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No. T.157/G&SR/AS/9 to 2020

Date: 28.04.2023.

DRMs/SC, BZA, GTL, HYB, GNT& NED.

**विषय/Sub: Amendment Slip no. 9 to SCR G&SR – 2020 amending instructions
on Working of Sidings in Appendix - XVII - reg.**

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Please find herewith enclosed copy of Amendment slip no. 09 to SCR G&SR modifying rules pertaining to working of trains into and out of sidings incorporated vide Appendix XVII to SCR G&SR 2020, signed by the Competent Authority.

Please note and notify.

Encl: Amendment slip no. 09 to SCR G&SR 2020.

(V S N MURTHY)
ATM/Rules/Hqrs

Copy to: General Managers, PCOMs & PCSOs/CR, ECR, ECoR, ER, NCR, NER, NWR, NFR, NR, SECR, SER, SWR, SR, WCR, WR, SCoR& Metro Rly/Kolkatta;
Secretary to GM for kind information to GM;
AGM, SDGM, DGM/G, CPRO;
PED/Safety (A&R); CRS/SCC/SC;
PCCM, CCO, CCM/PS, CCM/FM, CFTM, CPTM, CTPM,
PCE, CTE, CTE/TP, CBE, CGE,
CAO/C, CE/C-I, CE/C-II, CE/C-III, CE/C-IV & CE/C/V,
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PCEE, CEDE, CPM/RE, CECE, CELE, CESE, CEE/RS, CEE/O & PIng;
PCSTE, CSE, CCE, CSTE/P, CSTE/C, Director, IRISSET/LGD;
PCSO, PCSC, PCPO, PFA, Principal Director/Audit, MRA;
Sr.DOMs & DOMs/ SC, BZA, GTL, GNT, HYB & NED;
Sr.DSOs/DSOs/SC, BZA, GTL, GNT, HYB & NED;
Sr.DEN (Co-ord)s/Sr.DENs/DENs/SC, BZA, GTL, GNT, HYB & NED;
Sr.DME/DMEs/DMEs (P)/ SC, BZA, GTL, GNT, HYB & NED;
Sr. DSTE/DSTEs/ SC, BZA, GTL, GNT, HYB & NED;
Sr.DEE/Tr.D/ SC, BZA, GTL & GNT;
Sr.DEE/TRSO/ SC, BZA, GTL & GNT;
Principals/ZRTI/MLY, STTC/MLY, ETTC/BZA, STC/LGD & ZCETC/KCG;
Rajbhasha Adhikari for translation into Hindi.

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APPENDIX- XVII

SIDINGS

Working of trains into and out of Sidings

The Block Station that serves a Siding shall be called as Serving Station. A take off line from the running line or yard line of Serving Station leads to the premises of the Siding authorities. The loading / unloading arrangements required according to the commodity are arranged by Siding authorities. The Diesel / Electrical engine from the Serving Station may place / remove the inward / outward rake directly into / from the Siding.

According to the density of traffic to the Sidings, the diesel / electrical engines shall move the rakes as per the following systems:-

- I. Where Sidings are not having Operating in-charge:** Where there is no Operating in-charge in Siding, Pilots shall be worked under any of the following systems.

(A) One Pilot Only System

(B) Multiple Pilot System

Sr.DOM is authorized to prescribe either One Pilot Only System or Multiple Pilot System of working on the basis of the traffic to be dealt with in the Sidings duly providing required communication. It shall be followed between Serving Station and Siding. Accordingly the instructions, pertaining to the prescribed system, shall be incorporated in the Station Working Rules of the Serving Station.

Common Instructions for both the systems

1. Station Master of Serving Station advises the Siding Authorities regarding placement or clearance of rakes.
2. Station Master must maintain "Pilot Movement Register" at Station and record the details of all Pilot movements to and from Siding in it.
3. An operating staff shall be deputed by the Station Master as Pilot in-charge of the Pilot.
4. The Pilot in-charge is responsible for the safe working of the Pilot and for the correct setting and securing of all points concerned to the line using cotter bolt & pin / clamp and padlock while entering / leaving the Siding and during shunting operations.
5. The Pilot in-charge has to ensure that the Pilot train is standing within the fouling marks and adequately secured before detaching the engine.
6. The Pilot in-charge is responsible for ensuring proper wagon couplings, securing the wagon doors, connecting the hose pipes and ensuring that the air pressure is maintained upto the last vehicle.
7. The Pilot in-charge shall be responsible to ensure that no vehicle is left over on the line between the Station yard and the Siding yard.
8. The Pilots can be worked during day and night and engine must always lead while working the Pilot train to and from the Siding.
9. When trains are moving to and from Sidings with loco leading, the movement may be treated as train movement. Trains may run at permitted speed as made fit by engineering officials.

