



METRO RAILWAY, KOLKATA

ACCIDENT MANUAL

(FOR OFFICE USE ONLY)

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METRO RAILWAY
ACCIDENT MANUAL (REVISED EDITION)

PREFACE

The Accident Manual contains Rules, regulations and procedures for dealing with Accidents in the most expedient manner. These rules should be considered as subsidiary to rules under Chapter-VI of General rules for Metro Railway, Kolkata. The instructions contained in the Accident Manual should be read in conjunction with the General Rules and the Subsidiary Rules of the Metro Railway, Kolkata. Nothing in these rules should be read as cancelling, amending or modifying any of the General or Subsidiary rules. This Manual is intended for official use only and every Railway official who is required to deal with accidents shall have a copy of this Manual and he should also be conversant with its contents. In the manual, the rules have been serially numbered Chapter – wise.

List of important duties which are required to be discharged by some of the Railway officials in dealing with a serious accident have been given in Chapter – V. While these have been detailed with a view to helping the staff in dealing with the Accidents in the most expedient manner, these are not to be considered as exhaustive. The Metro Railway officials must be guided by all the rules and instructions that may remain in force at the time of Accident. In dealing with an accident, Metro Railway officials must be prompt, cautious and exercise initiative. All additions and corrections that may be issued from time to time must be entered neatly in accordance with the instructions contained therein and recorded in the Register of correction slips given in the front of this book.

(S.K. DAS)

Chief Operations Manager

Metro Railway / Kolkata

Register of Addenda and
Corrigenda Issued Subsequent to the publication of this book

[illegible]

ACCIDENT MANUAL

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CHAPTER-I

GENERAL

1.01 **Instruction:**

- (a) The instructions contained in the Accident Manual should be read in conjunction with the General Rules 2012 and Subsidiary Rules thereof. Nothing in these rules should be read as cancelling, amending or modifying any of the General or Subsidiary rules.
- (b) Nothing in these rules shall be read as cancelling, amending or modifying any of the General and Subsidiary Rules or instructions contained in any of the Railway Board's Circulars concerning accidents.
- (c) Except where specifically mentioned, nothing in these rules applies to workshop Accidents, which are covered by the Factories' Act of 1948 and the Rules made there under by the Government of the State of West Bengal.
- (d) These rules apply throughout the Metro Railway to all lines open for carriage of passengers, non-running lines and lines under construction.

1.02 **Objectives to be achieved:**

The objectives are:

- (i) to save life and to alleviate sufferings;
- (ii) to protect property ;
- (iii) to provide succour and help to other passengers at the site of accident;
- (iv) to ascertain the cause of accident to prevent recurrence;
- (v) to restore through communications at the earliest.

1.03 **Immediate actions required:**

Depending on the nature of the incident, all or any of the following kinds of actions may be required to be taken immediately.

- (a) Raising alarm and alerting key people and essential services including Security and Police. In case of fire advice to fire Fighting Personnel.
- (b) Control/regulation of train services and closure of stations.
- (c) Switching off of third rail power, if necessary.
- (d) First Aid, medical Services, Hospital arrangements.
- (e) Ensuring safety of passengers by unconventional means, if necessary.

- (f) Direction of Break down services/gangs including outside assistance where required.
- (g) Control and direction of rescue operation including handling and clearance of casualties.
- (h) Safeguarding of personnel and/or property.
- (i) Communicating information to passengers suitably by the Station Master on duty of station concerned (as well as by Traffic Controller on Central P.A. System where more than one station is affected due to dislocation/disruption in train running.

1.04 Every Metro Railway staff to render all possible assistance :

- (a) Every Metro Railway staff, irrespective of department jurisdiction, should render all assistance in his power in clearing the line and restoring through communication after an accident. Scheduled jurisdiction should not stand in the way when it is more expedient for another official to render assistance.
- (b) In the event of a train held up for more than 3 minutes at any point on its run, Metro Railway officers and staff on board such a train, must come forward promptly to assist the Train-crew and the station staff to deal with emergency situation.

1.05 Resources of all Departments to be made available:

Resources of all Departments in men and material should be promptly made available, when required, for dealing with accidents or for rendering assistance to affected passengers.

1.06 Responsibilities of civil Emergency Services in a major incident on Metro:

Close liaison with non-Railway Emergency services personnel should be maintained and permission to emergency service personnel to go on to the track should be given (after necessary precaution) for the following type of assistance:-

(a) Police:

- (i) Establishing identification of the dead and injured, maintaining adequate records and linking information with relatives, etc
- (ii) Establishing and controlling road traffic diversions;
- (iii) Controlling crowds;
- (iv) Warning any of the civilian population placed in danger by the disaster and where necessary carrying out the evacuation of an area;
- (v) Safeguarding property involved in the disaster;
- (vi) performing such other essential duties as are necessary and possible.

(b) Fire Brigade:

- (i) Rescue of people trapped;
- (ii) Extinguishing fire;
- (iii) Removal of bodies from wreckage.

(c) Ambulance Service:

- (i) First-aid to the injured;
- (ii) Removal of casualties to hospital.

1.07 Means of Communication:

The following communications should be resorted to in the event of an accident:

- (a) Inter-com between conducting motorman & driving motorman.
- (b) Railway Auto and/or Control telephones at stations, depots Carsheds and Metro Offices.
- (c) BSNL telephone at stations depots, Carsheds and Metro Offices;
- (d) Emergency telephone (ACSR) alignment in the tunnel;
- (e) Radio telephone between Motorman of train and control;
- (f) Public address system on trains, Central Control and at stations for information of passengers;
- (g) BSNL telephones in public offices, Post Offices, shops and residences near Metro stations.

1.08 Detrainment of passengers (where considered necessary)

Depending on the gravity of the situation, detrainment of passengers in section between two stations may be done in the following three different ways as under:

- (I) when Detrainment is to be done only from the front end of the train.
- (II) When Detrainment is to be done only from the rear end of the train.
- (III) When Detrainment is to be done from both ends of the train.

(I) When Detrainment is to be done only from the front end of the train:

- (a) The Driving Motorman will do the following:-

- (i) The Driving Motorman and Conducting Motorman of disabled train will discuss about the situation promptly. The Driving Motorman will advise the Conducting Motorman to secure the train by applying parking brake / skid available in the cabs after receipt of confirmation of power block under exchange of private number with the Traffic Controller.
 - (ii) He will advise the Conducting Motorman to explain the circumstances to the passengers through PA System and request them to wait for further advice. He will also advise the Conducting Motorman to connect running rail and third rail through shorting links provided in both cabs.
 - (iii) The Driving Motorman will open the emergency door as well as lower the step ladder and properly secure the same and place the Drain Cover on the Central Drain.
 - (iv) He will then open the door between driving cab and passenger compartment.
 - (v) He will ask the Conducting Motorman to announce thorough PA system and explain the circumstances to the passengers and request them not to panic and to get down through front end emergency door. In case the PA System of Conducting Motorman fails, the Driving Motorman himself will make the announcement and extend all help to enable them to get down on the track safely. He should specially take care of children, ladies and old men.
 - (vi) The Driving Motorman should ensure that there is no passenger left behind in the disabled train and the last passenger is moving towards the station and he will ask the Traffic staff deputed from the station in advance to lead the passengers from front side and Conducting Motorman will escort the passengers from rear end towards the station in advance.
 - (vii) On arrival of the Conducting Motorman to the disabled train after passengers have reached station in advance, the Driving Motorman will advise the Conducting Motorman to remove the shorting link between third rail and running rail, to normalize the step ladder, to close the cab exit and will wait for further instruction from the Traffic Controller.
- (b) The Conducting Motorman will do the following:
- (i) The Driving Motorman and Conducting Motorman of disabled train will discuss the situation promptly. On getting instruction from the Driving Motorman (only after receipt of confirmation of power block under exchange of private number with the Traffic Controller), the

Conducting Motorman will secure the train by applying parking brake / skid and connect running rail and third rail through shorting links available in both cabs.

- (ii) He will explain the circumstances to the passengers through the PA system and request them to wait for further advice.
 - (iii) On receipt of instruction from the Driving Motorman, he will announce through PA system to the passengers about the circumstances and request them not to panic and to get down on the track through the emergency door of front cab. In case the PA system fails, he will ask the Driving Motorman to make the announcement.
 - (iv) The Conducting Motorman should keep watch on the passengers, particularly on ladies, children and old men and ensure that all passengers have been detrained. Thereafter he will follow the last passenger towards the station in advance.
 - (v) He will inform the Traffic Controller from station Superintendent / Shift-in-charge's room at the station along with the Station Superintendent /Shift-in-charge that detrainment is complete.
 - (vi) He will come back to the train and inform the Driving Motorman about the completion of detrainment and thereafter he will remove the shorting link between 3rd rail and running rail, remove the Drain Cover from the Central Drain and then pull back the step ladder and close the emergency door. He will wait for further instructions from the Driving Motorman.
- (c) The following action has to be taken by Station Superintendent / Shift-in-charge of the station in advance of the disabled train.
- (i) He will ensure from the Traffic Controller that power supply has been switched off under exchange of private number.
 - (ii) Frequent announcement shall be done over the station PA system by the Station Superintendent /Shift-in-charge of the affected station.
 - (iii) He or his nominated staff will go to the site of the stationary train from where passengers will be detrained.
 - (iv) He or his nominated staff will guide the passengers through staircase provided at the end of the platform (and where staircase is not available the aluminium ladder shall be placed at the platform end) to come on to the platform to get out of the station, as required. He will inform the Control along with the Conducting Motorman about the completion of detrainment after the last passenger has reached station.

- (v) After completion of evacuation of passengers, he will remove the aluminium ladder(s), if the same has been provided at the platform end.
 - (vi) He will wait for further instruction from the Traffic Controller for movement of the train.
- (d) The Traffic Controller will do the following:-
- (i) On receipt of information from Driving Motorman about the inability of the train to proceed further, necessitating evacuation of passengers, he will ask the TPC to switch off power supply of the 3rd rail for both the lines under exchange of private number.
 - (ii) The Traffic Controller shall then inform the Driving Motorman of the disabled train, under exchange of private number, confirming power block of the section. He will also inform the station-in-charge of the station, where passengers are to be evacuated, confirming the power block, under exchange of private number.
 - (iii) He will inform the Station Superintendent /Shift-in-charge of advance station of the affected train to depute staff to go towards the disabled train to help detrain the passengers and bring them to the station.
 - (iv) In the mean time the Traffic Controller shall inform the nearest Police Station and Metro Railway Security Control about the incident and request them to attend the concerned station to maintain law and order and he may also ask Railway Doctors and nearest Hospitals for ambulance and other medical assistance.
 - (v) After receiving the confirmation from the Station Superintendent/Shift-in-charge in respect of completion of detrainment of passengers and on receipt of information as to safe return of the Conducting Motorman, closing of cab exit, removing of short links, skids etc from Driving Motorman, duly supported by private number, he will ask TPC to switch on the third rail power supply, under exchange of private number, if situation so permits.
 - (vi) The Traffic Controller under exchange of private number shall inform the Station-in-charge concerned and Driving Motorman that third rail power supply has been “switched on” again and he will give instructions to the Driving Motorman to start the train cautiously up to the next station and restore normal service after the section has been cleared.

(e) The TPC will do the following:-

- (i) On receipt of request/information from Traffic Controller about the necessity of detrainment of passengers from disabled train, TPC will switch off 3rd rail power supply of both the lines through remote control system by operating necessary HSCB controlling the power supply of the section.
- (ii) In case of failure of remote control system, he will get the power supply to 3rd rail switched off through the substation operator by giving necessary message.
- (iii) In case of communication failure to the substation, he may have to switch off power supply by switching off power to the rectifier transformers from either side of the section in question.
- (iv) After switching off power supply of both the lines 3rd rail /getting power supply switched off by substation operator, he will give the message about switching off of power to the third rail to the Traffic Controller on duty under exchange of private number.
- (v) He will also inform the TLC that the power supply of both the lines have been switched off from the 3rd rail of the section
- (vi) He will arrange to turn on 100% tunnel lights/Parapet lights in the affected section.
- (vii) In case of tunnel section, he will arrange to run both the mid-point exhausts in the section and the tunnel intake fans at the stations on either side.
- (viii) After detrainment of passengers is completed and message to the effect is received from Traffic Controller, he will, if situation so permits, restore 3rd rail power, normalize the ventilation system, tunnel/Parapet lighting system and advise the Traffic Controller under exchange of private number for resuming further movement of train as required.

(II) When Detrainment is to be done only from the rear end of the train:

(a) The Driving Motorman will do the following:-

- (i) The Driving Motorman and Conducting Motorman of disabled train will discuss the situation promptly and the Driving Motorman will advise the Conducting Motorman to secure the train by applying parking brake/ kids available in the cabs after receipt of confirmation of power block under exchange of private number with the Traffic Controller.

- (ii) He will advise the Conducting Motorman to explain the circumstances to the passengers through PA system and request them to wait for further advice. He will also advise the Conducting Motorman to connect running rail and third rail through shorting links provided in both cabs.
 - (iii) The Driving Motorman will advise the Conducting Motorman to open the rear emergency door as well as lower the step ladder and properly secure the same, place the drain cover on the Central drain and then to open the door between the rear cab and passenger compartment.
 - (iv) He will ask the Conducting Motorman to announce thorough PA stem and explain the circumstances to the passengers and request them not to panic and to get down through rear end emergency door. In case the PA System of Conducting Motorman fails, the Driving Motorman himself will make the announcement and extend all help to enable them to get down on the track safely. He should specially take care of children, ladies and old men.
 - (v) The Driving Motorman should ensure that there is no passenger left behind in the disabled train and the last passenger is moving towards the station and he will ask the Traffic staff deputed from the station in rear to lead the passengers from front side and Conducting Motorman will escort the passengers from back side towards the station in rear.
 - (vi) On return of Conducting Motorman to the disabled train, the Driving Motorman will advise the Conducting Motorman to remove the shorting link between third rail and running rail, to normalize the step ladder remove the drain cover to close the cab exit and he will wait for further instruction from the Traffic controller.
- (b) The Conducting Motorman will do the following:-
- (i) The Driving Motorman and Conducting Motorman of disabled train will discuss about the situation promptly. On getting instruction from the Driving Motorman (only after receipt of confirmation of power block under exchange of private number with the Traffic Controller), the Conducting Motorman will secure the train by applying parking brake /skid and connect running rail and third rail through shorting links available in both cabs.
 - (ii) He will explain the circumstances to the passengers through the PA system and request them to wait for further advice.
 - (iii) On receipt of instruction from the Driving Motorman about the evacuation of passengers he will open the rear end emergency door

as well as lower the step ladder and properly secure the same and place the Drain Cover on the central drain.

- (iv) He will announce to the passengers through PA system about the circumstances and request them not to panic and to get down on to the track through rear end emergency door. In case the PA system fails, he will ask the Driving Motorman to make the announcement.
 - (v) He will then open the door between cab of Conducting Motorman and passenger compartment.
 - (vi) The Conducting Motorman should keep watch on the passengers, particularly on ladies, children and old men and ensure that all passengers have been detrained. Thereafter he will follow the last passenger towards the station in rear.
 - (vii) He will inform the Traffic Controller from Station Superintendent / Shift-in-charge's room at the station along with the Station Superintendent / Shift-in-charge that detrainment is complete.
 - (viii) He will come back to the train and inform the Driving Motorman about the completion of detrainment and thereafter he will remove the shorting link between 3rd rail and running rail, pull back the step ladder and close the emergency door. He will wait for further instructions from the Driving Motorman.
- (c) The following action has to be taken by Station Superintendent / Shift-in-charge of the station in rear of the disabled train.
- (i) He will ensure from the Traffic Controller that power supply has been switched off under exchange of private number.
 - (ii) Frequent announcement shall be done over the station PA system by the Station Superintendent / Shift-in-charge of the affected station.
 - (iii) He or his nominated staff will go to the site of the stationary train from where passengers will be detrained.
 - (iv) He or his nominated staff will guide the passengers through staircase provided at the end of the platform (and where staircase is not available the aluminium ladder shall be placed at the platform end) to come on to the platform to get out of the station, as required. He will inform the Control along with the Conducting Motorman about the completion of detrainment after the last passenger has reached station.
 - (v) After completion of evacuation of passengers, he will remove the aluminium ladder(s), if the same has been provided in the platform end.
 - (vi) He will wait for further instruction from the Traffic Controller for movement of the train.

(d) The Traffic Controller will do the following:-

- (i) On receipt of information from Driving Motorman about the inability of the train to proceed further, necessitating evacuation of passengers, he will ask the TPC to switch off power supply of the 3rd rail for both the lines under exchange of private number and confirm the power block to the Driving Motorman by exchanging private number. He will also inform the station-in-charge of the station, where passengers are to be evacuated, confirming the power block, under exchange of private number.
- (ii) He will inform the Station Superintendent /Shift-in-charge of rear station of the affected train for deputing their staff to go towards the disabled train to help detrainment of passengers and bring them to the station.
- (iii) In the mean time the Traffic Controller shall inform the nearest Police Station and Metro Railway Security Control about the incident and request them to attend the concerned station to maintain law and order and he may also ask Railway Doctors and nearest Hospitals for Ambulance and other medical assistance.
- (iv) After receiving the confirmation from Shift-in-charge in respect of completion of detrainment of passenger and also on receipt of information about safe return of the Conducting Motorman, closing of cab exit, removing of shorting links, skids etc from the Driving Motorman, being supported by private number, he will ask TPC to 'switch on' the third rail power supply, under exchange of private number, if situation so permits.
- (v) The Traffic Controller under exchange of private number shall inform the Station-in-charge concerned and Driving Motorman that third rail power supply has been "switched on" again and he will give instructions to the Driving Motorman to start the train cautiously up to the next station and restore normal service after the section has been cleared.

(e) The TPC will do the following:-

- (i) On receipt of request/information from Traffic Controller about the necessity of detrainment of passengers from disabled train, TPC will switch off 3rd rail power supply through remote control system by operating necessary HSCB controlling the power supply of the section.
- (ii) In case of failure of remote control system, he will get the power supply to 3rd rail switched off through the substation operator by giving necessary message.

- (iii) In case of communication failure to the substation, he may have to switch off power supply by switching off power to the rectifier transformers from either side of the section in question.
- (iv) After switching off 3rd rail power supply/getting power supply switched off by substation operator, he will give the message about switching off of power to the third rail to the Traffic Controller on duty under exchange of private number.
- (v) He will also inform the TLC that the power has been switched off from the 3rd rail of the section.
- (vi) He will arrange to turn-on 100% tunnel lights/parapet lights in the affected section.
- (vii) In case of tunnel section, he will arrange to run both the mid-point exhausts in the section and the tunnel intake fans at the stations on either side.
- (viii) After detrainment of passengers is completed and message to the effect is received from Traffic Controller, he will, if situation so permits, restore 3rd rail power, normalize the ventilation system, tunnel/parapet lighting system and advise the Traffic Controller under exchange of private number for resuming further movement of train as required.

(III) When Detrainment is to be done from both ends of the train:

- (a) The Driving Motorman will do the following.
 - (i) The Driving Motorman and Conducting Motorman of disabled train will discuss the situation promptly and the Driving Motorman will advise the Conducting Motorman to secure the train by applying parking brake/skids available in the cabs after receipt of confirmation of power block under exchange of private number with the Traffic Controller.
 - (ii) He will advise the Conducting Motorman to explain the circumstances to the passengers through PA system and request them to wait for further advice. He will also advise the Conducting Motorman to connect running rail and third rail through shorting links provided in both cabs.
 - (iii) The Driving Motorman will advise the Conducting Motorman to open the emergency door as well as lower the step ladder in the rear cab and properly secure the same. He himself will open the emergency door as well as lower the step ladder in his own cab and properly

secure the same. In both cases, after lowering ladder Drain Cover shall be placed on the Central drain.

- (iv) The Driving Motormen will advise the Conducting Motorman to open the door between the rear cab and passenger's compartment and he himself will also open the door between his driving cab and passengers' compartment.
 - (v) He will ask the Conducting Motorman to announce through PA System and explain the circumstances to the passengers and request them not to panic and to get down through emergency doors at both ends. In case the PA System of Conducting Motorman fails, the Driving Motorman himself will make the announcement and extend all help to enable them to get down on the track safely. He should specially take care of children, ladies and old men.
 - (vi) The Driving Motorman should ensure that there is no passenger left behind in the disabled train and the last passenger is moving towards the station(s) and he will ask the two Traffic staff deputed from station in advance to guide the passengers who detrain from the front end towards the station in advance (one staff will lead the passengers from front side and another one will escort the passengers from back side). Similarly, for passengers who detrain from the rear end, a Traffic staff deputed from rear station will lead the passengers from front and Conducting Motorman will escort the passengers from back side towards the station in rear.
 - (vii) On return of Conducting Motorman to the disabled train, the Driving Motorman will advise the Conducting Motorman to remove the shorting link between third rail and running rail, normalize the step ladder, close the cab exit, and he will wait for further instruction from the Traffic Controller.
- (b) The Conducting Motorman will do the following.
- (i) The Driving Motorman and Conducting Motorman of disabled train will discuss the situation promptly. On getting instruction from the Driving Motorman (only after receipt of confirmation of power block under exchange of private number with the Traffic Controller), the Conducting Motorman will secure the train by applying parking brake /skid and connect running rail and third rail through shorting links available in both cabs.
 - (ii) He will explain the circumstances to the passengers through the PA system and request them to wait for further advice.

- (iii) On receipt of information from Driving Motorman about the evacuation of passengers he will open the emergency door as well as lower the step ladder and properly secure the same.
 - (iv) On receipt of instruction from the Driving Motorman, he will announce through PA system to the passengers of the train about the arrangement already made for their detrainment from both the cabs of the train and request them not to panic and to get down through emergency doors of both ends of affected train.
 - (v) He will then open the door between cab of Conducting Motorman and passenger compartment.
 - (vi) The Conducting Motorman should keep watch on passengers detraining from rear end, particularly on ladies, children and old men and ensure that all passengers have been detrained. Thereafter traffic staff will lead and he will escort the last passenger towards the rear station.
 - (vii) He will inform the Traffic Controller from station Superintendents / Shift in-charge's room at the station along with the Station Superintendent /Shift-in-charge that detrainment is complete towards the rear station from the affected train.
 - (viii) He will come back to the train and inform the Driving Motorman about the completion of detrainment and thereafter, on getting instruction from the Driving Motorman, he will remove the shorting link between 3rd rail and running rail, pull back the step ladder and close the emergency door. He will wait for further instructions from the Driving Motorman.
- (c) The following action has to be taken by Station Superintendents / Shift-in-charges of the stations.
- (i) The Station Superintendents/Shift-in-charges of both the adjacent stations will ensure from the Traffic Controller that passengers are to be evacuated from both the end of affected train and power supply has been switched off under exchange of private number.
 - (ii) Frequent announcement shall be done over the station PA system by the Station Superintendents /Shift-in-charges of both the affected adjacent stations.
 - (iii) The Station Superintendents/Shift-in-charges or their nominated staff will go to the site of the stationary train from where passengers will be detrained. At least two staff will be deputed from the station in advance and one staff from the station in rear for this purpose.

