

APPENDIX – ‘A’

WORKING INSTRUCTIONS FOR MANNED LEVEL CROSSING GATES ON INDIAN RAILWAYS

These instructions should be read together with provisions in General & Subsidiary Rules. Following General Instructions are ment for all types of Manned Level Crossing Gates.

1. GENERAL1.1 DESCRIPTION OF THE LEVEL CROSSING GATE:

Following details shall be maintained at all Manned Level Crossing Gates:

1. Number of Level Crossing Gate
2. Engineering or Traffic Gate
3. Under control of Station Master/Section Engineer (P-Way).....
4. Location at Km.....
5. At Station
6. In between Stations&
7. BG/MG/NG.....
8. Single line/Double line/Multiple line.....
9. Normal Position.....
10. Interlocked/Non –Interlocked.....
11. Means of Interlocking.....
12. Provision of Gate Signal at Kms.
 - (i) UP Line.....
 - (ii) DN Line
13. Signalling arrangements.....
14. Means of Communication –Telephone/Bell etc.
15. Width of Level Crossing Gate.....
16. Type of Road (NH/SH/Others)
17. Name of Road
18. Metalled/Non-metalled.....
19. Approach Road.....
20. Width of Road.....
21. Angle of Road Crossing (in case of the skew gates)
22. Road gradient (if any)
 - (i) North/East Side.....
 - (ii) South /West Side.....
23. Road alignment (Straight/Curve)
 - (i) (North/East Side.....
 - (iii) South /West Side.....
24. Provision of Height Gauges.....
25. Type of Barriers.....
26. Length of Check rails.....
27. Road surface in between L-Xing gates.....
28. Length of Rumble strips/Speed breakers.....
29. Road signs.....
30. Speed Breaker Indication Board.....
31. TVU.....on.....
32. Census next due on.....
33. Demarcation for placement of Detonators.....
34. No. of Gateman working

35. Nearest Railway Medical Assistance.....
 36. Nearest Privately Medical Assistance (if any).....
 37. List of equipment available Yes/No.....

1.2 EQUIPMENT:

Sr. No.	Items	Quantity/Numbers
(1)	Hand Signal Lamp Tri-Colour	3 (5 on Quadruple/Line or twin single line)
(2)	Hand Signal Flag Green	1 Mounted on sticks
(3)	Hand Signal Flag Red	3 (6 on Quadruple/Line or twin single line) and 7 in case Hexaple Section mounted on sticks)
(4)	Banner Flag Red	3 (5 on Quadruple/Line or twin single line)
(5)	Posts for exhibiting Red Banner Flag	2 (4 on Quadruple/Line or Twin Single Line and 5 on Hexaple section))
(6)	Spare Chains with Padlocks	2 with stop mark.
(7)	Detonators	10 in plastic case
(8)	Fusee	1 (3 on multiple line, double line, parallel lines suburban sections, automatic signalling and Ghat sections)
(9)	Gate lamps	2
(10)	Tommy Bar	1
(11)	Mortar Pan	1
(12)	Spade/ Fowrah	1
(13)	Hammer	1 (In case of asphalted road this may not be provided)
(14)	Pick Axe	1 (In case of asphalted road this may not be provided)
(15)	Tin Case for Flags	1
(16)	Can for oil	1
(17)	Water Pot/Bucket	1
(18)	Canister for Muster Roll	1
(19)	Set of spare spectacles of Gateman wearing glasses	1
(20)	Board demarcating protection of Level Crossing Gate Diagram in case of obstruction on gate	1
(21)	Basket	1
(22)	Whistle	1
(23)	Wall Clock	1

Note: - Item No. 11, 12, 13, 14, 16, 18, 20 & 21 shall be dispensed with at level crossing gates operated by Cabinmaster/Cabinman/Leverman.

1.3 RECORDS TO BE KEPT AT GATE LODGE:

In addition to the above equipment, following records shall also be kept at the Gate Lodge.

- (1) Gate Working Instructions in Hindi/English.
- (2) Gateman Rule Book in Hindi/English.
- (3) List for tools and books.
- (4) Duty Roster
- (5) Certificate for working as Gateman
- (6) Bio-data particulars of Gate men, including date of passing vision test, initial/refresher course, safety camp etc.
- (7) Accident Register
- (8) Record of last census of road traffic at Level Crossing Gate.
- (9) Public Complaint Book
- (10) Inspection Book
- (11) S & T Register in case of Interlocked Engineering Gate.

1.4 MODE OF OPERATION: Detailed mode of operation for opening and closing the gate shall be provided in the respective Station Working Rules and Gate Working Instruction incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.

1.5 DUTIES OF GATEMAN:

- (1) ALERTNESS: The Gateman shall be alert and be prepared to take immediate action, should danger be apprehended. Keys of the gate shall be in his personal custody.
- (2) POSITION DURING PASSAGE OF TRAINS: During passage of trains, Gateman will stand in the manner indicated below:
 - (i) Gateman will stand attentively in front of the gate-lodge facing the approaching train
 - (ii) In day time, Gateman shall hold red and green flags furled up on separate sticks in right and left hands respectively.
 - (iii) In night time, Gateman shall hold lighted hand signal lamp with white light facing the track.
 - (iv) He shall keep the whistle slung around his neck from a cord.
- (3) ROUTINE DUTIES OF GATEMAN:
 - (i) Gateman shall ensure that red banner flag/red light is placed across the track whenever the gate is kept in open condition at non-interlocked level crossings and during emergencies or obstruction on track at other types of gate.
 - (ii) Gateman shall ensure that gate lamps and lamps of all gate signals are lighted and kept burning continuously from sunset to sunrise.
 - (iii) Gateman shall perform his duties strictly according to the duty roster and shall not leave the gate unless reliever arrives and takes charge of it. However, if it is necessary to leave the gate in an emergency, he must close and lock the gates against road traffic, before leaving the gate.
 - (iv) Except where otherwise prescribed under special instructions, he shall observe all passing trains and be prepared to take such action as may be necessary to ensure safety of trains.
 - (v) Gateman shall watch all passing trains and keep sharp look out for any unusual like hot axle, hanging chains, hanging battery, any vehicle/wagons/train/battery box on fire, shifted load, falling material like brake blocks, brake beams, safety bracket, vacuum cylinder or any other situation endangering safe running of trains.