10. Trains either loaded or empty may be permitted to work with engine pushing in the following circumstances; duly following the safety precautions prescribed vide rule no. 11 below.
- a. At Sidings where engine reversal facilities are not provided.
 - b. At Sidings authorized by SrDOM, duly incorporating specific instructions for Loco Pilots and Shunting Staff in the Station Working Rules like continuous air pressure from engine to rear most vehicle and any speed restrictions in case of falling gradients etc.
 - c. Under exceptional circumstances authorized by SrDOM.
11. The following precautions shall be taken to permit Pilots with engine pushing in to and from Sidings:
- (i) The Station yard is isolated from the Siding line, for Pilots from Sidings;
 - (ii) If the Station yard is not isolated from the Siding line, the take off line shall be kept free before permitting the Pilot from the Siding;
 - (iii) The line on to which trains will be pushed shall have Buffer Stop / Sand Hump / Derail switch at the trailing end and the line shall be set on to the Buffer Stop / Sand Hump till Pilot comes to a stand on the line. In case the trailing end is isolated with Derail switch, it shall be kept open till Pilot comes to a stand on the line.
 - (iv) The Pilot in-charge shall travel in the leading vehicle i.e. brake van of Pilot train. If it is without brake van, he/she shall walk by the side of the track in rear of the last vehicle of the train.
 - (v) He/she shall keep a sharp lookout while passing through level crossings, bridges and cuttings and take action to stop the Pilot in the event of any unusual/obstruction noticed.
 - (vi) The Pilot in-charge shall continuously exhibit proceed hand signal to the Loco Pilot.
 - (vii) The absence of proceed hand signal may be due to an obstruction and the Loco Pilot shall stop the train at once.
 - (viii) The Pilot in-charge shall continuously warn the people on the way to make them aware about the pushing of train and to stand clear of the track.
 - (ix) The Loco Pilot shall continuously whistle and keep a sharp look out, and be prepared to stop the train short of any obstruction.
 - (x) The maximum speed shall not exceed 15 KMPH.

(A) ONE PILOT ONLY SYSTEM:

(1) Procedure for working of Pilots:

- (i) Before dispatching a Pilot into the Siding, the Station Master shall ensure clearance of the section between the Station and Siding by referring the Pilot Movement Register.
- (ii) The Station Master shall advise the Pilot in-charge and the Loco Pilot about the work to be done in the Siding, through a written memo. The Station Master shall hand over the load slip, last vehicle number and caution order stipulating the restrictions if any, to observe both ways on the Siding line.
- (iii) The Station Master thereafter shall set the route for the dispatch of the Pilot, clear shunt signal, where provided, and hand over a written authority to the Loco Pilot in the format given below and obtain acknowledgement.

AUTHORITY FOR THE PILOT TO PROCEED TO THE SIDING AND RETURN TO THE STATION (ONE PILOT ONLY SYSTEM)

To Date:
 The Loco Pilot of Time:
 Engine No.....
 Last Vehicle No.....

You are hereby authorized to start the Pilot from Station and proceed to Siding. On completion of the work, you are authorized to return to the Station and stop at the earmarked place for admission.

Private Number(in figures)(in words).

Signature of the Station Master

Stamp:

- (iv) The Loco Pilot shall proceed to the Siding duly observing the caution orders en-route and stop short of the top points / stop board / earmarked place at the Siding yard.
- (v) On arrival of the Pilot inside the Siding, the Pilot in-charge must ensure that the Pilot train has arrived complete into the Siding and the line between the Station and the Siding is clear and free from any obstruction.
- (vi) All shunting operations inside the Siding shall be carried out under the supervision of the Pilot in-charge, on clear hand signals and after ensuring that all non-interlocked points are correctly set and secured with cotter bolt & pin (or clamp & padlock) in the facing direction. Where points are interlocked and signals are provided, the aspect of the signal shall be followed.
- (vii) On completion of work and while returning from the Siding, the Loco Pilot must observe the speed restrictions notified in the Caution Order. The Loco Pilot shall stop short of shunt signals / the top points / stop board / earmarked place on the Siding line and give a long whistle to attract the attention of the Station staff.
- (viii) If the Station Master is in a position to admit the Pilot, he/she shall set the route to the selected reception line and receive the Pilot into the Station yard by taking off shunt signals or by Pilot-in memo.
- (ix) On complete arrival of the Pilot train inside the fouling mark and after verifying the Last Vehicle number, the Pilot in-charge shall make an endorsement in the Pilot Movement Register that the Pilot has arrived complete, and that the line between Siding and Serving Station is clear and free from obstruction and sign in full with time and date.
- (x) Where Pilots do not enter the Serving Stations or go away immediately, the Pilot in-charge shall call the Station Master of the Serving Station, through walkie-talkie, and confirm complete arrival of the Pilot, out of the Siding line, duly mentioning the name/number of the train with time and date and exchange Private Numbers supported with initials with the Station Master of the Serving Station.

