

# STATION WORKING RULES (SWRs)



General Rules stipulates

“(1) In addition to General Rules for Bangladesh Railways and Subsidiary Rules of a Railway, each station shall be provided with Station Working Rules, applicable to the station, issued under special instructions.

(2) A copy of the Station Working Rules or relevant extract thereof shall be kept at stations, cabins, and level crossings concerned.”

SWRs shall be issued bilingual i.e , in English and Bangla

# **1. Object of SWRs**

The object of issuing SWR is to inform all staff concerned with working of trains about the special features of the station to ensure safe train operations at & between stations including level crossings, depending on local conditions.

## **2. Authority to issue SWRs:**

- i) Under the provisions of GR the authority to issue SWRs rests with the Authorised Officer of Railway. The power to issue SWRs has further been delegated to the DTO /DTS and DSTE jointly for all stations within the Division.
  
- ii) SWRs are issued in conformity with the G&SR and can not, in any way supersede them. In case of any conflict, the provisions of G&SR will prevail.

**3. SWRs requiring the sanction of the Government Inspector of Bangladesh Railway ( GIBR) .** At stations where relaxation has been obtained through the provisions of General Rules under approved special instructions, the approval of GIBR already obtained shall be included in the SWRs.

- ii. Railway administration must obtain sanction of the GIBR when the SWRs are revised as a result of any work listed in the Railway's P.Way Manual.
- iii. Works requiring the sanction of the Government Inspector of Bangladesh Railway Safety and notice thereof.
- iv. SWRs of Special Class Stations

## 4. Procedure for Preparation of SWR

- i. The DSTE/DTO will prepare/amend the Rule Diagram based on the signalling plan/appendices and send the Rule Diagram and also the signalling plan/ appendices in case of an interlocked station, to the DTO for framing Station Working Rules.
- ii. Since the Rule Diagram has a vital bearing on the preparation of the SWRs, the DSTE/DTO will scrutinize the Rule Diagram and any Signalling Appendices, and have these checked at the site.

iii. The DSTE/DTO will arrange for the preparation of the Draft Working Rules by the Transportation Inspector in the Standard Format, after which these will be checked and approved by the DSTE/DTO personally. In case of interlocked stations, the Draft Working Rules shall be checked and approved by DSTE/DTO.

iv. If there is a 'D' (Flag Station) and 'DK' (station with siding) between two Block Stations, the SWRs of the Block Stations on either side shall contain a reference to such D/DK class Station. In the case of a DK class Station, the special instructions for working the siding shall also be incorporated in the SWRs of the Block Stations situated on either side of the 'DK' class Station. A copy of these special instructions, along with the Rule Diagram, shall be made available at such DK class Stations.

- v. LC Gates controlled by the Stations and rules for their working shall be incorporated in Appendix A of SWR.
- vi. The detailed working instructions of Ghat sections shall also be appended on Appendix to the SWRs of adjacent block stations of Ghat section.

## **5, Responsibility of the Officers signing the SWRs :**

1. SWRs are the functional rules governing the working of stations. These need to be prepared with care and attention as any deficiency in these rules can endanger safety

,in which case the officers signing the SWRs shall also be held responsible along with other staff for breach of safety rules.

ii. It is obligatory that the rule diagram of the ground conditions is compared at the site to confirm the accuracy of R.D. In absence of officials signing the SWR having verified it personally, the Transportation Inspector and the SSAE (Signal, Way) will, after having jointly inspected the site shall certify in writing that the actual layout conforms to what is shown in the Rule Diagram and the number of points and signals quoted therein are correct.

## 6. Reviewing of SWRs:

The SWRs should be reviewed once in every ***five years***. In case the review brings out the necessity of carrying out changes, the SWRs should be re-issued. In the event of ***more than three correction slips*** having to be issued, the SWRs should be reissued without waiting for the periodical review to be conducted every five years as mentioned above.

