## SOUTH CENTRAL RAILWAY

**Safety.387/Fly Leaf/19/2025**

# Fly Leaf No. 19/ 2025

**Attention..... Loco Running Staff and Operating Officials.....**

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# SHUNTING.

**(Appendix–XII of G&SR, AS No.22 dated 22-09-2025, other related rules from G&SR and SCR JPO dated 21.10.2025)**

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"***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 or for any other purpose; **(GR 1.02 (49))**

1. Shunting instructions are the instructions issued by the Station Master to the Loco Pilot, Shunter, Guard, Shunting Jamedar or any Points Man nominated for the purpose regarding the particulars of shunting to be done. Shunting operations shall be controlled by fixed signals or hand signals or by verbal directions. **(App–XII)**
2. At major stations where separate staff viz., outdoor Station Master / Yard SM / YM / Shunting Master / Shunting Jamedar are provided for supervising the shunting, Form No. T/806 need not be given within station section. Such stations shall be notified by respective Sr.DOMs and incorporated in Station working rules. **(App–XII) (SR 5.14.9)**
3. Shunting order in Form T/806 shall be issued with details of all shunt movements to be carried out with in station section and for performing shunting during block forward / block back in double line and block back in single line. The Guard /competent railway servant, supervising the shunting shall accompany the train. Closure of LC gates if any shall be ensured by SM and Loco Pilot. **(App–XII)**
4. Shunting order in Form T/806 issued shall also be duly filled with additional information regarding length of the siding. **(JPO)**
5. It is the responsibility of the LP / TMR/Shunter and shunting staff to acquaint with shunting restrictions before commencement of shunting. **(JPO)**
6. The person, who initially gives instructions for shunting operations, shall not change instructions and authorise the changing of point etc., unless he has satisfied himself that shunting operations have been stopped completely. **(JPO)**
7. Shunting staff shall have the knowledge of layout of the station, yard or line where they are operating. They should clearly understand the length of the line up to the dead end, measured in terms of meters / number of coaches or wagons it can accommodate. Before initiating push-back shunting, the Loco Pilot / Shunter / Shunting Staff shall know the number of wagons or coaches involved. **(JPO)**
8. The Station Master shall ensure that the relevant block section in the Absolute Block System, and the entire line between two block stations in the Automatic Block System, is clear of trains. The SM shall also obtain consent from the Station Master at the other end before initiating block forward or block back operations. **(App–XII)**
9. Block forward / Block back messages shall be given under exchange of Private numbers and entries shall be made in red ink in the TSR. SM shall inform the SCOR under exchange of PN. **(App–XII)**
10. All fixed signals except First stop signal and Last Stop Signal may be taken off for Shunting purposes. Where shunt movements are not governed by signals, all concerned points in the route shall be correctly set, "cotter bolted and pin inserted" where provided or "clamped and padlocked" and PHS exhibited. **(App–XII)**