- (xi) Before signing off duty, the Station Master shall record a declaration in the “Pilot Movement Register” and “Station Diary” in RED ink regarding the clearance of the section between Siding and the Serving Station or the presence of Pilot, if any, between the Station and the Siding with all particulars including the name of the Pilot in-charge.
- (xii) This declaration shall be signed in full by the Station Master, signing off duty, with date and time, below which, the Station Master taking over shall sign in acknowledgement.

(2) Pro-forma of Pilot Movement Register:

S. No.	Train no. / Engine no.	PN issued	Time Pilot left to Siding	Time Pilot arrived from Siding	PN received from the Pilot in-charge or Pilot in-charge signature	Remarks
1.	2.	3.	4.	5.	6.	7.

(B) MULTIPLE PILOTS SYSTEM

(1) Procedure for dispatch of Pilots from Serving Station to Siding

- (i) Before dispatching a Pilot Train into the Siding, the Station Master on duty shall ensure clearance of the section between the Station and the Siding by referring to the Pilot Movement Register.
- (ii) The Station Master shall advise the Pilot in-charge and the Loco Pilot about the work to be done in the Siding through a written memo. The Station Master shall hand over the load slip with all wagon particulars and last vehicle number, and caution order stipulating the restrictions if any, to be observed both ways on the Siding line.
- (iii) The Station Master thereafter shall set the route for the dispatch of the Pilot and also hand over a written authority to the Loco Pilot in the format given below and obtain acknowledgement.

AUTHORITY FOR THE PILOT TO PROCEED	
FROM _____ STATION TO _____ SIDING	
(MULTIPLE PILOT SYSTEM)	
To	Date:
The Loco Pilot of	Time:
Engine No.....	
Last Vehicle No.....	
<p>You are hereby authorized to start the Pilot from Station and proceed to Siding. The last Pilot left _____ and has arrived into _____ athrs.</p> <p>Private Number (in figures) (in words).</p> <p>You shall not leave the Siding on completion of work unless authorized by the Pilot in-charge in writing.</p>	
<p>Signature of the Station Master Stamp:</p>	

- (iv) The Loco Pilot shall proceed to the Siding duly observing the prescribed speed restrictions, if any.
- (v) The Pilot shall stop short of the top points / stop board / earmarked place at the Siding yard.

(2) On arrival at Siding-

- (i) On arrival of the Pilot inside the Siding, the Pilot in-charge shall assure the Station Master duly supported by a Private Number that the Pilot has arrived complete into the Siding and that the line between the Station and the Siding is clear and free from any obstruction through the following authorized means of communication between Siding and Serving Station in the order of priority given below:-
 - (a) Station to Siding Fixed telephone
 - (b) Fixed telephone such as Railway auto phone or any fixed telephone provided and authorized in Station working Rules.
 - (c) VHF set and
 - (d) CUG phone.
- (ii) The Station Master shall record the time of arrival of the Pilot into the Siding and the Private Number received from the Pilot in-charge in the Pilot Movement Register.
- (iii) All shunting operations inside the Siding shall be carried out under the supervision of the Pilot in-charge, on clear hand signals and after ensuring that points are correctly set and secured with cotter bolt & pin (or clamp & padlock) in the facing direction.

(3) Despatch of second and subsequent Pilots into the Siding

The above procedure shall be adopted for working second and subsequent Pilots, if any, after ensuring from the Pilot Movement Register that the line between the Station and the Siding, over which the Pilot has to move, is free and clear of obstruction, by observing that all the columns pertaining to previous Pilots have been completely filled appropriately.

On arrival of the Pilot inside the Siding, Pilot in-charge shall assure the Station Master of clearance of the Siding line with a Private Number.

