

GENERAL DUTIES OF EMPLOYEES OF OPERATING STAFF

DUTY LIST OF STATION MASTER

1. To attend duty in time in neat and clean uniform and to see that all staff reports for duty in time & in uniform.
2. To conduct supervision over the working of the staff at the station.
3. The Station Master I/C will be overall responsible for safe working of trains and general working of station, in smooth and disciplined way.
4. To carry out surprise checks, to arrest irregular practices adopted in train working.
5. To hold safety meeting and discuss safety rules circulated by Divisional H. Q. office for the monthly meeting to be held on payday.
6. To maintain muster roll, T & P register, Stock Block of Money Value Books, Ticket Stock books, attend all correspondence register of articles sent for repairs to traffic work shop, submit all salary vouchers to personal branch, monthly returns to office including absentee statements, submit replies to correspondence received at Station, take inventory of packages in hand at the close of the month and link them with inward tally / outward tally and relevant books.
7. To hold primary inquiries pertaining to any detention to trains or accidents taking place at the station and record statement of staff concerned and also to help in restoration of traffic.
8. To study station-working rules on receipt from DRM office and check various aspects pertaining to layout of the station and point out any variations, described in the SWRs. Explain the contents of the SWRs to staff at the station and obtain acknowledgement in the assurance register. To carry out necessary correction in the SWR received from office.
9. To do all commercial / operation duties entrusted to him.
10. To pass train observing instructions given in SWRs and also watch any sick / unfit / defective vehicles found on running trains.
11. He is responsible for general supervision up keep and maintenance of station rules books, office record and files etc.

12. To carry out four surprise night inspections in a month and inspection of level crossing gates from time to time.
13. To attend control telephone while on duty without any loss of time and carryout instructions given by the controller of duty.

DUTY LIST OF SENIOR ASM.

- 1 To attend duty in time in neat and clean uniform and to see that all staff reports for duty in time and in proper uniform.
- 2 To maintain discipline during his duty hours and to see that everything is kept at its appointed place.
- 3 To study station working rules and explain the various procedures and rules to the station working staff i.e. Poitsman / Waterman / Passed porters / Gatemen etc. and obtain their acknowledgement in the assurance register.
- 4 To pass the train as per procedures prescribed in the S W R's
- 5 To carry out corrections in all transportation /operational rule books and instructions including G &SR book / Block working Manua, operating manual, establishment manual etc, provided at the station.
- 6 To attend Safety meetings held at station.
- 7 To prepare skeleton pay sheet, rent rolls, goods returns on due dates and submit DD advices / Messages in time and do all correspondence pertaining to goods and maintain all relevant files.
- 8 To attend control telephone while on duty without any loss of time and carry out instructions given by controller on duty.
- 9 To do all goods and coaching work during his duty houts.
- 10 To help in restoration of traffic during the time of an accident.
- 11 To do any other work allotted by S M/SS incharge.
- 12 To look after the work of SS/SM in charge in his absence with full responsibility.

DUTY LIST OF Jr. A.S.M.

- 1 To attend duty in time in neat and clean uniform and to see that all conduct supervision over the working of the staff at the station.
- 2 To study station working rules and sign in the assurance register in token of having understood the same.
- 3 To pass the train as per procedures prescribed in the S W R's
- 4 To attend control telephone while on duty without any loss of time and Carry out instructions given by controller on duty.

- 5 To carry out corrections in the commercial / accounts rule books.
- 6 To prepare coaching returns and submit them to Accounts office in time and to maintain correspondence file pertaining to coaching (Parcel, Parcel /Luggage).
- 7 To do any other work allotted by S M/SS in-charge.
- 8 To maintain discipline during his duty hours and to see that everything is kept at its appointed place

DUTY LIST OF POINTSMAN.

- 1 To attend duty in time in prescribed uniform.
- 2 To remove any obstruction lying in the yard fouling any running line, points and crossover.
- 3 To perform shunting as per instructions given by Station Master on duty and under the supervision of the guard of the train, secure wagon / vehicle in yard,
- 4 To deliver warning notices / caution orders and other memos including T-369 (3b) etc. to Driver / Guard and obtain their signatures.
- 5 To clean H.S. lamps/ S. P. Dubbers and other lamps used at the station.
- 6 To watch signals take “OFF” for the reception and dispatch of the trains are showing correct aspects and to ensure that all signals are returned to normal after passage of every train.
- 7 To attend Station in case of accident or emergency.
- 8 To close / open Level crossing when Gateman is off duty or no gateman is available and that everything is kept at its appointed place.
- 9 To keep the station premises clean and to wash it at usual intervals.
- 10 To do any other Railway work allotted by Station Master on duty.
- 11 To watch trains from off side to detect defective sick / damage or unsafe wagon/ vehicles on the running through trains .To ring up station bell as per prescribed bell code for UP/DN trains for line clear / train entering section, arrival/ departure of a train. In other cases he shall ring station bell as directed by Station Master on duty. He should call out station name for stopping passenger train at night time.

DUTY LIST OF WATERMAN

1. To attend duty in time in prescribed uniform and to report to Station Master on duty in time.
2. To pass competency examination meant for operating duties as required under rules.
3. To attend Gateman’s duties, if passed Gateman, on getting orders from Station Master on duty.