11. When a fixed shunt signal on a post by itself or below a Stop signal becomes defective, T/369 (3b) shall be issued and Proceed Hand Signal should be shown from the foot of such defective signal after ensuring proper setting of points and securing by clamping and padlocking. When a Shunting Permitted Indicator (SPI) becomes defective, T/369 (3b) shall be issued and Proceed Hand Signal should be shown from its foot after ensuring proper setting of points and securing by "cotter bolt and pin insertion" or "clamping and padlocking" **(App–XII)**
12. When shunting is required to be carried out for attaching or detaching of vehicles on passenger carrying trains, the shunting engine / banking engine / train engine with or without vehicles shall first come to a halt 20 metres away from the train and thereafter perform the shunting carefully. **(App–XII) (SR 5.13.3)**
13. While pushing back in shunting movement on line terminating in Dead End, train must be stopped 20 meters before the Dead End and then shall be pushed back cautiously so that bumping with Dead end can be avoided. **(App–XII)**
14. Provision of Standard buffers and regular maintenance of buffers / dead end shall be ensured by the Supervisor concerned. Illuminated strips to be provided to dead ends / buffer stops to enable shunting staff to notice nearness of buffer stop / dead end clearly during night time. **(JPO)**
15. In station yards where grade condonation has been obtained, specific instructions that are issued along with the condonation with regard to shunting shall be adhered to. **(App–XII)**
16. The Outer, Home and the last Stop signal of a station shall not be taken "OFF" for shunting purposes. **(GR 3.46(1))**
17. When the VTP (or the prescribed VTO) provided under conditions laid down is not visible to the Station Master, no shunting should be carried out on non-isolated lines after granting Line Clear to an approaching train. **(SR 3.61.7 (3) (iii))**
18. Shunters may be allowed to perform shunting inside station limits, but, except under special instructions issued by the DRM, they shall not be allowed to work any train outside station limits. **(SR 4.20.1).**
19. When a vehicle has been detached from a train due to defect or damage, the nearest TXR shall be advised. This vehicle shall be stabled and secured separately. Unnecessary shunting with or against such vehicle shall be avoided. The vehicle shall not be accepted again for traffic use or worked away from the station until certified fit by the TXR. **(SR 4.29.6).**
20. If it is necessary to perform any shunting on the line on which the material train is stabled, the Guard shall be present throughout the period the shunting is performed. **(SR 4.64.1.2).**
21. Shunting operations shall be controlled by fixed signals or hand signals or by verbal directions. **(GR 5.13 (1))**
22. The Loco Pilot shall not, however, depend entirely on signals and shall always be vigilant and cautious. **(GR 5.13 (2))**
23. The speed during shunting operations shall not exceed 15 kilometres an hour unless otherwise authorised by special instructions. **(GR 5.13 (3))**
24. The Loco Pilot shall, before moving on the Stop signal taken "OFF" for him, observe the hand signals of the Railway servant conducting shunting, whenever necessary. The shunting staff need not accompany during shunt movements of light engine(s) on to a free line governed by fixed signals. In case of any doubt or when the line is not clear of obstruction, the engine(s) shall be accompanied and hand signalled by Shunting Staff. **(SR 5.13.1.)**
25. At stations where separate shunting staff are employed, they shall attend to all shunting operations. At all other stations, shunting operations shall be supervised personally by the Guard of the train, under the orders of Station Master. **(SR 5.14.1.)**
26. In case it is necessary to shunt a train from one line to another across the main line, the Guard shall travel in his brake-van and such shunting shall be conducted only under the supervision of Station Master. **(SR 5.14.2.)**
27. While shunting wagons loaded with petrol, kerosene oil, liquid fuel, spirit and other highly inflammable liquids, the speed should be restricted to 8 KMPH. **(SR 5.14.3.)**

28. Carriages containing passengers shall not be moved for shunting purposes without the personal orders of the Station Master and also the Guard of the train concerned, who will jointly be responsible for taking all precautions, to warn passengers and to prevent accidents either to the passengers in the carriages or to those attempting to get into or out of them under the impression that the train is being started. The Guard shall have the vacuum brake connected up and ensure that the shunting is performed safely. **(SR 5.14.4.)**
29. In case shunt movements are governed by Shunt signal/Starter signal, which detect the facing points, the Shunt/Starter shall be taken "OFF" and in all other cases, the facing points shall be clamped/cotter bolted and padlocked. **(SR 5.14.5.)**
30. Shunting of wagons containing explosives shall not be carried out except under the superintendence of an official not lower than Station Master who shall ensure that during shunting operations – **(SR 5.14.6.)**
    (a) Wagons containing explosives shall be separated from Elec/Diesel locomotive by a minimum number of one wagon not containing explosives or other dangerous goods or articles of inflammable nature.
    (b) The speed of all movements does not exceed 8 KMPH, and
    (c) No rough, hump, fly or loose shunting takes place.
31. At stations where shunting movements towards points over which the incoming train is to pass, are permitted under Special Instructions, the following instructions shall be followed: **(SR 5.16.)**
    (1) The shunting movements which are permitted under special instructions should be clearly endorsed on the Signalling & Interlocking Plan and Station Working Rule Diagram.
    (2) The details of shunting movements that have been permitted under special instructions should be clearly mentioned in the Station Working Rules along with the list of precautions to be taken as follows:

| S. No. | Signaled shunting movements permitted | | Precautions to be taken |
|---|---|---|---|
| | From Signal No. | Towards Point No. (over which incoming train is to pass) | |
| 1. | | | |
| 2. | | | |