## **7. Method of correcting SWRs:**

Whenever any addition/amendment is required to be made in the said rules, the entire page/pages duly signed by concerned officers on which the provisions requiring addition/amendment appears should be replaced. The method of pasting correction slips by hand in the SWRs is not permitted.

## 8. **Responsibility of Transportation Inspectors (TI):**

- a. The Transportation Inspector is responsible for seeing that SWRs of stations on his section are correct and up to date. He will also be responsible for ensuring that the station staff, viz. Station Super. Station Master, Cabin man, Points man, Gateman, and any other staff who are in any way connected with train passing duties, possess correct knowledge of the Rule Diagram and the SWRs and observe them strictly.

b. The Transportation Inspector will also review the SWRs and Rule Diagram, pointing out any irregularities detected. If he finds that specific rules are impracticable, thereby forcing the staff to infringe them, he shall immediately bring this matter to the notice of the DTO. If he detects any error or omission which, in any way, affects the safe running of trains, he shall take immediate steps at the spot as necessary for the safe working of trains and report the matter to the DSTE/DTO concerned for necessary amendment/ modification in the SWRs.

## **9. Responsibilities of Station Manger/Station master in charge:**

The Station Superintendent/Station Master, on receipt of the SWRs, must immediately check to ensure that these conform to the local conditions at their stations. If he finds any discrepancy in the said rules, he shall immediately bring such discrepancies and difficulties to the notice of the DTO and Transportation Inspector of the section. The Station Manager in charge shall ensure that all staff with definite responsibilities for train passing at their stations correctly understand and follow the SWR.

**10. Assurance of staff:**

a. All the staff who are in any way associated with train passing duties, must sign a declaration in the Assurance Register in token of having studied the SWRs, Rule Diagram and other instructions pertaining to their duties and understood the same and that they are in a position to take up duties independently at the Station. In case of illiterate staff, the Station Manager in charge/Yard Master/Assistant Station Master shall personally explain the SWRs, Rule Diagram and their duties and obtain their acknowledgements in the Assurance Register as a token of their having understood the instructions. The SS/YM/SM/ASM shall also certify that the staff concerned has understood the instructions pertaining to their duties.

- b. Fresh assurance shall be obtained in the Assurance Register from the staff concerned when –
- i. He joins at the station as a new member,
  - ii. There is any change in the Station Working Rules,
  - iii. He resumes duty at the station after an absence of 15 consecutive days or more.

## **11. Distribution of Station Working Rules:**

Copies of SWRs shall be distributed as per current instructions

## **12. Standardisation of SWRs:**

To maintain uniformity in the Station Working Rules (SWRs), the following format shall be used when framing or revising the rules for stations. Care may, however, be taken to ensure that –

- a. The SWRs framed as per the format are self-contained, brief, precise to the point, and written in simple spoken language, and
- b. General and Subsidiary Rules need not be reproduced in the SWRs. Relevant GR/SR numbers may be mentioned in brackets against each para when required.

c. DTO and DSTE are required to add those special items or features having a bearing on safety in operation at the concerned Station, which is not covered by the format given below (RLY Bd has fixed this format) :

.....RAILWAY

No.....

DIVISION

STATION WORKING RULES OF

(Name of

the station)

(BG/MG/DG)

.....

Date of issue

Date

Date brought in force .....

## **NOTE:**

(i) The Station working rules (SWR) must be read in conjunction with General & subsidiary Rules and the Block Working Manual. These rules do not supersede any rules in the above books in any way. The language of SWR should be simple, brief, and unambiguous, applying the provisions of the regulations to the specific conditions at the relevant station. These rules must be written in simple language that is intelligible to ordinary railwaymen. However, relevant GR/SR Numbers may be mentioned in the brackets.

