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. Fire :** The statistics of fire shall include all cases of physical fire or smoke emission resulting in death or injury or damage to property amounting to Rs.5000/- and above.
- 109. 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.
- 110. Level crossing :** Means the intersection of the road with railway track at the same level.
- 111. 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.
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- (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.

- 112. 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.
- 113. 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.
- 114. 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.
- 115. 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.
- 116. 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)

- 117. 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.

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**118. 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.

**119. 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:-

<b>Collision</b>	<b>:</b>	<b>All cases under category A-1 to A-4.</b>
<b>Fire</b>	<b>:</b>	<b>All cases under category B-1 to B-4.</b>
<b>Level crossing</b>	<b>:</b>	<b>All cases under category C-1 to C-4.</b>
<b>Derailment</b>	<b>:</b>	<b>All cases under category D-1 to D-4.</b>
<b>Miscellaneous</b>	<b>:</b>	<b>All cases under category E-1.</b>

**120. 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.

**121. 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 .

**122. 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 .

**123. Equipment failures :-** An equipment will be considered as failed if it is not able to perform the prescribed function within the prescribed time limit. These include all failure of Railway equipment i.e. failure of locomotive, rolling stock, permanent way, overhead wire, signalling and telecommunication equipment and include cases falling under classification J, K, L and M.

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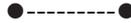
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- 124. Unusual incidents :-** These include cases related to law and order but not resulting in train accidents and other incidents under classification N, P, Q and R.
- 125. Threshold value :-** For the purpose of reporting of accidents, threshold 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:
- Threshold value of Railway property loss which is fixed at **One lakh rupees** or;
  - 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.

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 central railway is given in **appendix- XXVI**.



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#### 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.
- (c) Block section/station location, Kilometerage of accident site.
- (d) General description of accident site.
- (e) Whether Medical van and Break Down train are required?
- (f) Brief description of accident – nature of accident.
- (g) Whether there is any casualty/injury – number of persons injured / killed, whether injury is to passengers, Railway staff or others.
- (h) 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.
- (i) Track condition:- Track length (Approximate) damaged (from km to km ). Extent of damage i.e. damage to sleepers, track fittings, bridge, tunnel, fixtures etc.
- (j) OHE - Damage to Mast/Portal cantilever, wires, insulation etc.
- (k) S&T - Damage to signal posts, S&T gears, signals, points & crossings, track circuits etc.
- (l) Rolling Stock - Damage to loco, wagons, coaches or any other vehicle.
- (m) 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.

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(n) Prima facie cause of the accident, if known.

(o) Any other relevant information.

- Note :**
- (i) In case of accidents involving passenger trains and accidents at level crossing gates, the first information must be very prompt and precise.
  - (ii) The casualty / injury if any, must be specifically stated.
  - (iii) 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 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 and shall inform SM of the other end to ensure the same.
- (b) 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.
- (c) 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.

**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 ]

- (d) 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.

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- (e) alerting the local 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.
- (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(PWay), SE(Sig), SE (Tel.), SE(C&W), SE(TRD/S) and SIPP, 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/causalities.
  - (b) advise DRM/ ADRM, Sr. DSO/DSO , Sr. DOM/DOM .
  - (c) advise TLC, PCOR, C&W Controller, Engineering Controller, S&T Controller, Commercial Controller, Security Controller. They should advise officers of their departments regarding accident.
  - (d) inform Central Control headquarters without waiting for further details.
  - (e) advise R.M.S. 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 the Police officials and District Magistrate concerned where such advise is required.
  - (h) advise adjacent Divisions/Rlys for regulation of traffic when necessary .
  - (i) inform the AIR, Doordarshan, police Control Room, Local Civil Authorities as the case may be in consultation with PRO.
- 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
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quickly as possible from site/hospitals and relayed to Headquarters and concerned stations on "TOP PRIORITY".

- (iii) Timely information should be given to the public regarding running of trains and information booths opened for giving up to date information to the public regarding list of casualty/injured.
- (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 in the Accident Register in the prescribed Proforma and inform CMD (in case of casualties / injuries), CSO, Dy. COM(Safety)/ Dy. CME (Safety)/ Dy. CE (Safety), COM, CPTM, CFTM, AGM, Secy.(for information of GM), Dy.COM(Cog.), CME, CE, CEE, CCM, CSTE, CSC, CPRO. Emergency Control shall advise all divisions / Railways concerned for regulation of traffic.