    (3) The shunting movement shall normally be carried out with Loco in leading towards the point over which incoming train is to pass.
    (4) Shunting movement with engine pushing towards the point over which incoming train is to pass shall be done under exceptional circumstances duly observing the following precautions:
        (a) One of the shunting staff shall travel in the leading vehicle (towards the direction of movement) of the formation. If there is no facility to travel by the leading vehicle, the shunting staff shall walk by the side of the leading vehicle;
        (b) The shunting staff shall keep a sharp lookout and continuously exhibit Proceed Hand Signal to the Loco Pilot;
        (c) During the pushing the Loco pilot shall continuously observe the Proceed Hand Signal that is being exhibited by the shunting staff;
        (d) In the absence of Proceed Hand Signal from the Shunting Staff, the Loco Pilot shall stop the movement immediately.
        (e) The Shunting staff shall continuously whistle to warn the people on the way and
        (f) The Loco Pilot shall whistle continuously and keep a sharp look out and be prepared to stop the train short of any obstruction.
32. Shunting staff shall position themselves and continuously exhibit hand signals to the Loco Pilot and also have view of dead-end to monitor the movement safely. **(JPO)**
33. In case LP / Shunter is unable to see the hand signals due to curvature, lengthier load or obstruction, an additional Pointsman should be deputed in the working cab to relay the hand signals / shunting instructions. Walkie talkie can be used for continuous flow of

instructions. No movement is to be carried out by Loco Pilot / Shunter when there is any break in communication. **(JPO)**

34. While using walkies talkies, Staff shall clearly mention line and train number (Ex. GL1 BCNHL) and also confirm the identity of the speaker at the other end. **(JPO)**
35. The Chief Crew Controller (CCC) must ensure that Loco Pilots and Shunters are provided with proper LR and handling instructions before being assigned rostered shunting duties in the nominated yards. Additionally, Loco Inspectors (LIs) shall conduct regular checks on shunting operations and assess the driving techniques of Shunters during the course of shunting activities. TI / SM / YMs shall check the Shunting practices of the staff and educate them on safe working procedures. **(JPO)**
36. Chief Crew controller/SM should ensure that walkie- talkies supplied to Shunters/ LPs and train manager are fully charged and in working condition. In case of non-functioning and communication/signal problem at the particular location of the yard, the matter should be brought to the notice of concerned supervisors for further action. **(JPO)**
37. Hand shunting of vehicles occupied by passengers is strictly prohibited. **(SR 5.20.1.)**
38. In performing shunting at stations situated on or near a falling gradient steeper than 1 in 400, any special precautions stipulated in the SWR shall be strictly adhered to. **(SR 5.20.2.)**
39. Hand shunting of any vehicle fitted with roller bearings is strictly prohibited at a Station yard where the outermost points are on a grade steeper than 1 in 400 or situated within 100 meters of such a gradient. **(SR 5.20.3.)**
40. Shunting of any vehicle fitted with other than roller bearings shall be done at a station yard where the outermost points are on a grade steeper than 1 in 260 only with locomotive attached towards the falling side of the gradient. **(SR 5.20.4.)**
41. Hand shunting of vehicles fitted with other than roller bearings may be permitted at a station yard on a grade steeper than 1 in 260 only when the layout of the yard ensures that no vehicle can escape into the block section by provision of slip siding etc., provided the following precautions are taken :- **(SR 5.20.5.)**
    1) Line Clear is not granted to the station in the direction in which the shunting is to be performed.
    2) The Station Master or the special shunting staff, where provided, personally supervises the shunting.
    3) Only one vehicle is moved at a time.
    4) The vehicle to be moved is fitted with a hand-brake in good working order.
    5) It is manned by a competent railway servant to apply the hand-brake as and when necessary.
    6) The speed does not exceed 5 KMPH.
42. "Loose shunting" means vehicles being pushed by an engine and being allowed to run forward unattached. No vehicle shall be loose shunted unless provided with an efficient hand-brake or unless the vehicle is attached to at least another vehicle fitted with an efficient hand brake. A loose shunted vehicle shall be accompanied by a railway servant to pin down the hand-brake, when necessary. **(SR 5.21.1.)**
43. Loose shunting of or against loaded or empty oil tank wagons, vehicles containing petrol or kerosene oil in tins, trucks loaded with heavy machinery, rails or timber, cranes, loaded explosive vans, wagons loaded with live stock or military consignment, articles mentioned in the Indian Explosive Act, wagons labelled 'not to be loose shunted' and coaching vehicles, even if empty, is prohibited. **(SR 5.21.2.)**
44. "Fly shunting" is a shunt movement in which two or more vehicles to be moved, after being given an impetus by an engine (with or without other vehicles attached) are separated at the points, by the points being reversed smartly between the vehicles, in order to send them on to different lines. Fly shunting is strictly prohibited except for hump shunting in hump yards. **(SR 5.21.3.)**
45. Formation limit boards shall be provided at all sidings which are in close proximity with outside roads/ residential areas/ dwellings/nullahs /culverts indicating the maximum