- (iv) They or their nominated staff will guide the passengers through staircase provided at the end of the platform (and where staircase is not available the aluminium ladder shall be placed at the platform end) to come on to the platform to get out of the station, as required.
 - (v) Complete arrival of passengers at the stations is to be confirmed by the Traffic staff in case of station in advance and by the Conducting Motorman in case of rear station. The Station Superintendents / Shift-in-charges of both the stations will inform the central Control about the completion of detrainment of the passengers after the last passenger has reached the station.
 - (vi) After completion of evacuation of passengers, he will remove the aluminium ladder(s), if the same has been provided in the platform end.
 - (vii) He will wait for further instruction from the Traffic Controller for movement of the train.
- (d) The Traffic Controller will do the following.
- (i) On receipt of information from Driving Motorman about the inability of the train to proceed further, necessitating evacuation of passengers he will ask the TPC to switch off power supply of the 3rd rail for both the lines under exchange of private number and advise the Driving Motorman of the fact by exchanging private number.
 - (ii) He will inform the Station Superintendents /Shift-in-charges of both the adjacent stations of the affected train for deputing their staff with an advice to go towards the disabled train to help detrainment of passengers and bring them to the station.
 - (iii) In the mean time the Traffic Controller shall inform to the nearest Police Station and Metro Railway Security Control about the incident and request them to attend the concerned stations to maintain law and order and he may also ask Railway Doctors and nearest Hospitals for Ambulance and other medical assistance.
 - (iv) After receiving the confirmation from Shift-in-charges of both the adjacent stations in respect of completion of detrainment of passengers and on receipt of information as to safe returns of the Conducting Motorman, closing of cab exit, removing of short links, skids etc from Driving Motorman, being supported by private number, he will ask TPC to switch on the third rail power supply, under exchange of private number, if situation so permits.
 - (v) The Traffic Controller under exchange of private number shall inform the Station-in-charge concerned and Driving Motorman

that third rail power supply has been “switched on” again and he will give instructions to the Driving Motorman to move the train cautiously up to the next station and restore normal service after the section has been cleared.

(e) The TPC will do the following:-

- (i) On receipt of request/information from Traffic Controller about the necessity of detrainment of passengers from disabled train, TPC will switch off 3rd rail power supply through remote control system by operating necessary HSCB controlling the power supply of the section.
- (ii) In case of failure of remote control system, he will get the power supply to 3rd rail switched off through the substation operator by giving necessary message.
- (iii) In case of communication failure to the substation, he may have to switch off power supply by switching off power to the rectifier transformers from either side of the section in question.
- (iv) After switching off 3rd rail power supply/getting power supply switched off by substation operator, he will give the message about switching off of power to the third rail to the Traffic Controller on duty under exchange of private number.
- (v) He will also inform the TLC that the power has been switched off from the 3rd rail of the section.
- (vi) He will arrange to turn-on 100% tunnel lights/parapet lights in the affected section.
- (vii) In case of tunnel section, he will arrange to run both the mid-point exhausts in the section and the tunnel intake fans at the stations on either side.
- (viii) After detrainment of passengers is completed and message to this effect is received from Traffic Controller, he will, if situation so permits, restore 3rd rail power, normalize the ventilation system, tunnel/parapet lighting system and advise the Traffic Controller under exchange of private number to resume further movement of train as required.

Add Para No.1.09 below Para No. 1.08 under chapter-I

(AUTHORITY-Addendum and corrigendum No.01 dated 23.05.2022)

1.09. Detrainment of passengers under CBTC System.

If a train stops between stations due to Rolling stock failure, Traction power failure or any other reason for which train cannot move, detrainment of passengers in section between two stations may be done in either of the following two different ways:

- (i) Train stopped between stations and evacuation of passengers on foot.
- (ii) Train stopped between stations and evacuation of passengers by Assisting Train.

(I) Train stopped between stations and evacuation of passenger on foot.

(a) The Driving Motorman will do the following:

- (i) The Motorman of stranded train shall inform the Traffic Controller about the location i.e. kilometrage, particulars of the train and his identity within one minute of the train getting stranded.
- (ii) The reason for such hold up shall be suitably informed to the passengers inside the train by Motorman through available means of communications.
- (iii) Ensure "Traction Power Off" of 3rd rail and fix TRED at both the lines from on board Traffic Controller by exchange of private number over recorded means of communication.
- (iv) He shall inform the passengers that evacuation shall start from the specify door and passengers to follow the next announcement.
- (v) He shall open the selected door and place the ramp between the train door and the walkway by securing its fixation. Passengers shall be detained on the walkway after arrival of the station staff and shall ensure that all the passengers have left the disable train.
- (vi) In case of derailment or any other eventuality such evacuation shall be started earlier without waiting for the arrival of station staff.
- (vii) He shall ensure that all the passengers have left the disabled train.
- (viii) Motorman shall remove the ramp and close the door exit and will wait for further instructions from the Traffic Controller.

(b) The Traffic Controller will do the following:

- (i) Traffic Controller after getting initial information from Motorman, shall inform the shift-in-charges of the adjacent stations as well as Traction Power Controller (TPC) to remain in readiness for evacuation of passengers from the stranded train.
- (ii) On receipt of information from Driving Motorman about the inability of the train to proceed further and thus necessitating evacuation of passengers, he shall obtain power block of the concerned section (both lines covering platform zones) from the TPC by exchange of private number and relay the confirmation of power block to the shift- in-charges of the adjacent stations as well as Motorman by exchange of private number
- (iii) He shall advise the shift-in-charges of adjacent stations to earth both up and down 3rd rails of the affected sections by using earthing device and shall take confirmation of same from Shift-in-charges by exchange of private number over recorded means of communication.

- (iv) He shall convey confirmation of earthing of both the 3rd rails to the Motorman of the stranded train by exchange of private number over available means of communication.
- (v) He will inform the Station Superintendents /Shift-in-charges of both the adjacent stations of the affected train for deputing their staff with an advice to proceed towards the disabled train to help detrainment of passengers and guide them to the station.
- (vi) In the mean time the Traffic Controller shall inform the nearest Police Station and Metro Railway Security Control about the incident and request them to attend the concerned stations to maintain law and order. He may also ask Railway Doctors and nearest Hospitals for Ambulance and other medical assistance.
- (vii) After receiving confirmation from Shift-in-charges of both the adjacent stations in respect of completion of detrainment of passengers with safe returns of the station staff with all passengers, removing of Third Rail Earthing Device, closing of manual secondary door (MSD) and ensure the closing of train door exit, being supported by exchange of private number from Shift-in-charges and Motorman.
- (viii) He shall confirm to the TPC about the completion of passengers' evacuation and then ask for cancellation of power block by exchange of private number.
- (ix) He shall ensure the cancellation of the power block, from TPC and shall inform the Motorman and shift-in-charge(s) by exchange of private number.
- (c) **The Station-in-Charge(s)/Shift-In-Charge(s) will do the following:**
 - (i) He will ensure from the Traffic Controller that power supply has been switched off under exchange of private number.
 - (ii) Frequent announcement shall be done over the station PA system at the affected station.
 - (iii) He or his nominated staff after opening manual secondary door (MSD) shall earth both lines of the affected sections by using earthing device and shall inform such earthing to Traffic Controller by exchange of private number.
 - (iv) He or his nominated staff will go to the site of the stationary train from where passengers will be detrained.
 - (v) Passenger shall be detrained on the walkway after arrival of the nominated station staff. One staff shall lead the passengers to the station and one not below the rank of Sr.TA shall follow detrained passengers from rear.
 - (vi) After all the passengers have reached the station the second traffic staff shall confirm completion of evacuation in writing to the shift in-charge.
 - (vii) All the earthing devices are removed from the lines by himself or nominated station staff and MSD is closed, and inform the same to the Traffic Controller by exchange of private number.
- (d) **The Traction Power Controller will do the following:**
 - (i) On receipt of request/information from Traffic Controller about the necessity of detrainment of passengers from disabled train, TPC will switch off 3rd rail power supply through remote control system by operating necessary HSCB's controlling power supply of the said section.
 - (ii) He shall also switch "OFF" all necessary HSCB's as per requirement for passengers' evacuation on their passage.
 - (iii) In case of failure of remote control system, he will get the power supply to 3rd rail switched off through the substation operator by giving necessary message.

- (iv) In case of communication failure to the substation, he may have to switch off power supply by switching off power to the rectifier transformers from either side of the section in question.
 - (v) After switching off 3rd rail power supply/getting power supply switched off by substation operator, he will give the message about switching off of power to the third rail to the Traffic Controller on duty under exchange of private number.
 - (vi) He will also inform the TLC that the power has been switched off from the 3rd rail of the section.
 - (vii) In tunnel section, he will arrange to turn-on 100%tunnellights/parapet lights in the affected section and to run both the mid-point Tunnel Ventilation System (TVS) for supply of fresh air to the chosen route for evacuation, before authorizing detrainment of passengers.
 - (viii) After detrainment of passengers is completed and message to this effect is received from Traffic Controller, he will, if situation so permits, restore 3rd rail power, normalize the ventilation system, tunnel/parapet lighting system and advise the Traffic Controller under exchange of private number to resume further movement of train as required.
- (II) Train stopped between stations and evacuation of passenger by Assisting Train.
- (a) **Motorman of disabled train will do the following:**
 - (i) If a train stops between the stations but its mobility has not been lost, the Motorman of the stranded train shall inform the Traffic Controller about the location i.e. kilometrage, particulars of the train and his identity within one minute.
 - (ii) All trouble shooting efforts shall be completed and its status shall be informed to Traffic Controller within ten minutes over TETRA so that the eyacuation, if required, starts from eleventh (11th) minute of occurrence.
 - (iii) The reason for such hold up shall be suitably informed to the passengers inside the train.
 - (iv) If Motorman cannot isolate a defect in his train and is unable to move it under its own power, he shall secure the train and request the Traffic Controller for assistance.
 - (v) He shall isolate traction connections to his train.
 - (vi) Once the assisting train has arrived and coupling of trains is confirmed, he shall release the brakes of his train.
 - (vii) After complete arrival of the combined consists at the platform of the next station, he shall then detrain all the passengers at the station.
 - (viii) He shall exchange communication to the Motorman of assisting train over TETRA until the combined consist completely arrives at depot.
 - (b) **Motorman of Assisting train will do the following:**
 - (i) On receipt of information from Traffic Controller that his train will be utilized as an assisting train, he shall detrain all the passengers at the station. If the train has already left the station, he will drive as close to the disabled train as permitted under Coded Manual mode under cab signaling.
 - (ii) He shall suitably inform to the passengers inside the train about the situation through PA system.
 - (iii) He shall proceed with Restricted Manual mode, at reduced speed and stop about ten meters short of the stalled train.

- (iv) In case it is more convenient to provide assisting train from the leading end direction, he shall detrain the passengers at the station, change the cab and proceed in the direction of the disabled train under Coded Manual mode as far as limit of authority under cab signaling and thereafter change to Restricted Manual mode and stop short of about ten meters of stalled train.
- (v) He shall couple his train to the defective train by mechanical means only.
- (vi) Motorman of the assisting train, if in front, shall once again change the cab and shall drive forward in Restricted Manual mode at slow speed while exchanging communication with the front cab of defective train until the assisting train has completely reached at platform of the next station.
- (vii) All passengers of assisting train shall then be de-trained at the station and the combined consist worked to the depot in Restricted Manual mode at a speed not exceeding ten kilometer per hour.
- (viii) He shall exchange communication with the Motorman of disabled train over TETRA until the combined consist train is completely arrives at depot.
- (c) **The Traffic Controller will do the following:**
 - (i) On receipt of information from Driving Motorman about the inability of the train to proceed further necessitating evacuation of passengers, the Traffic Controller shall utilize the following train as an assisting train and the same shall be informed to the Motorman of the following train.
 - (ii) He shall instruct the Motorman of the following train to drive as close to the stalled train as permitted under Coded Manual mode under cab signaling;
 - (iii) He shall then instruct the Motorman of the assisting train to change to Restricted Manual mode, and to proceed at reduced speed and stop about ten meters short of the disabled train.
 - (iv) If the following train is at station he shall instruct the Motorman of the assisting train, to detrain the passengers at the station.
- (d) **The Station-in-Charge/Shift-In-Charge will do the following:**
 - (i) He will ensure from the Traffic Controller that station under him is nominated for evacuation of passenger by combined consist train under exchange of private number.
 - (ii) Frequent announcement shall be made over the station PA system at the affected station.
 - (iii) He or his nominated station staff and/or platform supervisor shall open the platform screen Door/Gate manually of the affected lines by exchanging private number with Traffic Controller.
 - (iv) He or his nominated staff will go to the site of the stationary train from where passengers train will be coupled by Assisting train to assist the Motorman.

DEFINITIONS

2.01 **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, 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".

2.02 **Serious Accident:**

Accident to a train or by 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 Metro Railway property of the value exceeding ₹ 2 crores. Any other accident which in the opinion of the Chief Commissioner of Railway Safety requires the holding of an inquiry by the Commissioner of Railway Safety shall also be deemed to be a serious accident. However the following shall be excluded:-

- (a) cases of trespassers run over and injured or injured or killed through their own carelessness or of passengers injured or killed through their own carelessness, and
- (b) cases involving persons being Railway servant or holding valid passes / tickets or otherwise who are killed or grievously injured while travelling outside the rolling stock of a passenger train such as on foot board or roof or buffer but excluding the inside of vestibules between coaches, or run over at a level Crossing or elsewhere on the Railway track by a passenger train.

2.03 **Injuries** : Injuries are classified as :-

- (i) **Grievous injuries** : Grievous' 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 or joint.
- (e) Destruction or permanent impairing of the powers of any member.

- (f) Fracture or dislocation of a bone or tooth.
- (g) Permanent disfiguration of the head or face.
- (h) Any hurt which endangers life or which causes the sufferer to be during the span 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.

2.04 Injuries arising out of train accident are classified as under

- (a) **Serious hurt or injury** to a person means hurt or injury resulting in grievous hurt (as defined in section 320 of I.P.C reproduction above) which incapacities him from work continuously for 20 days or more.
- (b) **Minor or Simple/Slight injury** to a person means injury which incapacitates him from following his customary vocation for a period of 48 hours or above, but less than 20 days, after the accident.
- (c) **Trivial injury** to a person means petty abrasions or bruises etc., which would not incapacitate the injured person to follow his customary vocation for 48 hours or above after the accident. However, while reporting the figures of casualties in respect of train accident cases, information in respect of such injured persons should also be communicated for the information of Railway Board only, although it shall be re-emphasised that such trivial injuries are not be taken into account for statistical purposes or press-release.

2.05 Serious disruption to Traffic:

Serious disruption to traffic means interruption to through line of communication for more than 24 hours.

2.06 Damage to property:

Damage to property means damage to Metro Railway property roughly estimated to cost ₹ 1,000/- and over. When value exceeds ₹ 2 crores it will be considered as a case of serious damage to property.

- 2.07 (i) **Train** :A train is a set of vehicles, empty or loaded worked by locomotive, or any other self propelled unit, or rail-motor vehicles or a single rail-motor vehicle empty or conveying passengers, which cannot be readily lifted off the track and running under a particular number or a distinct name from fixed point of departure to a fixed destination. Part of a train shall also be treated as a train for the purpose of these statistics.

If an accident takes place to a train / rake after it terminates its journey on reaching scheduled destination it will be treated as non train accident till the rake is placed for occupation by passengers for working as train.

- (ii) **Passenger Train**: A train intended solely or partly for the carriage of passengers shall be treated as a passengers train. A workman's train or an Accident Relief train or any other train carrying workmen, or Military special carrying authorized escorts or similar such train shall be treated as a passenger train.

- (iii) **Other Train**: All other trains not covered under 1 (ii) be termed as 'other trains'.

2.08 **Sabotage :**

Sabotage means criminal interference with any part of working machinery of the Metro Railway with the object of rendering it inoperative or any criminal act intended to cause damage to Metro Railway property other than wrecking or attempted train wrecking.

2.09 **Train Wrecking :**

Train wrecking means wilful obstruction of or tampering with the P.Way or works, Structures, electrical or signal equipment or rolling stock resulting in an accident to a train with or without loss of life or damage.

2.10 **Attempted train wrecking :**

Attempted train wrecking means wilful obstruction or, tampering with the permanent way or works, structures or electrical or signal equipment or rolling stock, which if undetected, would have resulted in an accident.

2.11 **Metro Railway Property:**

Metro Railway property means rolling stock, permanent way, structures, signalling and interlocking equipment, electric equipment or any other property owned by Metro Railway.

2.12 **Averted Collision :**

Averted collision is a circumstance in which a collision would have occurred either in the block section or within the station section between two trains or between a train

and an obstruction, but for the vigilance shown/action taken by any person(s) to stop the running trains(s) short of obstruction.

Provided further that such an occurrence may not be treated as “Averted Collision” if the distance between the running train and obstruction is intervened by two or more stop signals, and compliance by the moving train with the indications of the stop signals averted the accident.

2.13 Breach of block rules :

Breach of Block Rules means an incident involving breach of any of the rules under the “system of train working” in force.

2.14 Fire in Trains :

All cases of fire in trains causing damage to Metro Railway property should be treated as train accidents. When the incident results in physical injury or death or in loss of Metro Railway property to the value more than ₹ 2 crores it should be treated as a serious accident.

Note : The smoke emission cases in trains which do not come within this category should be accounted for separately and should continue to be thoroughly investigated in order to find out their cause and take effective action to prevent recurrence.

2.15 Motorman :

Motorman means the Metro Railway employee who is authorised to drive a train and also includes conducting Motorman.

REPORTING OF ACCIDENTS

3.01 Reportable Train Accident:-

All accidents falling under the purview of Section 113 of Indian Railway Act of 1989 are termed as reportable train accidents and include followings.

- (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 detrainment of any train carrying passengers, or any part of such train; or
- (d) any 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 fires in trains, or grievous hurt as defined in the Indian penal Code or serious damage to railway property of the value exceeding ₹ 2 crores which have not actually occurred but which by the nature of the accident might reasonably have been expected to occur, and also cases of landslides or of breach by rain or flood which cause the interruption of any important through line of communication for at least 24 hours

N.B: Metro Railway, Kolkata is under the jurisdiction of Commissioner of Railway Safety N.F. Circle & Metro Circle, Kolkata.

3.02 Reporting of Accidents or potential emergency by Metro Railway staff.

- (a) Accident/potential emergency shall be reported by any member of staff who notices it with utmost expediency to the Central Control and his Department Supervisor.
- (b) In the case of train accident in mid-section, report should be made immediately by the train staff to the Central Control on radio or emergency telephone. If communication with the Central Control cannot be established for any reason, action should be taken by the train staff to inform the Station Master of the nearest station by the most expedient means.
- (c) The person reporting the emergency to Central Control should:-
 - (i) state that it is an emergency call;
 - (ii) state as accurately as he can the location, by quoting an easily identifiable structure or any station name, signal, kilometerage, etc.
 - (iii) describe the nature of emergency and state whether it is necessary to have the traction and any other power supply switched off;
 - (iv) make sure that his message has been fully understood;
 - (v) state his name, designation and unit in which he is working;

- (vi) state where he is speaking from and give his telephone number; and
- (vii) remain there until told or assured that no further action or information is required from him.
- (d) The Traffic Controller may receive report of emergencies from outside parties. In such cases he should try to understand him as best as he can as the party may be agitated and difficult to understand sometimes.
- (e) If the Traffic Controller suspects a hoax call he should note the telephone number and call back to verify the information.

3.03 On receipt of an emergency message the Traffic Controller shall take the following actions, where applicable:

- (a) arrange to stop the traffic entering the affected area;
- (b) arrange for traction current to be switched off; where necessary;
- (c) arrange to evacuate the tunnel where necessary;
- (d) call out to attend the incident the concerned Supervisors, officers, the internal emergency services of Metro Railway and public emergency services (Police, Fire Brigade, Ambulance etc.)
- (e) report to Sr. Officers in accordance with the prescribed procedures.

3.04 Call out procedure to attend emergencies:

(A) Call out Central Control shall be in either of the following two forms:

- (a) Selective Call Out for minor incident
This will ensure call out of a few correct and key people to attend the accident. Additional staff can be called out on an individual basis according to circumstantial requirement under this procedure. The Traffic Controller on duty with the assistance of TPC and other Control staff on duty will call out the following officers in order of priority and also other concerned persons as may be required or advised to do so.

TI/Sec. TI/Safety	Asstt. Traffic Officer or Officer above
SSE/Elec.(AV, PD, RS) concerned	Asstt. Elec. Engineer (O&M)
SSE/P.Way+ SSE/Works Concerned	Asstt. Engineer (Civil Engg.)/O&M
SSE/Sig Concerned	ASTE/O&M, DEN/O&M, AEE/O&M
SI/Fire	ASC/ Fire in case of fire Accident
In case of any injury Passenger	MS or Sr. DMO/M.Rly.
City Police, if required.	

- (b) Full call out for serious incidents
- (i) The Traffic Controller on duty shall telephonically advise:
- The Traffic Officers i.e. COM, Dy.COM(S), Dy.COM(O&M) STM, & ATO
 - Medical officers (Sr.DMO or any of the doctors)
 - Security Department (Sr.SC, ASC/RPF or on-duty RPF at Security Control.
 - DGM(G), Engineering Officers i.e. Sr. DEN and AEN / O&M/PW
 - ASC/Fire if required.
 - Sectional TI and TI Safety.
 - JE/Tele/Test-room.
 - City Police if required.
 - West Bengal fire brigade if necessary.
- (ii) On duty Traction & Power Controller shall inform officials of Electrical Department i.e. CEE, Dy.CEE (Rs), Dy.CEE(M), SEE/M, SEE/RS and AEE/RS.
- (iii) On duty JE(Tele)/Test Room shall inform the concerned officials of S&T department i.e. CSTE, Dy.CSTE/M, Dy.CSTE/Con-I, SSTE/Planning SSTE/Tele, ASTE/Sig, ASTE/Tele.
- (iv) The Central Control shall ask Kavi Subhash/Tollygunge/Noapara Carshed to sound hooter provided in the Shed as under:
- One long one short - Loco yard Accident
 - One long two short - Traffic yard Accident
 - One long three short - Fire in Metro
 - One long four short - Main line blocked
 - Two long four short - Medical Assistance required

(B) Internal Call Out Programme for Each Department :

- (a) Each Department is to prepare its own internal call out scheme and furnish a copy to Chief Operations Manager for notification. The scheme should cater for use “during working hours” and “outside working hours”.
- (b) The names, address and telephones Nos. of those on call out list are to be supplied to the Dy.COM (Safety). Any periodical amendments can be communicated to him in due course.
- (c) Detailed guide lines should be furnished in the Scheme for personnel to know where to report first, which equipment to collect, who is to supervise, which information to obtain before Traffic department should take over the planning and co-ordination and the technical departments should attend to the relief measures and restoration.