- ii. The SWR must be page numbered with the station name code written on each page and signed by the Divisional Transportation Officer and Divisional Signal & Telecom Engineer at interlocked stations and at non-interlocked stations by DTO & DSTE and Divisional Engineer should sign each page.
- ii. The SWR should be issued afresh after every five years or after issue of three amendment slips and reviewed as and when required.
- iii. Any new innovations introduced to facilitate train operation should be incorporated in SWR.

## 1. Station working rule diagram :

SWR Diagram No. ----- based on CSTE/ Railway and Signal Inter locking Plan No. - ----- should show the complete layout of the yard, Points, Signals, gradients and interlocking arrangements of the station including the non-interlocked sidings, exact and actual holding capacity of all the individual lines in metres, actual inter signal (demarcation point) distances, names of adjacent stations and IBH signals, where provided, on either side of the station with their respective distances from the centre line of the station building to the central line of the adjacent stations and any other information necessary in the day to day operation of trains.

The particulars of the date up to which it is corrected should also be mentioned. The SWR diagram should display actual distances, rather than the minimum prescribed. It

should be signed by the DTO, DSTE, and DEN. The detection table, Lever Collar Chart and Pull Sheet may be provided in Appendix 'B'. Pull Sheet should be reproduced on a board brightly painted in the cabins to be placed above the Lever Frames.

## 2. Description of station

### General (Location)

----- (Name of the station) is a ----- class station on the  
(name of the section)

double/single line (BG/MG/DG) section of ----- . Railway on -----  
---- route. It is situated at KM ----- from ( a nominated point on  
the Railway). The number of cabins should be furnished.

### BLOCK STATIONS, ON EITHER SIDE AND THEIR DISTANCE AND OUTLYING SIDINGS.

----- Station is situated between ----- (Name of adjacent  
station on one side) in the-----  
(North/South/ East/West) side at a distance of ----- km and ( Name of  
adjacent station  
on the other side) in the -----(North/South/ East/West) at a distance  
of km.

In case the adjacent section is provided with the CBI signals, necessary mention of the same need to be made in the SWR literature.

In case of D class or Halt station taking off from the section its name and Km in Up/Dn direction should be mentioned. Their detailed working instructions should be given in Appendix 'c'.

### **BLOCK SECTION LIMITS ON EITHER SIDE OF THE STATION ON DIFFERENT DIRECTIONS**

Points up to which block section in the rear terminates and the point from which the block section in advance starts should be indicated in the following tabular format:

Between Stations.

The point from which the "Block Section" commences

The point at which the

"Block Section" ends

## **GRADIENTS IF ANY**

The gradients in the yard and the adjacent block sections should be mentioned with their locations. Any gradient which are steep enough to warrant special precaution in train operation should be mentioned.

## **LAY OUT**

Under this head, information pertaining to the number of running lines in the main yard, (namely UP Loop, UP Main, DN Main and Common Loop etc.), Goods sheds/siding, Hot Axle siding, passing sidings, engineering sidings, sidings taking off from the yard with the details etc. and how they are isolated from the running lines should be mentioned. The information in relation to provision of low/high level platforms on the running lines/goods sidings should be given.

## RUNNING LINES, DIRECTION OF MOVEMENT & HOLDING CAPACITY IN CSL.

The direction of movements on all the lines and the Clear Standing Limit of running lines in terms of meters need to be specified.

## NON RUNNING LINES AND THEIR CAPACITY IN CSL

### ANY SPECIAL FEATURES IN THE LAYOUT?

Any special features of the yard, such as catch siding, slip siding, non-standard turnouts, curves, spring points, etc., that bear on the operation of trains need to be mentioned.

### LEVEL CROSSINGS:

Detailed working of the gate along with the particulars regarding LC gate No., location, class, normal position, whether interlocked or non-interlocked, whether communication provided or not and whether Train Actuated Warning Device(TAWD) provided or not, how the gate is operated etc, need to be mentioned in Appendix '.A'.