**NOTE:**

- (i) In case of accidents involving injuries/causalities, the 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 officer, who has been informed, to take further action and advise all concerned officers of his department.
- (iii) Whenever GM / CSO is on line a message should be immediately conveyed by CHC/ Dy.CHC Central Control to GM /CSO 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 Divisional Railway Manager 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.

**(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

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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 :-

(i) The Inspector of Area in which the factory is situated, and

(ii) 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. Tabular report:-** The station master 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 (refer appendix XXVII for the format) to the DRM in triplicate. The guard must also submit with his journal a report of any accident to his train and driver to the Loco Foreman 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 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;

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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:-

Railway Board, Commissioner of Railway Safety, 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 the Railway Board, the State Government and the Chief Commissioner of Railway Safety will 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 / Dy.COM (Safety) / Dy. CME (Safety) / Dy. CE (Safety)/ ATM (Rules) or in their absence by other Officer nominated for the purpose.
- (c) Advice to the Press:-** In the case of serious accident, an identical but a separate message should be addressed to the Press, as detailed in **APPENDIX-XVII**.
- (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 Divisional Railway Manager by transmitting the required information to the local press telephonically or as quickly as possible.
  - (ii) In the case of more serious types of accidents, the Chief Public Relations Officer will supplement the information given by the DRM when instructed by the GM/CSO .
  - (iii) The advice to the press 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 Newspaper Agency 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.

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- (v) Staff should not speak or air their views publicly regarding the loss of property or estimates of casualties. 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 / Dy. COM (Safety) / Dy. CME (Safety) / Dy. CE (safety) should thereafter inform nominated officer of Safety Directorate of Railway Board. At board level safety directorate shall issue the message and take follow up action.
- (c) In case of 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.

[Rly Bd's L.No. 2000/Safety/(A&R)/19/20 dated 13/12/2000 and 98/safety (A&R)/3/1 dated 15/12/2000 ]

#### **207. Reporting of accidents by divisions to Zonal Railway Headquarter :-** Sr. DSO/DSO/ADSO shall advise telephonically to CSO, CPTM and in their absence to Dy.COM(Safety) / Dy. COM(Cog), Dy. CME (Safety) / Dy. CE (Safety) or ATM (Rules) 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.

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- (4) Averted collisions.
  - (5) Driver passing signal at danger.
  - (6) All other accidents, equipment failures, and unusual incidents as classified in **Appendix I** of the Accident Manual 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.

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

**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 department 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 7<sup>th</sup> 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.
  - (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.
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## CHAPTER - II

### Reporting Of Accident And Other Unusual Occurrences

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- (8) The statistics of fire should include all cases of physical fire or smoke emission resulting in death or injury or damage to property amount to Rupees 5000 (Rupees Five thousand only) and above.
- (9) The equipment failures shall include all failures irrespective of date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable category.
- (10) Details and statistics for accident cases falling under Unusual incident 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 Railways.
- (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 summary shall be handed over to Safety Department of the Division. It is further clarified that all equipment failures should be taken into account irrespective of the date of last schedule or examination and shall be subsequently classified under avoidable or unavoidable category as the case may be. The Safety Branch shall forward the monthly summary to Chief Safety Office. 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.



## CHAPTER - III

### Gen. Instructions and duties of Railway Officials in case of an accident 301-304

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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) Restore through communication.
- 302. The essential tenets of successful Accident management are :-**
- (1) All Railway men 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.
- 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, in clearing the line or for transshipment of traffic. Every facility must be made available to the Civil, Police and Medical Officers and the Commissioner of Railway Safety to enable them to proceed quickly to the site, in case of a serious accident.
- 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.
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## CHAPTER - III

### Gen. Instructions and duties of Railway Officials in case of an accident 305

**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 :-

- (1) The Divisional Control Office to be manned by Officers round the clock.
- (2) An Enquiry-cum-Information Centers to 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:-** The disaster management cell shall be operated in the chamber of Dy.COM (Safety) at Head Quarters and to be attended by nominated officers as under :-

(i) In case of collision/derailment / level crossing accident / fire or accident Involving passenger carrying train or other accidents where through communication is blocked and restoration of communication is not expected immediately.	Dy.COM(Safety) & JA Grade Officer of Medical, Comml., Mech., Engg., Elect. & S&T Dept. shall attend Disaster Management Cell within minimum time to operate the Disaster Management Cell till restoration.
(ii) In case of derailment/level crossing accident /collision / fire / accident involving goods train blocking Through communication.	Dy.CME(Safety) / Dy.CE(Safety) and JA Grade / Sr.Scale Officer of Engg., Mech., Elect., Comml., & S&T Departments shall attend the Disaster Management Cell within minimum time to operate the cell till restoration.