3.05 Procedure for reporting to Senior Metro Officers and other officers regarding Accidents:

The Traffic Controller with the help of TPC and other Control staff shall report, on receipt of the emergency message, to the following officers in the manner indicated below.

- CSO, COM, Dy.COM(O&M), Dy.COM(S), Dy.CEE(O&M), DGM(G), should be informed directly by the Central Control immediately on receipt of the information regarding any accident.

3.06 Advice to the General Manager :

For the purpose of special reporting to the General Manager, the manner as well as reporting agency shall be as under:

Category	When to be reported	By whom to be reported
Serious Accident	Immediately on receipt of the information	Traffic Controller on duty in the Central Control.
Minor Accident	Any time – excluding non commercial hours.	ATO or Departmental officer after obtaining details information.
Other unusual incident	During the office hours.	By daily emergency Bulletin.

3.07 Advice to the Commissioner of Railway safety, Metro Railway :

- (i) Commissioner of Railway Safety, Metro Railway should be given telephonic advice in case of any accident to any passenger train or departmental train, resulting in loss of human life and/or grievous injury and/or damage to Metro Railway property to the extent of a value of ₹ 2 crores and over incidents of derailment of trains flood in the tunnel, etc., which cause interruption to through line of communication for at least 24 hours shall also be advised to the commissioner of Railway Safety, Metro Railway as indicated in appendix -I.
- (ii) Such telephonic advice to the CRS shall be given by Deputy Chief Operations Manager (Safety) and in his absence, by Dy. Chief Operations Manager (O&M).
- (iii) FAX report/notice to the C.R.S. under Section 113 of Railway Act 24, 1989 :-
Metro Administration is required to send a notice by FAX to the CRS of the following types of accidents occurring in course of working Metro Railway :-
 - (a) Accident attended with loss of human life or with grievous hurt as defined in Indian Penal Code or with serious damage to Metro Railway property.

- (b) Collision between trains of which one is a passenger train or between two passenger trains.
- (c) Derailments of a train carrying passengers or any part of such a train.
- (d) Accidents usually attended with loss of life or with grievous hurt or with serious damage to railway property.
- (e) Accidents of any description that the Central Government may notify in this behalf in the official gazette.

3.08 Report to Chief Inspector of explosives :

- (i) In all cases of accidents due to explosion or by fire occurring in the course of storage, handling or transport, report shall be sent through FAX to the nearest District Magistrate (Collector), Officer-in-charge of the nearest Police station and Chief Inspector/Explosives in Simla, India.
- (ii) The telephonic report shall be followed within 24 hours by a letter addressed to the Chief Inspector of Explosives, giving particulars of the occurrence.
- (iii) In case of serious accidents due to explosion or fire or wreckage, the debris shall be left untouched at the site of accident- if practicable, till instruction is received from the Chief Inspector of Explosives that he does not wish to hold any further investigation or inquiry.

3.09 Reporting of Accidents to the Railway Board:

In his role as Chairman and Co-ordinator of Disaster Management Team, Dy.COM(S) shall normally be in the accident site and Dy.COM (In-charge of Operations) shall be in the Central Control. Besides guiding and co-ordinating from Central Control, he shall also telephonically advise the nominated officers in the Railway Board (Safety Directorate) in case of the following accidents:

- (i) All consequential train Accidents.
- (ii) Any yard accident having serious repercussion on movement of traffic on through/Main line resulting in dislocation of traffic of more than the threshold value as indicated above.
- (iii) Landslides, breaches, OHE/3rd rail breakdown etc which result in dislocation of traffic for more than the threshold value as indicted above.

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

3.10 Threshold Value:

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

(a) Threshold value of Railway property loss which is fixed at one lakh rupee or;

(b) Threshold value of interruption to communication.

Partial or Total interruption to communication is equal to or more than number of hours specified against each cell, as given below.

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

Interruption duration 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.

3.11 Details of information to be given to the Board:

A. The following particulars should be given to the Board while reporting the accident :-

- (i) Description of the accident.
- (ii) System of working and interlocking.
- (iii) Composition of the train/trains involved.
- (iv) Casualties (a) Death, if any, (b) injury : Grievous and/or Minor.
- (v) Medical Relief arrangements.
- (vi) Approximate cost of damage to Railway Property.
- (vii) Prima facie cause of accident.
- (ix) Nature of inquiry held, or proposed to be held;
- (x) Staff involved in the accident and whether they have been put under suspension; and
- (xi) Any other relevant information.

B. In case of Fire, the following additional information must be included:-

- (i) Coach Number
- (ii) Materials involved in the fire, if known;
- (iii) What was used to extinguish the fire;
- (iv) Time – fire was extinguished.

- C. The name or designation of the staff who are alleged to be responsible in the accident, must not be mentioned in the report.

3.12 **Reporting of accidents to State Government:**

- A. The following accidents are reportable to the State Government:

- (a) Accident falling within the scope of Section 113 of Railway Act 24 of 1989 as indicated in appendix-F.
- (b) Accident by reasons of which through communication is likely to be blocked for more than 12 hours.
- (c) Cases of suspected train wrecking or attempted train wrecking.

Information to be given to the State Government regarding accidents.

- B. **The following particulars should be reported to the State Government in case of an accident:**

- (a) Kilometerage or station or both at which the accident has occurred.
- (b) Time and date of accident.
- (c) Number and description of train or trains involved in the accident.
- (d) Nature of accident (Collision, Derailment or Fire).
- (e) Number of persons killed or injured as far as is known.
- (f) Probable cause of accident so far as is known.
- (g) Probable detention to traffic.
- (h) The number/description of the capsized/derailed vehicles carrying passengers.

3.13 **Report to press:**

- (i) In accordance with Railway Board's Circular Number 414-T, dated 14th June, 1928 and as amended from time to time, the Railway must notify to the press –

- (a) All serious accidents to trains carrying passengers, and
- (b) All accidents which cause serious interruption to traffic.

Such information should normally be given by the DGM (G), and in no case by any other officer except COM and Dy. COM.

- (ii) Report to the press need not give more than the following information :

- (a) Time, date and locality of accident.

- (b) General nature of accident.
 - (c) Probable cause, the correctness of which may not subsequently be questioned.
 - (d) number and description of the train involved.
 - (e) Probable duration of interruption of traffic and nature of temporary measures taken or to be taken to carry on train service indicating whether transshipment is necessary.
 - (f) Number names and addresses, if available of the killed and the injured. No details whether the injuries are severe or slight are to be given.
 - (g) Names of Hospitals to which the injured persons have been removed.
- (iii) If any newspaper agency or any public body approaches the Station Master or any other Railway officials at any station for any information regarding the accident, they should politely direct them to obtain the information from the Railway's Public Relations department.
 - (iv) The staff should not speak or discuss in public in a loose manner about the casualties; even casual remarks from staff such as SMs/ SrTAs, Motorman, Flagman are likely to be quoted.
 - (v) Greatest care must be taken in framing the Press Note in view of the fact that litigation may arise out of an accident and use might be made of reports appearing in the Press. Nothing should therefore be mentioned, the correctness of which may subsequently be questioned. In the event of any inaccurate or incorrect or misrepresented report appearing in the Press, steps must be taken to see that these are contradicted promptly.
 - (vi) Nothing should be said as to the responsibility for the accident, till a Joint or departmental enquiry is held.

3.14. Preliminary report by the Chief Safety Officer:

- (a) In case of serious accident, Chief Safety Officer will arrange to draw up preliminary report as soon as possible and send a copy of it to the General Manager, Commissioner of Railway Safety, Metro Railway and to Member Traffic/Railway Board, to ensure that full information has been communicated at the earliest possible opportunity. In the report, the following information should be incorporated –
 - (i) List of injured/deaths.
 - (ii) Details of position of the train.
 - (iii) Any indication of tampering with track, if available.

- (iv) Suitable remark regarding cause of accident, if possible.
- (v) A proper sketch indicating the site and other relevant information connected with the accident.

(b) **Detailed Report:**

In case of serious accident, a detailed report shall be sent by the Chief Safety Officer to the Railway Board with copies to the General Manager, Commissioner of Railway Safety, Metro Railway and any other head of the department as considered necessary. The report should reach the Board's Office not later than 15 days after the date of occurrence.

The detailed report should contain the following information:

(i) Description:

- Date and time
- Locality
- Train or trains concerned
- Nature of accident with brief particulars circumstances leading to it.

(ii) Description of the locality of the accident from the point of view of railway operation, i.e., class of station, signalling arrangement, rolling stock, gradient, P.Way etc.

(iii) Casualties:

- Number killed.
- Number injured.

Showing grievous and simple and total number of injuries, also stating how disposed of whether sent to hospital or not.

(iv) Approximate cost of damage :-

- Rolling stock
- Permanent way
- Signalling equipments
- Electrical equipments
- permanent structures

- Any other Railway property
- Total
- Public property, if know

(v) Cause of accident:-

Prima facie cause, if definite cause cannot be given at the time of subscription of the detailed report.

(vi) Relief measures taken:-

- Time of receipt of information of accident-how received.
- Time when relief operation started.
- Reason for delay, if any, for starting relief operation.
- Other arrangements made, such as food, water, protection of property, despatch to hospitals, etc.
- Ex-gratia payments, if any.
- Officials held responsible for the accident, specifying:-
 - Errors / mistakes of omission & commission committed by each.
 - Nature of punishments inflicted or proposed to be inflicted.
 - Action, if any, taken or proposed to be taken to prevent recurrence.

If any information is not available at the time of submission of the report, the remark –“Will follow” should be given against relevant item and the information should follow as soon as it becomes available.

(The accident inquiry report should normally be finalised within 30 days after the date of accident)

3.15 Accident message by Station -in-charge

This Station-in-charge in whose jurisdiction the accident occurred shall issue Accident message in the prescribed form as indicated in appendix-A1 within 24 hours of the incident taking place.

NB. : Text of the message (including class of accident) should be relayed on telephone to Traffic Controller on duty for information of Dy.COM(S)/Dy.COM (O&M) before issue of all concerning message.

UNUSUAL INCIDENT / MAJOR BREAK DOWN

4.01 Responsibility for sending notice – To whom to be sent and mode thereof.

When any accident such as is described in Section 113 of the Act occurs in the course of working a railway the Station Master nearest to the place at which the accident has occurred or where there is no Station Master, the railway servant in-charge of the section of the railway on which the accident has occurred, or any other Station Master in-charge if a section of a railway to whom the report of the accident is made, shall give notice of the accident by most expeditious means of communication to the Commissioner of Railway Safety, the District Magistrate and the District Superintendent of police of the District in which the accident has occurred or such other Magistrate or Police Officer as may be appointed in this behalf by the State Government concerned and by FAX, telephone or through special messenger or such other quick means as may be available, to the Superintendent of Railway police and to the Officer-in-charge of Police station within the local limits of which it has occurred.

Explanation – For the purpose of this rule accidents of a description usually attended with loss of human life are meant to include all accidents to passenger trains like collisions, derailments, train-wreckage, or attempted train wrecking, cases of running over obstructions placed on the line, of passengers falling out of trains or of fires in trains, in which no loss of life or grievous hurt as defined in the Indian Penal Code, (herein after referred to as grievous hurt) or serious damage to railway property of the value exceeding ₹ 2 Crores has actually occurred but which by the nature of the accident might reasonably have been expected to occur and also cases of landslides, or of breaches by rain or flood, which cause the interruption of any important through line of communication for at least 24 hours.

4.02 Mode of sending notice to the State Government:

The notice accidents required by Section 113 of the Act to be sent without unnecessary delay by the railway administration to the State Government shall be sent –

- (a) by most expeditious means of communication in the case of –
 - (i) accidents deemed under the Explanation to Rule 7 to be serious by reason of loss of human life.
 - (ii) accidents by reason of which the permanent way is likely to be blocked for more than twenty four hours and
 - (iii) train-wrecking or attempted train-wrecking and
- (b) by letter in all other cases.

4.03 Duties of staff when danger or unusual condition is noticed on train:

Every Metro Railway servant, whether on duty or not, who notices anything unusual or dangerous on a train, such as, hot axle, coach on fire, any part of the coach hanging loose in a dangerous manner etc., must at once take steps to stop the train and warn the Motormen at both end. If he cannot stop the train, he must ensure communication of the information to the Motorman through the nearest SM and Traffic Controller.

4.04 Bad riding due to defect in permanent way or/and other reason:

The object of the following rules is to obtain immediate and accurate report of all cases of hunting, lurching, swaying or rough-riding, to permit immediate examination of the rake and the track and consequent early elimination of faults discovered in either or both which may have contributed to the rough-riding.

(a) Duties of Motorman:

- (i) The Driving Motorman shall note carefully the kilometerage at which rough-riding occurs and report to the Central Controller through the radio telephone and also in writing to the SM of the next station.
- (ii) In case where, in the opinion of the Driving Motorman the condition of the track is liable to endanger the subsequent movement of trains, he must stop his train at the next station and report to the SM.
- (iii) While reporting such incidents, the Driving Motorman must indicate whether in his opinion, movement of trains over the area with caution order is possible or not.

(b) Duties of SM – The SM on receiving such information:

- (i) Shall ensure admission of the subsequent trains into the section with the required caution order till the P.way is certified safe for train movement by SSE/P.Way with or without 'caution order'.
- (ii) In case movement of any further train is totally unsafe, the SM shall block the section concerned and ensure that no train is admitted into the section till the track is inspected and certified by the SSE/P. Way for safe movement of trains with or without speed restriction.
- (iii) The SM shall simultaneously inform in detail the Central Control, SSE/P. Way concerned with a copy to AEN concerned, the SSE/RS of the Carshed, the Dy.COM (Safety) and to the Chief Operations Manager.

(c) Duties of Permanent Way staff:

The Permanent Way Inspector or Members of the Engineering Supervising staff as available will at once inspect the track. It will be the duty of the Engineering Supervising staff not below the rank of the permanent Way inspector in-charge of the section to

continue, modify or remove the caution order as circumstances permit. He will report about the condition of the track in form specified in Appendix 'E'.

4.05 Train delayed in between “Special Class” Station:

If a passenger train does not arrive at a station within 5 minutes of the time it is due to arrive, the Station Master on duty at either end of the “special class” station shall immediately:

- (i) Inform the Traffic Controller who will at first try to establish communication with the Driving Motorman of concerned train by Radio telephone etc. to ascertain reason and in case this cannot be done Controller is to stop all trains proceeding into the Block Section in either direction and warn the Motorman of the first train, after the incident, running to the opposite direction by issue of suitable caution order, with advice to report to the next station and Control the actual cause of delay of the train in the adjacent line.
- (ii) On receipt of such information Central Control shall try to get in touch with the Motorman of the affected trains to know the reasons for the delay and to ascertain the nature of assistance required.
- (iii) The Controller shall also issue a preliminary warning to the nearest station where a Medical Van or First Aid Post is located and the Station Masters of the concerned stations as well as the SSE/RS where Relief Train is located so as to keep them in readiness for despatch pending further information.

4.06 Fire and Smoke :

- (a) In the event of noticing fire and smoke either in train or in any part within the tunnel or station premises, every railway official shall,
 - (i) take all possible steps to extinguish it.
 - (ii) prevent it from spreading.
 - (iii) report the occurrence to the nearest SM.
 - (iv) seek assistance of the Fire Fighting Squad.

(b) Fire in Electrical Equipment:

In case of fire in electrical equipment, attempt shall be made to extinguish fire taking suitable precaution and report the matter to the nearest Station Master. No water should be used to extinguish electrical fire. If required, power supply shall be cut off immediately by sending information to Traction power Controller.

(c) **Fire in Train :**

- (i) When fire or continued tripping in any equipment occurs, the Motorman at the earliest possible movement shall move the master controller handle to 'OFF' position and trip all the circuit breakers. If fire still continues, he shall take immediate step to have the power supply to that track cut off by sending information to the Traction Power Controller and Traffic Controller. After power has been cut off, fire extinguishers provided in the rake shall be used to extinguish the fire. The Motorman shall ask for the power supply to be restored as soon as it is safe to do so.
- (ii) In the event of fire in train in the mid-section, the Motorman on noticing fire shall try to take his train to the nearest station and evacuate passenger. If it is not possible to proceed further, the Motorman shall immediately ask the Traction Power Controller for disconnection of the power supply. After power supply is switched off, he shall earth the third rail by earthing wire and then evacuate passengers from the mid-section to the nearest station as per procedure described in **Chapter-I**.
- (iii) In the event of fire in train when it is at the station platform, the Motorman shall arrange immediate detrainment of the passenger and take all assistance as required.
- (iv) When the fire is finally put-off, the defective coach shall be isolated from the rest of the train, if necessary.

4.07 Flooding of Central Drain or Track :

Any Motorman or any other railway official noticing rise in the level of water along the Central drain shall bring it to the notice of the Controller on duty. The Controller will inform the Engineering officials promptly. It is the Engineering official who will decide whether or not it is safe to run trains under such conditions.

4.08 Disabled trains – Action by Motorman, Station staff, Control & Maintenance staff :

- a) When it becomes apparent that the train cannot be moved to the next station due to any unusual situation such as disruption of 3rd rail power supply, obstruction on the track, breakdown of under gear, derailment etc incapacitating the train from moving further, the Driving Motorman will inform the Conducting Motorman about the situation and sound prescribed hooter for attention of station staff and then establish communication with the Traffic Controller through any means of communication available with the Motor Men to explain the circumstances and seek his permission for detrainment of the passengers from the disabled train and evacuate them to station platform(s).
- b) The Conducting Motorman will explain the circumstances to the passengers on the P.A. system and request them not to **panic** and wait for further advice. He shall also play the specific announcement in the DTR concerned especially recorded for Disaster Management.

- c) Evacuation of passengers is to be done normally to the nearest station by opening of one cab and lowering of the emergency ladder facing towards the nearest station. However in case of emergency if it is felt that evacuation of passengers is required from both cabs of the disabled train to both the adjacent stations, it may be asked for by the Driving Motor Man which may be permitted by the Traffic Controller.
- d) On receipt of information from The Driving Motorman about inability of the train to proceed further, necessitating evacuation of passengers, the Traffic Controller will check up the position of the section, will also check up the end(s) from which the detrainment can be arranged and will communicate with station-in-charge(s) of the station(s) briefing about the circumstances.
- e) The Traffic Controller before granting permission for evacuation of passengers will inform the Traction Power Controller (TPC) on duty and ask him to "switch off" the third rail power supply not only for the particular line of the section but also the adjacent line, under exchange of private number, to ensure safe evacuation of the passengers.
- f) The TPC on duty in the Central Control shall "switch off" third rail power supply of both UP & DN track of the concerned section through remote control operation and in case of failure of remote control he will get the power "switched off" through substation operator/SBA (Switch Board Attendant) of traction substation, under exchange of private number. The TPC will then inform the Traffic Controller on duty, under exchange of private number, that the traction power supply to third rail of both the lines, as demanded, has already been switched off. The Traffic Controller shall then inform the Driving Motorman of the disabled train, under exchange of private number, confirming power block of the section. He will also inform the station-in-charge(s) of the station(s), where passengers are to be evacuated, confirming the power block, under exchange of private number.
- g) The Driving/Conducting Motorman shall secure the disabled train properly by applying parking brake and skids available in the cabs after receipt of confirmation of the power block.
- h) The Traffic Controller shall inform the concerned Station-in-Charge(s) to proceed personally or to depute competent Railway personnel(s) with hand torches to escort the passengers from the mid section to the station(s) platform(s). Before the passengers are allowed to get down on the track bed, both the Motor Men shall short circuit the Third Rail to the running rail by means of earthing cable supplied in the cabs to ensure de-energisation of the traction current. Under no circumstances shall the Driving/Conducting Motorman allow the passengers to get down on the track-bed unless the Third Rail has been so earthed.
- i) The Station-in-charge(s) shall proceed to the site or send the competent Railway official(s) as directed by the Traffic Controller with instructions about the procedure to be followed for detrainment and escorting the passengers from the

mid section to the station(s) and the Station-in-charge(s) shall ask the Traffic staff and Security staff of the station(s) to position themselves on the platform(s), receive the evacuated passengers and to render all assistance.

- j) The Traffic Controller will communicate with the Driving Motorman and inform him that the Station-in-Charge(s) of the concerned station(s) has/have been deputed to supervise detrainment and escort the passengers to the station(s). He will advise the Driving Motor man to render all assistance to the passengers.
- k) The Conducting Motorman should ensure continuous announcement on the P.A. System to the passengers of the train about the arrangement being made/already made for their detrainment from a particular cab or from both the cabs of the train and the station(s) where they will be escorted by station staff.
- l) In the mean time, the Central Control shall inform nearest Police Station and Metro Railway Security Control about the incident and request them to ensure maintenance of law and order at the concerned station(s).
- m) Central Control may advise adjacent station(s) staff to proceed to the station(s) concerned to assist detrainment/evacuation and Central Control may also ask Railway Doctors and nearest Hospitals for Ambulance and other medical assistance.
- n) After arrival of the Station-in-charge(s) or competent staff from the station(s) at the site, the Driving/Conducting Motorman shall communicate with him/them and after necessary consultation the Cab exit(s) at the required end(s) will be opened to lower the step ladder(s). After testing that the step ladder(s) is/are properly secured, the Driving/Conducting Motorman shall open the door(s) of the cab(s) and announcement shall be made to the passengers to start detraining and also to inform them that the third rail power supply has already been switched off and there is no danger to their safety.
- o) After the cab(s) door(s) is/are opened passengers shall start moving one by one into the Cab(s) to detrain through step ladder(s) fixed at the cab exit(s). The passengers would be guided further on the ground by the Station-in-Charge(s) or by the deputed Traffic staff who shall also escort them to the concerned station(s).
- p) While the passengers are detraining, the Driving as well as Conducting Motorman should keep watch on them, particularly on ladies and children. The passengers should be advised to walk on the centre of the track as far as possible and follow the Station-in-Charge(s) or the deputed Traffic staff who will be escorting them to the station(s).
- q) Both the Motor men should keep watch on detrainment of the passengers. In case of single side detrainment, after the last passenger has detrained, the Conducting Motorman will detrain and follow the passengers from the rear side and look out for any passenger who might be left behind near the train or in the tunnel. He will make sure that nobody is left behind.

