

### मंडल कार्यालय आदेश 11/2024

समस्त मुख्य लोको निरीक्षक  
एवं मुख्य कू नियंत्रक, जोधपुर एवं मेड़तारोड  
समस्त लोकोपायलट, लोकोपायलट शंटर एवम सहायक लोकोपायलट

**विषय :- कोच/वेगन/रेक को पिट लाइन /सिक लाइन इत्यादि में सुरक्षित रखने के लिए संयुक्त प्रक्रिया आदेश**  
**सन्दर्भ - पत्र संख्या NWR/HA/Safety/Accident/Prevention date 03.05.24**

- अजमेर मंडल के मदार स्टेशन पर दिनांक 25/12/2023 को खाली रेक के रोल डाउन की घटना के सन्दर्भ में मुख्यालय द्वारा ऐसी घटनाओं की रोकथाम के लिए तथा कोच/वेगन/रेक को पिट लाइन /सिक लाइन इत्यादि में सुरक्षित रखने के लिए संयुक्त प्रक्रिया आदेश जारी किया गया है।
- स्टेशन पर वाहनों/वैगनों/रेक/लोको की सुरक्षा से संबंधित नियम पहले से ही G&SR 5.23 के तहत विस्तृत रूप से उल्लिखित हैं। हालाँकि, रेक और अन्य रोलिंग स्टॉक जैसे पिट लाइन्स/वॉशिंग लाइन्स, सिक लाइन्स और सी एंड डब्ल्यू परीक्षा लाइनों पर वैगनों/कोचों/रेकों की सुरक्षा के लिए भूमिकाओं और जिम्मेदारियों को और स्पष्ट करने के लिए, इस संयुक्त प्रक्रिया के माध्यम से निम्नलिखित दिशानिर्देश जारी किए गए हैं।
- शंटिंग के दिशा निर्देश के लिए संयुक्त प्रक्रिया आदेश पत्र संख्या NWR/HQ/Safety/JPO Shunting dated 23.10.2018 के तहत जारी किया हुआ है।
- इस सम्बन्ध में सभी मुख्य लोको निरीक्षकों को निर्देश दिए जाते हैं कि वे अपने नामित व अन्य रनिंग स्टाफ को सलग्न दिशानिर्देश के बारे में काउन्सलिंग करें तथा फुटप्लेट व अम्बुश जाँच के दौरान इसकी पालना होना सुनिश्चित करें तथा रिपोर्ट 18.05.24 को मंडल कार्यालय में जमा करें।

वरी.मंडल यांत्रिक इंजी.(Enhanced & P)

उ.प.रेलवे,जोधपुर

सलंगन -1. पत्र सं. NWR/HA/Safety/Accident/Prevention date 03.05.24

2. पत्र सं. NWR/HQ/Safety/JPO Shunting dated 23.10.2018

प्रतिलिपि - मंडल रेल प्रबन्धक, सादर सूचनार्थ

अपर मंडल रेल प्रबन्धक, सादर सूचनार्थ

वरि.मंडल संरक्षा अधिकारी, सूचनार्थ

स.म.या.इंजी.(शक्ति), सूचनार्थ व आवश्यक कार्यवाही हेतु

## North Western Railway

Headquarter Office  
Jaipur.

No. NWR/HQ/Safety/Accident/Prevention

Date: 03.05.2024

DRMs- AII, BKN, JP & JU  
Principal- ZRTI/UDZ

**Sub: JPO for Securing of Coaches/Wagons/Rakes on Pit lines etc.**

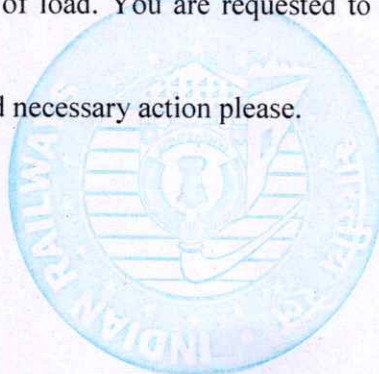
**Ref: NWR-HQ0POTG (SnR)/7/2021 dated 01.05.2024 (Copy enclosed)**


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Please find enclosed herewith a copy of JPO for Securing of Coaches/Wagons/Rakes on Pit lines etc. issued by COM/G/NWR, CRSE/Chg./NWR and CELE/NWR to prevent accident cases during securing of load. You are requested to ensure implementation of the JPO in your division.

This is for information and necessary action please.

Encl: as above



  
(G.C.Gupta)  
Dy.CSO/Tfc.  
For PCSO/NWR

Copy to-

PCOM, PCME, PCEE - NWR – For kind information please.