- (vi) Gateman shall also be prepared to repeat any signal, which Guard may give to Loco Pilot on walkie-talkie or in any other way.
 - (vii) If lifting barriers/leaf gates get damaged or becomes out of order, the Gateman shall use the spare chain with disc and padlocks for securing the gate against road traffic.
 - (viii) Gateman shall report to the nearest Station Master, Gangmate or SE(PWay) any defect in his gate or apparatus pertaining to it, as soon as possible.
 - (ix) In the event of gate signal becoming defective the Gateman shall maintain the signal in the ‘ON’ position even by disconnecting the signal or the wire if necessary.
 - (x) At the gate whose signal have become, defective, the Gateman shall close and lock the lifting barriers/leaf gates on sighting a train and hand signal or pilot the train past the defective signal. In such case he should inform the Loco Pilot to report the defect at the next station.
 - (xi) Gateman shall wear badge and prescribed uniform while on duty at level crossing gate.
 - (xii) Gateman shall ensure that he is having competency certificate in his possession while on duty.
 - (xiii) Gateman shall work the gate as per Gate Working Instructions and remain well conversant with these instructions.
 - (xiv) Gateman shall ensure that equipment supplied at the gate is in good order and ready for immediate use.
 - (xv) Gateman shall see that the channel for the flange of the wheel is kept clear.
 - (xvi) Gateman shall keep the road surface well watered and rammed in case of un-metalled roads.
 - (xvii) Gateman must be vigilant to see that inconvenience to road users due to closure of gates should be to the minimum possible extent.
 - (xviii) Gateman on electrified section shall watch that road vehicles/ animals passing from gate are within the height loading gauge provided on either side of the level crossing gate.
 - (xix) Gateman shall prevent tress passing by persons or cattle to the maximum extent.
- (4) ACTION IN CASE OF UNUSUAL OCCURRENCE ON TRAIN: In case Gateman observes any thing unusual with a passing train, he shall take following action:
- (i) He shall take prompt action to warn the Loco Pilot and Guard of the passing train by showing red flag by day and red light by night.
 - (ii) But in case of train parting, Gateman shall not show stop hand signal and shall show prescribed signal for train parting i.e. green hand signal during day and white light during night waving up and down vertically.
 - (iii) He shall simultaneously try to draw the attention of the Loco Pilot and Guard by whistling continuously, shouting, gesticulating, throwing ballast on the brake van or by any other means.
 - (iv) If Loco Pilot and Guard fail to take notice, Gateman shall immediately inform the Station Master/Cabinmaster/Cabinman, if connected on telephone, to take appropriate action, under exchange of private number.
- (5) ACTION IN AN EMERGENCY AT THE LEVEL CROSSING:
- (i) In case of an obstruction at the level crossing gate, Gateman shall maintain the gate signals, if any, in the ‘ON’ position.

- (ii) Thereafter, if he is unable to remove the obstruction, shall immediately advise the Station Master/Cabinmaster/ Cabin man on duty, if connected by telephone, regarding the defects/obstructions at the gate, under exchange of private number.
- (iii) If there is no response from the Station Master/Cabinmaster/Cabin man after two or three attempts, he shall first protect the gate and then inform on phone.

The Gateman shall protect the line/Gate as under: -

(a) On double line section:

- (i) If both lines are obstructed the Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the line on which a train is expected to arrive first.
- (ii) Then he will similarly protect the other line.
- (iii) Gateman shall then proceed to protect the gate along with detonators, fusees and red flag by day and red hand signal lamp by night.
- (iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night on the line on which a train is expected to arrive first, to a point 600 meters on BG and 400 meters on MG/NG and place one detonator on the line, Thereafter he shall proceed to a distance 1200 meters on BG and 800 meters on MG/NG from the level crossing gate and place 3 detonators on the track 10 meters apart. Having thus protected the line he shall return to the level crossing gate picking up the intermediate detonator on his way back.
- (v) Thereafter, he shall proceed on the other line, showing red hand signal, similarly place detonators as described in para (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.
- (vi) Having returned to the gate, he must then take steps to remove the obstruction and warn the Loco Pilot of the approaching train.
- (vii) On those Meter Gauge sections where train run at more than 75 kmph, detonators shall be placed at distance to be specified under Special Instructions by the Administration.
- (viii) In case the Gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
- (ix) Thereafter, he shall light up and fix the fusee to warn the Loco Pilot and stop the approaching train by waving his red flag by day and red hand signal lamp by night repeatedly.

Note: - The level crossing gates which are located between outermost stop signal of the station are exempted for placing the detonators as described in sub-para (iv) above.