- r) When it is felt by the Motormen that detrainment of passengers from both ends of the disabled train is essential the circumstances are to be clearly explained by the Driving Motorman to the Traffic Control. In this case the Traffic Control will arrange to send a minimum of two Traffic staff from the station in advance to proceed to the tunnel to meet with the Driving Motorman. From the station in rear at least one responsible Traffic staff is to be sent to the tunnel to meet with the Conducting Motorman.
- s) On arrival of the two Traffic staff from the station in Advance one staff will lead the passengers and the other will follow the last passenger. The Driving Motorman will remain in the cab.
- t) On arrival of Traffic staff from the station in rear the Conducting Motorman will advise the Traffic staff to lead the passengers and he will follow the last passenger to the station in rear and the Driving Motorman will also ensure that there is no passenger left over in the disabled train and the last passengers moving towards station in advance and station in rear are followed by the Traffic staff and the Conducting Motorman.
- u) On arrival at the station in advance and/or station in rear, complete arrival of passengers is to be confirmed by the Traffic staff and/or by the Conducting Motorman personally to the Traffic Supervisor(s) of the station in advance/rear.
- v) The Traffic Supervisor(s) after getting confirmation of complete evacuation of passengers will inform Traffic Control under exchange of private numbers and the Conducting Motorman shall walk back to the disabled train. On arrival he will talk to the Driving Motorman and they will thereafter remove shorting link between third rail and running rail, normalize the step ladder(s) and close the cab exit(s) and remove the skids.
- w) The Driving Motorman shall inform the Traffic Controller about the successful completion of detrainment, safe return of the Conducting Motorman, closing of cab exit(s), removing of shorting links, skids and ask Traffic Controller to take further action to "switch on" power supply to third rail, under exchange of private number. He will take further course of action as directed by the Traffic Controller.
- x) The Traffic Controller shall inform the Traction Power Controller about the completion of the evacuation of passengers and ask him to "switch on" third rail power supply of both the lines for the concerned section, under exchange of private number. The TPC in turn shall restore third rail power supply and will then inform the Traffic Controller about resumption of third rail power supply, under exchange of private number.
- y) The Traffic Controller, under exchange of private number, shall inform the Station-in-Charge(s) concerned when third rail power supply is "switched on" again and after making sure that it is safe to move the train, he will give instructions to the Driving Motorman to move the train cautiously up to the next station and take action to restore normal services after the section has been cleared.

4.09 Train parting:

- (a) After both of the trains have come to a stop due to automatic application of emergency brakes in the event of parting of a train while in motion, the driving motorman and the conducting motorman shall prevent rolling of the respective parts as per special instructions.
- (b) The driving motorman after communication with the conducting motorman shall report the circumstances to the traffic controller.
- (c) The train shall be cleared intact after coupling the parts when couplers are not damaged. In case of damage to mechanical couplers, the two parts shall be cleared separately in accordance with instructions received from traffic controller.
- (d) When assistance is required to clear the section, traffic controller shall be so informed by the driving motorman and action shall be taken as directed by the traffic controller.
- (e) The traffic controller on receipt of information about the parting of the train shall keep the station masters at both ends advised.
- (f) If a train carrying passengers parts on a rising gradient, the Driving Motorman will see whether it is safe before coupling the two parts at the same location.
- (g) The train will be cleared either by recoupling or in two parts if recoupling is not possible or attached to an assisting train.
- (h) After the running line is clear the standby rake will be used to resume train services. Before resuming train services the Traffic Controller will collect particular from the Driving Motorman and the Conducting Motorman of each and every individual coach of the parted train to ensure that no more coach is left in mid-section on the running line.

4.10 Switch off traction current in emergency

- (1) Traction current will ordinarily remain 'on' unless needed to be switched 'off' either due to emergency or for any other purpose in accordance with instructions issued in this regard by Chief Electrical Engineer.
- (2) When it is necessary for traction current to be switched 'off' during traffic hours in emergencies from a specified part of a third rail section, while the rest of the section remains 'on' the same shall not be switched 'off' unless-
 - (a) the traction power controller has obtained an assurance from the authorised electrical official that isolation have been made as specified.
 - (b) the traffic controller has been informed, and

- (c) all concerned Metro Railway servants have been advise by a message by the traction power controller to ensure that there are no further train movements over the effected section..

Notwithstanding the provisions of rule 10.4 in the following circumstances:-

- (a) to stop serious arcing of fusing;
- (b) to stop train in unusual circumstances;
- (c) when the flood water overflows the central drain, traction current shall be switched 'Off' by the quickest means by the competent staff and the traction power controller shall be informed in this regard by the person having done so, giving his identity. The same person shall, when the cause of switching 'off' is over, communicate with the traction power controller and inform him to restore the traction power.

Note: Also read SR 10.2(2)

4.11 Resumption of services:

Site-in-charge should set-up a time table for resumption of services in co-ordination with Chief Controller/Traffic Controller and Breakdown arrangement in charge and other department representatives and switching on traction current should be made when Site-in-charge has authorised to do so.

In order to switch on the Traction Current the Provisions of rules must be followed rigidly:-

- (1) When traction current has been, switched off the current shall be switched 'on' in accordance with instructions issued in this regard by the Chief Electrical Engineer.
- (2) Before switching 'on' the current, the traction power controller shall obtain the permission of traffic controller.
- (3) In all cases where possession of track has been taken for any purpose, the traffic controller shall give said permission under sub-rule (2) after receiving a certificate from the engineering official in charge that running line is safe and free from all obstructions.
- (4) Before resumption of traffic, the traffic controller shall obtain a confirmation from traction power controller that the third rail is safe and the power has been switched 'on'.
- (5) The engineering official in charge nominated for the supervisory works over the section shall issue a certificate under sub-rule (3) after complying with procedure under special instructions.

Note: Also read SR 10.5.

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DUTIES OF METRO RAILWAY OFFICIALS IN THE CASE OF SERIOUS ACCIDENTS / MAJOR BREAK DOWN

5.01 The Station Supervisor (SS/Dy.SS) or in his absence Station-in-charge on duty at or nearest to the site of accident:-

- (i) take charge of the incident and obtain full particulars of the incident till relieved by a more senior operating official;
- (ii) ensure that no other train enters the affected section from either side,
- (iii) ensure that the Traffic Controller is informed of the occurrence of the accident and provided as much information as is immediately available including whether Switching Off of Power Supply or breakdown van or other emergency facilities including Medical are required and record the time in the station diary at which the first information is given;
- (iv) collect assistance locally from the nearest hospitals, dispensaries and doctors and arrange for medical assistance at the site by the most expedient means;
- (v) take action to inform Civil and Railway (Metro) police, Fire Fighting agencies (Railway And Civil) as and when required;
- (vi) take action to protect and safeguard the property with the help of police and Metro Railway volunteers;
- (vii) take action to control crowd within the station area in consultation with Traffic Controller;
- (viii) take further action as advised by the Central Control;
- (ix) remain on duty to report any changes in circumstances and take order from the Central Control till the accident is cleared or he is replaced by a Competent person.
- (x) organise passenger information for dispersal of commuters, name of injured/dead passenger (if any), etc.
- (xi) prepare for detrainment of passengers (where considered necessary) as per instructions given in **SR 6.8**.

5.02 Duties of Motorman in the case of an accident:

- (a) **Driving Motorman:** in the event of an accident to a train or any accident coming to his notice the Driving Motorman of the train must –
 - (i) note the time of accident;
 - (ii) take such technical precautions as may be necessary or as prescribed by special instructions to render his train safe including protection of adjacent line and then protection of the train,

- (iii) inform the Central Control giving particulars of any assistance as required (where switching off of power supply to 3rd rail of both Up and Down lines is required for safety of trains, Traffic Controller will be advised to ensure the same) on the affected section;
 - (iv) organise and render all possible relief and assistance with the assistance of Conducting Motorman to the injured passengers and may avail of the assistance of any railway staff or selected passenger if necessary.
 - (v) in case of suspected sabotage, take action as detailed in para-6.3 of chapter – VI;
 - (vi) remain in general charge till replaced by a Competent Metro Official.
- (b) **Conducting Motorman:** The Conducting Motorman shall render all assistance to the Driving Motorman in the discharge of his Duties and perform such duty as assigned to him by the Driving Motorman. When the Driving Motorman is not in a position to carry out the above duties, the Conducting Motorman of the train will perform the duties of the Driving Motorman.

5.03 Duties of Traffic Controller:

When a Traffic Controller is informed about a serious accident, he shall –

- (i) control and regulate the train service and simultaneously inform hospitals and department in the area and ensure medical relief promptly if any person is injured;
- (ii) give preliminary information to Supervisors and Officers concerned with the assistance of staff on duty in the Central Control and arrange relief equipments at site;
- (iii) obtain further details with regard to the casualty, extent of damage and assistance required for relief to the passengers, clearance of obstructions and restoration of through communication;
- (iv) inform the Civil and police officials concerned;
- (v) arrange a chronological logging of all events in the Accident Register;
- (vi) maintain constant liaison with the senior officials of various departments and keep them informed about the position at site and assistance required;
- (vii) inform the passengers from time to time through Central Public address system or otherwise regarding cancellation of trains and changes in train timings at terminal and other stations;
- (viii) issue instructions to regulate booking of tickets to passengers at stations as necessary;
- (ix) maintain liaison with the official-in-charge at site and arrange assistance of men and materials as necessary;
- (x) when the line is certified as safe for passage of trains by Competent officials and all obstructions have been removed, arrange for starting the train service.

N.B. Traffic Controller should be assisted/guided by the Chief Controller.

5.04 Duties of the Traction Power Controller:

The Traction Power Controller on receipt of information about any accident will ensure that –

- (i) instructions to Carshed for Sounding hooter has been issued and measures has been taken to switch off the power supply to 3rd rail on the affected section as well as instructions to stop intake fans in the event of fire accident, if necessary;
- (ii) officials concerned of the Electrical Department have been duly advised;
- (iii) arrangements have been made for bringing men and materials to the site for clearing operations;
- (iv) co-operate with the Traffic Controller and ensure arrangements have been made for expeditious reporting of the incident;
- (v) the 3rd rail power supply is switched ON with the prior approval of the Traffic Controller after clearing operations have been completed and safety certificate has been received from the officials of the Civil Engineering and Electrical Departments for the safe passage of trains, through the Station Master (Carshed).

5.05 Duties of the Traffic Inspector :

The Traffic Inspector, on receipt of an advice of accident, shall –

- (i) reach the site of the accident by the quickest means;
- (ii) take general charge of the situation until the arrival of an officer;
- (iii) obtain particular of persons injured and/or dead and arrange assistance to the injured and collect information of such assistance rendered and also note any evidence which may prove useful to ascertain the cause of accident;
- (iv) check up jointly with the P.W.I condition of the track with special reference to alignment, gauge, cross levels curvature, super elevation & rail head wear;
- (v) check up jointly with the SSE/RS the condition of Rolling Stock with special reference to brake power;
- (vi) check up position of points, signal, indicators and keys;
- (vii) check up the wheel marks on rails and sleeper;
- (viii) check up position of derailed vehicles and keep a note of it with a rough sketch;
- (ix) check up train passing records at stations if the accident has happened in a station or station yard;
- (x) preserve detached or broken parts of Permanent Way or Rolling Stock for future evidence
- (xi) in the case of a serious explosion or conflagration caused by explosive or dangerous goods, leave all wreckage and debris untouched, except in so far as

their removal may be necessary for rescue operations until the completion of enquiry by Chief Inspector of Explosive or his representative or receipt of a written intimation from him that he does not intend to make any investigation;

- (xii) obtain written evidence of as many independent witnesses as possible and pass on to the Dy.COM(S) . This should not however, interfere with the rendering of medical aid to the injured or other relief measures, and
- (xiii) carry out such other duties as assigned from the Central Control in course of clearance operations and restoration of through communications.

5.06 Duties of Officer-in-charge at the Site:

The senior most official present at the site of an accident shall be the overall in-charge of the relief operations till such time a senior official is specially deputed by the Chief Safety Officer to relieve him.

The Officer-in-charge at the site shall

- i) ensure that the running lines have been protected and evacuation of passengers has already been done;
- (ii) arrange proper security at the site including arrangement for guarding the place of accident and manning of telephones, if installed at the site;
- (iii) make a thorough survey of the spot, evaluate the extent of damage as accurately as possible, record the particulars of injured and killed persons, medical aid rendered, expected delay to traffic and assistance required for communication to the Central Control;
- (iv) liaise with Metro and civil emergency services on their arrival and also co-ordinate the relief, rescue and operation for restoration to normalcy he may nominate a TI or suitable staff to assist him in liaison work with local civil/police/emergency service;
- (v) co-ordinate any offer of assistance from public;
- (vi) note the nearest Public BSNL telephone number so that any injured passenger can contact his relative, should he desire so;
- (vii) give progress report of relief and rescue operations to the Central Control and ask for assistance, as necessary;
- (viii) inform Central Control the expected duration of the blockage obtaining a considered joint appraisal of senior representatives of Civil Engg., Electrical Engg. and S&T department;
- (ix) maintain a log of events;
- (x) report any significant change to the forecast time of clearance immediately it becomes apparent and give progress report to the Central Control at the end of every hour, the reports should be more frequent as clearance time is approaching;
- (xi) arrange for ex-gratia payment as warranted;

- (xii) obtain written evidence from independent witnesses to the extent possible;
- (xiii) remain at the site till relieved by another official or till completion of the whole operation;
- (xv) without the permission of Site-in-charge, switching on the 3rd line power for restoration of normal service is not permitted. Of course, Site-in-charge will consult Break down-in-charge to ensure that all residual work at site has been completed (including repair of track etc. where necessary)

5.07 Duties of the Civil Engineering Officials:

In the event of the Permanent Way being damaged, it is the responsibility of the Civil Engineering Department to restore the track to safety and take such precautions as considered necessary for the protection of the section where such work is in progress. The line is not to be re-opened for traffic until a competent official of the Engineering Department not below the rank of SSE/P.Way, has certified in writing to the Station Master that the line is safe for the passage of trains.

5.08 Duties of the Electrical Engineering Officials:

In the event of an accident involving rolling stock or 3rd rail or traction power supply system, it is the duty of the Electrical Department to arrange re - railment of coaches, removal of obstruction, clearance of debris, and restoration of electrical equipments to enable resumption of traffic. The line is not to be re-opened for traffic until a Competent official of the Electrical department not below the rank of SSE/Elc. has intimated in writing to the Station Master that the line is clear and safe for passage of trains.

5.09 Duties of the S & T officials:

- (i) S & T department is responsible for providing necessary communication facilities required at the site during the rescue and restoration process.
- (ii) In the event of any breakdown of communications at the site, it is the responsibility of the S&T department officials to arrange communication facilities and restore/attend to any damages to signals and communication system.

5.10 Collection of information regarding the casualty:

- (i) It will be the first duty of Metro Railway officials reaching the site of any accident to attend to the injured.
- (ii) A competent official will be allotted the duty of preparing the list of persons injuries and /or killed at the site of accident. The Doctor attending at site will prepare the detailed particulars of injuries sustained by individual persons and submit the list with his initials to Senior DMO and the Dy. COM. The injuries to persons killed need not be noted. The list should contain the following information:-

- (a) Name and Father's Name of the person killed or injured (Unidentified bodies of persons killed should be identified by tagging a numbered placard with the body and photographing the body with the number before the body is disposed of)
- (b) address of the injured or dead person.
- (c) particulars to tickets held.
- (iii) Particulars of the hospitals to which the injured person has been sent will be indicated in the list.
- (iv) Liaison will be maintained by Medical Officer of Metro Railway with the authorities of the hospitals in which injured persons are admitted to ascertain their latest condition.
- (v) The list of injured and dead persons will be sent to the CMS/Metro Railway and the Chief Traffic Manager. If necessary, corrections to the list can be submitted later.
- (vi) A daily progress report of the injured persons admitted to hospitals will be prepared during the first week and thereafter a weekly report will be prepared and submitted by the Medical Officer of Metro Railway to the Senior DMO and the Chief Traffic Manager.
- (vii) The statements, names and addresses of any eyewitnesses not connected with the Metro Railway, who are able to give information relevant to the accident should be obtained by the Traffic Official or the Officer-in-charge at site.

5.11 Collection of information relevant to the cause of accident:

The Departmental Supervisors of the concerned department present at site should collect as soon as possible such vital information as may be helpful in ascertaining the cause of accident, which may not be possible to collect after undertaking restoration works. These vital informations should be systematically documented in a joint note to be signed by Inspectors / Supervisors before they disperse from the accident site. A rough sketch of accident site, duly signed by the inspectors, shall form a part of the joint note. Commencement time of restoration work permitted by these officials should also be recorded in the joint note.

(a) In the event of collisions and averted collisions:

- (i) The position of relevant signals and points, signal and point button/switches, should be noted.
- (ii) Train passing documents should be seized or entries encircled and initialled.
- (iii) The position of two train(s) and obstruction should be noted and rough sketch prepared showing the locations.
- (iv) Train Brake Power should be tested or brake gear examined.

(b) **Derailments:** Track measurements should be taken as follows:

- (i) Cross levels should be measured at interval of 3 metres from the point of mount/derailment and recorded to the nearest;
- (ii) Any kink or distortion in the alignment near the point of mount or derailment should be noted;
- (iii) Gauge should be measured at intervals of 3 metres to the nearest ;
- (iv) Rail fittings, point roddings and locking arrangements should be examined, gap in the points should be checked & marks on the rails and sleepers should be minutely observed;
- (v) In the case of derailments during shunting operations the particulars of staff conducting and supervising the shunting should be recorded, position of points and shunt signals, if any, should be recorded.

The particulars of the track and rolling stock should be recorded in the given proforma and jointly signed by the representatives of Civil Engineering, Electrical and Traffic Departments in all cases of derailment. Copies of the proforma should be available with the permanent Way inspector and also the official attending the site of accident.

5.12 **Examination of Rolling Stock after derailment:**

All stock that have not derailed or have been damaged in accident must be examined and certified fit by a competent person not below the rank of SSE/RS before being allowed to run again.

5.13 **Preservation of clues:**

In the case of serious accident, rail fittings, evidence of wheel marks or any other marks etc., may be carefully preserved for a later re-construction of the scene or for production before Court, regardless of the fact that the site of accident had been inspected by a member of the Police or Civil authority. Various components should be serially numbered to facilitate any material involved in an accident and likely to be produced as an exhibit for enquiry and these must be set apart as such and must not be used to repair the line.

A dimensioned sketch should be prepared illustrating the exact position at the site of accident.

If any material has been listed and marked by the Police investigating Officer, it should be preserved as a piece of evidence of exhibit and produced for inquiry as and when required.

The aforesaid duties shall devolve on the officer or the sub-ordinate first reaching the site of the accident. The official who gives orders for restoration of the track shall be responsible to ensure that all evidence has been correctly collected and preserved without interfering with the restoration process.

5.14 **Arm band:**

Distinct arm-badges should be supplied to medical/para-medical personnel as well as Breakdown staff & Railway staff deployed for rescue/relief operation.

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**ADDITIONAL MEASURES TO BE TAKEN IN CASES INVOLVING
SABOTAGE OR TRAIN WRECKING:**

6.01 The objects of additional measures are :

- (i) to preserve clues for affording the Police and Civil Authorities all the assistance in conducting their investigation at the site of accident ;
- (ii) to assist in finding out the real cause of accident.

6.02 Information to the Civil and Police Authorities:

In the event of an accident, suspected to have been caused due to sabotage, ASC/RPF shall, as soon as possible, inform the Kolkata Police Authorities/ District Magistrate concerned about the accident and enquires whether these authorities would like to inspect/enquire into the matter. In case these authorities express their desire to inspect the site or hold enquiry, restoration operation should be held up till clearance is received from them.

6.03 Duties of train-staff:

The Driving Motorman with the assistance of the Conducting Motorman after ensuring switching off third rail by imposition of emergency power block as prescribed in the electrical safety manual will quickly examine the site of accident after securing his train and taking necessary protective measures. While medical attention to injured persons and their rescue, if required, will be their first charge, the following measures will also be taken by the train staff when a sabotage is suspected:

- (i) no one including Metro Railway staff will be permitted to touch or disturb any portion or fittings of the track till arrival of police.
- (ii) clue which may be considered vital should be recorded and properly guarded, if possible with the assistance of responsible passengers till the arrival of Senior Metro Railway Officers and the Police.
- (iii) such evidence should be shown to a few responsible passengers and their written statements obtained.

6.04 Precautions regarding Gangmen :

The Permanent Way Inspector before sending out Gangmen to the site of accident must ensure by imposition of emergency power block that the third rail has been switched off in both Up and Down track alignments of the section and should further ensure the following precautions :-

- (i) Engineering gangs not required for immediate repair work at sites should wait at the station nearest to the site with their tools carefully stacked and act on instructions from the Engineering Officer-in-charge of track restoration.
- (ii) The Gangmen proceeding to the site must leave their tools at the station nearest to the site. They should not bring the tools to the site till specifically permitted by an Engineering Officer to take up repair/restoration work.
- (iii) The Police and the SSE/P.Way should jointly check the tools box of the Gang in whose beat the accident has occurred. An inventory of available tools will be made. Deficiency, if any, will be recorded and jointly signed. The matter will be immediately reported to the AEN/XEN-in-charge for further enquiry.

6.05 Precautions to be adopted by Senior Metro Officials at site :

The Officer-in-charge at site, after relief and rescue work has been organised, should :

- (i) survey the position in company of the Civil or Govt. Railway Police as soon as possible after both of them have arrived.
- (ii) request Civil Police or RPF to keep a watch on the disturbed track and fittings and allow no one to touch these including Metro Railway staff.
- (iii) arrange for taking photograph of the site as early as possible showing the position of disturbed track and fittings and position of rolling stock in relation to the track.
- (iv) arrange cordoning of the site with the help of Police and RPF to stop any crowd collecting near the site during rescue/relief or investigation.

6.06 Duties of the RPF :

- (i) The RPF Inspector-in-charge of the section on which the accident has occurred shall proceed to the site as soon as the matter has been reported with available men after informing the Central Control. Before proceeding to the site he will make an entry in the station diary and also contact the Civil Police official concerned to make sure that they have been informed.
- (ii) ASC /RPF should proceed to the site as soon as possible.
- (iii) The RPF will guard the belongings of victims and of Metro Railway at site and also assist in relief and rescue operation.
- (iv) They will guard the disturbed track and fittings as directed by the Officer-in-charge at site till the arrival of the Civil Police.
- (v) RPF officials will look out for any suspicious characters in the vicinity and keep a note of any clues that may come to their notice.
- (vi) RPF officials will co-ordinate with the Civil Police in the investigation of the case.