Sr. DSOs- AII, BKN, JP & JU - For information and follow up action please.



## JOINT PROCEDURE ORDER

**Sub: JPO for Securing of Coaches/Wagons/Rakes on Pit lines etc.**

**Ref: PCSO note no. NWR/HQ/Safety/Shunting Rules dated 11.01.2024**

JPO for standard Shunting Guidelines were issued vide letter No. NWR/HQ/Safety/JPO shunting dated 23.10.2018. PCSO/NWR, vide Note under reference, in view of rolling down of empty rake having taken place at pit line at Madar station of Ajmer Division on 25.12.2023, has issued instructions for issue of JPO for guidelines / procedure for stabling and securing of load / rake at pit lines, etc.

Rules pertaining to securing of vehicles/ wagons/rake/locos at station are already exhaustively mentioned under G&SR 5.23. However, in order to further clarify the roles and responsibilities for securing of rakes and other rolling stock viz, wagons/ coaches/rakes on Pit Lines / Washing Lines, Sick lines and C&W examination lines, following guidelines are issued vide this Joint Procedure Order:

**1. Pit lines / Washing Lines / C&W examination lines:**

At the time of placement on these lines, the Yard Master has to ensure that:

- The vehicles/load/train be chained and padlocked using atleast two chains, one at either end;
- Atleast four sprags/wooden wedges be used, two each below the outermost pair of wheels at either end;
- Hand brakes of atleast 6 wagons from either end must be fully tightened. In case coaching vehicles, Train Manager's hand brakes in SLR(s) must be applied.

The securing of vehicles/load/train, as mentioned under (a), (b) and (c) above, shall be done by the shunting staff under the supervision of Yard Master.

After securing, thus, the Yard Master shall issue the Train Examination Advice / Report (Form No. T/431) (**Annexure – 1**), with all information duly filled and signed. Form A, B and C of the Train Examination Advice / Report (Form No. T/431) shall be handed over to the SSE/ JE (C&W), who will sign on Form A in token of his acknowledgement and hand it back to the Yard Master, keeping Forms B and C with him.

Acknowledgement given on Form A by the SSE/JE (C&W) shall invariably mean that the SSE/JE (C&W) has ensured that the vehicles / load / train have/has been handed over by Yard Master on Pit Line / Washing line / C&W examination line properly secured as per (a), (b) and (c) above. On completion of maintenance, SSE/JE (C&W) shall hand over Forms B and C to the Yard Master, who shall keep form C and acknowledge its receipt on Form B, returning it to the SSE/JE (C&W) for record.

In addition, it should be ensured by SSE/JE (C&W) that the vehicles/load/train is protected with proper board/signal for safety of the staff working on washing/cleaning job to prevent

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movement/disturbance in the activity. Scotch blocks with locking arrangement should protect lines and keys should be kept with SSE/JE (C&W) till the time rake is under maintenance. In electrified section, C&W supervisor shall in addition, obtain power block from OHE before commencing work.

SSE/JE (C&W) shall be responsible for all safety measures during maintenance so as to ensure that the vehicles / load / train do not roll down during the period of maintenance thereof.

## 2. Sick Line:

Yard Master has to ensure, while giving placement on sick line meant for repairs purpose, that the vehicles placed on these lines are stabled attached to each other and not in scattered manner:

- Atleast four sprags/wooden wedges be used, two each below the outermost pair of wheels at either end;
- Hand brakes of wagon(s) must be fully tightened. In case coaching SLR, Train Manager's hand brakes in SLR(s) must be applied.

It should be ensured by SSE/JE (C&W) that the vehicles/load/train is protected with proper board/signal for safety of the staff working on sick line to prevent movement/disturbance in the activity. Scotch blocks with locking arrangement should protect lines and keys should be kept with SSE/JE (C&W) till the time vehicles / wagons are under maintenance. In electrified section, C&W supervisor shall in addition, obtain power block from OHE before commencing work.

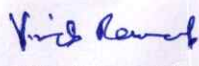
SSE/JE (C&W) shall be responsible for all safety measures during repairs so as to ensure that the vehicles / wagons do not roll down during the period of repairs thereof.

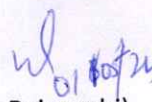
Divisional Railway Manager needs to ensure that suitable arrangement with lock & key is made available at both ends of the Pit /Washing Line, Sick Line, C&W examination lines for storage of chains and wooden wedges, the keys to which shall be kept in the custody of Yard Master.