(b) On Single line section:

- (i) Gateman shall plant a red banner flag by day and a red light by night 5 meters away on posts duly provided for the purpose. He shall first protect the direction from which a train is expected to arrive first.
- (ii) Then he will similarly protect the other side.
- (iii) Gateman shall then proceed to protect the gate along with detonators, fusees and red flag by day and red hand signal lamp by night.
- (iv) Gateman shall proceed exhibiting red flag by day and red hand signal lamp by night towards the direction from which a train is expected to arrive first, to a point 600 meters on BG and 400 meters on MG/NG and place one detonator on the line. Thereafter he shall proceed to a distance 1200 meters on BG and 800 meters on MG/NG from the level crossing gate and place 3 detonators on the track 10 meters apart. Having thus protected the line he shall return to the level crossing gate picking up the intermediate detonator on his way back.

- (v) Thereafter, he shall proceed towards the other direction., showing red hand signal, similarly place detonators as described in sub-para (iv) above and return to the site of obstruction, picking up the intermediate detonator on his way back.
- (vi) Having returned to the level crossing gate, he must then take steps to remove the obstruction and warn the Loco Pilot of the approaching train.
- (vii) On those Meter Gauge sections where trains run at more than 75kmph, detonators shall be placed at distance to be specified under Special Instructions by the Administration.
- (viii) In case the Gateman observes or hears a train approaching when he is still on his way to protect and before he reaches the stipulated distance to place detonators, he shall place detonators on the line at a distance as far away as he can go.
- (ix) Thereafter, he shall light up and fix the fusee to warn the Loco Pilot and stop the approaching train by waving his red flag by day and red hand signal lamp by night repeatedly.

Note: - The level crossing gates, which are located between outermost stop signals of the station, are exempted for placing the detonators as described in para (iv) above.

(c) Other action to be taken by Gateman:

- (i) At night Gateman shall light two hand signal lamps and take action to exhibit red light and protect the lines as described in sub paras (a) and (b) above.
- (ii) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Gateman shall take immediate action.
- (iii) He shall note down the particulars of the road vehicle, vehicle number, name of the driver & owner and relay these details to the nearest Station Master/ Cabinmaster/ Cabin man or JE/SE/SSE (P.Way) regarding the particulars and obstructions at the level crossing gate, through messenger or other means available.

1.6 For the visibility requirements at level crossings, provision of speed breakers on the approach roads of level crossings and census of traffic at level crossings are described in paras 916, 918, 919 of IRPWM.

1.7 SPECIAL INSTRUCTIONS FOR DIFFERENT TYPES OF LEVEL CROSSING GATES:

Instructions for different types of manned Level Crossing Gates are given in Annexure as follows:

Annexure-I	Engineering Level Crossing Gate, interlocked with gate signals, provided with telephone, with normal position ‘Open to road traffic’
Annexure-II	Traffic Level Crossing Gate, interlocked with stop signals of the station, provided with telephone, with normal position ‘Open to road traffic’.
Annexure-III	Traffic Level Crossing Gate non-interlocked, provided with telephone, with normal position ‘Closed to road traffic’.
Annexure-IV	Engineering Level Crossing Gate, non-interlocked, provided with telephone, with normal position ‘Open to road traffic’.
Annexure-V	Engineering Level Crossing Gate, non-interlocked, provided with telephone, with normal position ‘Closed to road traffic’
Annexure-VI	Engineering Level Crossing Gate, non-interlocked, not provided with telephone, with normal position ‘Closed to road traffic’

ANNEXURE – I

ENGINEERING LEVEL CROSSING GATE INTERLOCKED WITH GATE SIGNALS, PROVIDED WITH TELEPHONE WITH NORMAL POSITION “OPEN TO ROAD TRAFFIC”.

(General Instructions are common for all types of Manned Level Crossing Gates)

1. Mode of Operation: Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level Crossing gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.
2. Intimation to Gatemen:
 - (i) Immediately after departure of the train, Station Master/Cabinmaster/Cabin man shall advise the Gateman through telephone connected at his end, the number, description, direction and expected time of passage of train at the gate.
 - (ii) If the telephone is connected to the station at the receiving end, this advice shall be given by the Station Master/Cabinmaster/Cabin man to the Gateman, as soon as he receives train entering section advice from the dispatching station.
 - (iii) If the actual running time of the train from either end of the section is less than 10 minutes, Station Master/Cabinmaster/Cabin man will convey this advice to the Gateman before obtaining/granting line clear.
 - (iv) It should be the duty of the Gateman to ensure that the gate is closed in time, so that there is no detention to the train or excessive detention to road traffic.
3. Failure of Telephonic Communication: When Telephonic Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:
 - (i) If the telephone fails at the gate connected with the station at the dispatching end, Station Master shall issue a caution order to the Loco Pilot of the departing train.
 - (ii) Station Master shall advise the Loco Pilot to whistle continuously and proceed cautiously while approaching the gate.
 - (iii) In case the gate signal is ‘ON’ he should stop short of the gate signal and follow the procedure laid down under GR 3.73.
 - (iv) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
 - (v) The Station Master at the dispatching end shall then issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
 - (vi) Station Master will also advise the Gateman through Gang man/Patrolman/ Loco Pilot of the first train that the telephone has become defective.
 - (vii) Station Master should also advise S & T staff responsible for maintenance of the telephone to rectify the same at the earliest.
 - (viii) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection/fit memo for the same.
4. Failure of Lifting Barriers or Leaf Gates:
 - (i) When the gate can not be closed due to failure of lifting barriers or leaf gates, the Gateman shall immediately inform the Station Master on duty under exchange of private number, and ensure that lifting barriers or leaf gates do not foul the track.