6.07 Wreckage or Undamaged coaches not to be disturbed without the written consent of Police:

- (i) Except when it is necessary to act otherwise in order to save life, no coaches on a train involved in an accident should be disturbed until the investigation at site has been completed and written permission obtained from the Senior Police Official at site.
- (ii) Examination of the rolling stock in question should invariably be made by the concerned Metro Railway officials on the spot and accurate record of such examination must be maintained before removal of the rolling stock from site.
- (iii) After the stock has been drawn into the Train maintenance depot, detailed examination of rolling stock with special reference to brake, gear and other safety fittings will be made under supervision of a Senior Electrical Officer-in-charge of rolling stock maintenance. The Senior Electrical Engineer-in-charge will ensure before examination that the associated third rail has been switched off.

6.08 Points to be carefully noted during Investigation at site:

- (i) wheel marks on sleepers, rail and fittings at both ends.
- (ii) damage to sleeper and fittings.
- (iii) location(s) where loose fittings or parts of damaged fittings found.
- (iv) number of missing keys and their locations.
- (v) any signs of violence on the fishing holes in the displaced rail ends, any loose fish-plates or bolts at site, any fish-plates found broken or bent.
- (vi) curvature of every rail in serial order.
- (vii) any dent or burr at the rail end at the displaced joint(s) if so whether burr is vertical or horizontal.
- (viii) position of wheels of coaches in relation to the displaced rail, its normal alignment and the landing rail.
- (ix) examination of the track in rear of the site for at least half a kilometre and location of wheel marks, if any, and also marks on the rail table and grazing marks on the sides, on rail screws/fastenings.
- (x) position of points and signals and of switches and counter readings.
- (xi) train register entries.

6.09 Preparation of sketches:

- (i) arrangements shall be made with the Police representative for the joint preparation of rough sketches showing all the measurements. The sketch should be jointly signed by the Police and Metro Railway representative.
- (ii) Dimensioned plans should then be prepared by the engineering officials ensuring that everything shown in the original rough sketch plan has been correctly reproduced.
- (iii) All notes and sketches should be carefully preserved for future use in investigations, enquiries or court trials.

6.10 Arrangements for photographs:

C.P.R.O will depute official or local photographer to take photographs of essential features under the guidance of a responsible Metro Railway Officer. Copies of the photographs will be made over to the Police Officer and the Dy.COM(S).

6.11 Preservation of clues:

All rail and stock fittings and components of the disturbed track at site must be carefully scrutinised. The damaged sleepers, fittings, rail ends, etc., must be serially marked and preserved under the joint seal of the Police and the Metro Railway at a safe place for future reference.

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RELIEF AND RESCUE MEASURES

7.01 Immediately actions on call out:

- (a) Those called are to report by the quickest possible means (by taxi, if necessary) the Site-in-charge or incident post (if one is set up), bringing with them (if in possession) a torch, helmet, gumboot and any other protective equipment that may have been supplied.
- (b) The first Supervisor or officer to arrive at site is to assume command of the incident. Subsequently, he may be relieved by any other Competent Officer.
- (c) The Officer-in-charge of the site should not get involved with rescue work personally. He should concern himself mainly with the organisational and administrative aspects of the incident.
- (d) As appropriate to the nature and seriousness of the incident the Officer-in-charge of the Site shall comply with the instructions contained in para 5.6.

7.02 Setting up of incident Post:

- (a) The officer-in-charge of the site should set up an incident post in the event of a major accident from which to coordinate the work of rescue and clearance.
- (b) If possible, a room in a nearby Metro building should be set aside for the purpose.
- (c) The requirements for furniture and stationery at the incident post should be met by the Traffic department
- (d) Any additional requirement for telephones should be met by the S&T department.
- (e) The Officer-in-charge of site should nominate an inspector or a supervisor of the Traffic department to man the telephone and maintain the log. Another person should be assigned to act as a runner.
- (f) Civil emergency services, voluntary organisations, public offering help etc., should be directed to the incident post.
- (g) The incident Post staff should maintain a record of all telephone calls made or received, actions and decisions taken, time particulars, and arrival and departure of personnel.
- (h) The Police may depute an incident Officer in the Metro incident Post or set up their own incident post in a nearby room. The Metro Officer-in-charge is to liaise with the Police incident officer particularly in respect of the following matters:-
 - (i) Selection of areas for parking ambulance, shuttling bus services, Metro vehicles, etc.

- (ii) disposal of children separated from their parents, distressed elderly persons, and other distressed but uninjured persons.
- (iii) setting up a first aid centre where persons with trivial or minor injuries can be treated.
- (iv) accountal of unidentified personal property, and the manning of a store for such property;
- (v) the establishment of names and addresses of witnesses to the incident;
- (vi) taking charge of the dead;
- (vii) disposal of dead bodies.

7.03 Attention to the injured:

In case of an accident to a passenger train, the injured passengers, if any, shall be attended to on top priority. It is the primary duty of all Metro Railway servants to render prompt assistance to the injured and arrange medical aid at the site of the accident as required and most effective medical treatment after their admission into the Hospital.

All first-aid boxes equipments and emergency tool boxes on trains and at stations shall at once be rushed to the site of the accident for rendering relief to the injured and extricating passengers from the debris. Medical aid may be rushed even by road if it can reach quicker and more conveniently.

The Motorman will make announcement through P.A system requesting doctors and qualified first-aid workers, if any, amongst the passengers travelling by the same train to assist.

In case of serious injuries, the nearest Civil or Military Medical Officials and/or private Medical Practitioners and Ambulances can be summoned, if the Railway Medical Officer is not available earlier or is unable to cope up with the situation by himself.

N.B : The contents of FA Boxes at stations are shown in Appendix-H

7.04 Decision on nature of injuries:

Only a Qualified Medical Practitioner can say whether the injuries are simple or otherwise. If a person with slight injuries refuses to proceed for medical examination, this refusal should be taken in writing and kept as a record and the Chief Operations Manager advised. The result of the medical examination should be intimated to the Chief Operation Manager without any delay.

7.05 Provision of facilities to Doctors to reach site of accident:

All Metro Railway servants shall afford every facility to Doctors to enable them to reach the site of accident with the least possible delay.

7.06 Temporary Hospital at station near to the site of the accident:

In case the Medical Officer considers it necessary to open a temporary Hospital at a station near the site of the accident, the Station Master must make available whatever accommodation he is called upon to provide.

7.07 List of non-railway Hospitals, Dispensaries:

The Control Office and Senior Section Engineer/ART must keep a list of non-railway Hospitals, Dispensaries, names of the Private Medical Practitioners and qualified first-aid workers whose help may be sought, if necessary, during relief operations. Traffic Inspectors and officers must scrutinize this list frequently to ensure that it is kept upto date and is readily available when required.

7.08 Addresses of Drivers of Railway Road Vehicles:

The Control office should also maintain the addresses of the Drivers of Railway Road Vehicles, so that when necessity arises, the Drivers can be located and the Railway Road Vehicles used for relief operations.

7.09 Turning out of Relief Train or Break down van:

The Accident Relief Train/Break down Van must be ready and be turned out with the least possible delay within the target time of 30 minutes from the time Hooter in the Car Shed is sounded Regulation of traffic to ensure quickest passage of Accident Relief Train to the site of accident shall be done by the Control office.

7.10 Organisation of Relief Trains:

A list of Accident Relief Train & MFD Equipments with their locations is shown in Appendix 'A'

7.11 Maintenance of Relief Train/Breakdown Van:

The Senior Section Engineer/ART will be overall-in-charge of the Relief Train/Breakdown Van and will be responsible for seeing that they are always fully equipped and in good running order. Nominated Dy. HODs from the Signal & Telecom., Civil Engg., Elect Engg., Traffic & Medical Branches will be responsible for proper functioning and ensuring of adequate stock of equipments belonging to their Branches being available in the Relief Trains/Breakdown Van.

A quarterly inspection of the Accident Relief Train will be done by Dy.COM (Safety), Dy.CSTE(O&M), Dy.CEE (O&M), and Sr.DEN and a joint report shall be submitted to the Chief Safety Officer.

7.12 Staff required to attend accident:

In addition to the officers attending the accident site, SSE/RS, SSE/P.Way, SSE/S&T and TI of the concerning Section will also attend the accident site along with their staff.

7.13 Police Attendance:

In case of derailment of any train carrying passengers at or between stations where sabotage is suspected, arrangement will be made for the Police to visit the scene of

accident as soon as possible so that they might observe what disturbances, if any there have been on the line and to guard any material evidence affecting the cause of the accident.

7.14 Precautions to be observed in handling injured passengers:

Every effort must be made to extricate injured persons from debris and then they should be carried to the nearest convenient spot for rendering first-aid. Injured persons are not to be shifted at all to long distance until such time a qualified person has rendered first-aid and taken necessary precautions.

7.15 Supply of food and drinks to the passengers and staff at the site of accident:

The Traffic Officers will look after the comfort and need of the injured passengers. Immediate arrangement will be made for supply of drinking water, milk etc. at the site of accident. Food or cash in lieu thereof will have to be supplied/paid to staff engaged in relief operation as and when necessary under the supervision of a responsible official.

The Chief Traffic Manager is empowered to sanction expenditure for supplying food to railway staff engaged in restoration work at accident site upto an amount permissible as per schedule of powers.

7.16 Speed transport to injured persons to Hospital:

After rendering first-aid, all injured passengers must be transported as quickly as possible to a Railway Hospital to be decided upon by the Metro Railway Medical Officer, preference being given to seriously injured passengers. If injured persons are sent to non-railway Hospital for treatment, a Railway Medical Officer will be deputed to accompany them to the Hospital and to see that they are properly accommodated. The progress of the patients at the Hospital will be reported to the Chief Operations Manager periodically.

Timely information must be given to Civil & Military Hospitals of the number of injured persons to be shifted there and the time they are expected to arrive at the Hospitals. All local railway road vehicles will be made available for the purpose of carrying the casualties to the Hospitals. If adequate railway transport cannot be arranged, Private transport can be hired.

7.17 Information to relatives of injured passengers:

Relatives of injured passengers will be intimated either on phones or by most expeditious means of communication at the cost of Metro Railway and the same will be confirmed through letters.

In cases of death, the relatives of the victims of accident may be issued free passes from their places of residence to Kolkata.

7.18 Opening of Enquiry-cum-information Centre :

An Enquiry-cum-information Centre will be opened at Metro Rail Bhavan in all cases of accidents involving death of passengers. The centre will be manned by responsible officials who will collect and keep latest information on the progress of injured persons in the Hospitals. These officials will also be responsible to give correct information to such of those members of public who will be making anxious inquiries about the whereabouts of their relatives.

7.19 Ex-gratia payment to the injured or to the next of kin of victims:

Ex-gratia payment should be made to the injured or to the dependent of the dead consistent with instructions on the subject being in force from time to time.

7.20 Arrangements for clearing the line:

The Senior most Traffic officer at site will be in-charge of arrangement for conducting stranded passengers to the nearest station. The senior most Traction Engineer will look after all Electric traction matters. The Senior most Traffic Officer present in the Control office will take over charge of the Control office. The Senior most Signal Engineer present at the site will be in-charges of communications.

No effort should be spared in extricating the injured and the dead from under the debris. The operation for clearance of wreckage must continue till all the injured persons are taken out.

7.21 Care and identification 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 scene of accident and they should jointly determine the places 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 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.

Identification and disposal of dead bodies should normally be the responsibility of the Police authorities. Photographs of the unidentified dead bodies may be taken by the Police authorities and displayed at all stations and other conspicuous places. Photographs of the dead bodies should also be taken by the Public Relations department of Metro Railway.

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ACCIDENT ENQUIRIES

8.01 The object of an enquiry:

- i) The main object of an enquiry is to ascertain fully the causes of an accident with a view to prevent its recurrence. In the case of human failure, the responsibility on the individuals should be fixed specifying the rule or rules violated by each of them so that disciplinary proceedings can be initiated against them, as necessary.

In the case of an inherent defect in the system of working or defective appliances such as, track, rolling stock, working apparatus etc., measures should be recommended to prevent recurrence of similar accidents in future.

- ii) Another object of an enquiry is to ascertain whether there has been any laxity or avoidable delay in rendering relief to the injured, arranging necessary facilities for other passengers to continue their journey and restoring through communication.

Note: The Enquiry Committee should not confine themselves to ascertain the immediate causes of the accident along. The scope of the enquiry should embrace wider fields and effort should be made to determine whether there has been any general laxity in working or negligence of supervision to which the accident may be attributed. The Members of the Enquiry Committee shall observe strict impartiality and avoid any partisan approach.

8.02 Level of Enquiry:

- (i) All serious accident shall be inquired by the Commissioner of Railway Safety.
- (ii) In case Commissioner of Railway safety or Chief Commissioner of Railway Safety is not in a position to conduct inquiry into serious accident cases, the enquiry shall be done by a JA Grade Committee officer, formed in consultation with CRS/CCRS.
- (iii) All cases of collisions falling under A1 to A4 categories shall be enquired into by a committee of SAG Officers with General Manager as the accepting authority unless the same is being inquired into by CRS.
- (iv) All other consequential train accidents except unmanned Level crossing accidents shall be inquired into by a committee of JA grade officers and in its absence by Branch Officers. CSO shall be the accepting authority for these inquiries subject to the review by GM.

- (v) Consequential accidents of all other train accidents shall be inquired into by a committee of Senior Scale or Junior Scale Officers as decided by CSO with CSO as the accepting authority.
- (vi) All yard accidents shall be inquired into by a Committee of Senior Supervisors with Dy.CSO /Dy.COM(S) as accepting authority.
- vii) All cases of Indicative Accidents shall be inquired into by a Committee of Senior or Junior Scale Officers with CSO as the accepting authority.
- viii) General Manager or CSO can have the enquiry conducted by a committee of higher levels of officers than the above mentioned levels depending upon the seriousness of accident. Finalising of Inter-railway DAR cases arising out of such inquiry reports should be followed up by the Principal Head of the Department of the concerned Department of the railway on which the accident took place. If suitable response is not received from the respondent railway at General Manager's level, then the case should be referred to Railway Board.
- ix) All cases of equipment failure shall be inquired into by senior Supervisor /Supervisors of respective departments.
- x) All inquiries will be ordered by the CSO except for inquiries into collisions as per item (iii) as above wherein General Manager will order the inquiries.

8.03 **When an enquiry is necessary:**

An enquiry shall be held to ascertain the causes and responsibilities for an accident:

- i) If the accident falls within the purview of Section 113 of the Railway Act.1989.
- ii) If there is reason to believe that Railway staff are responsible either on prima-facie facts or on the basis of Police report.
- iii) If the system of working is suspected to be defective.
- iv) If the cause of the accident is not clear.
- v) If for any special reason an enquiry is considered necessary by the Chief Safety Officer.
- vi) If the Commissioner of Railway Safety, Metro Railway has any statutory obligations or desires to hold an enquiry into the accident.
- vii) If the Commissioner of Railway Safety, Metro Railway asks General Manager to furnish the full and detailed report of the accident.

8.04 Institution of an Enquiry:

All enquiries will normally be instituted by General Manager. For serious accidents, involving loss of life & properties, the General Manager or on his behalf the Chief Safety Officer, may, when necessary, order an enquiry by Administrative Officers consisting of HODs of not less than three departments.

8.05 Classification of an enquiry:

Enquiries are divided into three classes viz. :-

- i) Commissioner of Railway Safety, Metro Railway's enquiry;
- ii) Joint Enquiry by Officers or Sr. Sub-ordinates;
- iii) Departmental enquiry.

Note: The Central Government may also order a Commission of Enquiry into very serious accidents by issue of notification under the Commission of Enquiry Act, 1952.

8.06 Enquiry by Commissioner of Railway Safety, Metro Railway :

The Commissioner of Railway Safety of Metro Railway may suo-moto order and conduct an enquiry into any accident which he considers to be of a sufficiently serious nature to justify such a course. In such cases, he will inform the General Manager of his intention and intimate the date, time and place of enquiry. The General Manager, on receipt of such information shall nominate an officer of at least Jr. Administrative Grade to assist the CRS, Metro Railway in the conduct of the enquiry and also instruct the Chief Safety Officer to render all assistance and to arrange attendance of Officers and staff concerned whose evidence is considered necessary. The Chief Operations Manager on receipt of such advice shall inform the local Govt. Officials and the local Police Officials concerned and also arrange attendance of all staff whose evidence is necessary.

8.07 Joint Enquiry:

Except under the conditions laid down in Para 8.4.3 when a departmental enquiry is adequate, the Chief Operations Manager will order a joint enquiry into accidents, according to the importance of the case, by a Committee comprised of :-

- i) J. A. Grade Officers.
- ii) Sr. Scale Officers.
- iii) Jr. Scale Officer/Assistant Officers.
- iv) Sr. Supervisors.

8.08 When Joint Enquiries may be dispensed with :

- (i) A Joint Enquiry may be dispensed with in the following cases :-

- i) The enquiry is to be held by the Commissioner of Railway Safety, Metro Railway;
 - ii) The accident has not been attended with loss of human life or with serious injury to persons or serious damage to the property;
 - iii) There is no reasonable doubt as to the cause of the accident;
 - iv) When any department of the Metro Railway intimates that it accepts all responsibility in the matter.
- b) When such joint Enquiry is dispensed with under clauses (ii), (iii), and (iv) above, a departmental enquiry shall be held to find out if the staff or the system of working is at fault to adopt or suggest such measures as may be considered necessary for preventing recurrence of similar accident.
- c) It is not necessary to hold formal enquiries into all fatal or serious accidents to passengers and trespassers or railway servants unless there is special reason to do so. Such accidents should however, be carefully enquired into by Railway officials and police and medical reports must be obtained.

8.09 Departmental Enquiry :

When one particular department of Metro Railway has accepted all responsibilities for an accident, the Chief Safety Officer will arrange or an Officer for Sr. Sub- Ordinate of that department to hold an enquiry.

8.10 Notices for Enquiry:

- a. On receipt of notice under section 113 of Indian Railways Act 24 of 1989 of the occurrence of an accident to a train carrying passengers resulting in loss of human life or grievous hurt causing total or partial disablement of permanent nature to a passenger or serious damage to railway property, the Commissioner of Railway Safety shall as soon as may be, notify the railway administration in whose jurisdiction the accident occurred of his intention to hold an enquiry into the causes that led to the accident and shall at the same time fix and communicate the date, time and place of inquiry.
- b. Where no enquiry is held by the commissioner under sub-section (1) of section 114 of Indian Railway Act-1989 or where the Commissioner of Railway Safety has informed the railway administration under sub-section (2) of section 114 that he is not able to hold an enquiry, the railway administration within whose jurisdiction the accident occurs shall cause an inquiry to be made in accordance with the prescribed procedure.
- c. In case, the Commissioner of Railway Safety, Metro Railway intends to hold the enquiry, the Chief Safety Officer will give timely notice of the date, time and place of the enquiry to the following Officers to enable them to be present at the enquiry should they so desire :
 - (i) An Officer of the local Government appointed in this behalf.

- (ii) The ACP of Metro Railway and any other Sr. Police Officer of the local Govt. at Kolkata.
- (iii) The Officer-in-charge of the Metro Railway Police (MRP) stationed at Esplanade station of Metro Railway.

8.11 Time and place of enquiry:

The enquiry must commence as soon after the occurrence of the accident as possible and in any case within 3 days of the date of accident.

8.12 Time schedule for enquiry:

Enquiry should be held and proceedings submitted as soon after the accident as possible and the following time schedule (counting 'D' as the day of accident) shall not be exceeded.

- D -Date of accident.
- D + 3 -Holding of enquiry.
- D + 10 -Submission of detailed report and enquiry proceedings to Chief Safety Officer.
- D + 27 - Acceptance of the enquiry proceedings by the competent authority.
- D + 90 -Finalisation of the disciplinary action.

Following receipt of advice that the General Manager or the Commissioner of Safety of Metro Railway proposes to investigate the Chief Safety Officer will take action to convene an enquiry committee.

8.13 Composition of the Enquiry Committee:

Members of the Enquiry Committee will normally consist of :-

- a. In case if Administrative Officers- the Heads or the Dy. Heads of the Operating, Electrical, S&T & Engineering. Departments.
- b. In case of Sr. Scale Officers – the Sr. Traffic Officer, the Sr. Electrical Engineer, the Sr. Signal & Telecom Engineer and the Sr. Civil Engineer concerned.
- c. In case of Asstt. Officers – the Asstt. Traffic Officer, the Asstt. Elect. Engineer Asstt. Signal & Telecom Engineer and the Asstt. Civil Engineer.
- d. In case of Sr. Sub-ordinates – The Transportation inspector (CTI/TI), the P.W. Inspector (SSE/P.way), S&T Supervisor (SSE/S&T), and the Rolling Stock Supervisor (SSE/RS), or the Electrical Supervisor (SSE/Elec.).

- Note: (i) Where a member of the staff is fatally injured in an accident and in all cases of technical accident the Enquiry should be composed of at least Assistant Officers and not by the staff of rank below that.
- (ii) If more than one department is involved, each of them will be represented by an official of equal rank in the enquiry Committee.
- (iii) In case of a major fire in railway premises or trains, a representative of the Railway Protection Force or Fire department shall be associated with the Enquiry Committee.
- (iv) The Magistrate and Police must also be advised of the date, time and place of the enquiry to enable them to be present should they so desire. They may ask questions either directly with the permission of the President or through the President. Answer given to these questions must be recorded in the proceedings. These officers may not necessarily sign the proceedings but their presence will be mentioned in the proceedings.
- (v) When military personnel or property are involved in an accident, the Headquarters of the Military Command should be advised of the date, time and place of the enquiry so that they may send a military representative to attend the enquiry, if they so desire, who will, however, be an observer at the proceedings and will take no part therein.

8.14 President of the Enquiry Committee :

The senior most member of the Committee will ordinarily act as President.

8.15 Attendance of witness:

Whenever an enquiry has been instituted, it will be the duty of the Sr. Scale Officer of each department to arrange attendance of such of the staff as are required to give evidence at the enquiry and also to advise any other witnesses, whom the Committee may require to give evidence, to be present on the fixed date and time at the place of enquiry. He will also see that all documents necessary for conducting the enquiry are made available and any other information required is readily given.

8.16 Failure to attend enquiry:

If the member of an enquiry committee fails to attend or is not represented at the enquiry, his written explanation must be submitted to the President of the Committee, if the member is an officer or to his superior officer if he is a sub-ordinate.