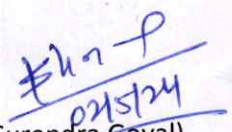
- Securing of Tower Wagons shall be done as per Note to the SR 17.08 (1), which states that the rules applicable to "ON-Track" Tie-Tamper machines will apply to Tower Wagons also.

All other points of earlier JPO of 23.10.2018 stand good. Compliance of all the rules laid down in G&SR, SWR including all other rules and instructions issued from time to time should be ensured.

(No. NWR-HQ0OPTG(SnR)/7/2021- dated 01.05.2024)

  
(Vivek Rawat)  
COM/G/NWR

  
(Manish Rajvanshi)  
CRSE/Chg/NWR

  
(Surendra Goyal)  
CELE/NWR

# NORTH WESTERN RAILWAY

Headquarter Office  
Jaipur

No. NWR/HQ/Safety/Accident/Prevention

Date: 25.10.2018

S. 190  
12-12  
DRMs- Ajmer, Bikaner, Jaipur and Jodhpur.  
Principal- ZRTI-UD.

Sub: JPO for Standard Shunting Guidelines.

Ref: NWR/HQ/Safety/ JPO Shunting dated 23.10.2018. (Copy enclosed)

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Please find enclosed herewith a copy of letter under reference regarding 'JPO for Standard Shunting Guidelines' to prevent accident cases during shunting operations, prepared by CPIM/NWR, CRSE/NWR and CMPE/NWR. You are requested to educate all concerned and ensure implementation in your division.

This is for your information and necessary action pls.

DA-As above

(Ansul Gupta) 26/11/18,  
Chief Safety Officer

Copy to-

PCOM, PCME, PCEE -NWR- for information.

Sr. DSOs - AII, BKN, JP and JU- for information and follow up.

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Pl. circulate to  
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**Sub:- JPO for Standard Shunting Guidelines.**

Cases of rolling down of trains and other rolling stock (stabled in yard) while shunting, are occurring every now and then. A Joint Procedure Order (JPO) as brought out under may be implemented for strict observation / adherence to avoid such cases.

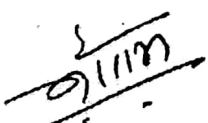
**Rule position:**

Vide Para 1.02(49) of GR, "Shunting means the movement of a vehicle or vehicles with or without an engine or of any engine or any other self-propelled vehicle, for the purpose of attaching, detaching or transfer for any other purpose".

Various rules governing shunting as mentioned in G&SR of North Western Railway are given below:-

- (i) Control of shunting- GR 5.13 along with SR 5.13/1 to 5.13/18;
- (ii) Responsibility for shunting-GR 5.14 along with SR 5.14/1 to 5.14/3;
- (iii) Shunting at station under Centralized Traffic Control-GR 5.15;
- (iv) Shunting during reception of trains-GR 5.16;
- (v) Shunting near level crossing- GR 5.17;
- (vi) Shunting on gradients- GR 5.20;

Further, Station Working Rules (SWRs) of any station contain detailed procedural guidelines/instructions governing shunting in station premises and yard under the control of any such station. These detailed procedural guidelines are specific to a particular station and may vary from station to station. Individual Divisions may like to examine the adequacy and relevance of these Rules in today's traffic scenario.



## **1. Procedure to be followed during shunting:**

The cardinal principle in all cases involving shunting is to ensure that the coaches/wagons/rakes whether attached to a locomotive or stabled even for a short duration, have adequate brake power and are properly secured so that they do not roll down on their own in case of gradients or on impact during shunting or for any other reason.

### **(A) Shunting in case of coaching rakes/trains:**

Shunting Master/Guard/Yard Master/Station Master, as the case may be, shall supervise the entire shunting activity related to attaching/detaching etc. of locomotive including reversal of all passenger/mail/express trains.

Following situations may arise in the course of shunting:

#### **1.0 When the locomotive and the rake constitute two separate & distinct units during shunting and the locomotive is to be detached from and/or attached to the rake which was stabled for a short duration:**

##### **(i) Precautions to be taken before detaching the locomotive:**

The objective here should be to secure the rake before the locomotive is detached. The set of activities would include

- a) On arrival of the train, LP will ensure full application of brakes (both train and locomotive). The door of guard's compartment of front SLR will be opened by the ALP.
- b) Shunting staff /ALP shall apply the handbrake of the front SLR after the train comes to a standstill.
- c) Incoming Guard of the train shall apply handbrakes in the rear SLR.
- d) The shunting staff shall ensure placing of two iron skids/wooden wedges under the outermost pair of the wheels of the outermost Vehicle/coach at each end before the loco is detached.