(4) Procedure for working a Pilot from Siding to Serving Station

- (i) On completion of the work in the Siding yard, the Pilot in-charge shall advise Station Master the load particulars and the LV number of Pilot train to return to the Station and seek his/her permission to start the Pilot train.
- (ii) The Station Master shall give his/her permission supported by a Private Number, only after ensuring that the line between the Siding and the Station is free of any other Pilot moving to or from the Siding from Pilot Movement Register. The Station Master shall record these particulars in the Pilot Movement Register.
- (iii) On receiving the Station Master's permission, the Pilot in-charge will ensure correct setting and locking of points for the dispatch of the Pilot from the Siding and shall handover a written authority to the Loco Pilot in the format given below:

AUTHORITY FOR THE PILOT TO PROCEED TO THE STATION (MULTIPLE PILOT SYSTEM)	
Mode of communication _____	
To _____	Date: _____
The Loco Pilot of	Time: _____
Engine No.....	
Last Vehicle No.....	
You are hereby authorised to start the Pilot from Siding and proceed toServing Station. The last Pilot left _____ and has arrived into _____ athrs.	
Private Number(in figures)(in words).	
Signature of the Pilot in-charge	

- (iv) On receipt of this authority, the Loco Pilot shall proceed back to Station duly observing the speed restrictions notified. On reaching the Station, Loco Pilot shall stop short of the top points / stop board / earmarked place on the Siding line and give a long whistle to attract the attention of the Station staff.
- (v) If The Station Master is in a position to admit the Pilot, he/she shall set the route to the selected reception line and receive the Pilot into the Station yard by taking off shunt signal or by Pilot in memo.
- (vi) On complete arrival of the Pilot inside the fouling mark and after verifying the Last Vehicle number, the Pilot in-charge shall endorse in the Pilot Movement Register that the Pilot has arrived complete and that no vehicle is left on the line between Station and Siding and sign in full with time and date.
- (vii) Where Pilots do not enter the Serving Stations or go away immediately, the Pilot in-charge shall call the Station Master of the Serving Station, through walkie-talkie, and confirm complete arrival of the Pilot, out of the Siding line, duly mentioning the name / number of the train with time and date and exchange Private Numbers supported with initials with the Station Master of the Serving Station.

(5) Pro-forma of Pilot Movement Register:

S. No.	Train no. / Engine no.	Pilot to Siding/ Station	PN to Pilot	Time Pilot left to/from Siding	Time Pilot arrived into Siding/ Station	PNs received from the Pilot in-charge or Pilot in-charge signature	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

(6) Failure of communication

- (i) In the event of failure of means of communication with the Siding, the Station Master must not send another Pilot onto the line leading to the Siding if a Pilot is already occupying the Siding line.

- (ii) Similarly, during the period when there is no means of communication, the Pilot in-charge must not allow his/her Pilot to move out of the Siding till such time he/she is authorized to do so by Station Master in writing.
- (iii) The Station Master of the Serving Station shall arrange to handover the following Authority to the Loco Pilot of the Pilot that is already in the Siding.

AUTHORITY FOR THE PILOT TO PROCEED TO THE STATION (MULTIPLE PILOT SYSTEM)	
(In case of failure of Communication)	
To	Date:
The Loco Pilot of	Time:
Engine No.....	
Last Vehicle No.....	
Communication between the Siding and Station_____ has failed. You are authorized to start the Pilot from _____Siding and proceed to _____Serving Station with great caution. No Pilot has been permitted to start from the Station.	
Signature of the Station Master Stamp:	

- (iv) During the period of failure of means of communication, if the Siding and the Siding lines are free of all Pilots, the Station Master has to adopt “One Pilot Only System” till such time any one of the means of the communication is restored.
- (v) The Station Master must make all entries pertaining to the Pilots dealt under “One Pilot only System” in RED ink in the Pilot Movement Register.

(7) Handing Over

Before signing off duty, the Station Master must record a declaration in the “Pilot Movement Register” and the “Station Diary” in RED ink regarding the clearance of the section between Siding and the Serving Station or the presence of Pilot if any, between the Station and the Siding with all particulars including the name of the Pilot in-charge.

This declaration must be signed in full by the Station Master, signing off duty, with date and time, below which, the Station Master taking over shall sign in acknowledgement.

II. Working of trains into Sidings having operating in-charge.

- (i) At the Sidings provided with operating in-charge, the authorized means of communication, Pilot Movement Register and PN exchange shall be maintained at an earmarked place.
- (ii) The operating in-charge is responsible for granting permission to the Station Master of the Serving Station under exchange of Private Numbers for dispatching of Pilots from Station into the Siding, after ensuring clearance of the section between Serving Station and Siding. On receiving the PN from the operating in-charge, the Station Master shall issue the written authority to Loco Pilot for movement into the Siding.
- (iii) The operating in-charge shall also ensure that the Pilots already in the Siding are standing within the fouling marks and it is safe for the other Pilots to enter or leave the yard, before admitting / dispatching another Pilot.