If the attendance of the absentee member is essential for the enquiry on account of some technical or special knowledge another officer or sub-ordinate of similar standing should, if possible, represent him at the enquiry.

Witnesses who are summoned for an enquiry but fail to appear must similarly explain their absence.

8.17 Examination of witness:

A witness is expected to and should be permitted to make a full statement of the facts relevant to the case of which he has knowledge. His evidence should not be confined to mere replies to questions during his examination.

8.18 Warning against false evidence:

Before recording the evidence of a witness, the president of the Enquiry Committee will warn the witness against giving untruthful and false evidence and bring to his attention that he renders himself liable to disciplinary action should it be later found out that his evidence had been untruthful or false. A certificate signed by the president to the effect that this has been done is to accompany the proceedings.

8.19 Accidents to Gangmen :

In the case of an accident to a Gangman on duty, the evidence of the Gangmate is absolutely necessary. The Gangmate is responsible for the safety of his men and his evidence should be recorded to show what instructions were given by Mate for their protection.

8.20 Postponement of enquiry:

An enquiry will not ordinarily be postponed owing to the absence of a witness, but, if after recording all other evidence, a decision cannot be arrived at, the enquiry may be adjourned till the witness is available.

In the case of witness being sick, the President of the enquiry committee should ascertain from the Medical authorities whether the man is in fit condition to make any statement and depute a representative to record his evidence subject to the concurrence of the Medical Officer.

If any one member of the enquiry committee fails to attend, the enquiry should be proceeded without him. A joint enquiry shall not, however, be conducted any time by a committee comprising of less than two members.

8.21 Note for the guidance of enquiry committee :

- (a) Before the commencement of an enquiry it is necessary that Members of the enquiry committee should read for their guidance the relevant paragraphs of the Accident Manual. They shall carefully go through the points given in various paragraphs one by one and agree among themselves as to what points are obviously irrelevant.
- (b) A joint enquiry is held with the object of eliciting genuine facts that led to the accident and must, therefore, be conducted with absolute impartiality. Any attempt to impart a departmental bias to such an enquiry should clearly be discouraged by the members of the committee. Severe notice will be taken of the conduct of an officer who endeavours to protect the employee of his own Branch

or to discredit unfairly the evidence or action of those belonging to other Branches.

- (c) The main object of a joint enquiry is to ascertain fully the causes of an accident with a view to preventing its recurrence. The committee should, therefore enquire into and report on all points arising from the nature of the accident and record them in the evidence.

The committee should bear in mind that a decision has to be arrived at by authorities who have not had the advantage of hearing the evidence, seeing the witnesses and reviewing the circumstances on the spot. The report should, therefore be complete and clear attention paid to even small matters. It should not be assumed that the authorities who would take a decision on the enquiry report have a knowledge of the conditions obtaining at the time and place of the occurrence.

The value of the evidence of each witness should be noted on bearing in mind whether the witness is an impartial witness to whom the decision is personally a matter of indifference, or whether the witness has any particular reason for desiring that the view of the committee should incline one way rather than another. In fixing individual responsibility, if there are any extenuating circumstances, these should be mentioned.

It is not sufficient merely to find out that on one particular occasion something happened through the fault of one particular man. The scope of the enquiry should be extended so as to embrace a wider field and to enquire whether there has been general laxity of working or inadequate supervision that may be the root cause of the particular accident. For this records should be examined over some period to check whether the irregularities that have come to light relating to the accident had been repeated previously. The inspection Notes of Supervisory staff should be perused and it should be determined whether the irregularities could have been detected earlier and set right if effective supervision had been exercised.

8.22 **Proceedings of enquiry:**

The proceedings of enquiry will consist of the following documents :-

- (i) Index of documents and evidences.
- (ii) Title Page with features of accident, composition of enquiry committees and other officials present.
- (iii) History of the accident.
- (iv) Description of the site of accident.
- (v) Sketch of site of accident (foolscap size)
- (vi) Site plan of accident and/or other drawing necessary in cases of serious accidents or in which the issue is complicated.
- (vii) Analysis of evidence-Oral, documentary and circumstantial evidence.

- (viii) Finding.
- (ix) Note for the information of Administration and its Legal Advisors in case of litigation arising.
- (x) Note of dissent.
- (xi) Recommendations by the Committee.
- (xii) Evidence of witnesses.
- (xiii) List of passengers killed or injured (to be shown separately).
- (xiv) List of railway employee killed or injured (to be shown separately).
- (xv) List of damages to rolling stock, permanent way or works, equipments and their estimated cost.
- (xvi) Extracts from train Registers (When relevant).
- (xvii) Extract of rules bearing on the accident (to go with findings)
- (xviii) Note of any serious or important discrepancy which may exist in the cause and nature of accidents as reported by SM and as brought out at the enquiry.
- (xix) Police Report, where necessary.

Note: In case of serious accidents or in which the issue is complicated, a sketch of the site of accident is not sufficient. A Site Plan and other drawings must be prepared and attached to the proceedings.

8.23 **Guide Line for Preparation of Enquiry Proceedings.**

i) **History of the accident :**

This should be a concise account, in narrative form of all relevant points brought out during the enquiry. It should enable anyone, who has not been present at the enquiry, to obtain a clear idea of the event, leading up to the accident, what actually occurred, and the result. No attempt to fix responsibility should be made in the History.

No comment should be made on the evidence given or the reliability of witnesses. This should be dealt with in the 'Note or the information of the Administration and its Legal Advisers in case of litigation arising.

Description of accident shall be a record of actual facts and shall include only those items, which are relevant to the accident under enquiry e.g.

- a) Brakes.
- b) Total weight of train.
- c) Condition of rolling stock concerned.

- d) Condition of each wheel and spring concerned in a derailment, including gauge of axle, section of flangers and condition of axle-box.

In the case of fracture of wheels or axles it is important to record full particulars of the fractured part, such as, diameter of axle journal position and nature of fracture and exact marking thereon showing makers' name, cast number, etc.

- e) Single or Double Line working at the time of accident.
- f) Time train was due, and if late, time lost and reason.
- g) Whether train was booked to run through or stop.
- h) System of working at the time
- i) Weather conditions.

ii) **Description of the site of accident:**

This should bring out all relevant points and should refer to all features which would be necessary to explain to a person who has not had the advantage of visiting the site of accident, e.g., approaches, curves, visibility of signals, and any other special features, which would help him in visualising the site and in understanding the nature of the accident.

- a) Grades.
- b) Curves.
- c) Description of signals and their locations.
- d) Sighting of concerned Signals from an approaching train.
- e) System of Interlocking points and signals.
- f) System of Locking points and signals.
- g) System of working points and signals.
- h) Type and condition of permanent way, gauge, cross-levels, cant, super elevation, amount of wear of head of rails, etc.
- i) Inclination of crossings, details of points and crossings, length of switch rails, clearance, etc.
- j) Fencing and means of access to the line.
- k) Condition of fencing.
- l) In cases of bursting of points, it will be stated, whether or not they were fitted with interlocking apparatus.

Note: The number of all signals and points should conform to the numbering as given on the Working Rule Diagram.

iii) **Sketch or plan of the site of accident and other drawings :**

A complete and accurately dimensioned sketch of the accident showing positions of coaches and their condition, permanent way including any detached components and whether intact or damaged, should be made by an Engineering Official with the following;

- a) An arrow indicating the north direction of the accident site.
- b) Kilometrage at which accident occurred and station at which or stations between which it occurred.
- c) All lines, sidings and points correctly numbered if the accident occurred within station limits.
- d) When a train is concerned, the position should be shown at the time of the accident, indicating by an arrow the direction of movement.
- e) Gradients.
- f) When necessary, levels both cross and longitudinal, should be taken and gauge should be recorded for half a kilometre on either side of the accident.

iv) **Analysis of evidence :**

This is not mere reproduction of the evidence on record, but a critical analysis of the same giving out the reasoning for coming to the findings.

v) **Findings :**

These should be clear, brief and to the point showing :-

- a) The cause of the accident.
- b) The rule or rules violated by each person, if any.
- c) The staff held responsible.

vi) **Note for the Administration :**

This note may contain indication to the administration of administrative failure or lapses e.g. lacuna in rules or administrative short-comings etc. This may not form a part of the accident enquiry report. If enquiry committee feels that this may be embarrassing for the Administration or may lead to litigation, such matters may be forwarded to the Administration by drawing a separate note for the consideration of the administration and its Legal Advisor. This document will be treated as a privileged document and will not be disclosed to anyone other than the authority ordering the enquiry.

vii) **Note of dissent :**

If a member is unable to agree with the Finding wholly or in part, he should record his note of dissent and reasons thereof. This document must accompany the proceedings.

viii) **Recommendation by the Committee:**

This will include items which in the opinion of the committee can prevent recurrence of similar-accident.

ix) **Evidence of witnesses :**

- a) Before recording the evidence of a witness, the President of the Enquiry Committee must warn the witness against giving untruthful or false evidence. A certificate of the President to this effect must accompany the proceedings.
- b) The evidence of any officer or supervisor, who is a Member of the Committee, if considered necessary, must be recorded before the evidence of any other witness is taken.
- c) Evidence should be recorded as a connected narrative, subsequent admission and retractions brought out in cross-examination should be recorded in the form of questions and answers. Witnesses should, however, be permitted to make a full statement of all the facts, relevant to the case, of which he has knowledge and care should be taken not to distort them.
- d) The President of the Enquiry Committee may utilise the services of a Stenographer or nominate a Member to record the evidence.
- e) While giving evidence, witnesses frequently refer to certain localities or particular lines by local names. In such cases, a note should be made indicating by a reference to the plan the actual localities or point referred to by the witnesses.
- f) The record of evidence on each page will be signed by the person giving it and by the President or Official making the enquiry.

The evidence of witnesses unable to read or write Hindi/English will be correctly read over and translated to them, and certificate to this effect will be recorded by the President or official making the enquiry. Signature/Thumb impression of the witness should be taken on each page and attested by the President.

Note: The original proceeding may be either in type or in manuscript. All copies are to be in type.

- x) **List of damages:** These should accompany the proceedings, if available in time, but in any case should be submitted as soon as possible after the enquiry has been held. The approximate cost of damages should, however, always be intimated with the proceedings.
- xi) **Extract of rules bearing on the accident :** These should be reproduced for ready reference, particularly when the Committee suggests modification in view of any defect in them.
- xii) **Police Report:** The Police Report, where necessary, should be submitted along with the Enquiry Proceedings. If the Police Report is not received in time, it should be stated in the proceedings that it will follow. The submission of the Proceedings must not, however, be delayed. The Deputy Chief Operation Manager will endeavour to obtain the Police Report in time.

8.24 **Additional instructions for conduct of enquiries into cases of fire on trains:**

In all cases of fire on coaching stock the following information should be submitted along with enquiry proceedings –

- i) Date, time, place and train number.
- ii) Coach number and type.
- iii) Position of coach from the front.
- iv) Source of fire, if known if not know part of coach where was first observed.
- v) Roofing material (whether cotton steel, Air circulation fan or other material) sending sample piece, if available.

8.25 **Disposal of proceedings of enquiry :**

- a) Submission to the Chief Operations Manager :The President of the Enquiry Committee will be responsible for the preparation and submission of the proceedings to the Chief Safety Officer.
- b) Submission to the Heads of Departments:
 - i) The Chief Safety Officer will submit the proceedings at earliest to the Heads of Departments concerned, with remarks if he has agreed with the findings and recommendation, if any.
 - ii) Chief Safety Officer should personally see all Joint Enquiry papers before they are submitted to the Heads of Departments.

8.26 Copies of proceedings to be submitted :

The Enquiry Committee submit to the Chief Safety Officer within 14 days or stipulated otherwise from the date of accident, the number of copies as laid down below.

- i) Accidents under section 113 of the Railways Act, 1989 attempted wrecking or Sabotage, Averted Collision involving a passenger train and fire in passenger trains and coaches – 4 copies.
- ii) Technical Accidents viz. Breach of Block Rules, Averted Collision not involving a passenger train and coaches running away – 3 copies.
- iii) All other accidents, when necessary – 2 copies.

Note : One extra set of the History, sketch, Finding note for the information of Railway Administration and Recommendation, if any, of enquiries in cases referred to in item (i) & (ii) above, will also be forwarded to the Chief Safety Officer.

8.27 Accepting Authority of Enquiry Reports:

<u>Accepting Authority</u>	<u>Reports submitted by the officers</u>
Chief Safety Officer	Upto JA Grade
General Manager	SA Grade
Railway Board	CRS/Metro Railway's Report

8.28 Action by the General Manager on CRS/Metro Railway's Report:

When the CRS of Metro Railway holds an enquiry he will forward a copy of the proceedings to the General Manager as expeditiously as possible. In case the General Manager does not concur with the finding of the Commissioner of Railway Safety of Metro Railway, he will either communicate to the latter the reason for his disagreement or inform him of his intention to do so later. If a change of rule or system of working has been suggested in the report, the General Manager will, after examining the suggestions, either inform the CRS, Metro Railway what action has been taken or he proposes to take, or intimate that he intends to report further on the proposals within a specified period. Enquiry report of CRS/Metro Railway should be sent to Railway Board with the comments of Metro Railway Administration.

8.29 Action to be taken on findings and recommendations:

- i) As soon as the findings of an Enquiry Committee are accepted by the competent authority, the Controlling HOD/CSO will proceed to take action against the staff held responsible. Disciplinary action may be initiated as soon as an enquiry is completed. It should be ensured that all aspects of the enquiry including disciplinary action are finalised within 90 days from the date of the accident.

- ii) As soon as the recommendations of the Enquiry Committee are accepted by the competent authority prompt action should be taken for their implementation.

8.30 Maintenance of Accident Enquiry Register:

Chief Safety Officer should maintain as Accident Enquiry Register on the proforma given below in order to keep a watch on the action taken in regard to the findings and recommendations of Enquiry Committee.

Accident Enquiry Register

Serial Number	Particulars of accident			Type of enquiry held :	File Number	Date enquiry commenced :	Date findings and commendations accepted :	Staff held responsible :	Date of punishment inflicted and nature of punishment :	Accepted recommendation :	Progress made in implementing accepted recommendations :
	Date	Site	Class								

8.31 Prosecution of Staff:

In case where it is proposed to prosecute an employee or where his prosecution is demanded by the Police, departmental action must not, however, be withheld indefinitely. The Chief Safety Officer will obtain a certified copy of the judgement in a Court cases as soon as it is available.

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ACCIDENT RETURNS & STATISTICS

9.01 Procedure for preparation and submission of Accident Returns :

The procedure for preparation and submission of accident Returns & statistics is independent of the procedure for reporting accident. The rules and instructions laid down in this behalf by the Railway Board shall be carefully studied and strictly followed.

The Chief Safety Officer will be responsible for ensuring that all returns and statements are complied on time by the different branch officers and submitting the same to the various heads of departments and the General Manager. He will also be responsible for submission of returns and statements to the Railway Board, State Government and CRS, Metro Railway.

9.02 List of statements and Accident returns:

List of statements and accident returns to be complied by the Branch Officers and submitted to the Chief Safety Officer.

1. Statements of Fire Accident.
2. Statement of tampering of track.
3. Statement of ex-gratia payment to victims of train accident.
4. Statement showing shunting derailments.
5. Statement of train parting cases indicating qualities of materials.
6. Analysis of train parting and loose couplings.
7. Statement of lines blocked due to accident.
8. Analysis of train accident by causes.
9. Average time taken for finalisation of accident cases.
10. De-railment of empty coaches during shunting operation.
11. Statement on train accidents indicating action taken.
12. Statement showing the cost of damage due to accidents.
13. Statement on rail fractures.

- ### 9.03 Preservation of Accidents Records :

PRESERVATION OF ACCIDENT RECORDS

Note :In case of special or serious nature of accident preservation period will be at least years.

9.04 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 should be submitted showing cumulative date to end of the month and reach Board's Office not later than 7th Day of the next month.
- (4) Only those accidents which occurred during the period to which the returns relate shall be included in the relevant returns. In regard to the accidents where details are not available at the time of forwarding the returns for any reason, 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, shall be deemed to be a 'train accident' only when the train, empty rake or a vehicle still forming a part of the train derails or as a result of bumping or loss to Railway property takes place, irrespective of whether the shunting was being done by the train or by a shunting engine.
- (7) Interruption is defined as duration from the time of accident till starting of first train on line clear from adjacent station for movement over the affected line in that section.
- (8) The statistics of fire should include all cases of physical fire or smoke emission resulting in death or injury or damage to property amount to ₹5000 (Rupees five thousand only) and above.
- (9) The equipment failure 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 prided by Security (RPF) branch or fire department.

- (11) DRM at the Division 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.

9.05 Collection , compilation and Monthly statement of accident statistics :

- a) Information about train accidents, yard accidents and indicative accidents falling under classification A,B,C,D,E,F,G and H shall be compiled by the safety branch at divisional and Zonal Railways.
- b) Equipment failures falling under classification J,K,L & M will be compiled by the Central Control on daily basis and shall be handed over to Safety Branch. Every equipment failure shall be classified under the category of avoidable & unavoidable by the Branch Officers concerned and summary shall be handed over to Safety Department of Metro Railway (Dy.COM / Safety). It is further classified 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 CSO, and he shall forward the monthly statement to the safety directorate of Railway Board.
- c) Unusual incidents falling under classification N,P & Q shall be collected and compiled by the security (RPF) branch or fire department and they shall take subsequent follow up action. Daily position will be given to the safety department of Metro Railway (Dy.COM/S). After Compilation of statement the same shall be forwarded to the Safety Directorate of Railway Board month wise under signature of COM.

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CLASSIFICATION OF ACCIDENT/OTHER OCCURRENCES

10.01 Accident is classification as under following heads.

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

I. **Train Accident** :

Train accident is an accident that involves a train. Accidents are further divided as:

- a) Consequential train accidents :
- b) Other train accidents:

a) **Consequential train accidents:**

Consequential train accidents include train accidents having serious repercussion in terms of loss of human life, human injury, and loss to Railway property or interruption to rail traffic. Train accident under following classification will be termed as consequential train accident.

Collision	:	All cases under category A-1 to A-4.
Fire	:	All cases under category B-1 to B-4.
Level Crossing:		All cases under category C-1 to C-4.
Derailment	:	All cases under category D-1 to D-4.
Miscellaneous :		All cases under category E-1

b) **Other train accidents:**

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

II. **Yard Accidents** :

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

III. **Indicative Accident** :

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

IV. **Equipment failure** :

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

V. **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.

10.02 **Class 'A' – Collisions:-**

- A-1 Collision involving a train carrying passengers, resulting in (i) loss of human life and / grievous hurt and / or (ii) damage to Railway property of the value exceeding ₹ 2 Crores and / or (iii) interruption of any important through line of communication for at least 24 hours.
- A-2 Collision involving a train NOT carrying passengers, resulting in (i) loss of human life and /or grievous hurt and or (ii) damage to Railway property of the value exceeding ₹2 Crore and/or (iii) interruption of any important through line of communication for at least 24 hrs.
- A-3 Collision involving a train carrying passengers, not is falling under A-1 above.
- A-4 Collision involving a train NOT carrying passengers, not falling under A-2 above.
- A-5 Other collisions, i.e. collisions occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train.

10.03 **Class 'B' – Fire or Explosion in trains:-**

- B-1 Fire or Explosion in a train carrying passengers resulting in (i) loss of human life and / or grievous hurt and / or (ii) damage to Railway property of the value exceeding ₹ 2 Crore and / or (iii) interruption of any important through line of communication for at least 24 hours.
- B-2 Fire or Explosion in a train NOT carrying passengers resulting in (i) loss of human life and / or grievous hurt and / or (ii) damage to Railway property of the value exceeding ₹ 2 Crore and / or (iii) interruption of any important through line of communication for at least 24 hours.

- B-3 Fire or Explosion in a train carrying passengers not falling under B-1 above but (i) loss to Railway property is 50,000/- or above and/or (ii) interruption to traffic is more than the threshold value and/or (iii) resulting in detachment of rolling stock(s) from the train and/or requiring relief Rake/engine.
- B-4 Fire or Explosion in a train not carrying passengers not falling under B-2 above but (i) loss to Railway property is ₹ 50,000/- or above and/or (ii) interruption to traffic is more than the threshold value and/or (iii) resulting in detachment of rolling stock(s) from the train and/or (iv) requiring relief Rake/engine.
- B-5 Fire OR Explosion in a train carrying passengers not falling under B-1 OR B-3 above.
- B-6 Fire or Explosion in a train NOT carrying passengers and not falling under B-2 or B-4 above.
- B-7 Fire or Explosion occurring in shunting marshalling yards, loco yards and siding etc. involving rolling stock but not involving a train.

Note: In case of an inquiry by a committee into a fire accident in Railway Premises or in a train leading to damage to Railway property, a representative of fire department should be included as a member of the Committee.

10.04 Class “C” – Train running into road traffic, and/or traffic into trains, at level crossing:-

- C-1 Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption to traffic is more than the threshold value.
- C-2 Train NOT carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption to traffic is more than the threshold value.
- C-3 Train carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossing resulting in (i) loss of human life and/or grievous hurt and/or (ii) interruption to traffic is more than the threshold value.
- C-4 Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings resulting in (i) loss of human life and/or grievous hurt and/or (ii) damage to Railway property and/or (iii) interruption to traffic is more than the threshold value.

- C-5 Trains carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-1.
- C-6 Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at manned level crossings but not falling under C-2.
- C-7 Trains carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings but not falling under C-3.
- C-8 Trains NOT carrying passengers running into road traffic and/or road traffic running into such trains at unmanned level crossings but not falling under C-4.
- C-9 Shunting engine with or without vehicles or loose vehicles running into road traffic and/or road traffic running into shunting engine with or without, vehicles or loose vehicles, at level crossings.

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

10.05 Class “D” – Derailments :-

- D-1 Derailment of a train carrying passengers resulting in loss of human life and/or grievous hurt and/or damage to Railway property of the value exceeding ₹2 crores and/or interruption of any important through line of communication for at least 24 hours.
- D-2 Derailment of a train NOT carrying passengers resulting in loss of human life and/or damage to Railway property of the value exceeding ₹ 2 crores and/or interruption of any important through line of communication for at least 24 hours.
- D-3 Derailment of a train carrying passengers not falling under D1 above.
- D-4 Derailment of a train NOT carrying passengers not falling under D-2 above but loss to Railway property and /or interruption to traffic is more than the threshold value.
- D-5 Derailment of a train NOT carrying passengers not falling either under D-2 or D-4 above.
- D-6 Other derailment, i.e. derailments occurring in shunting, marshalling yards, loco yards and siding etc. but not involving a train.