### 3. SYSTEM AND MEANS OF WORKING

System of working in force – Absolute/One Engine Only. By using double-line, single-line tokens, or token-less block instruments, whether cooperative or non-cooperative, the staff responsible for their operation and custody of the keys should be clearly identified. Mention should also be made of the availability of a block telephone at the station and a Telephone provided at IBS posts to establish contact between the Loco pilot and the Station Master in the rear, in case of any necessity.

## 4. SYSTEM OF SIGNALLING AND INTERLOCKING

The Standard of interlocking, type of signalling (method of operating the signals/points from Lever Frames/Control Panel/VDU/CTC, provision of axle counters/track circuits on running lines, Calling-On Signals/IBS, special signalling features such as fixed Warner, stop boards at terminal stations, emergency cross-overs, permanently locked points, motor operated points at an otherwise mechanically worked stations, emergency/crank handle keys and their custody, indications(electric/banner type) of points/trap points/signals/track circuits/axle counters need to be mentioned.

The detailed description of the Lever Frame/control panel/Video Display Unit for route setting using point/signal/gate control switches, individual operation of points, operations of gates within the station limits, setting of points using the crank handle and the maintenance of proper records of emergency operation counters provided on the panel need to be mentioned here. Procedure for working of stations provided with Train Protection and Warning System and Anti Collision Device need to be mentioned. The procedure for resetting of the system in case of failure of Axle counter on berthing portion as well as IBS section, emergency operation of points, emergency route cancellation, clearing of block etc also need to be mentioned from operations point of view.

(Details of signalling and interlocking should, however, be given in Appendix .....

CUSTODY OF RELAY ROOM KEY AND PROCEDURE FOR ITS  
HANDING OVER AND TAKING OVER BETWEEN STATION  
MASTER AND S&T MAINTENANCE STAFF.

POWER SUPPLY

The sources of Power supply for signaling, such as Dn AT/Up AT/Local supply (Railway Electrical Dept.)/Diesel Generator/UPS/Integrated Power Supply, etc., should be specified here. It should be clearly mentioned whether the changeover from one source of supply to the other shall be automatic or manual in case of failure of the standard source of supply. The procedure for manual changeover should be described.

## 5. TELECOMMUNICATION:

The availability of the telecommunication facilities at the station and their operational aspects should be clearly defined:

- i) Section Control/Dy. Control/ Power Control Telephone, etc.
- ii. Digital/ Mobile Telephones,
- iii. Magneto Telephone with the cabins/gates,
- iv) Telephone for yard communication,
- vii) VHF Sets, and

The action to be taken in case of failure of communication given above to be clearly spelt out.

(Details of working should be given in appendix

## 6. SYSTEM OF TRAIN WORKING:

### DUTIES OF TRAIN WORKING STAFF

The duties of the train working operational staff such as Station Master, Switchman, Cabinman, Leverman, Pointsman, Platform Porter, Gateman for train operation should be mentioned in detail in Appendix 'D' giving specific references to the G&SR of the Railway and the Block Working Manual.

### TRAIN WORKING STAFF IN EACH SHIFT

The availability of above operation staff provided at the Station in each shift with their

duties for working of trains should be mentioned in Appendix

## RESPONSIBILITY FOR ASCERTAINING CLEARANCE OF THE LINES AND ZONES OF RESPONSIBILITY.

Responsibility for ascertaining clearance of lines and zones of responsibility of each of the staff on duty should be clearly mentioned here. Mention should be made that Private Number Book should be under the custody of train passing staff who is authorised to use it.

## ASSURANCE OF STAFF IN THE ASSURANCE REGISTER

Every train passing staff posted newly at the station or leave reserve staff at the station or regular staff who has resumed his duties after more than 15 days absence must go through Station Working Rules in force and give assurance in the prescribed Assurance Register.