- (iv) The operating in-charge shall obtain permission from the Station Master of the Serving Station under exchange of Private Numbers for dispatching of Pilots from the Siding to the Station, after ensuring clearance of the section between Serving Station and Siding. On receiving the PN from the Station Master, the operating in-charge shall issue the written authority to Loco Pilot for movement towards the Station.

AUTHORITY FOR THE PILOT TO PROCEED TO THE STATION	
Mode of communication _____	
To	Date:
The Loco Pilot of	Time:
Engine No.....	
Last Vehicle No.....	
<p>You are hereby authorised to start the Pilot from Siding and proceed toServing Station. The last Pilot left _____ and has arrived into _____ athrs.</p> <p>Private Number(in figures)(in words).</p>	
Signature of the Operating in-charge	

- (v) If Block working and signals are provided between Siding and Serving Station / block cabin, trains may be worked on block protection / signals and there is no need to issue written authority.

III. Working of Pilots where the Siding line extends to another Siding or diverges to various Sidings

- (i) Where a Siding line leads to multiple Sidings either by extending the Siding line, as in case of Ramagundam Siding, where the line is extended to one after another Siding or by diverging into many Sidings, as in case of Tandur Siding, the line shall be split into multiple sections duly demarcated by stop boards and proper naming of such locations.
- (ii) Pilots shall be worked in each section in any of the above methods, as authorised by Sr.DOM, duly indicating the same in Station Working Rules. Separate authority shall be issued for each section.
- (iii) At any point of time, only one Pilot should be permitted in one section.
- (iv) In case of Multiple Pilot system, the written authority shall be made for each section as illustrated below.
- (v) Separate Table for each section shall be provided in Pilot Movement Register to prevent movement of more than one Pilot into same section.

**AUTHORITY FOR THE PILOT TO PROCEED
FROM _____ STATION TO _____
(MULTIPLE PILOT SYSTEM)**

To _____ Date: _____
 The Loco Pilot of Time: _____
 Engine No.....
 Last Vehicle No.....

You are hereby authorized to start the Pilot from and proceed to

The last Pilot left _____ and has cleared _____ at _____ hrs.

Private Number(in figures)(in words).

You shall not proceed further on reaching unless authorized by the Pilot in-charge in writing.

You shall not leave the Siding on completion of work unless authorized by the Pilot in-charge in writing.

Signature of the Station Master
Stamp:

**AUTHORITY FOR THE PILOT TO PROCEED FROM _____ TO _____
(MULTIPLE PILOT SYSTEM)**

Mode of communication _____

To _____ Date: _____
 The Loco Pilot of Time: _____
 Engine No.....
 Last Vehicle No.....

You are hereby authorized to start the Pilot from and proceed to.....

The last Pilot left _____ and has cleared the _____ athrs.

Private Number(in figures)(in words).

Signature of the Pilot in-charge

Other guidelines applicable to all the above

(i) Unmanned Level Crossings

The Pilot must stop short of unmanned level crossing on way to/from the Siding. The Pilot should move across the level crossing only after ensuring that the gate is clear of road traffic.

(ii) Manned Level Crossings

The rules for working of Level Crossings given in the Appendix-II shall be followed.

(iii) Engines owned by the Siding Authorities

Engines privately owned by the Siding authorities normally perform shunting in their yard. At such Sidings, the Pilot in-charge should obtain a written memo from the Siding authorities in the following manner:

“Railway Traffic Engine/Pilot is permitted to enter Siding. All shunting operations by the Siding engine(s) are suspended.”

Once this written authority is given to the Pilot in-charge, the Siding authorities shall be responsible to ensure that all shunting by the factory-owned engines is kept suspended till the departure of the Pilot from their Siding yard.

The Pilot in-charge shall keep the written authority in his/her custody till the completion of shunting and shall handover this authority back to the Siding authorities only while leaving the Siding.

(iv) Shunting

In case at Siding, where Multiple Pilot System is in force, it is required to perform shunting beyond the top points / Stop Board / earmarked place at the Siding yard, Pilot in-charge shall take permission from Station Master supported by Private Number. On completion of shunting, Pilot in-charge shall inform the Station Master about the clearance of the section supported by Private Number. Station Master shall not give this permission if any train / Pilot has left the Station to Siding.

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