

SOUTH CENTRAL RAILWAY

Safety.387/Fly Leaf/11/2025

Fly Leaf No. 11 / 2025

Attention..... ALL CONCERNED

Push Trolley / Lorry Working.

A. Trolley, Lorry and Motor Trolley.

1. A vehicle which can be lifted bodily off the line by four men shall be deemed to be a Trolley and any similar but heavier vehicle (which includes dip lorry) shall be deemed to be a Lorry.
2. Any Trolley which is self-propelled, by means of a motor, is Motor Trolley.
3. A trolley shall not, except in cases of emergency, be used for the carriage of permanent way or other heavy material, and when a trolley is so loaded, it shall be deemed, to be a lorry.
4. Push Trollies and Lorries shall always be pushed and not pulled.
5. Cycle Trollies or Trollies which are propelled by pedaling instead of pushing and Moped Trollies can either be driven by a motor or pedaled. It may be pushed, when necessary, but not pulled.
6. Cycle Trollies and Moped Trollies shall be treated as push trollies in all respects.
7. Push Trollies/ Motor Trolley shall be manned by at least four trolley men. Maximum number of men to be carried. Push trolley-Ten on BG.
8. Lorries shall be manned by at least six Lorry men exclusive of any flagman.
9. A Cycle Trolley or Moped Trolley shall be manned by three persons including the persons pedaling or driving.
10. Each Push Trolley, Cycle Trolley, Moped Trolley or Lorry shall be provided with five red flags instead of two red flags. The number of detonators to be supplied for each push Trolley, Cycle Trolley, Moped Trolley, Lorry or Motor Trolley shall be ten.
11. Numbering of Trollies/Motor Trollies/Lorries – Each trolley/motor trolley and lorry shall be marked with its number, code, initials of the department, the designation and headquarters of the official-in-charge.
12. The speed of a Trolley or Cycle Trolley shall not exceed 15 KMPH.

B. Qualified person to be in charge of Lorry or Trolley when on the line.

1. Staff permitted to use push Trollies and Lorries:
Subject to their being certified competent by the authorized officer, all Officers and Inspectors of the Engineering, Traction Distribution and S & T departments and such other Officers and staff of the Operating and Commercial departments as may be required. Section Mates and Head Trolley man of the Engineering department and Signal and Block maintainers of the S&T department, as may be authorized, may be permitted to use Push Trollies and Lorries.
2. In respect of Officers on the division, the DRM is the authorised officer to issue the certificate of competency. The DEN, the DEE/Tr.D, the DSTE and the DOM are the authorised officers in respect of staff working under them.
3. Before a competency certificate is issued to any one, in the first instance, a written test shall be held in rules pertaining to the working of Trollies and Lorries and only those who qualify in the test shall be issued with the Competency Certificate by the authorised officer. The Competency Certificate issued will be valid for one year.
4. The staff who are given the Competency Certificate for working Lorries/Trollies should be literate and have minimum knowledge of Hindi or other languages. No staff who is an illiterate shall be issued with the competency certificate.
5. Before the end of December of each year, every Trolley or Lorry holder shall submit a certificate of declaration to the authorised officer in the following form:

I, (name) working in the capacity of (designation)
..... at (station) hereby declare that I am fully
conversant with the sections on which I have to use my Trolley/Lorry and with
the rules in respect of working Trollies/Lorries and as well as the latest changes

made in them and undertake to conform meticulously to these rules. In the event of any failure to comply with these rules I shall alone be held responsible.

Signature.....

Date.....

6. This declaration shall be carefully examined in the divisional headquarters office and if a certificate holder fails to submit it, in time, he will be treated as having forfeited his right to use the certificate until such time the declaration is submitted by him and will also render him liable for disciplinary action.