- (a) The Officer representing **SAFETY DEPARTMENT** shall co-ordinate the functioning of Disaster Management Cell. He shall report the accident to GM/CRS/Rly.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 and shall monitor the movement of Break-down Train and Relief Train. 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 **MEDICAL DEPARTMENT** shall 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.
- (c) 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,

## CHAPTER - III

### Gen. Instructions and duties of Railway Officials in case of an accident

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arranging for transshipment of goods and passengers luggage. Hiring of Private Buses for transfer of passengers from site of accident to the nearest Rail Head. The Commercial Officer shall also ensure transmission of detailed information regarding injured/casualties to originating/destination stations to 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.

- (d) The Officer representing **MECHANICAL DEPARTMENT** shall assess the requirement of additional Medical Van/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.
- (e) 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.
- (f) 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.
- (G) 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 installations of MTNL/Telecom Department Public Phone/Railway Phone 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

## CHAPTER - III

### Gen. Instructions and duties of Railway Officials in case of an accident 307-309

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Railway staff, doctors and/or volunteers 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.
- (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 .
- (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 switch off 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 arranges to:-

- (1) collect Railway men and volunteers at the site;
- (2) allot duties to each as best as possible under the prevailing circumstances;

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### Gen. Instructions and duties of Railway Officials in case of an accident 310-311

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- (3) allot duties to Police, Military and the Railway Security staff, and
- (4) organize relief with the assistance of volunteers.

**310. Duties of Train Superintendents / Conductors / TTEs / Catering Staff at site:** The Train Superintendents/Conductors / TTEs and other Ticket Checking Staff 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'.
- (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.
- (3) take action to protect and safeguard Railway and public property.
- (4) collect medical aid, if required, locally from the nearest hospitals, dispensaries and doctors. In order to convey medical help to the site of the accident, trolleys 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 staff and 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.

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### Gen. Instructions and duties of Railway Officials in case of an accident 312-313

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- (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 trolleys, 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 videography 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.
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### Gen. Instructions and duties of Railway Officials in case of an accident 314-316

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- (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; and
  - (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 ( PWay) and other PWay staff :** On getting information of the accident the SE (PWay) and other P. Way staff shall ;

- (1) immediately proceed to the site of accident.
- (2) protect the track.
- (3) arrange adequate labour with tools and track materials as required. At night arrange adequate number of petromax/lamps/portable Electric generators.
- (4) arrange adequate labour for unloading of wagons and other clearing operations, if required.

**315. Duties of Loco Inspector :** On getting information of the accident the LI shall immediately ;

- (1) proceed to the site of accident .
- (2) seize and seal the speedometer chart of the loco and other relevant documents.
- (3) arrange for breathalyzer test of the train crew.
- (4) assist in recording of Joint Observations/measurements of track C&W, S&T Gears, Points and Crossing etc.
- (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 .

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### Gen. Instructions and duties of Railway Officials in case of an accident 317-319

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- (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, Railway Telephone, MTNL/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:-
- (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 transhipment 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- xxiv**).
- 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 Dy. CHC on-duty immediately to order M/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 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.
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### Gen. Instructions and duties of Railway Officials in case of an accident 320-321

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- (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 M/ Van and/or Break down train immediately 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.
  - (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) 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.
  - (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.DMO/DOM/AOM or the Officer who takes charge of the Control Office.
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### Gen. Instructions and duties of Railway Officials in case of an accident 322-324

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- 322. Duties of Dy Chief Controller 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.
- 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 information and action taken connected directly or indirectly with the accident.
  - (6) conveying detailed information regarding the causalities/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.
    - (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.

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### Gen. Instructions and duties of Railway Officials in case of an accident

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- (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 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 - XXIV** of this Manual.
- (4) Arrange to operate Mobile Control Office provided with Control phone/ Railway Subscriber phone, MTNL/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 Division / HQ Control .
- (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 for passengers at adjoining stations, walkie-talkie sets at site etc.