- (ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
 - (iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
 - (iv) After securing the gate against road traffic, Gateman shall show green hand signal flag by day and green light by night to the Loco Pilot of the approaching train.
 - (v) Station Master on duty shall issue caution order to the Loco Pilot of a departing train.
 - (vi) He also advise the Station Master at the dispatching end, under exchange of private number; to similarly issue a caution order to the Loco Pilot before dispatching a train the block section from his end.
 - (vii) Station Master shall advise maintenance staff responsible for maintaining the lifting barrier/leaf gates to rectify the same at the earliest.
 - (viii) Normal working will be resumed only after maintenance staff repair the lifting barrier/leaf gates and issue reconnection/fit memo for the same.
5. Failure of Gate Key with the gate in closed condition:
- (i) If the gate key cannot be extracted from the winch, gate signal lever or key transmitter then Gateman must immediately inform the Station Master/Cabinmaster/Cabin man on duty on telephone, under exchange of private number.
 - (ii) If Emergency Key is available at the gate lodge/cabin, Gateman / Cabinmaster /Cabin man/ Lever man will take it out from the sealed box by breaking the seal and open the gate for road traffic.
 - (iii) The record of the date and time of breaking the sealed cover of Emergency Key Box shall be recorded and signed with reasons.
 - (iv) Thereafter, the gate must be treated as non-interlocked and procedure for reception/dispatch of trains as prescribed for non-interlocked gates, should be adopted.
 - (v) Station Master on duty shall issue caution order to the Loco Pilot of a departing train.
 - (vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
 - (vii) Station Master shall advise S &T staff responsible for maintaining the key transmitter to repair the same at the earliest.
 - (viii) Normal working will be resumed only after S &T staff repair the key transmitter and issue reconnection/fit memo for the same.
 - (ix) After rectification, the Emergency Key shall be replaced in the Emergency Key Box and resealed by the S &T maintainer.
6. Failure of the Gate Key with the gate in open condition:
- (i) If the gate key cannot be extracted from winch, gate signal lever or key transmitter then Gateman must immediately inform the Station Master/ Cabinmaster/Cabin man on duty on telephone, under exchange of private number.
 - (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/ dispatch of trains as prescribed for non-interlocked gates, should be adopted.
 - (iii) The Gateman shall secure the gate against road traffic by means of chains and padlocks and pass trains on hand signals.
 - (iv) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
 - (v) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.

- (vi) Station Master shall advise S & T staff responsible for maintaining the key transmitter to repair the same at the earliest.
- (vii) Normal working will be resumed only after S & T staff repair the key transmitter and issue reconnection/fit memo for the same.

7. Defective Gate Signals:

- (i) The Gateman shall treat the gate signal as defective and must not ‘take off’ them under following circumstances:
 - (a) If gate signals can be taken ‘OFF’ without closing the gate, or
 - (b) The key can be extracted from the operating winch when the gate is in open condition, or
 - (c) The key can be extracted from the leaf gates when the gate is in open condition.
- (ii) If the Gate or the Gate Signal or Warner/Distant Signal becomes defective in ‘OFF’ position, the Gateman will make all efforts to put it at ‘ON’ position even by cutting signal wires, if necessary.
- (iii) The Gateman will immediately advise the Station Master/ Cabin master/ Cabin man on duty, under exchange of private number, regarding defective gate signals.
- (iv) Thereafter, the gate must be treated as non-interlocked and procedure for reception/dispatch as prescribed for non-interlocked gates should be adopted.
- (v) He shall show green hand signal flag by day and green light by night to the passing train after closing the gate.
- (vi) Station Master on duty will issue a caution order to the Loco Pilot of a departing train.
- (vii) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (viii) Station Master shall advise S & T staff responsible for maintaining the gate signal to repair the same at the earliest.
- (ix) Normal working will be resumed only after S&T staff rectify the defective gate signal and issue reconnection/fit memo for the same.

8. Obstruction at the Gate:

- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Gateman shall immediately put back gate signals to ‘ON’ position.
- (ii) He shall fix red banner flag by day and red lamp by night on posts provided at both ends of the gate for this purpose.
- (iii) Immediately after this, the Gateman shall advise the Station Master/Cabinmaster/Cabin man on duty regarding the defects/obstructions at the gate, under exchange of private number.
- (iv) If there is no response from the Station Master/Cabinmaster/Cabin man after two or three attempts, he shall first protect the gate and then inform on phone.
- (v) Gateman shall then rush with detonators, fusee and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of Gateman under item no. 1.5 (5).
- (vi) Thereafter he shall protect the gate from the other direction also.
- (vii) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master/ Cabin master/ Cabin man who shall not start the train unless he has been assured by the Gateman that the road vehicle or the lifting barriers/ leaf gates are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.

- (ix) After the track has been cleared of all obstructions the Gateman shall inform the Station Master accordingly, under exchange of private number.
 - (x) Station Master shall then issue a caution order to Loco Pilots of all trains to proceed cautiously, and pass the gate signal at ‘ON’ position on green hand signal of the Gateman, if the gate is broken, but is clear of any obstruction.
 - (xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and there after exhibit green hand signal, if the gate is not obstructed.
 - (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to repair the same at the earliest.
 - (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers/ leaf gates and issue reconnection/fit memo for the same.
9. Obstruction on the Track near Level Crossing Gate: If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by road vehicle or derailment which is visible to the Gateman, the Gateman and Station Master will adopt the procedure given under item No. 8 above, if the obstruction fouls the Level Crossing Gate, Gateman must keep the gates closed against road traffic till the track is cleared of the obstruction.