permissible extent to which wagons/formation may be pushed. In this regard STOP and proceed with 03 kmph speed restriction board is to be provided at 20 metres before formation limit board of all such sidings to serve as a visible reminder for LP/Shunter to avoid any mishap during shunting near dead ends. Details and provision of such additional boards/ indicators shall be shown in SWR. **(JPO)**

46. During push back, Shunter/ LP should follow the instructions of shunting staff, however when the Shunter / LP feels pushing hard than usual, he should stop the movement. **(JPO)**

## SHUNTING IN ABSOLUTE BLOCK SYSTEM (Single Line) (App–XII)

### Within Station Section:

**On single line multiple aspect signalling territory**, no shunting (even within station section) shall be done in that direction, once Line Clear is granted except where shunting in the face of an approaching train is permitted in SWR (i.e. once Line Clear is granted to a down train, no shunt movement shall take place in up direction).

### Beyond Station Section:

### To shunt up to FSS:

(i) The line outside the outermost facing point / Last stop signal / Shunting limit board and up to First Stop Signal shall not be obstructed unless a railway servant specially nominated in this behalf by the station master is in charge of operations and also the block section into which shunting is to take place is clear of an approaching train.

(ii) Shunt key shall be extracted and handover to Loco pilot. If shunt key cannot be extracted, SM at other end should be asked to take out his shunt key and obtain PN to that effect, then LP shall be given T.806 with PN (the same PN received from other end SM).

### To shunt beyond FSS:

(i) For shunting a train outside the First stop signal, the line has to be blocked back.

(ii) The Shunt Key together with "Shunting Order" Form T/806 authorizes the Loco Pilot to pass the Last Stop Signal at "ON" and shunt into the Block Section. Return movement shall be permitted by taking off shunt signals or guided by PHS duly ensuring proper setting, clamping and padlocking of points and closure of LC gates if any.

(iii) After completion of the shunting, both SMs shall ensure that block section is clear and exchange messages supported by PNs before resuming normal working.

**Note**: If shunt key cannot be extracted, the station master at other end should be asked to take out the shunt key and to give PN to that effect. Then the loco pilot shall be given T/806 with PN.

## SHUNTING IN ABSOLUTE BLOCK SYSTEM (Double Line) (App–XII)

1. Shunting *within the station section* can be carried out when line clear is granted for a train, provided the necessary reception signals are kept at ON.
2. Shunting beyond outermost facing points/BSLB by block back shall be permitted by issuing T/806 with PN to LP and Guard duly mentioning the particulars of shunting. Such movement shall be authorised by taking off shunt signal, where provided or guided by PHS duly ensuring proper setting, clamping and padlocking of points and closure of LCs if any. Block instrument shall be kept in Train on line position and locked or LCB key in OUT position.
3. Shunting in the block section in advance shall not be permitted unless it is clear and blocked forward. Loco pilot shall be issued with T/806 with PN to do the shunting in the advance block section. Block instruments shall be kept in Train on line position and locked or LCB key shall be kept in OUT position by advance SM. Return movement shall be permitted by

taking off shunt signals or guided by PHS duly ensuring proper setting, clamping and padlocking of points and closure of LC gates if any.

**Note:** If shunting beyond LSS is permitted in Station Working Rules behind the train travelling away from a station, the shunt signal (if any) provided below the LSS may be taken "OFF" or the Loco Pilot may be given T/ 806 without PN. As soon as the preceding train clears the section, the line should be blocked forward if the shunting is not completed.