**325. Duties of Safety Officer at site:** - He shall immediately :

- (1) seize and seal 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.
- (2) 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.
- (3) nominate the supervisors team consisting of TI, LI, CWI, PWI and SI to take joint measurements of track, loco and wagons/coaches as per the attached Performa and get the "joint note" prepared by the Senior Supervisors.
- (4) 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 perusals by the Enquiry committee.
- (5) assist DRM/ADRM Officer in-charge of site in obtaining the prima-facie cause of accident.
- (6) Sr. DSO/DSO/ADSO at the site shall advise latest position / progress of restoration to Disaster Management Cell in Dy.COM(Safety)'s chamber at HQ on phone Nos. Rly. 54212, 54270 MTNL No.22697273, and also on FAX at Rly. 54270, MTNL 22634312, Mobile 9821615188.

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- 326. Duties of Sr.DEE/DEE (TD) :** 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 OHE is slewed as required.
  - (4) arrange and supervise restoration of OHE expeditiously.
  - (5) record all relevant information.
- 327. Duties of Sr.DEE (TRO/TRS) :** When EMU or 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) note down joint observations regarding the loco/EMU.
  - (4) ensure that measurements of the loco/EMU are taken on the spot wherever possible otherwise in Car/Loco shed.
  - (5) ensure that records for maintenance of Loco / EMU 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 collection of adequate labour and material and their proper deployment for speedy restoration.
  - (4) depute one DEN/AEN in Control Office for planning, reinforcement of labour, material and staff.
  - (5) ensure that inspection notes and diary of AEN, PWI, 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. Ensure that portable control telephone or the field telephone are fitted at the site of the accident promptly and manned continuously.
  - (2) establish communication between the site and Division/HQs Office.
  - (3) ensure that a detailed record is made of all evidence bearing on the accident so far as S&T and interlocking are concerned.
  - (4) preserve clues and seal the relevant equipment, if required.

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### Gen. Instructions and duties of Railway Officials in case of an accident 330-331

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(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/ blocking both the lines on double or multiple line sections / where disruption to traffic is expected to be major, or where in case of accidents involving passenger carrying trains suspected of having casualties/ injuries to passengers, the DRM shall attend the site of the accident.

In case of accident involving goods train wherein blockage of one line takes place and disruption to traffic may be of very serious nature then the ADRM shall attend the site of accident. In the absence of ADRM, the Senior most Branch Officer will be deputed by DRM.

- 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 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;
- (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

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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.

**332. Duties of Medical Officers in-charge of dispensaries where scale(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 sub-ordinate 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, M.S., SrDMO, 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.

**333. Duties of medical officers in-charge of dispensaries equipped with scale-(I) or (II) Medical Equipment:** Medical Officers in-charge of dispensaries where scale (I) or (II) equipment is maintained, on receipt of information of an accident in their section or adjacent sections shall :-

- (1) Get in touch with the Operating Officer concerned to obtain transport of the medical equipment to the site of the accident, including necessary labour.
- (2) Take with him the dispensary peon and such of the Class-IV staff including a safaiwalla as he considers necessary. He will also take with him, if available railway employees qualified to render First-Aid, whether they are members of the St.John's Ambulance Brigade, or not.
- (3) Inform the CMS, MS, SrDMO, DMO i.e. of the Division of the time of his departure to the site of the accident.

**334. 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.
- (4) Making the list of dead/injured in consultation with the medical officials.
- (5) Deputation of various officers/supervisors working under him for various activities.



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**Relief Measures**

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

- (1) A list showing details of Break down trains /Tower wagons is given in **appendix-III(A), III(B)** respectively.
- (2) The list showing details of ARME 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 ARME:-
  - (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 and similarly 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.

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DME, Sr. DEE and Sr. DSTE. 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/DSO.

**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 ]

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**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 Station Master of the Terminal station, shall order the Medical Van and/or Breakdown / Tower wagon as necessary.
- (2) Sounding of Accident Alarm Siren/Hooter:- Alarm siren or hooter is provided at Stations/ yards where accident relief train/Medical Van are stabled. The accident alarm siren/hooter 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/ hooter:

Circumstances	Code
For accidents in Loco Sheds / Traffic Yards at Home Station requiring only break down train.	Two long blasts each of 45 seconds duration with 5 seconds break in between.
For accidents outside the home station requiring only break down train.	Three long blasts each of 45 seconds duration With 5 seconds break in between.
For accidents at home station requiring both medical van & breakdown train.	Four long blasts each of 45 seconds duration With 5 seconds break in between.
For accident outside the home station requiring both Medical Van & Break down train.	Five long blasts each of 45 seconds duration With 5 seconds break in between.
For cancellation of Medical Van and Breakdown train.	One long blast of 90 seconds duration

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

- (3) Action to be taken when accident alarm siren/hooter 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 Loco, in OHE Territory.
  - (b) call the loco 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 sidings -	20 Minutes.