ANNEXURE - II

TRAFFIC LEVEL CROSSING GATE INTERLOCKED WITH STOP SIGNALS OF THE STATION, PROVIDED WITH TELEPHONE, WITH NORMAL POSITION “OPEN TO ROAD TRAFFIC”

(General Instructions are common for all types of Manned Level Crossing Gates)

1. Mode of Operation: Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.
2. Intimation to Gateman:
 - (i) Before taking off reception /departure signals Station Master /Cabinmaster / Cabinman shall inform the Gateman, the number, description and direction of the train.
 - (ii) The Gateman shall close the gate and transfer the key to the Station Master/ Cabinmaster/ Cabinman.
 - (iii) The reception/departure signals will then be taken ‘OFF’:
 - (iv) In order to ensure that road traffic is not held up for a long time, the Station Master/Cabinmaster/Cabin man must ensure that the train is ready for departure in all respects before he advises the Gateman of closing the gate.
 - (v) If the gate is operated from the cabin itself, Station Master/Cabinmaster/Cabin man shall ensure that the gate is closed against road traffic, before taking ‘OFF’ reception/departure signals.
 - (vi) When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the train or to perform shunting across the gate shall be personally responsible to ensure that the gate is closed against road traffic before allowing any movement across the gate.
3. Failure of Telephonic Communication: When Telephonic Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:
 - (i) Station Master on duty shall send written advice to the Gateman through the Porter/Pointsman with full details of number, description and direction of the train.

- (ii) Gateman on receipt of such advice shall close the gate and transmit the key to the Station Master/Cabinmaster/Cabin man, which will enable them to take ‘OFF’ reception/departure signals.
 - (iii) When sufficient time is not available because of greater frequency of train service, Station Master will issue written authority to the train Loco Pilot to pass the signal at ‘ON’ position.
 - (iv) In addition Station Master shall also issue a caution order advising the Loco Pilot to whistle continuously and approach the gate cautiously.
 - (v) The train Loco Pilot shall be instructed to pass the gate cautiously, on being hand signalled by the Gateman. If hand signal is not seen, Loco Pilot should be prepared to stop short of the gate and ensure that gate is closed following GR 3.73 (2) (b).
 - (vi) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
 - (vii) The Station Master at the dispatching end shall then issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
 - (viii) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
 - (ix) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection/fit memo for the same.
4. Failure of Lifting Barriers or Leaf Gates:
- (i) When the gate cannot be closed due to failure of lifting barriers or leaf gates, the Gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure the lifting barriers or leaf gates do not foul the track.
 - (ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
 - (iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
 - (iv) After securing the gate against road traffic, Gateman shall show green hand signal flag by day and green light by night to the Loco Pilot of the approaching train.
 - (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
 - (vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
 - (vii) Station Master will advise maintenance staff responsible for maintenance of lifting barriers/leaf gates to repair the defect at the earliest.
 - (viii) Normal working will resume only after maintenance staff repair the barrier/leaf gates and issue reconnection/fit memo for the same.
- Note:
- (a) In case of failure of lifting barriers/ leaf gates worked from the cabin, Station Master will send station porter to secure the gate against road traffic by safety chains and padlocks.
 - (b) Authority to pass signals at ‘ON’ position as per rules shall also be issued to the Loco Pilots of both departing and arriving trains.
5. Failure of the Gate Key with the gate in closed condition:
- (i) If the gate key cannot be extracted from the winch, the gate leaves or the key transmitter, then Gateman must immediately inform the Station Master/ Cabinmaster/ Cabin man on duty on telephone, under exchange of private number.
 - (ii) If Emergency Key is available at the gate lodge/cabin, Gateman / Cabinmaster/Cabin man/Lever man will take it out from the sealed box by breaking the seal and open the gate for road traffic.

- (iii) The record of the date and time of breaking the sealed cover of Emergency Key Box shall be recorded and signed with reasons.
 - (iv) Thereafter, the gate must be treated as non-interlocked and procedure for reception/ dispatch of trains as prescribed for non-interlocked gates, should be adopted.
 - (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
 - (vi) He shall also advise the station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching train in the block section from his end.
 - (vii) Station Master will advise S&T staff responsible for maintenance of winch/gate leaves/key transmitter to rectify the defect at the earliest.
 - (viii) Normal working will resume only after S&T staffs repair the winch/gate leaves/key transmitter and issue reconnection/fit memo for the same.
 - (ix) After rectification, the Emergency Key shall be replaced in the Emergency Key Box and resealed by the S&T maintainer.
6. Failure of the Gate Key, with the gate in open condition:
- (i) If the gate key cannot be extracted from the winch, gate lever or key transmitter then Gateman must immediately inform the Station Master on duty on telephone, under exchange of private number.
 - (ii) Thereafter, the gate must be treated as non-interlocked and procedure for reception/despatch of trains as prescribed for non-interlocked gates should be adopted.
 - (iii) Gateman shall secure the gate against road traffic by means of chains and padlocks and pass the trains on hand signals.
 - (iv) Station Master on duty shall issue caution order to the Loco Pilot of a departing train.
 - (v) He will also advise the Station Master at the dispatching end under exchange of private number to similarly issue a caution order to the Loco Pilot before dispatching a train the block section from his end.
 - (vi) Station Master will advise S&T staff responsible for maintenance of winch/gate leaves/key transmitted to rectify the defect at the earliest.
 - (vii) Normal working will resume only after S&T staff repair the winch/gate leaves/key transmitter and issue reconnection/fit memo for the same.
7. OBSTRUCTION AT THE GATE:
- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/ leaf gates or any other part of the gate fouled the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gate, for this purpose.
 - (ii) Immediately after this, the Gateman shall advise the Station Master/ Cabin Master/ Cabin man on duty, regarding the defects/obstruction at the gate, under exchange of private number.
 - (iii) Station Master/ Cabinmaster /Cabin man on duty shall be advised to put the reception/departure signals back to ‘ON’ position, if taken ‘OFF’ for a train.
 - (iv) If there is no response from the Station Master/ Cabin Master/ Cabin man after two or three attempts, he shall first protect the gate and then inform on phone.
 - (v) Gateman shall then rush with detonators, fusee, and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of Gateman under item no. 1.5 (5).
 - (vi) Thereafter he shall protect the gate from the other direction also.