C. Responsibility for Safe Working –

1. The official-in-charge of trolley/motor trolley/lorry is responsible at all times for its safe working. When more than one person holding competency certificate travels in a trolley, the official-in-charge of the trolley is responsible for its safe working.
2. When a Trolley is accompanied by more than one railway official qualified to be in -charge of a Trolley, the railway official, who is actually manning the brakes, shall act as the official in - charge of a Trolley. Senior officials who are being conveyed by the Trolley are however expected to take intelligent interest in the working of the Trolley and shall call attention to any breach of rules which come to their notice and to the need for adequate protection.
3. It shall be clearly understood by officers and staff that they are to take every possible precaution and protection against accidents. When entering a tunnel or cutting or proceeding over a long bridge or curve, the official-in- charge will make sure that no train is likely to be met. While approaching a level crossing the official-in-charge, should look out for road traffic and ensure safe passage of his vehicle over the level crossing.
4. Gangmates/Gangmen, Keymen and Gatemen shall exhibit Stop hand signals to warn any approaching train, when they see the Trolley on line and continue to exhibit the Stop hand signal, till the Trolley has passed 800 metres away or until it is removed from the line.

D. Efficient Brakes –

No lorry, trolley or motor trolley shall be placed on the line unless, it is fitted with efficient brakes. The brakes should be tested before the commencement of each journey. It is desirable that trollies and lorries working on Ghat section are fitted with screw down brakes in addition to ordinary hand/foot brakes. It will be the responsibility of the official-in-charge to ensure the adequacy of braking.

E. Signals for Trolley/Motor Trolley/ Lorry –

1. *On the single line and when single line working is in force on the double line by day for all Trollies and Lorries a red flag shall be shown so as to be conspicuously visible in both directions and at night a red light shall be shown in both the directions. On the double line, by day, a red flag shall be shown conspicuously in the direction from which trains approach and at night, a red light shall be shown in the direction from which trains approach and a white light in the other direction. Inside station limits, by day, a red flag shall be shown so as to be conspicuously visible in both directions and at night a red light shall be shown in both directions.*

Note: – The night signals shall be shown during day at times of poor visibility.

2. *On sections where there are tunnels the night signals prescribed for single line or double line, as the case may be, shall be displayed during the day, in addition to the red flag. Further Trollies or Lorries not provided with head lights, shall carry a petromax lamp or its equivalent and five cell electric torch to illuminate.*

F. Working of Trollies –

I. Working under block protection –

- (a) Trolley may be worked under block protection wherever it is possible to do so without interference to train service.
- (b) Trollies should be worked under block protection in the night.

- (c) During daytime in foggy weather and during dust storm, when the visibility is poor, a Trolley should be worked under block protection.
- (d) When working under block protection trollies will be worked in the same manner as trains.

II. Working without block protection -

1. On sections other than those mentioned in para 8 below during day, in clear weather, Trollies may be worked on the sole responsibility of the official in - charge. He shall, however, notify the Station Master of the station at which the Trolley will be put on line, the block section he is going to enter and the probable time at which he will clear section. He will also ascertain from the Station Master the particulars of the trains that he is likely to encounter on the section. The official in charge shall protect the Trolley in accordance with the procedure laid down in para 2 to 7 below when the view ahead and/or rear is not clear for a distance of at least 800 metres in the direction from which trains will approach.
2. On the single line, a Flagman shall follow and another Flagman shall precede the Trolley at a distance of not less than 800 metres plainly showing a Stop hand signal. On the double line, a Flagman shall either follow or precede a Trolley at a distance of 800 metres in the direction from which trains will approach plainly showing a Stop hand signal.
3. The distance of 800 metres mentioned above is the minimum, which shall be increased on steep gradients and sharp curves or wherever the view is restricted, to such an extent will be adequate to ensure the removal of the Trolley before the arrival of the train.
4. When the nature of the line is such that the Flagman in advance or in rear cannot be seen by the person in - charge of the Trolley, the latter shall arrange before entering the section, to take with him sufficient number of Gangmen with hand signals so that the required number of additional intermediate flagmen can be provided for repeating the signals of the outermost Flagman or the Flagman posted at the observation post.
5. On seeing a train approaching, the Flagman nearest the approaching train shall immediately place three detonators on the line, 10 metres apart, and then wave a red flag vigorously to warn the official in charge of the Trolley about the approaching train. The official in charge shall after removing the Trolley from the line, wave a green flag to the Flagman who shall then remove the detonators and withdraw the Stop hand signal.
6. Where owing to curves or cuttings or due to other causes, the view of the line is obstructed, observation posts shall be established at such sites so as to command a good view in both directions for the use of Flagman, thus enabling hand signals being conveyed to the person in charge of the Trolley.
7. In case no signals are forthcoming from the observation posts or when conditions are such that the Flagman at the observation posts cannot be seen by the official in-charge of the Trolley, the latter shall arrange to post additional intermediate Flagmen at suitable positions to relay the signals from Flagman to Flagman.
8. On the following Block sections, due to existence of sharp curves, cuttings, tunnels etc., special precautions mentioned in para 9 to 17 below shall be taken while working Trollies without block protection:-