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

Target time for turning out the Break down trains:-

During Day	-	30 Minutes
During Night	-	45 minutes

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

- (5) 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.
- (6) 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/Hospital, even of other Divisions and Railways, may also be directed to the site of Accident, if required.
- (7) 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.

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- (8) 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.
- (9) 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 transshipment 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 or the SM should 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 MS/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 MS/Sr.DMO/DMO/ADMO.
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- (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.
  - (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 vide serial No.36 of schedule of Powers Part-F (Miscellaneous Matters). The funds required may, if necessary, be drawn from Station earnings [Item 6.09 of SOPGEN 2001 and 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, the 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 Bureau 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).
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- (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-XXIII.
- (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-XXIV.
- (16) Referring of the injured persons to private hospitals:-
- (a) 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.
  - (b) In the following special cases, the injured person may be taken to a private hospital:-
    - (i) When there is no railway or non-railway government hospital available within a radius of, say eight kilometers of the site of accident, or
    - (ii) When the attending doctor certifies, in writing, in the prescribed proforma that the treatment in private hospital is necessary in the interest of the patient.
  - (c) Where a private hospital, to which an injured person is taken in terms of (i) and (ii) above has different scales of charges for different kinds of accommodation/diet, he should normally be eligible to the lowest class of accommodation/diet available. It will be left to the discretion of the doctor in charge, depending on the severity of the injury, to admit the injured person to a higher class of accommodation/diet, if it is considered essential for the recovery, or for prevention of serious deterioration of the condition of the injured person.
  - (d) Where the aforesaid conditions are not satisfied but the injured person, or any adult member of his family who happens to be along with him, desires him to be provided with a higher class of accommodation/diet, there would be no objection to this being done, provided the injured person or the adult member of the family agrees, in writing, to pay extra cost involved directly to the hospital authorities.
  - (e) For this purpose, each of the Railway administrations should come with a working arrangement with such private hospitals as may be necessary in the areas served by them so that in an emergency, injury cases can be referred without loss of time to the hospitals concerned. To facilitate matters and to avoid misunderstandings, the Chief Medical Director should draw up a list of such private hospitals, bearing in mind the Railway or non Railway hospitals in existence in the vicinity. The Chief Medical Director should also settle the charges to be paid to the hospitals for such cases for each class of accommodation/diet etc.
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- (f) 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.

[Ref: Para 712 of Indian Railway Medical Manual Vol. II ]

- (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 MS/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, base 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

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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.
- (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.

The above should not interfere with the rendering of Medical aid to the injured or other relief measures to the passengers.

**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.

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- (4) The senior commercial officer or supervisor shall make arrangements for 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, Traction Foreman OHE, and the DEE/AEE(TD) 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 nearest station and if necessary the engineering officials may be requested to assist with gang labour.

## CHAPTER - IV

### Relief Measures

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- (3) Transshipment of passengers and their luggage, parcels and mails should be done under the personal direction of the officer in charge of transshipment 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/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/media about the accident. The officer so nominated 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.
  - (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.
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**CHAPTER - IV**  
**Relief Measures**

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- (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.
- (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 Operation Officer and in the absence of an Officer, the TI, on receipt of a certificate from the Engineers that the road is safe for traffic, will advise to those originally informed of the accident that normal working is resumed.



## CHAPTER - V

### Procedure for dealing with cases of sabotage or train wrecking

501-505

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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 wrecking. 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/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 wrecking, 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 wrecking 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 wrecking, AEN/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 wrecking 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.
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### Procedure for dealing with cases of sabotage or train wrecking

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- (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 wrecking, 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.
  - (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 wrecking, 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.