4. To assist the Points man in shunting operations of a train at the station.
5. To keep water hut neat and clean. All the MATKAS and Buckets are not damaged in any way and sufficient clean drinking water is available in water hut.
6. To serve drinking water to passengers at the time of passenger trains and to the staff on duty.
7. To supply water for cleaning and washing station premises.
8. To fill up clean water fire buckets.
9. To obey all lawful orders given by Station Master on duty.

DUTY LIST OF YARD MASTER:

1. The Asstt. Yard master is responsible for nomination of clear line for reception and dispatch of goods trains on line – and he is responsible for correct filling up of the line admission book and see that the nominated line is not in --- way obstructed or fouled by the shunting staff working in the yard.
2. He is personally responsible for correct setting and locking of non interlocked points while starting a train from non signaled line and for delivery of OP/T-30 alongwith ‘Authority to proceed’ to the driver duly signed by him on the back of the upper foil OP/T-30.
3. He shall exercise proper supervision on the yard staff and shall ensure timely clearance of nominated lines for the reception and dispatch of trains strictly according to the berthing programme besides placement of passenger trains rake of departure lines and in washing lines.
4. He shall exercise proper supervision on the yard staff and keep a close contact with out door ASM and control for smooth working in the yard.

DUTY LIST OF CABINMAN/LEVERMAN:

1. He must check all essential equipments made over by his relief and if any discrepancies is found report the same to the station master on duty.
2. He must ensure that normal position of every fixed signal is ‘ON’ at all times except when taken off for a train and ---- night back lights of signals are burning.
3. Before permitting indoor ASM on duty under exchange of private numbers for granting line clear for train to station in rear, he must ensure that conditions for granting line clear as laid down in rules are fulfilled.
4. He must ensure that the reception or departure path is clear and free from obstruction, route is correctly set, facing points locked and level crossing are closed and locked against the rod traffic for reception/dispatch of trains.
5. He is responsible to ensure that the reception line is clear up to the adequate distance required under the rules before lowering signals or releasing a slot for the reception of a train.

6. The cabin man will watch the safe passage of all trains leaving or arriving at the station. Should he notices any abnormality he shall inform the indoor ASM on duty at once.
7. He shall not alert route under moving wheels.
8. He will maintain register and will record all messages under exchange of private number with indoor ASM and gateman on duty to connection with train passing shunting closing of level crossing etc.

DUTY LIST OF SHUNT MASTER:

1. The shunt master will be responsible for all shunting movements carried out during his duty hours and see that all shunting is conducted in a safe and proper manner and in time.
2. He is responsible for seeing that the line nominated by the outdoor ASM/AYM on duty for reception of trains remains clear until the reception of the train after signing in the line admission book.
3. He shall see that shunting of train and vehicles is carried out only at such times and in such a manner which would involve no danger and all precautions are taken to avoid accidents.
4. He should see that correct vehicles are attached and detached and is responsible for correct marshalling of trains according to the instructions in force.
5. He shall see that fouling marks are crossing with adjacent lines are kept clear during and after shunting.
6. He shall ensure that the points over which shunting is to be done are correctly set and locked/cotter bolted where required.
7. He is responsible for ensuring correct setting of non interlocked points for starting train from non-signalled.

DUTY LIST OF SHUNTMAN :

1. He is responsible for conducting safe and timely shunting in the yard and will work under the supervision and orders of shunt master on duty.
2. He shall set the points properly in non interlocked yard and manned them for all shunting movements and shall not interfere with the points while the vehicles/wagons are standing/or passing over them.
3. He shall not leave his duty unless properly relieved of authorized by his supervisor.
4. He shall be responsible to see that fouling marks are kept clear completion of shunting.
5. He will be responsible or timely detaching and attaching of engines of incoming and outgoing trains.

- 6.** He will be responsible for piloting of trains on OP/T-373 and OP/T-371, in case of failures of signals or receptions of trains on blocked line in the yard.

DUTY LIST OF GATEMAN:

1. He is responsible for proper operation of the gate as per station working rules for the passage of trains with special reference to Appendix 'A' to these rules.
2. He shall ensure that no train suffer detain on account late closing of gate.
3. He shall clear the gate lamps and hand signal lamps daily. He shall ensure that the disk of the burners trimmed so that these are lighted properly and kept burning continuously from sun set to sun rise.
4. He shall ensure that the equipments at the L/xing are complete and in working order.
5. He shall produce public complaints book, when required by public for lodging complaint, and to the railway officials for inspection.
6. He is responsible that road traffic is not held up unnecessarily at the gate.
7. He is responsible for keeping the channels of check rails clean at all times.
8. He will maintain a log book for recording private numbers exchanged with cabinman in connection with closing of L/xing for passing the trains.
9. He shall obey all lawful order given by the SM on duty.

DUTY LIST OF LAMPMAN:

1. He is responsible for lighting up the signals and indicators in the evening and putting out in he morning at time fixed by DRM office and ensure that they are burning brightly at night.
2. He shall responsible for cleaning and oiling the burners and trimming the wicks during day time under the supervision of SS.
3. If there is any crack or breakage in the red roundel, he will not lit the signal. The matter should be reported to ASM on duty immediately for necessary action.
4. He shall be responsible for providing K.Oil for the hand signals of guard/shunting staff, ASM, cabinman on duty at all cabins.

5. He shall provide K.Oil to the outgoing guards of every originating train.

DUTY LIST OF CLASS IVth TRANSPORTATION STAFF:

1. All class IVth staff at station shall perform such other duties as may be ordered by the SM on duty in connection with train working.
2. They are responsible for the correct performance of any other legitimate duties which are entrusted to them by the SM on duty.