- (vii) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master who shall not start the train unless he has been assured by the Gateman that the road vehicle or the lifting barriers/leaf gates are not fouling the track.
 - (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
 - (ix) After the track has been cleared of all obstructions the Gateman shall inform the Station Master accordingly, under exchange of private number.
 - (x) Station Master shall then issue a Caution order to Loco Pilots of all trains to proceed cautiously, and pass the reception/departure signal at ‘ON’ position on green hand signal of the Gateman, if the gate is broken, but is clear of any obstruction.
 - (xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and there after exhibit green hand signal, if the gate is not obstructed.
 - (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to repair the same at the earliest.
 - (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers/ leaf gates and issue reconnection/fit memo for the same.
8. **OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING GATE:** If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by Road Vehicle or derailment, which is visible to the Gateman, Gateman and Station Master will adopt the procedure given under item no.7 above. If the obstruction fouled the level crossing gates, Gateman must keep the gate closed against Road traffic till the track is cleared of the obstruction.

ANNEXURE - III

TRAFFIC LEVEL CROSSING GATE NON-INTERLOCKED PROVIDED WITH TELEPHONE, WITH NORMAL POSITION “CLOSED TO ROAD TRAFFIC” (General Instructions are common for all types of Manned Level Crossing Gates)

1. **MODE OF OPERATION:** Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.
2. **EXCHANGE OF PRIVATE NUMBERS:**
 - (i) Gateman must seek permission from Station Master/Cabinmaster/Cabin man for opening the gate.
 - (ii) Station Master/Cabinmaster/Cabin man shall ensure that there is no train movement within the station limit. Thereafter Station Master/Cabinmaster/Cabin man shall exchange private number to the Gateman allowing him to open the gate for the purpose of clearing to road traffic.
 - (iii) Suitable entries shall be made by the Station Master/ Cabinmaster/ Cabin man in the Train Signal Register, Private number Book and Log Book in red ink.
 - (iv) After passage of road traffic, Gateman shall close the gate and confirm this to Station Master/Cabinmaster/Cabin man under exchange of private number.
 - (v) Gate once closed can be opened by the Gateman, after passage of train/trains or change in planning of train movement etc. with the permission of Station Master as the need of opening is known to Gateman according to road traffic to be cleared. Obviously it can be done only after exchanging private number with the control Station Master who will ensure that there is no train movement towards the level crossing.

- (vi) When a train has to be piloted to and from the station yard or any shunting movement is to be done, the staff deputed to pilot the train or to perform shunting across the gate shall be personally responsible to ensure that the gate is closed against the road traffic before allowing any movement across the gate.
3. FAILURE OF TELEPHONIC COMMUNICATION: When Telephonic Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:
- (i) Station Master on duty shall send written advice to the Gateman through the Porter/Pointsman with full details of number, description and direction of the train.
 - (ii) The Gateman on receipt of such advice shall acknowledge the same after closing the gate, duly supported by a private number.
 - (iii) On receipt of confirmation about closer of the gate, reception/departure signals will then be taken ‘OFF’
 - (iv) When sufficient time is not available because of greater frequency of train service, Station Master will issue written authority to the train Loco Pilot to pass the signal at ‘ON’ position.
 - (v) In addition, Station Master shall also issue a caution order advising the Loco Pilot to whistle continuously and approach the gate cautiously.
 - (vi) The train Loco Pilot should be instructed to pass the gate cautiously, on being hand signalled by the Gateman. If hand signal is not seen, Loco Pilot should be prepared to stop short of the gate and ensure that gate is closed following GR 3.73 (2) (b).
 - (vii) In case of an approaching train, the Station Master shall advise the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
 - (viii) The Station Master at the dispatching end shall then issue a caution order to the driver before dispatching a train in the block section from his end.
 - (ix) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
 - (x) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection/fit memo for the same.
4. FAILURE OF LIFTING BARRIERS OR LEAF GATES:
- (i) When the gate cannot be closed due to failure of lifting barriers or leaf gates, the Gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure that lifting barriers or leaf gates do not foul the track.
 - (ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
 - (iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
 - (iv) After securing the gate against road traffic, Gateman shall show green hand signal flag by day and green light by night to the Loco Pilot of an approaching train.
 - (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
 - (vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
 - (vii) Station Master should also advise maintenance staff responsible for maintenance of lifting barriers/leaf gates to rectify the defect at the earliest.
 - (viii) Normal working will be resumed only after maintenance staff rectify the lifting barrier/leaf gates and issue reconnection/fit memo for the same.

