

East Central Railway

Office of the  
Principal Chief Operations Manager

No.ECR/Optg. Safety/Safety Policy/78/505

Dated: 04.02.2022

Sr. DOMs

East Central Railway

DHN, DNR, DDU, SEE & SPJ

**Sub:- Standardisation of Operating Forms & Registers to be maintained at stations.**

Please find herewith a list of Forms & Registers to be maintained at stations /Goods & Coaching Yards as per prevailing practice.

**Annexure – A** - List of Standard Forms to be maintained at all stations.

**Annexure – B** - List of Registers to be maintained at all stations.

**Annexure – C** - List of Registers to be maintained at Goods Yards besides the above list as per Annexure-A & B.

**Annexure – D** - List of Registers to be maintained at Coaching Yards besides the above list as per Annexure-A & B.

**Annexure – E** - List of Registers to be maintained by Yard Masters in major yards besides the above list as per Annexure-A & B.

**Annexure – F** - List of Registers to be maintained where Guard Lobbies are not yet shifted to Joint Crew Lobbies besides the above list as per Annexure-A & B.

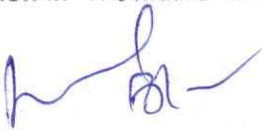
You are requested to examine the above Annexures in detail and suggest regarding continuance of above. It can also be suggested that any other registers/forms which are necessary to be kept at any station or yard etc. with detail reason and justification, if any.

After a review with your suggestions, a list as standard forms & Registers to be maintained at stations will be finalised with the approval of competent authority.


You are requested to submit your views latest by 18<sup>th</sup> Feb. 2022

DA:- Annexure as above (4 pages).

Copy to : DRMs – DHN, DDU, DNR, SEE & SPJ for kind information in reference to Operating Manual's provision in 'WORKING OF STATION' Chapter on page 10/11.



Sr. DDM

  
040222  
(B.K.Das)

Chief Operations Manager/General  
ECR/Hajipur

## List of Standard Forms to be maintained at all stations.

S.No.	Name of Forms	Form No.	Preservation Period in year
1.	Advance Authority to pass Defective Signals	T/369(1)	01
2.	Authority to pass Signals at 'ON' position	T/369(3b)	01
3.	Caution Order	T/409	01
4.	NIL Caution Order	T/A 409	01
5.	Reminder Caution Order	T/B 409	01
6.	Authority to Receive a train on an obstructed line	T/509	01
7.	Authority to start a train from a non signalled line	T/511	01
8.	Authority to start from a line with Common Starter Signal	T/512	01
9.	Authority to Proceed for Relief Engine/ Train into an Obstructed Block Section	T/A 602	01
10.	Authority for opening Communication during Total Interruption of Communication on S/L section	T/B 602	01
11.	Authority for working of trains during Total Interruption of Communication on D/L section	T/C 602	01
12.	Authority for Temporary Single Line Working on Double Line section	T/D 602	01
13.	Line Clear Enquiry Message asking Line Clear for Dispatch Of Trains during TFC on Single Line Section	T/E 602	01
14.	Conditional Line Clear Reply Message	T/F 602	01
15.	Conditional Line Clear Ticket (UP)	T/G 602	01
16.	Conditional Line Clear Ticket (DN)	T/H 602	01
17.	Message on Restoration	T/I 602	01
18.	Written Permission by Guard to Loco Pilot to proceed to next Station from Mid section	T/609	01
19.	Shunting Order	T/806	01
20.	Authority to pass Automatic/Semi Automatic/Manually Operated/Gate signals	T/A 912	01
21.	Authority to Proceed without Line Clear on Automatic Block Signalling Territory	T/B 912	01
22.	Authority to Proceed for Relief Engine/ Train into an Automatic Block Signalling Section	T/C 912	01
23.	Authority to Proceed on Automatic Block System during prolong failure of signals	T/D 912	01
24.	Train Intact Arrival Register	T/1410	01
25.	Line Clear Inquiry & Reply Message Book in the event of Failure/Suspension/Non-provision of Block Instrument (For Train Dispatching Station)	T/A 1425	01
26.	Line Clear Inquiry & Reply Message Book in the event of Failure/Suspension/Non-provision of Block Instrument (For Train Receiving Station)	T/B 1425	01
27.	Paper Line Clear Ticket (UP)	T/C 1425	01
28.	Paper Line Clear Ticket (DN)	T/D 1425	01
29.	Motor Trolley Permit	T/1425	01