## CONDITIONS FOR GRANTING LINE CLEAR :

Under this head, principles of the System of Working in force on the station should be described briefly and clearly as applicable to the station. Specific points on the track up to which the line is required to be kept clear must be indicated. Mention sidings, if involved, may also be made. Any Special Conditions To Be Observed While Receiving Or Despatching A Train

Setting of points against block line.

Reception of train on blocked line.

Reception of train on non-signalled line.

Despatch of train from non-signalled line.

Despatch of train from line provided with common starter signal.

Any other special conditions should be mentioned giving reference to the G&SR.

Conditions for taking 'off' approach signals: This needs to be mentioned here giving reference to the relevant provisions of the G&SR

Responsibility of station master for restoration of signals to 'on'. Station master should ensure that signal is put back to 'ON' after passage of the train as per GR

## Simultaneous Reception/Despatch, Crossing And Precedence OF TRAINS :

This should mention the specific setting of points and traps for the purpose of achieving the desired signal overlaps/isolations to Sand Humps/sidings etc. while receiving trains simultaneously, crossing and giving precedence to trains at the station.

### Complete Arrival Of Trains

Responsibility for verification of complete arrival of trains before closing the block section should be made clear. In case Block Proving by Axle Counter (BPAC) installed on the section, the procedure of block working should be mentioned, giving reference to the relevant provisions of G&SB and Block Working Manual

## Despatch of trains:

Particulars regarding starting of trains from running lines, non-signalled lines, issue of caution orders etc should be mentioned giving reference to the provision of G&SR and thereafter to the next station should be clearly defined.

Trains running through: The provisions given in G&SR should be mentioned.

## Working in case of failure:

Working in case of failure of track circuits, points, signals, block instruments, axle counters, Axle Counter Block, procedure for working over damaged points, reception of trains on obstructed lines, non-signalled line including failure to read the occupation of line by trolley or light engine etc. should be mentioned in detail here .

## **Provisions for working of trolleys/motor trolleys/material lorries:**

Some of the precautions such as given below should be mentioned:

### **7. Blocking of line:**

The precautions to be taken by the Station Master, when lines are blocked by stabled vehicles or otherwise for maintenance works, to be detailed here.

### **8. Shunting:**

General precautions

Shunting in the face of approaching train

Prohibition of shunting, special features if any.

Shunting on single line –

Within station section

Between Last Stop Signal and opposite First Stop Signal.

Beyond opposite First Stop Signal

During failure of block instrument on single line.

Shunting on double line.

Block back

Block forward

Following a train travelling away.

Upto IBS

Beyond IBS

During failure of block instrument on double line.

Shunting in the siding taking off from station yard/ goods yard.

## **9. Abnormal conditions**

### **(a) The Rules To Be Observed In The Event Of Abnormal Conditions.**

The procedure to be followed in the event of following abnormal conditions should be specifically mentioned.

During a partial interruption/ failure of the Electrical communication instrument. (ii) The authority to proceed in the occupied block section in case of obstruction of the line or accident etc.

Trains are delayed in a block section

Failure/passing of intermediate block stop signal at 'ON'.

(v) Failure of Axle Counter Block/ BPAC

(vi) Failure of MTRC (Mobile Train Radio Communication)

## LIST OF APPENDICES

**APPENDIX 'A' WORKING OF LEVEL CROSSING GATES**

**APPENDIX 'B' SYSTEM OF SIGNALLING AND INTERLOCKING AND COMMUNICATION ARRANGEMENTS AT THE STATION**

**APPENDIX 'C' DUTIES OF TRAIN PASSING STAFF AND STAFF IN EACH SHIFT.**

**APPENDIX D: LIST OF ESSENTIAL EQUIPMENT PROVIDED AT THE STATION**

**APPENDIX 'E' RULES FOR WORKING OF DK STATIONS, HALTS AND OUTLYING SIDINGS**

**(To be jointly signed by Divisional Transportation Officer and Divisional Signal and Telecommunication Engineer) , Counter signed by The Divisional Railway Manager .**



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