Note:

- (a) In case of failure of lifting barriers/ leaf gates worked from the cabin, Station Master will send station porter to secure the gate against road traffic by means of safety chains and padlocks.
- (b) Authority to pass signals at ‘ON’ position as per rules shall also be issued to the Loco Pilots of both departing and arriving trains.

5. **OBSTRUCTION AT THE LEVEL CROSSING GATE:**
- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/ leaf gates or any other part of the gate fouled the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix red banner flag by day and red lamp by night on posts provided at both ends of the gate, for this purpose.
 - (ii) Immediately after this, the Gateman shall advise the Station Master/Cabinmaster/Cabin man on duty, regarding the defects/obstruction at the gate, under exchange of private number.
 - (iii) Station Master/Cabinmaster/Cabin man on duty shall be advised to put the reception/departure signals back to ‘ON’ position, if taken ‘OFF’ for a train.
 - (iv) If there is no response from the Station Master/Cabinmaster/Cabin man after two or three attempts, he shall first protect the gate and then inform on phone.
 - (v) Gateman shall then rush with detonators, fusee, and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of Gateman under item no. 1.5 (5).
 - (vi) Thereafter he shall protect the gate from the other direction also.
 - (vii) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master who shall not start the train unless he has been assured by the Gateman that the road vehicle or the lifting barriers/ leaf gates are not fouling the track.
 - (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
 - (ix) After the track has been cleared of all obstructions the Gateman shall inform the Station Master accordingly, under exchange of private number.
 - (x) Station Master shall then issue a Caution order to Loco Pilots of all trains to proceed cautiously, and pass the reception/departure signal at ‘ON’ position on green hand signal of the Gateman, if the gate is broken, but is clear of any obstruction.
 - (xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and thereafter exhibit green hand signal, if the gate is not obstructed.
 - (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to repair the same at the earliest.
 - (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers/ leaf gates and issue reconnection/fit memo for the same.
6. **OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING GATE:** If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by road vehicle or derailment which is visible to the Gateman, the Gateman and Station Master will adopt the procedure given under item no. 5. If the obstruction fouls the level crossing gate, Gateman must keep the Gates closed against road traffic till the track is cleared of the obstruction.

ANNEXURE - IV

ENGINEERING LEVEL CROSSING GATE NON-INTERLOCKED PROVIDED WITH TELEPHONE, WITH NORMAL POSITION “OPEN TO ROAD TRAFFIC”

(General Instructions are common for all types of Manned Level Crossing Gates)

1. **MODE OF OPERATION:** Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.

2. EXCHANGE OF PRIVATE NUMBERS:**(a) When Gate is connected with the Station at the Despatching End :**

- (i) Station Master/Cabinmaster/Cabin man at the despatching end shall advise the Gateman, No., description, direction and expected time of passage of train at the gate under exchange of private number.
- (ii) Such advice shall be given before taking ‘Off’ departure signals or giving an authority to proceed to the Loco Pilot.
- (iii) The Gateman on receipt of the advice shall close the gate well in time and confirm the same, under exchange of Private Number.
- (iv) Station Master/Cabinmaster/Cabin man will ‘take off’ the departure signals after getting the Private Number of the Gateman.
- (v) Gate once closed can be opened by the Gateman, after passage of train/ trains or change in planning of train movement etc. with the permission of Station Master as the need of opening is known to Gateman according to road traffic to be cleared. Obviously it can be done only after exchanging private number with the control Station Master who will ensure that there is no train movement towards the level crossing.

(b) When Gate is connected with the Station at the Receiving End :

- (i) Station Master/Cabinmaster/Cabin man at the despatching end shall advise the Station Master/Cabinmaster/Cabin man at the other end, the number, description, direction and expected time of passage of the train at the Gate under exchange of Private Number.
- (ii) Such advice shall be given before obtaining line clear.
- (iii) The Station Master/Cabinmaster/Cabin man at the Receiving End shall in turn convey the same advice to the Gateman under exchange of Private Number.
- (iv) The Gateman shall close the gate and thereafter give his Private Number to the Station Master/Cabinmaster/Cabin man.
- (v) Only then the Station Master/Cabinmaster/Cabin man at the receiving end shall grant line clear to the Station Master/Cabinmaster/Cabin man at the despatching end.
- (vi) Gate once closed for road traffic must on no account be opened unless this is authorised by the Station Master/Cabinmaster/Cabin man, under exchange of Private Number.

3. FAILURE OF TELEPHONIC COMMUNICATION: When Telephonic Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:

- (i) Station Master at the despatching end shall issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (ii) The Caution Order should advise the Loco Pilot to whistle continuously and approach the gate cautiously.
- (iii) The Loco Pilot shall be instructed to pass the gate cautiously, on being hand signalled by the Gateman. If hand signal is not seen, Loco Pilot should be prepared to stop short of the gate and depute his Assistant Loco Pilot to see the condition of the gate. If the gate is closed, the Assistant Loco Pilot will give the all right signal and if the gate is not closed the Assistant Loco Pilot must close the gate and then give the all right signal. In the absence of the Assistant Loco Pilot, the Loco Pilot may take the assistance of the Guard and shall stop clear of the level crossing to pick up the Assistant Loco Pilot who will reopen the gate for passage of road traffic.
- (iv) In case of an approaching train, the Station Master shall advise the Station Master at the despatching end, under exchange of Private Number, that the telephone at the gate has failed.
- (v) The Station Master at the despatching end shall then issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vi) Station Master shall also advise the Gateman through Gang man / Patrolman or Loco Pilot of the first train that the telephone has become defective.