##### **(ii) Precautions to be taken while detaching the Locomotive:**

- a. Shunting staff shall first close both FP & BP cut off angle cocks of locomotive side as well as train side and then uncouple the BP & FP air

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hoses between locomotive and the train and place them on their respective hangers.

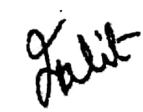
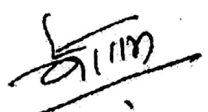
- b. BP cut off angle cock of the rake/train shall be opened by the shunting staff to drain out the BP pressure from the brake pipe to ensure full application of brakes.
- c. Shunting staff shall 'open' the screw/CBC coupling.
- d. The BP cut off angle cock of the train should be closed once the BP pressure is drained out.
- e. Brakes of 03 ICF & 5 LHB coaches of the end where loco is to be attached shall be left un-released by the C&W staff. Brakes of balance number of coaches, if any, can be released manually by C&W staff.
- f. Additional precaution shall be taken while detaching the locomotive from the rake at a location having gradient of 1 in 400 or steeper as may have been specified under approved special instruction (by CRS) and /or as mentioned in SWR of the subject station.
- g. If the outgoing locomotive is likely to be attached after a gap of more than 2 hours after detachment of the incoming locomotive or in case no instructions are provided under Para 'f' above, then the entire rake shall be left in un-released condition.

**(iii) Precautions to be taken while attaching loco on the rake/train:**

The objective here should be to ensure that the rake, at the time of attachment of the locomotive, does not roll down on impact. The set of activities would include:

- a) Shunting staff should ensure that locomotive to be attached is stopped at a suitable distance from the rake, and in case no distance is specified at a particular station then approx. 20 m before the rake/train and it then proceed at walking speed to couple with the train.
- b) After attaching the locomotive to the rake/ train, following should be ensured:
  - i) The effectiveness of the coupling shall be ensured by the loco pilot and the shunting supervisor by slightly inching the train forward.
  - ii) Shunting staff/Shunting Supervisor shall ensure tightness of the screw/locking of CBC.

It shall be ensured that:





- iii) After attaching the locomotive the LP shall apply the loco brakes, SA-9.
- iv) FP & BP air hoses of the locomotive and the train shall be coupled by C&W staff.
- v) FP angle cock of rake/train shall be opened by the C & W staff.
- vi) FP angle cock of the loco shall be opened by the C&W staff.
- vii) After ensuring 6 Kg/cm<sup>2</sup> pressure in FP in engine by the LP and 5.8 Kg/cm<sup>2</sup> in the rear SLR Guard compartment by the Guard, BP angle cock of the rake/train shall be opened by the C&W staff.
- viii) BP angle cock of the engine shall be opened by the C&W staff.
- ix) 5 Kg/cm<sup>2</sup> pressure in engine by the LP and 4.8 Kg/cm<sup>2</sup> pressure in the rear SLR shall be ensured by Guard and C&W staff.
- x) Iron skid/ Wooden Wedges which were placed on either end of the train for securing the rake/train shall be removed by the Shunting staff.
- xi) Remaining 03 ICF & 05 LHB coaches which had been left unreleased, should now be released by the C&W staff.
- xii) Releasing of hand brake of front SLR Guard compartment should be done by the shunting staff and hand brake of rear SLR by the guard.
- c) ALP shall ensure that the front SLR Guard compartment door is locked.
- d) Continuity test shall be carried out as per laid down norms, before starting the train.

**2.0 When the locomotive along with a part of the rake attached to it and the balance part of train/rake constitute two separate & distinct units during shunting and the locomotive along with part rake is to be detached from and /or attached to the rest of the rake which was stabled for a short duration:**

If the locomotive, which is considered singularly detached from the rake/train at sr.No.1 above, is also carrying a part of the rake along with it at the time of detachment/attachment then the activities as defined in pares (i) – (iii) above shall continue to hold good for the part of the rake left behind(stabled)

For the part of the rake attached to the locomotive it should be ensured that the locomotive maintains the stipulated BP pressure of 5 Kg/cm<sup>2</sup> and all coaches attached to the locomotive irrespective of their number shall remain connected to such BP pressure from the locomotive. •

Note- Compliance of all the rules laid down in G&SR, SWR including all other rules and instructions issued from time to time should be ensured.

*S. M. M.*  
*23/10/18*  
**CMPE/NWR**

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*23/10/2018*  
**CRSE/NWR**

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*23/10/18*  
**CPTM/NWR**