S. No.	Division	Block Section
I.	Secunderabad	(1) Vikarabad – Rukmapur, (2) Sirpurkaghaznagar – Makudi, (3) Ghatnandur – Parli Vaijnath, (4) Hallikhed (K) – Kamalapur.
II.	Hyderabad	Indalvai – Uppalavai.
III.	Nanded	Ambari – Kosai.
IV.	Guntakal	(1) Mamanduru – Balapalli, (2) Balapalli – Settigunta, (3) Dronachalam – Panyam.
V.	Guntur	Gazulapalli – Diguvametta.
VI.	Vijayawada	(1) Rapur – Cherilopalli, (2) Cherilopalli – Mangampet.

9. The official in-charge, shall fill up in duplicate Part 'A' the notice portion of Trolley/Lorry Notice (T/1518) and send to the Station Master at which he intends to place the Trolley on line. The Station Master shall advise on telephone the station at the other end of the block section as under:-
Trolley number..... will enter section at hours with Trolley Notice number..... Issue Caution Order to the trains coming from yours.
10. The Station Master at the other end shall acknowledge and advise as under:-
I understand trolley number will enter section at... hours and will issue Caution Order till the Trolley is removed from the line. PN.....
11. The Station Master shall ascertain from the Control the particulars of trains likely to be encountered by the Trolley while working in the section, and furnish these particulars in part 'B' of the Trolley Notice (T/1518). On the non-controlled section, the relevant particulars shall be obtained from the station where trains originate.
12. If there is total interruption of communication, the SM shall advise the official in charge of this fact and make an endorsement on the form T/1518 to this effect and it will be the personal responsibility of the official in charge to protect the Trolley as per rules. When communication is restored, Caution Orders will be issued as per the procedure mentioned above till the removal report of the Trolley is received by the SM.
13. If it is necessary to place the Trolley on the line outside the station limits, the official in-charge shall fill in the particulars in Part 'A' and send the form T/1518 through a messenger to the Station Master and obtain the particulars of trains likely to be encountered. Till this information is received, the official in-charge shall not place the Trolley on line.
14. On arrival of the Trolley at the station, the official in-charge shall fill up the removal report of the form Part 'C' (T/1518) and send it to the Station Master, who shall acknowledge receipt of the same in the office copy and also enter the time. The Station Master shall immediately advise the Station Master at the other end of the block section for the discontinuance of the issue of Caution Order. All entries relating to the Trolley shall be made in red ink in the TSR. If the Trolley is removed from the line in mid-section and if it is not intended to replace it on the line, the official in-charge shall fill up the removal form and send it to the Station Master of the nearest block station. The Station Master shall enter the time at which the removal report is received by him, sign the entry and return the block foil through the messenger. He shall then immediately advise the Station Master at the other end of the block section and discontinue the issue of Caution Order thereafter.
15. Immediately a Trolley is permitted to be placed on the line, the Station Master shall place the 'Trolley on Line' cap on the plunger of the block instruments to serve as a reminder for the issue of Caution Order.
16. During the period the Trolley is working on the section, the Station Masters at either end of the block section shall issue Caution Orders for all trains entering the section.
17. The official in-charge of the Trolley is responsible for the safe working of the Trolley. He shall ensure that rules for the working of the Trolley are strictly adhered to, and always be alert to guard against accidents. The issue of Caution Orders by the Station Master does not absolve the official in-charge of the Trolley from his responsibility for protecting the Trolley.

G. Trollies travelling together –

When two or more trollies are running together in the same direction in the same line, care should be taken to ensure that they are kept at least one OHE mast or 75 m apart to safeguard the trolley in rear from colliding with the front one, in case the front trolley has to be stopped suddenly for any reason.

SAFETY ORGANISATION

SOUTH CENTRAL RAILWAY

Disclaimer :

The above content mentioned on the subject in this FLY Leaf is an extract from different manuals, RB's letters and other letters. The same to be read in conjunction with the original letter & other manuals / letters issued from time to time and in no way can supersede them.