## SHUNTING IN AUTOMATIC BLOCK SYSTEM (App–XII)

In Automatic Block System, shunting on to the main lines or in to the block section is not permitted unless semi-automatic stop signals in the station are brought to manual mode, so as to bring such signals to "ON" initially.

### a. Within station section

(i) Shunting is permitted within station section generally. When Line Clear is granted, shunting within station section is not permitted in that direction, except where shunting in the face of an approaching train is permitted in Station Working Rules (i.e. once Line Clear is granted to a down train, no shunt movement shall take place in up direction). The Authority T/806 without PN shall be issued to the Loco Pilot and Guard unless notified by Sr.DOM as laid down in SR 5.14.9.

(ii) On double line section, shunting within the station section can be carried out, provided the necessary reception signals are kept at on.

### b. Beyond station section

**On single line,** the direction of traffic shall be established by duly intimating Station Master of the block station at the other end under exchange of messages supported by Private Numbers, treating section between both the block stations as one block section. T/806 with PN shall be issued to LP and Train Manager duly mentioning the particulars of *shunting.*

After completion of the movement, Station Master shall ensure complete arrival of the train and communicate to the Station Master of block station at the other end duly exchanging messages supported by Private Numbers. The entries shall be made in red ink in the TSR.

### c. Shunting on double line outside outermost facing points / BSLB:

1. Station Master of a block station, who intends to perform shunting into block section in rear shall inform the Station Master of the block station in rear and treat entire section between the two block stations as one block section duly ensuring that all the trains, which entered into the section from the station in rear have arrived complete at his station.
2. Then the Station Master shall **block back** duly exchanging the messages with Station Master in rear and obtain private number in assurance that the shunting is permitted into the block section and no train will be despatched from his end till the **block back** is cancelled.
3. T/806 with PN obtained from station in rear shall be issued to LP and Train Manager duly mentioning the particulars of *shunting.*
4. Such movement shall be authorised by taking off shunt signal, where provided or guided by PHS duly ensuring proper setting, clamping and padlocking of points and closure of LCs if any.
5. The entries must be made in red ink in TSR. On completion of the movement, both the Station Masters shall exchange messages supported by private numbers for cancellation of **block back** after ensuring that the **block section** is clear of trains.

### d. Shunting beyond LSS: (block forward)

1. Station Master of a block station, who intends to perform shunting into block section in advance, shall ensure that the entire line in advance between both the block stations is clear of trains and shall treat as one block section.

2. Then the Station Master shall "block forward" duly exchanging the messages with Station Master of the station in advance and obtain private number in assurance that the shunting is permitted into the block section and no train will be despatched until the "block forward" is cancelled.
3. The Authority T/806 with PN received from Station Master of station in advance shall be given to loco pilot/Guard and authorizing the Loco Pilot to pass LSS at "ON".
4. Return movement shall be authorised by taking off shunt signal, where provided or guided by PHS duly ensuring proper setting, clamping and padlocking of points and closure of LCs if any.
5. On completion of shunting, the SM shall ensure complete arrival of the train and cancel "block forward" duly exchanging messages with the SM at the other end supported by Private Numbers. The entries shall be made in red ink in the TSR.

**SHUNTING IN REAR OF A TRAIN TRAVELLING AWAY FROM THE STATION: (App–XII)**

1. The Station Working Rules shall permit such movements duly considering the local conditions like gradient, visibility, speed, weight and brake power of trains.
2. If permitted, intimate the Station Master at other end, issue T/806 without PN and authorize the Loco Pilot to pass LSS at "ON".
3. Guard / competent railway servant, supervising the shunting shall accompany the movement.
4. If the train traveling away clears into the station in advance, before the return of Shunting train, the Station Master shall note down the clearance of the train and block forward if the block section is still obstructed.
5. If the train travelling away does not clear into the station ahead, but the shunting train returns to the station, Station Master shall intimate about the arrival of shunting train, under exchange of messages supported by Private Numbers. Then the trains can be dealt normally.

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**SAFETY ORGANISATION** **SOUTH CENTRAL RAILWAY**

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