10.06 Class 'E' Other Train Accidents:

- E-1** Train running over or against any obstruction including fixed structure other than included under class "C" resulting in loss of human life and/or grievous hurt and/or damage to Railway property and/or interruption to traffic is more than the threshold value.
- E-2** Trains running into any obstruction including fixed structure but not covered under Class 'C' or 'E-1'

INDICATIVE ACCIDENT

10.07 Class 'F' – Averted Collisions:

- F-1** Averted collision between trains at least one of which is carrying passengers.
- F-2** Averted collision between a train carrying passengers and an obstruction.
- F-3** Averted collision between trains NOT carrying passengers.
- F-4** Averted collision between trains NOT carrying passengers and an obstruction.

10.08 Class 'G' - Breach of Block Rules:

- G-1** Train carrying passengers, entering a block station without any authority or without a proper 'Authority to proceed'.
- G-2** Train Not carrying passengers, entering a block section without any authority or without proper Authority to proceed.
(AUTHORITY- Addendum and corrigendum No.01 dated 23.05.2022)
- G-3** Train received on a blocked line, constituting an averted collision.
- G-4** Train received on or entering a wrong line at a station or catch or Slip Siding or Sand Hump etc.

10.09 Class 'H' – Train passing signal at danger.

- H-1** Train carrying passengers running past a 'Stop' signal at danger without proper authority.
- H-2** Train/NOT carrying passengers running past a 'stop' signal at danger, without proper authority.

EQUIPMENT FAILURE

10.10 Class 'J' – Failure of engine and rolling Stock

- J-1 Failure of engine hauling a train carrying passengers.
- J-2 Failure of engine hauling a train not carrying passengers.
- J-3 Parting of train carrying passengers.
- J-4 Parting of a train not carrying passengers.
- J-5 Failure of Rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on a passenger carrying train/leading to detachment of rolling stocks from the train.
- J-6 Failure of rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on train not carrying passenger/leading to detachment of rolling stock/stocks from the train.
- J-7 Failure of rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on passengers carrying trains not leading to detachment of rolling stock/stocks from the train.
- J-8 Failure of rolling stock such as failure of tyres, wheels, axles or braking apparatus etc on passengers carrying trains not leading to detachment of rolling stock/stocks from the train.
- J-9 A train or a portion of a train running away, out of control.
- J-10 Poor brake power in a train but not covered in Class J-9.

10.11 Class 'K' – Failure of permanent Way

- K-1 Buckling of track
- K-2 Weld failure
- K-3 Rail fracture
- K-4 An unusually slack or rough running or heavy lurch experienced by drivers of running trains while passing over any length of permanent way leading to blockage of communication.
- K-5 Failure of Railway tunnel, bridge, viaduct/formation/cutting and culvert etc.

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

K-7 Damage to track of such a nature as to render it temporarily unsafe for the passage of trains or likely to cause delay to traffic not covered up in K-1 to K-6.

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

10.12 Class “L”- Failure of Electrical Equipments

L-1 Snapping or any damage to OHE wire/3rd rail needing switching off OHE/3rd rail for more than three minutes.

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

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

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

10.13 Class ‘M’- Failure of Signalling and Telecommunication.

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

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

M-3 Failure of Block Instruments

M-4 Failure of point Machine and Equipment

M-5 Failure of Signal/Point

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

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

Note: Signal / point and Tele failure which were not informed will not be taken into account of failure.

UNUSUAL INCIDENTS

10.14 Class 'N' – Train Wrecking or Sabotage to a train.

- N-1 Attempted wrecking of or Bomb Blast or Explosion or Hijacking or sabotage to a train carrying passengers with or without loss of human life and/or grievous hurt and/or damage to Railway property.
- N-2 Attempted wrecking of or Bomb Blast or Explosion or Hijacking or sabotage to a train NOT carrying passengers with or without loss of human life and/or grievous hurt and/or damage to Railway property.
- N-3 Attempted wrecking of or Bomb Blast or Explosion or sabotage to signalling and track or forceful confinement of train staff on duty and /or passengers but not involving a train.

10.15 Class 'P' – Casualties .

- P-1 Person or persons falling out of a running train resulting in grievous hurt to or loss of human life.
- P-2 Person(s) run over or knocked down by a train resulting in grievous hurt to or loss of human life.
- P-3 person(s) falling out of a running train or knocked down by a train or engine or railway vehicle, not resulting in grievous hurt to or loss of human life.

10.16 Class 'Q' –Other incidents.

- Q-1 Accident or persons falling out of a running train or knocked down by a train or engine or railway employee or trespasser (or any other person), within railway premises (excluding railway quarters).
- Q-2 Murder or suicide in a train or within railway premises.
- Q-3 Robbery, attempted robbery, theft or attempted theft in Railway premises including trains.
- Q-4 Fire or explosion within railway premises but not involving trains.
- Q-5 Fire or explosion resulting in damage to railway bridge and viaduct etc.
- Q-6 Block to train services due to agitation.

10.17 Class 'R' – Miscellaneous.

- R-1 Vehicle or vehicles running away.
- R-2 Train running over cattle.

R-3 Floods Breaches, and landslides, etc. resulting in interruption of an important through line of communication more than the threshold value.

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

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

Note(1): Any term 'cattle' does not include sheep, goats, pigs, dogs, donkeys, rams, ewe and lambs.

(2): A train includes a trolley, lorry, and motor trolley, when worked under the rules for working trains.

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**OFFICIAL TO BE ADVISED UNDER
DIFFERENT CLASSES OF ACCIDENTS**

<u>Class of accident</u>	<u>Officials to be advised by text message</u>	<u>Remarks</u>
A-1	GM, CRS, CSO, COM, CEE, CE, CSTE, CTM, CEE /RS, MS, Sr.DMO, Dy. COM (S), Dy.COM (O&M), Dy.CEE/M, Dy.CEE/RS, Dy.CEE/Con/Spl, Dy. CSTE (O&M), Dy. CSTE/Tele, Sr.DEN' DGM(G), Sr.SC, ACP/MRP, Local Police, ASC/RPF, ASC/Fire, TIs (Safety/Sec.), SCs, SSE (P.WAY), SSE (S&T), SSE/RS/ART, Railway Board.	
A-2	-do-	
A-3	-do-	
A-4	GM, CRS, CSO, COM, , CEE, CE, CSTE, CTM, CEE (RS), MS, Sr.DMO, Dy. COM (S), Dy.COM (O&M), Dy.CEE/M, Dy.CEE/RS, Dy.CEE/Con/Spl, Dy. CSTE (O&M), Dy. CSTE/Tele, Sr.DEN DGM(G), Sr.SC, ASC/RPF, ASC/Fire, TIs (Safety/Sec.), SCs, SSE (P.WAY), SSE (S&T), SSE/RS/ART, Railway Board.	
A-5	CSO, COM, CEE, CE, CSTE, Dy. COM (S) Dy.CEE (O&M), Dy.COM (O&M), Dy.CEE/RS, Sr.DEN, TIs (Safety/Section), SSE (P.WAY), SSE/RS/ART, SSE (S&T).	
B-1	GM, CRS,CSO, COM, DMO, CEE, CE, CSTE, CEE (RS), CTM, Dy. COM (S), Dy.COM (O&M), Dy,CEE/Con/Spl, Dy.CEE/RS Dy.CEE (O&M), Dy. CSTE (O&M) MS, DGM(G), Sr. SC, ASC/RPF, ASC/Fire, ACP/MRP, Local Police, TI s (Section), SSE(P.WAY), SSE (S&T), Railway Board.	
B-2	-do-	
B-3	-do-	
B-4	CRS, CSO, COM, CSTE, CEE, CEE (RS), CTM, DY.CEE (O&M), DY. COM (S), Dy.COM (O&M), Dy.CEE/Con/Spl, Dy.CEE/RS, Dy.CSTE/Tele Dy.CSTE(O&M), Sr.DEN, MS, Sr. SC, Local Police, ASC(RPF), ASC/Fire, ACP/MRP, TIs (Safety/Section), SSE (P.WAY), SSE/RS, SSE (S&T), SCs, Railway Board.	
B-5	CSO, COM, CEE, CE, Dy.COM(O&M), Dy.COM (S) Dy.CEE(O&M), Dy.CEE/RS, TIs (Section), CLI, SSE(P.Way)	

- C-1 GM, CRS, CSO, COM, CEE, CE, CSTE, CTM CEE (RS), MS, Sr.DMO Dy. COM (S), Dy.COM (O&M), Dy.CEE(O&M), Dy.CEE/RS, Dy.CEE/ Con/Spl, Dy. CSTE (O&M), Sr.DEN DGM(G), Sr.SC, ACP/MRP, Local Police, ASC(RPF), ASC/ Fire, TIs (Safety/Section), SSE (P.WAY), SSE (S&T), SSE/RS/ART, Railway Board.
- C-2 -do-
- C-3 GM, CSO, COM, CEE, CEE(RS), CE, CSTE, CTM, Dy. COM (S) Dy.CEE (O&M), Dy.COM (O&M), Dy.CEE/RS, Sr.DEN, TIs (Section), SSE (P.WAY), SSE/RS/ART, SSE (S&T).
- C-4 GM, CRS, CSO, COM, CTM, DY. COM (S), Dy.COM (O&M), DY.CEE(O&M), Dy.CEE/RS, Local Police, TIs (Section), SSE/RS/ART, SSE(P.WAY), SSE (S&T).
- D-1 GM, CRS, CSO, COM, , CEE, CE, CSTE, CTM CEE (RS), MS, Sr.DMO Dy. COM (S), Dy.COM (O&M), Dy.CEE/M, Dy.CEE/RS, Dy.CEE/ Con/Spl, Dy. CSTE (O&M), Dy.CSTE/Tele Sr.DEN DGM(G), Sr.SC, ACP/MRP, Local Police, ASC(RPF), ASC/ Fire, TIs (Section), SSE (P.WAY), SSE (S&T), SSE/RS/ART, Railway Board.
- D-2 GM, CSO, COM, CEE, CE, CSTE, DY.CEE(O&M), DY. COM (S), Dy.COM (O&M), CEE (RS),Sr.DMO, Local Police, TIs (Section), DGM(G), Sr. SC, AEN, SSE(P.WAY), SSE (S&T), SSE/RS/ART, Railway Board.
- E-1 GM, CRS, CSO, COM, Sr.DMO, DY. COM (S), Dy.COM (O&M), Dy.CEE/RS, Dy.CSTE (O&M) Sr.DEN, TIs, SSE(P.WAY), SSE(S&T) SSE/RS/ART.
- E-2 -do-
- F-1 GM, CRS, CSO, COM, CEE, CE, CSTE, CTM CEE (RS), MS, Sr.DMO Dy. COM (S), Dy.COM (O&M), Dy.CEE(O&M), Dy.CEE/RS, Dy.CEE/ Con/Spl, Dy. CSTE (O&M), Sr.DEN DGM(G), ACP/MRP, Local Police, Sr.SC, ASC(RPF), ASC/ Fire, TIs (Safety/Section), SSE (P.WAY), SSE (S&T), SSE/RS/ART, Railway Board.

F-2	-do-
F-3	CSO, COM, CEE, Dy.CEE/Con/Spl Dy. COM (S), Dy.COM (O&M), Dy.CEE/RS, TIs SSE (S&T).
F-4	-do-
Note :	To be reported when there is any death, grievous/simple expire or serious damage to property.
G-1	COM, CEE, Dy.CEE/Con/spl, Dy.COM (S), Dy.COM (O&M), Dy.CEE/RS, TIs (Section), SSE (S&T)
G-2	-do-
G-3	Dy.COM (S), Dy.CEE/Con/spl, Dy.CEE/RS, SEE/RS, TIs, SCs, SSE (S&T).
G-4	Dy.COM (S), Dy.CEE/Con/spl, Dy.CEE/RS, SEE/RS, TIs, SSE (S&T).
H-1	COM, CEE, Dy.CEE/Con/spl, Dy. COM (S), Dy.COM (O&M), CEE/RS, TIs, SSE (S&T), CLI, CTPC.
H-2	-do-
J-1	COM, CEE, Dy.COM (S), Dy.COM(O&M), Dy. CEE/ RS, SSE/RS, TIs, SSE (P.Way).
J-2	-do-
J-3	GM, COM, Sr.DMO, CEE, CE, CSTE, DY.CEE(O&M), Dy.CEE/Con/spl, DY. COM (S), Dy.COM (O&M), CEE (RS), Local Police, DGM(G), Sr. SC/ASC, TIs, SSE(P.WAY), SSE (S&T), SSE/RS.
J-4	-do-
J-5	COM, CEE, Dy.COM (S), Dy.COM(O&M), Dy. CEE/ RS, Sr.SC/ASC, Local Police, SSE/RS, TIs (Section) SSE (P.Way).
J-6	COM, CEE, Dy.COM (S), Dy.COM(O&M), Dy. CEE/ RS, SSE/RS, TIs, SSE (P.Way).
J-7	COM, CEE, Dy.COM (S), Dy.COM(O&M), Dy. CEE /RS, Sr.SC/ASC, Local Police, SSE/RS, TIs, SSE (P.Way).

J-8	COM, CEE, Dy.COM (S), Dy.COM(O&M), Dy.CEE/ RS, SSE/RS, TIs (Section), SSE (P.Way).
J-9	COM, CEE, , DY.CEE(O&M), DY. COM (S), Dy.COM (O&M), CEE (RS), TIs (Section), SSE (S&T), SSE/3 rd rail, CTPC.
J-10	COM, CEE, CEE/RS, DY. COM (S), Dy.COM (O&M), TIs (Section), CLI
K-1	COM, CE, Dy.COM(S), Dy.COM(O&M), Sr.DEN Dy.CEE/RS, TIs, SSE/P.Way, SSE/Sig.
K-2	-do-
K-3	-do-
K-4	COM, CE, Dy.COM(S), Dy.COM(O&M), Sr.DEN Dy.CEE/RS, TIs, SSE/P.Way, SSE/RS.
K-5	GM, COM, CE, Dy.COM(S), Dy.COM(O&M), Sr.DEN Dy.CEE /RS, TIs (Section), SSE/P.Way, SSE/RS.
K-6	Dy.COM(S), Dy.COM(O&M), Sr.DEN Dy.CEE /RS, TIs, SSE/P.Way, SSE/RS.
K-7	-do-
L-1	Dy.COM(S), Dy.COM(O&M), Dy.CEE (O&M) TIs (Section), SSE/P.Way, SSE/3 rd rail, CTPC. Sr.SC/ASC, Local Police.
L-2	Dy.COM(S), Dy.COM(O&M), Dy.CEE (O&M), TIs (Section), SSE/3 rd rail, SSE/RS
L-3	Dy.COM(S), Dy.COM(O&M), Dy.CEE (O&M), TIs (Section), SSE/3 rd rail, SSE/RS, CLI.
L-4	Dy.COM(S), Dy.COM(O&M), Dy.CEE (O&M), Dy.CEE/RS, TIs (Sec.), SSE/3 rd rail, SSE/RS
M-1	Dy.COM (O&M), Dy.CSTE/M, SSE(S&T/Sec.), TI(sec.)
M-2,3,4,5	-do-
M-6	Dy.COM (O&M), Dy.CSTE/Tele, SSE/Tele, TI(sec.)

M-7	Dy.COM (O&M), Dy.CSTE/Tele, Sr.DEN SSE/Tele, SSE/P.Way, TI(sec.)
N-1	GM, CSO, COM, CE, CSTE, CEE, CEE/RS, CTM Dy.COM(S), Dy.COM(O&M), Sr.DEN, Dy.CEE/M, DGM(G), ACP/MRP, Police Commissioner, Local Police, Sr.SC, ASC(RPF), ASC/ Fire, TIs (Safety/Section), SSE (P.WAY), SSE (S&T), SSE/AV, SSE/RS/ART, Railway Board.
N-2	CSO, COM, CE, CSTE, CEE, CEE/RS, CTM Dy.COM(S), Dy.COM(O&M), Dy.CSTE(O&M), Sr.DEN, Dy.CEE/M, DGM(G), Sr.SC, ASC(RPF), SSE(S&T/Sec.), TI(Safety/Section).
N-3	-do-
P-1 2,3	CSO, COM, Dy.COM(S), Dy.COM(O&M) TI/sec.
Q-1	CSO, COM, CTM, Dy.COM(S), Dy.COM(O&M), Sr.SC, DGM(G), ASC/RPF, MRP/OC, Local Police, TIs (Safety/Section) .
Q-2,3,4	CSO, COM, CTM, Dy.COM(S), Dy.COM(O&M), DGM(G), MRP/OC, Local Police, Sr.SC, TIs (Safety/Section).
Q-5	CSO, COM, CTM, Dy.COM(S), Dy.COM(O&M), DGM(G), MRP/OC, Local Police, Sr.SC, TIs (Safety/Section).
R-1,2	CSO, COM, CTM, Dy.COM(S), Dy.COM(O&M), DGM(G), MRP/OC, Local Police, Sr.SC, TIs (Safety/Section).
R-3,4	CSO, COM, CTM, Dy.COM(S), Dy.COM(O&M), Sr.DEN, Dy.CSTE/Tele, DGM(G), MRP/OC, Local Police, Sr.SC, TIs (Safety/Section)

Substitute Appendix 'A' of the Accident Manual -2013

(AUTHORITY- Addendum and corrigendum No.01 dated 23.05.2022)

Appendix 'A'

LOCATION AND FORMATION OF ACCIDENT RELIEF TRAIN:

"Accident Relief Trains will be located in the carsheds at KAVI SUBHASH and NOAPARA for North-South Corridor and at Central Park for East-West Corridor with the following formations

(a) North-South Corridor.

- (i) Battery Loco.
- (ii) Material cum staff van with MFD (Re-railing) Equipment.
- (iii) The van will be worked by the Battery Loco to the accident site.

In case of emergency, MFD (Re-railing equipment) shall be moved to the accident site in a suitable road vehicle by road, if situation warrants.

(b) East-West Corridor:

- (i) The battery power electric loco (BPEL) is a rail cum road vehicle.
- (ii) Two sets of re-railing equipment are available in the car-shed.
- (iii) A Wagon equipped with all necessary tools and gadgets like Jacks, DG set, and Compressor etc. in a container will be coupled to the BPEL for rescue operation.
- (iv) For re-railing equipment to the site & lifting of the same, Truck Mounted Lifting Platform (TMLP) of sufficient reach up to viaduct corridor from ground has been provided.

The Accident Relief Train shall be turned out within half an hour of the time of receipt of accident information.

METRO RAILWAY
ACCIDENT REPORT FORM

Department –

APPENDIX - A1

Station -

Class-

Sketch is attached.

1. Kilometerage or station or both at which the accident occurred and name of the nearest station to the spot (in case of mid-section) :
2. Date and time of accident :
3. a) Number and description of train :
 b) Name of Motorman :
 c) Speed of train :
 d) Weather condition and visibility :
 e) Line position whether curve, gradient etc. :
4. Nature of accident :
5. Nature and number of casualties, injuries in detail if any :
6. Extent of damage in detail :
7. Cause/prime-facia cause of the accident as far as is known :
- 8 Approximate cost of damage item wise and department wise. :
9. In case of obstruction online, nature of obstruction in detail :
10. In case of train parting, broken tires, wheels, axles, rails, hot axle, fire in train. Details of train load, number of parted coach reason if alarm chain pulled, grade :
11. In case of death in train –
 Details of deceased person, number of coach, cause of death if known and disposal – :
12. In case of dead bodies or injured persons found on line or within station limit, Detailed particulars of same and disposal - :
13. If persons run over – details of same – i.e. train Number, Time, Date, Day/Night, Straight/Curve line – Procedure of disposal :

14. In case of derailment, put on wrong line, collision to burst point, details of it i.e. Number of coach, position of the coach in train, extent of damage. Interlocking or Not, position of points and signals. :
15. In case of averted collision-Details of speed, load brake power, visibility distance from obstruction - :
16. In case train passes signals at danger Details of signalling position of the block section. Any attempt to stop - :
17. If vehicles blown away from stations, state how the vehicles were fastened and how they broke abrupt. :
18. Detention to trains affected and further probable detention if more running is not yet resumed - :
19. What system of block working is in force and was everything regular? :
20. Measures taken to re-establish traffic :
21. Time assistance sent for and time arrived :
22. Station arrived from - :
23. Cause of delay in getting assistance, if any - :
24. Report of Motorman :
25. Action in regard to staff responsible. Name and designation and the department the staff belongs to be asked :

Number _____ Date _____

Forwarded to the _____
For information.

Station _____ Signature _____

Date _____ Designation _____

Rules for ex-gratia payments to persons injured in railway accident or to the dependents of the deceased :

- 1) Railway Board's orders regarding payment of ad-hoc relief apply to accidents involving not only trains carrying passengers as covered by Section 113 of the Railways Act, 1989; but also to all accidents involving moving trains including shunting engines and light engines irrespective of the fact :
 - i) Whether the persons involved are passengers or not (this includes Railway servants and passengers without ticket).
 - ii) Whether the Railway is responsible for the accident or not, but do not apply to railway accidents, not involved moving trains (for example, falling off the roof, slipping on the platform etc.).
- 2) The Board have clarified that ex-gratia payments may be only in the cases of :
 - a) Train accidents, such as derailments, collisions, etc.
 - b) Persons or vehicles knocked down or run over by train entering into station.
 - c) Persons knocked down or run over in shunting operations.

Note: passengers without tickets when involved in accidents specified above are also eligible for ex-gratia payment.