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### Procedure for dealing with cases of sabotage or train wrecking 508-510

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#### 508. Joint examination by Civil, Police and Railway Officials :-

- (1) The seniormost Railway Officer at the site of suspected sabotage or train wrecking 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 wrecking 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 /AME.
- (2) Removal and Examination of rolling Stock damaged due to accident:- A detailed examination of the engine and the vehicles damaged due to the accident must be made by the Sr.DME/DME along with the Senior Police Official. All damages and deficiencies must be carefully noted down and particular comments made with regard to damages and deficiencies likely to cause derailments and whether these appear to be old or fresh and the signature of the police official obtained on the note. These notes should be utilised for purpose of making the final note in the joint examination. 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 Officers 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 wrecking :-

- (1) The exact position in which engines and vehicles came to rest and also where loose component parts were found.

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### Procedure for dealing with cases of sabotage or train wrecking

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- (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 burrs 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's 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 wrecking 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.



## CHAPTER - VI

### Unusual Occurrences – action to be taken

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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, etc. are under repairs, and there is a possibility of any one falling into openings 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.
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### Unusual Occurrences – action to be taken in

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- (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 and 2 above :-**
- (a) Kilometerage 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 ?
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### Unusual Occurrences – action to be taken in

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- (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) Owing 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.

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### Unusual Occurrences – action to be taken in

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- 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.
- 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 (PWay) 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.
- 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 PWay 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
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### Unusual Occurrences – action to be taken in

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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 Station Master who will forward the same, securely packed to the Chief Claims Officer, Mumbai 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 in charge 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, Station Masters 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

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### Unusual Occurrences – action to be taken in

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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.
- 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 1<sup>st</sup>, until October 31<sup>st</sup>; 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.
  - (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

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### Unusual Occurrences – action to be taken in

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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.

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### Unusual Occurrences – action to be taken in

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- (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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### Investigation and Inquiries

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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.
      - (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.

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- (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 and 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.
  - (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.
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- (x) Last census – date and TVU.
- (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 TVU.
  - (vi) Length and cleanliness of the check rails.
  - (vii) 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 prima facie cause of accident by the DRM/ADRM to CSO/Dy.COM(S)
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.

**D = Date of accident**

**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.

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(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 :** (a) 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.

(b) 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.

(c) The CRS may attend all or any of the above inquiries, if he desires to do so.

(d) 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.

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- (7) 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 .
- (8) All cases of indicative accidents shall be inquired into by a committee of Junior Scale Officers.
- (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 the officers from Safety, 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

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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.
- (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

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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 and 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?

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- (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;

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- (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;
  - (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) Suggestions 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;
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- (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;
  - (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;

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- (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
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### Investigation and Inquiries

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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.

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### Investigation and Inquiries

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The time schedule is summarised below:-

D	Date of occurrence
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 DRM's 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,

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### Investigation and Inquiries

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- 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, place.
  - (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. Whether notices warning passengers to extinguish cigarette ends before throwing them away were exhibited in the coach which caught fire.



## CHAPTER - VIII

### Disposal of Inquiry Reports

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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/DSO within 7 days from the date of accident. The Sr. DSO/DSO will put up the inquiry report with his observations to the DRM for acceptance.
- (2) Submission of the inquiry reports to the CSO by Sr. DSO/DSO :- The inquiry report duly accepted by the DRM shall be submitted to CSO within 10 days from the date of accident in all accidents as under:-

All reportable train accidents.	4 copies.
Train accidents and fire cases	2 copies
All other accidents	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 DRM, 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 CCO:- In such accident cases, where there is a likelihood of claims materializing, a copy of the inquiry report will be sent to the Chief Claims Officer 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.

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**Disposal of Inquiry Reports**

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**802. Acceptance of findings :-**

- (1) CSO will advise the DRM of the acceptance of the findings with direction to take follow up action.
- (2) If the findings are not accepted by the DRM/CSO, a fresh departmental Inquiry shall be ordered.
- (3) If the findings of a Sr. Supervisors inquiry committee are not accepted, an inquiry at Officers level should be ordered by the DRM/CSO.
- (4) In the case of a joint or officers' inquiry, if findings are not accepted, the matter may be referred to the same committee or a new committee may be constituted.

**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 Headquarters level only.

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

- (1) Casualties under class P of Appendix I 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.

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### Disposal of Inquiry Reports

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- (2) A summary of such accidents will also be sent by the CSO 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/DSO for further necessary action.
- (2) The Sr. DSO/DSO after consultation with the branch officer concerned will send the broken materiel to the C&M, Parel or RDSO LKO.
- (3) On receipt of the investigation report from C&M Parel or RDSO LKO, Sr. DSO/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/ 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/DSO to CSO.