## List of Operating Register to be maintained at all stations.

S.No.	Name of Registers/Books/Form	Preservation Period in year
1.	Signal Failure Register	01
2.	Basement/Relay Room Register	01
3.	S&T Disconnection/Reconnection Notice Register	01
4.	Signal/Point Failure Memo	01
5.	Caution Memo Register	01
6.	Pvt. No. Sheet	01
7.	Line Block & Clear Register	01
8.	Stable Load Register	01
9.	Train Intact Arrival Register	01
10.	Token Balance Book	01
11.	Veeder Counter Register	01
12.	UFSBI key Register	01
13.	Cabin Log Book	01
14.	Register for Authorised person to open the B/Instrument	01
15.	Fog Signal Register	05
16.	Petrol men Reporting Register	01
17.	L.C.Gate Failure Register	01
18.	Power Block Register	01
19.	SWR	05
20.	Assurance Register Class-III	05
21.	Assurance Register Class-IV	05
22.	Officer Inspection Register	03
23.	TI Inspection Register	03
24.	Night Inspection Register	03
25.	Safety Meeting/Seminar Register	01
26.	Fire Drill Register	01
27.	Leave Register	01 or up to leave Sheet updation.
28.	Time & Weather Register	01
29.	Emergency Cross Over check Register	01
30.	TSR	01
31.	Attendance Register	05 or Permanent (As the case be)
32.	Alert Advice Assurance Register	01
33.	Safety Circular Assurance Register	01
34.	Refresher Course & VT Register	05
35.	Refresher Course & VT Certificate Register	05
36.	Wagon Census Register	03
37.	Safety Drive Register	03
38.	Dead Stock Register	Permanent

## Annexure - C

List of Registers to be maintained at Goods Yards besides the above list as per Annexure-A &amp; B.

S.No.	Name of Registers/Books/Form	Preservation Period In year
1.	Train Passing Registers/Books/ Forms	01
2.	Muster Roll	Permanent
3.	Caution Order Register & Caution Order Book	01
4.	Wagon Exchange Book/Wagon Exchange Register	03
5.	Sick Wagon Register and transhipment Register	03
6.	Guard's Signature Book	03
7.	Wagon Demand/Priority Register	03
8.	Indent and Loading Register	03
9.	Wagon Transfer Register	03
10.	Damage Stock Register/Sick wagon Register	03
11.	Siding Voucher Book/Record of Time Wagon Handling over	03
12.	Control Order Book/Conference Book	03
13.	HQ Leaving Permission Register	01
14.	Uniform Register	Permanent
15.	Record for Station Equipment sent to repair	Permanent
16.	Register for Inward and Outward Letters	03
17.	Register for Important Circulars	Permanent
18.	Station Order Book	Permanent
19.	Station Inspection Register	Permanent
20.	Transportation Bio-data Register, Register of Home address of Staff etc.	Permanent
21.	Spectacles Register	01
22.	Station Diary and Charge Book	01
23.	Unconnected Wagon Register	03
24.	Load Report Register	03
25.	Register showing analysis of late starts to Goods Trains at important yards.	03
26.	Watering Register	03
27.	Guard's and Assistant Guard Arrival Register	03
28.	Register showing Detention to Wagons at Break of Gauge Transhipment point	03
29.	Number Taker Book	03
30.	Yard Wagon Balance Register	01
31.	Guard's duty Register	03
32.	Guard's Rough Journal	03
33.	Register of Train Advices	6 months
34.	Register showing load of Goods Train and Goods trains run under load	03
35.	Statement of running of passenger Train	03
36.	Diary of Yard Supervisor	Permanent
37.	Summary of Daily Receipt and Dispatch of wagon and work done	03
38.	Special Stock Register	03
39.	Detention to Wagon at Train Marshalling station	03
40.	Marshalling Register for Inward and Outward trains	03
41.	Register showing detailed Arrival, Placement, Dispatch and Detention particulars of PU, Repack Wagons etc.	03
42.	Register of long distance Goods Train run	03
43.	Unusual Register, other Register and Records maintained in control offices and at specified stations	03

**Annexure – D**

List of Registers to be maintained at Coaching Yards besides the above list as per Annexure-A & B.

S.No.	Name of Register	Preservation Period in year
1.	DSR (Daily stock Register for Coaching)	03
2.	Detachment & Attachment Register for Coaching	03
3.	Incoming Coaching Book (With Break up)	03
4.	Outgoing Coaching Book (With Break up)	03
5.	Damaged/Fit (spare) Coaching Register	03

**Annexure – E**

List of Registers to be maintained by Yard Masters in major yards besides the above list as per Annexure-A & B.

S.No.	Name of Register	Preservation Period in year
1.	DSR (Daily stock Register)	03
2.	Running Balance Register for Incoming & Outgoing Goods	03
3.	Hand Book for Outgoing of Empty wagons (forVG)	03
4.	Stock Position Register	03
5.	Rake Detention Register	03
6.	Through Train sick Wagons Register	03
7.	Pilot Register (Daily Movement of Yard Pilot)	03
8.	Wagon Detention Register	03
9.	Inward Load Register	03
10.	Allotment Register	03
11.	Engine Detention Register	03
12.	Turn Round Register	03

**Annexure – F**

List of Registers to be maintained, where Guard Lobbies are not yet shifted to Joint Crew Lobbies, besides the above list as per Annexure-A & B.

S.No.	Name of Register	Preservation Period in year
1.	Breath Analyser Test Register	01
2.	Guard Booking Register	01
3.	Casualty Register (Leave, Sick, RC/VT for Guard)	05
4.	Guard Duty Adjudicator Register	01
5.	Roster/Relief Diary (For mgmt of leave, Ref etc)	01
6.	Spl. Duty Pass Register	05
7.	FIR Register	Permanent
8.	LR Register	01
9.	Out Station Guard Reister	01