- 3) No ex-gratia payments should be made in the following categories of cases:
 - i) Person killed or seriously injured as a result of falling down from the roofs or foot boards of moving trains.
 - ii) Persons killed or injured as result of hitting against Signal Posts or over-bridges, water-columns or other structures near the track while the train is in motion, and
 - iii) Trespassers run over and killed either accidentally or due to the person concerned deliberately committing suicide.
- 4) The amount of ex-gratia relief to be paid to the dependents of dead or injured passengers involved in only **Train accidents** as defined under sections 124 of the Railway's Act, 1989 should be as under.

i)	In case of death	₹50,000/-	Letter No.2011/TC-III/27/29/ Ex-gratia dated 26.07.2012
ii)	In case of grievous injury (irrespective of the period of hospitalization)	₹ 25,000/-	Letter No.2011/TC-III/27/29/ Ex-gratia dated 26.07.2012
iii)	In case of simple injury	₹ 5000/-	Letter No.2011/TC-III/27/ 29/ Ex-gratia dated 26.07.2012

- 5)
 - a) These payments should be made on the spot when an accident occurs at the personal discretion of the officer nominated by the General Manager to exercise powers under these orders as soon as possible after the immediate needs by way of medical relief, etc., to injured persons are attended to.
 - b) In respect of payments to the dependents of those killed, the ex-gratia payments may be made after due enquiries by the officer nominated to ascertain the bonafide of the beneficiaries who are really deserving the monetary relief.
 - c) Ex-gratia payments should also be made to railway men killed or injured while on duty by a moving train.
- 6) The term dependent used herein is not subject to specific definition. It is left to the discretion of the nominated officers to decide who among the claimants should be deemed as a dependent, of the deceased, depending on the circumstances of each case.
- 7)
 - a) The withdrawal of money from station earnings for making of ex-gratia payments is permissible.
 - b) Allocation of ex-gratia payments is other compensation (Demand Number 9).
 - c) The amount required for making ex-gratia payment should be drawn on the authority of station pay Order.
- 8) These ex-gratia payments should not be taken into account at the time of disposal of the formal claims before the ad-hoc or ex-officio Claims Commission appointed to determine Railway Accident Compensation cases under Section 124 of Railway Act.1989.
9. Chief Traffic Manager will have powers to grant ex-gratia monetary relief.
Provided that in an emergency the Chief Operations Manager may nominate a Sr. Scale Officer, who is on the spot on any occasion, to make ex-gratia payments in any particular accidents.
10.
 - a) The Officer making ex-gratia payments should record in writing that the payment were made in deserving cases after satisfying himself that the person concerned was of limited means.
 - b) Immediately after payments are made, the Chief Traffic Manager will submit a full report of the payments made to the SAO concerned (to whom each payee's acquaintance in original should be sent) sending copy to FA & CAO (H.Q. Expenditure Section)giving full particulars of the accident, the names and addresses of the persons who were injured or killed, the amount of ex-gratia payments made and the names and addresses of the payees and their relationship to the deceased etc., and also certify that the payments have been made in deserving cases after satisfying himself that the person concerned was of limited means quoting the name and designation of the Officer who made the ex-gratia payments.

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GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

Number 86/TGII/1033/2/Policy

New Delhi, dt.17.09.1992.

The General Manager, (claims)
All Indian Railways

Sub : Ex-gratia payment to victims of shoot outs and
bomb blasts in trains.

Ref : Board's letters Number 86/TGII/1033/2/Policy date
12.03.1986 and 06.05.1988.

As per Board's letter referred to above the amount of ex-gratia relief payable to bonafide passengers affected in train accidents is as under :

- | | | |
|----|---|-----------|
| i) | In case of death | ₹ 5,000/- |
| 2) | In case of grievous injuries : | |
| | a) Involving hospitalization upto 7 days | ₹ 1,000/- |
| | b) Involving hospitalization for more than 7 days | ₹ 2,000/- |

Of this ₹ 1000/- should be paid immediately after the occurrence of the accident and the balance amount of ₹1,000/- paid if the victim continues to remain in the hospital beyond 7 days.

- 3) In case of simple injuries ₹ 250/-

Board have now decided that victims of bomb blasts and terrorist attacks in train should also be granted ex-gratia at the rates mentioned above.

These orders will come into force with immediate effect and will be enforce upto 31.03.1993. This has the sanction of the President of India.

Board have also directed that zonal railways should furnish a report on the implementation of these instructions upto 31.03.93 giving details of the number of cases, amount paid and description of the circumstances under which payment was made. The Report should reach Board's office by 30.04.93.

Receipt of this letter may please be acknowledged .

Sd/-
(Sarla Pisharody)
Jt.Director, Traffic Comml. (Cl.)

Railway Board

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Appendix-B2

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Number 2000/Safety(A&R)/19/20

New Delhi dated 28.09.2012

The General Managers,
All Indian Railways
Including Konkan Railway, Navi Mumbai
And Metro Railway, Kolkata.
Railway Electrification, Allahabad.

Sub: Definition and Re-classification of Accidents on Indian
Railways-Amendment thereto.

Ref: Board's letter of even number dated 13.12.2000 and
28.03.2003

As per section 113 and 114 of the Railway Act, 1989, the quantum of damage to Railway property has to be prescribed by the Central Government for an accident to be inquired into by the Commissioner of Railway Safety. Vide letters under reference, the accidents involving damage to railway property exceeding ₹25 Lakhs have been defined as '**Serious Accidents**' for which the Commissioner of Railway Safety has to be informed for the purposes of holding and inquiry or otherwise.

The matter has been reviewed, With the approval of the Board (MT/CRB) this threshold value of Rs. 25 Lakhs as detailed above has now been enhanced to ₹2 crores.

Accordingly Para 6 (d) para 7 and Annexure – 1 of the letter of even number dated 13.12.2000 may be suitably amended to read the threshold value for serious damage to Railway property as ₹ 2 crores wherever it is mentioned as ₹ 25 Lakhs. If the damage to the Railway property exceeds Rs.2 crore, which may not have actually occurred but by the nature of the accident might reasonably have been expected to occur, the accident is required to be reported to the CRS under section 113 and 114 of the Railways Act, 1989 for holding of an inquiry or otherwise.

This may be brought to the notice of all concerned. Instructions on the subject may be suitably amended to incorporate the threshold value of damage to Railway property as ₹ 2 crores for above purpose. Accident Manuals may also be amended by the COMs accordingly.

(J.S Bindra)
Joint Director/Safety

DESPATCH OF TELEGRAMS IN CASE OF SERIOUS ACCIDENTS FREE OF COST:

The Railway Board have agreed that inland telegrams may be despatched free of cost to the closest relations conveying the news of safety of those travelling by a train involved in a serious accident. Express telegrams intimating the condition of injured passengers should be sent free of cost to their relatives and should be also confirmed by letters. In case of death, the telegram should be sent to any address which may be found on the deceased. The senior most Officer-in-charge of the local arrangements regarding the accident will decide as to when the facility of sending free telegrams should be granted.

The Deputy Chief Operations Manager attached to the Chief Operations Manager will arrange to pay for the cost of those telegrams out of imprest cash held by him

Appendix 'D'**ISSUE OF THE COMPLIMENTRY PASSES TO THE NEXT OF KIN OF THE VICTIMS AS WELL AS TO THE SURVIVING VICTIMS OF THE RAILWAYS ACCIDENT :**

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

- i) The issue of such complimentary passes may be centralized in the General Manager's Office and should have the approval of the General Manager.
- ii) Such complimentary passes may be issued to not more than two relatives of the injured or deceased passengers.
- iii) Sufficient safeguard may be adopted so that these passes are not misused.
- iv) Break journeys on such passes should not be allowed.
- v) The complimentary passes so issued may be included in the yearly statement submitted to the Board in accordance with their letter Number E(G) 57.P55.6/2 of 8th March, 1957.

BAD R

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TOR COACHES:

(Report on track):

The following will be the information to be provided in case of bad riding of Driving Motorman Coaches.

1. Kilometerage and section of railway.
2. Train Number and Motor Coach Number
3. Motorman's report.
4. Date and time of inspection by SSE/P.way.
5. Rails:
 - a) Type and weight
 - b) Length.
 - c) Age.
6. Sleepers :
 - a) Tyre.
 - b) Age.
 - c) Number per rail.
 - d) Spacing.
7. Ballast :
 - a) Width at top.
 - b) Deficiency of full boxing section.
 - c) Depth below bottom of sleeper.
 - d) Class.
8. Formation :
 - a) Level or grade.
 - b) Class of soil.
9. Alignment : Straight or degree of curvature.
10. Remarks by :
 - a) SSE/P.Way
 - b) AEN
 - c) XEN

Report on Driving Motorman Coach :

This report will indicate :

- a) Motor Coach Numl -95-
- b) Train.
- c) Approximate speed when lurching or swaying occurred.
- d) Condition of bogie control springs.
- e) Condition of bogie slides.
- f) Clearance of axle boxes.
- g) Intermediate friction gear, if any.

Appendix- 'F'

ACCIDENTS:

Important Section of Indian Railway Act of 1989.

113. Notice of railway accident:-

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

122. Power to make rules in respect of matters in this Chapter:-

- (1) The Central Government may, by notification, make rules to carry out the purposes of this Chapter.

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

123. **Definitions** :In this Chapter, unless the context otherwise requires-

- (a) "accident" means an accident of the nature described in section 124;
- (b) "dependant" means any of the following relatives of a deceased passenger, namely:--
 - (i) the wife, husband, son and daughter, and in case the deceased passenger is unmarried or is a minor, his parent;
 - (ii) the parent, minor brother or unmarried sister, widowed sister, widowed daughter-in-law and a minor child of a pre-deceased son, if dependant wholly or partly on the deceased passenger;
 - (iii) a minor child of a pre-deceased daughter, if wholly dependant on the deceased passenger;
 - (iv) the paternal grandparent wholly dependant on the deceased passenger.
- (c) "untoward incident" means--
 - (1) (i) the commission of a terrorist act within the meaning of sub-section (1) of section (3) of the Terrorist and Disruptive Activities (Prevention) Act, 1987; or
 - (ii) the making of a violent attack or the commission of robbery or dacoity; or
 - (iii) the indulging in rioting, shoot-out or arson, by any person in or on any train carrying passengers, or in a waiting hall, cloak room or reservation or

booking office or any platform or in any other place within the precincts of a railway station; or

(2) the accidental falling of any passenger from a train carrying passengers.

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

Explanation.--For the purposes of this section "passenger" includes a railway servant on duty.

- 124A. **Compensation on account of untoward incidents:-**When in the course of working a railway an untoward incident occurs, then whether or not there has been any wrongful act, neglect or default on the part of the railway administration such as would entitle a passenger who has been injured or the department of a passenger who has been killed to maintain an action and recover damages in respect thereof, the railway administration shall Notwithstanding anything contained in any other law, be liable to pay compensation to such extent as may be prescribed and to that extent only for loss occasioned by the death of, or injury to, a passenger as a result of such untoward incident:

Provided that no compensation shall be payable under this section by the railway administration if the passenger dies or suffers injury due to-

- (a) suicide or attempted suicide by him;
- (b) self-inflicted injury;
- (c) his own criminal act;
- (d) any act committed by him in a state of intoxication or insanity;
- (e) any natural cause or disease or medical or surgical treatment unless such treatment becomes necessary due to injury caused by the said untoward incident.

Explanation.- For the purpose of this section, "passenger" includes-

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

125. **Application for compensation:-**

(1) An application for compensation under section 124 or section 124-A may be made to the Claims Tribunal-

- (a) by the person who has sustained the injury or suffered any loss, or
- (b) by any agent duly authorised by such person in this behalf, or

- (c) where such person is a minor, by his guardian, or
 - (d) where death has resulted from the accident, or the untoward incident by any dependant of the deceased or where such a dependant is a minor, by his guardian.
- (2) Every application by a dependant for compensation under this section shall be for the benefit of every dependant.

126. Interim relief by railway administration:

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

127. Determination of compensation in respect of any injury or loss of goods:

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

128. Saving as to certain rights:-

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

129. Power to make rules in respect of matters in this Chapter:

- (1) The Central Government may, by notification, make rules to carry out the purposes of this Chapter.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
 - (a) the compensation payable for death;
 - (b) the nature of the injuries for which compensation shall be paid and the amount of such compensation.

148. Penalty for making a false statement in an application for compensation:- If in any application for compensation under section 125, any person makes a statement which is false or which he knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to three years, or with fine, or with both.

149. Making a false claim for compensation: If any person requiring compensation from a railway administration for loss, destruction, damage, deterioration or non-delivery of any consignment makes a claim which is false or which he knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to three years, or with fine, or with both.

150. Maliciously wrecking or attempting to wreck a train:-

- (1) Subject to the provisions of sub-section (2), if any person unlawfully,--
 - (a) puts or throws upon or across any railway, any wood, stone or other matter or thing; or
 - (b) takes up, removes, loosens or displaces any rail, sleeper or other matter or things belonging to any railway; or
 - (c) turns, moves, unlocks or diverts any points or other machinery belonging to any railway; or
 - (d) makes or shows, or hides or removes, any signal or light upon or near to any railway; or
 - (e) does or causes to be done or attempts to do any other act or thing in relation to any railway, with intent or with knowledge that he is likely to endanger the safety of any person travelling on or being upon the railway, he shall be punishable with imprisonment for life, or with rigorous imprisonment for a term which may extend to ten years:

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

- (a) three years, in the case of a conviction for the first offence; and

- (b) seven years, in the case of conviction for the second or subsequent offence.
- (2) If any person unlawfully does any act or thing referred to in any of the clauses of sub-section (1)-
 - (a) with intent to cause the death of any person and the doing of such act or thing causes the death of any person; or
 - (b) with knowledge that such act or thing is so imminently dangerous that it must in all probability cause the death of any person or such bodily injury to any person as is likely to cause the death of such person, he shall be punishable with death or imprisonment for life.

151. Damage to or destruction of certain railway properties:-

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

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

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

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

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

175. **Endangering the safety of persons:-** If any railway servant, when on duty, endangers the safety of any person—

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

179. **Arrest for offences under certain sections:-**

- (1) If a person commits any offence mentioned in sections 137, 141 to 147, 150 to 157, 160 to 162, 164, 166, 168 and 172 to 175, he may be arrested without warrant or other written authority by any railway servant or police officer not below the rank of a head constable.
- (2) The railway servant or the police officer may call to his aid any other person to effect the arrest under sub-section (1).
- (3) Any person so arrested under this section shall be produced before the nearest Magistrate within a period of twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of the Magistrate.

180. **Arrest of persons likely to abscond, etc:-**

- (1) If any person who commits any offence under this Act, other than an offence mentioned in section 179, or is liable to pay any excess charge or other sum demanded under section 138, fails or refuses to give his name and address or there is reason to believe that the name and address given by him are fictitious or that he will abscond, any railway servant authorised in this behalf or any police officer not below the rank of a head constable may arrest him without warrant or written authority.
- (2) The railway servant or the police officer may call to his aid any other person to effect the arrest under sub-section (1).
- (3) Any person arrested under this section shall be produced before the nearest Magistrate within a period of twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of the Magistrate unless he is released earlier on giving bail or if his true name and address are ascertained on executing a bond without sureties for his appearance before the Magistrate having jurisdiction to try him for the offence.
- (4) The provisions of Chapter XXIII of the Code of Criminal Procedure, 1973, shall, so far as may be, apply to the giving of bail and the execution of bonds under this section.

181. **Magistrate having jurisdiction under the Act:-** Notwithstanding anything contained in the Code of Criminal Procedure, 1973, no court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try an offence under this Act.

186. **Protection of action taken in good faith :-** No suit, prosecution or other legal proceeding shall lie against the Central Government, any railway administration, a railway servant or any other person for anything which is in good faith done or intended to be done in pursuance of this Act or any rules or orders made thereunder.

Workmen's Compensation Act.

Section - 3

- (1) If personal injury is caused to a workman by accident arising out of and in the course of his employment, his employer shall be liable to pay compensation in accordance with the provisions of this Chapter:

Provided that the employer shall not be so liable —

- (a) in respect of any injury which does not result in the total or partial disablement of the workman for a period exceeding ten days;
- (b) in respect of any injury, to a workman resulting an accident which is directly attributable to—
 - (i) the workman having been at the time thereof under the influence of drink or drugs, or
 - (ii) the wilful disobedience of the workman to an order expressly given, or to a rule expressly framed, for the purpose of securing the safety of workmen, or
 - (iii) the wilful removal or disregard by the workman of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of workman,.
- (c) Except in the case of death or permanent total disablement, in respect of any workman employed in the construction, repair, or demolition of a building or bridge.

(GOVERNMENT OF INDIA (BHARAT SARKAR)
(MINISTRY OF RAILWAY (RAIL MANTRALAYA)
(RAILWAY BOARD)

Number 22-Sec (Spl/152/12)

Dated, New Delhi, the 7-7-73

To
The chief Secretaries,
All State Governments and Union Territories

Sub: Accidents resulting from sabotage signing of factual notes by the
Police and Railway Officials jointly.

Sir,

I am directed to invited attention of the State Government to the procedure indicated in the Ministry of Home Affairs letter Number F. Number 19/06/73CPA-1 dt. 18-7-73 for recording of the factual note jointly by the Police and Railway Officials on the conditions obtaining at the site after the derailment and before the restoration work is taken up.

It has been reported to this Ministry that in some cases the Police Officers have shown reluctance in signing the factual notes presumably for want of necessary directives from the State Government to them.

The State Government are accordingly requested that the instructions contained in the Ministry of Home Affairs letter Number F. Number 19/6/73 CPA-1 DT.18.7.1973 (Copy enclosed for ready reference) may please be circulated for the information and guidance of all concerned in the State Police.

Yours faithfully,

Copy- for information to
General Managers,
All Indian Railways

Sd/-
Joint Director Security,
Railway Board

NumberF.Number19/6/73-CPA-1

Dated, 18th July 1973

To
All the State Government &
Union Territories.

Sub: Accidents resulting from sabotage signing of factual notes by the
Police and Railway Officials jointly.

Sir,

I am directed to invited attention of the Commissioner of Railway Safety while commenting upon the report of the Additional Commissioner of Railway Safety on the recent accident suspected to have been caused by sabotage has suggested that it would be better if the police officers visiting the site of accidents suspected to have been caused by sabotage prepare and sign a factual note jointly with Railway Officials, on the conditions obtaining at the site just after the derailment and before any restoration work is taken up. The Ministry of Railways have pointed out that the police officers are generally reluctant to sign such factual notes and this results in some delays in the restoration of communications. It is requested that the State Government may issue necessary instructions to the Police Authorities concerned on the matter.

Yours faithfully,

Copy- for information to the
Ministry of Railways
(Railway Board), New Delhi,
and others

Sd/-
Joint Director Security,
Railway Board

Conditional supply of statutory inquiry reports to Police Authorities.

Inquiry Report of Accidents Occurring on the Railway should be treated as confidential till such time cases of prosecutions (if any) arising out of the accident are finalized in a court of law and all the Legal process connected therewith come to an end. Only on request, copy of the Inquiry Report can be given to the Police Authority cautioning them that this is a confidential document and must not be produced or called for as a piece of evidence in a Court of Law. To ensure this status, a confirmation to this effect should be obtained from the Police before supplying them with a copy of the Report. As a further safeguard a cautionary slip stating the fact may be pasted on the cover sheet of the Report sent to the Police.

On receipt of an Inquiry Report from the Commissioner of Railway Safety, if the Head of the Railway Administration considers the prosecution of and person(s) desirable, he shall immediately forward a copy of the report together with a statement of such persons to the District Magistrate of the District in which the accident occurred, to such other officers as the State Government may appoint in this behalf and to the concerned Police authorities. In such cases as well, the Railway Administration shall also specifically caution the District Magistrate / Police Authorities to whom they have furnished copy of the Report that it is a confidential document and not to be produced or called for as evidence in a Court of Law. (Rules on Notices of and Inquiries into accidents of the Railway Rules, 1973).

CONTENTS OF STATIC FIRST AID BOX (FOR METRO RAILWAY)

Sl. Number	Name of Equipment	Quantity
1	Set of six wooden extensible splints	1 Set
2	Sterile Adhesive strip dressing (Standard size)	20 Nos.
3	Rubber Tourniquet	2 Nos.
4	Roller Bandages gauze 7.5cm x 4 cm	10 Nos.
5	Triangular bandages 130 cm x 90 cm x 90 cm)	4 Nos.
6	Tab. Paracetamol	20 Tabs in strips.
7	Antiseptic cream (25 gms)	1 Tube.
8	Injury Cream	1 Number
9	Safety pin set of 10	1 set
10	Tab. Diazepam	1 strip of 10
11	Cotton Wool	100 gms.
12	Scissors dressing 12 cm, Blunt pointed	1 Number
13	List of contents and instructions Regarding treatment	1 Number
14	Card showing last date of checking replacement	1 Number

- Note:
- First Aid Box at station should be kept in a prominent place in the SM,s office in sealed condition.
 - First Aid Box should be checked by Doctor in charge (ADMO) once in 6 months and M.S. as and when required.

Appendix – H1

Accident Relief Medical Equipment (POMKA)

As per instruction of Railway Board vide letter Number 87/H/71/12 dated 15.9.89 the above Safety Measures (POMKA) in a sealed locked portable box with different items are to be provided in Health Unit and the same arrangement are also been provided at all the Metro Stations. The portable box (POMKA) is kept at Station Superintendent's office room by the medical department. One key has been kept under the custody of Station Superintendent of the concerned station and one with Medical Superintendent. This emergency Accident kit should be used in major accidents only and the key should be kept in the Key Box with proper display and the on duty charge / staff should be aware of the availability of POMKA and keys. Periodical check up and replacement of the items will be done by Medical officer.

CLASSIFICATION TABLE OF ACCIDENTS
TO BE REPORTED TO CRS

<u>CLASSIFICATION</u>	<u>CRS TO BE INFORMED</u>
CLASS 'A' – COLLISION	
A1	YES
A2	YES
A3	YES
A4	YES
A5	NO
CLASS 'B' – FIRE ON TRAINS	
B1	YES
B2	YES
B3	YES
B4	YES
B5	NO
B6	NO
B7	NO
CLASS 'C' – TRAIN RUNNING INTO ROAD TRAFFIC	
NOT APPLICABLE	
CLASS 'D' – DERAILMENTS	
D1	YES
D2	YES
D3	YES
D4	NO
D5	NO
D6	NO
CLASS 'E' – OTHER TRAIN ACCIDENT	
E1	NOT APPLICABLE
E2	NOT APPLICABLE
CLASS 'F' – AVERTED COLLISIONS	
F1	YES
F2	YES
F3	YES
F4	YES
CLASS 'G' – BREACH OF BLOCK RULES	
G1	YES
G2	YES
G3	NO
G4	NO
CLASS 'H' – AVERTED COLLISIONS	

H1	YES
H2	YES
CLASS 'J' - FAILURE OF ENGINES AND ROLLING STOCK, ENGINE FAILURE AND TIME FAILURE	CRS TO BE INFORMED
J1	YES
J2	NO
J3	YES
J4	NO
J5	YES
J6	NO
J7	NO
J8	NO
J9	NO
J10	NO
CLASS 'K' - FAILURE OF PERMANENT WAY	
K1& K2	NO
K3	YES
K4	NO
K5	YES
K6	NO
K7	NO
CLASS 'L' - FAILURE OF ELECTRICAL EQUIPMENTS	NO
CLASS 'M' - FAILURE OF SIGNALLING AND TELECOMMUNICATION	NO
CLASS 'N' - TRAIN WRECKING OR SABOTAGE TO A TRAIN	
N1	YES
N2	NO
N3	NO
CLASS 'P' - CASUALITIES	NO
CLASS 'Q' - OTHER INCIDENTS	NO
CLASS 'R' - MISCELLANEOUS	NO