- (vii) He should also advise S&T staff responsible for maintenance of the telephone to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection/fit memo for the same.
4. FAILURE OF LIFTING BARRIERS OR LEAF GATES:
- (i) When the gate cannot be closed due to failure of lifting barriers or leaf gates, the Gateman will immediately inform the Station Master/Cabinmaster/Cabin man on duty, under exchange of private number, and ensure that lifting barriers or leaf gates do not foul the track.
- (ii) The Gateman shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- (iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
- (iv) After securing the Gate against road traffic, Gateman shall show green hand signal flag by day and green light by night to the Loco Pilot of the approaching train.
- (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
- (vi) The Station Master shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vii) The Station Master shall also advise maintenance staff responsible for maintenance of lifting barriers/leaf gates to rectify the defect at the earliest.
- (viii) Normal working will be resumed only after maintenance staff rectify the lifting barriers/leaf gates and issue reconnection/fit memo for the same.
5. OBSTRUCTION AT THE LEVEL CROSSING GATE:
- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/ leaf gates or any other part of the gate fouled the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix Red Banner flag by day and Red Signal Lamp by night on posts provided at both ends of the gate, for this purpose.
- (ii) Immediately after this, the Gateman shall advise the Station Master/Cabinmaster/Cabin man on duty, regarding the defect/obstruction at the gate, under exchange of private number.
- (iii) Station Master/Cabinmaster/Cabin man on duty shall be advised to put the reception/departure signals back to ‘ON’ position, if taken ‘OFF’ for a train.
- (iv) If there is no response from the Station Master/Cabinmaster/Cabin man after two or three attempts, he shall first protect the gate and then inform on phone.
- (v) Gateman shall then rush with detonators, fusee, and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of Gateman under item no. 1.5 (5).
- (vi) Thereafter he shall protect the gate from the other direction also.
- (vii) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master who shall not start the train unless he has been ensured by the Gateman that the road vehicle or the lifting barriers/ leaf gates are not fouling the track.
- (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstructions.
- (ix) After the track has been cleared of all obstructions the Gateman shall inform the Station Master accordingly, under exchange of private number.
- (x) Station Master shall then issue a Caution order to Loco Pilots of all trains to proceed cautiously, and pass on green hand signal of the Gateman, if the gate is broken, but is clear of any obstruction.

- (xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and there after exhibit green hand signal, if the gate is not obstructed.
 - (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to repair the same at the earliest.
 - (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers/ leaf gates and issue reconnection/fit memo for the same.
6. **OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING GATE:** If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by Road Vehicle or derailment, which is visible to the Gateman. Then Gateman and Station Master will adopt the procedure given under item no.5 above. If the obstruction fouled the level crossing gates, Gateman must keep the gates closed against Road traffic till the track is cleared of the obstruction.

ANNEXURE - V

ENGINEERING LEVEL CROSSING GATES NON-INTERLOCKED, PROVIDED WITH TELEPHONE, WITH NORMAL POSITION “CLOSED TO ROAD TRAFFIC” (General Instructions are common for all types of Manned Level Crossing Gates)

1. **MODE OF OPERATION:** Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.
2. **EXCHANGE OF PRIVATE NUMBERS:**
 - (i) Gateman must seek permission from Station Master/Cabinmaster/Cabin man for opening the gate.
 - (ii) Station Master/Cabinmaster/Cabin man shall ensure that there is no train movement in block section. Thereafter Station Master/ Cabinmaster/ Cabin man shall exchange private number with Gateman allowing him to open the gate for the purpose of clearing the road traffic.
 - (iii) Suitable entries shall be made by the Station Master/ Cabinmaster/Cabin man in the Train Signal Register, Private number Book and Log Book in red ink.
 - (iv) After passage of road traffic, Gateman shall close the gate and confirm this to Station Master/ Cabinmaster/ Cabin man, under exchange of private number.
 - (v) Before any train is allowed to enter the block section again, the Station Master/ Cabinmaster/ Cabinman must ensure that Private Number from the Gateman has been exchanged.
 - (vi) Gate once closed can be opened by the Gateman, after passage of train/trains or change in planning of train movement etc. with the permission of Station Master as the need of opening is known to Gateman according to road traffic to be cleared. Obviously it can be done only after exchanging private number with the controlling Station Master who will ensure that there is no train movement towards the level crossing.
3. **FAILURE OF TELEPHONIC COMMUNICATION:** When Telephonic Communication fails or it does not get any response from the Gateman despite 2 or 3 attempts, the following procedure should be adopted:
 - (i) Station Master at the dispatching end shall issue a caution order to the Loco Pilot of the departing train.
 - (ii) The caution order shall advise the Loco Pilot to whistle continuously and approach the gate cautiously.

- (iii) The Loco Pilot shall be instructed to pass the gate cautiously, on being hand signalled by the Gateman. If hand signal is not seen, Loco Pilot should be prepared to stop short of the gate and depute his Assistant Loco Pilot to see the condition of the gate. If the gate is closed, the Assistant Loco Pilot will give the All Right Signal and if the gate is not closed the Assistant Loco Pilot must close the gate and then give all right signal. In the absence of the Assistant Loco Pilot, the Loco Pilot may take the assistance of the Guard.
- (iv) In case of an approaching train, the Station Master shall advise, to the Station Master at the dispatching end, under exchange of private number, that the telephone at the gate has failed.
- (v) The Station Master at the dispatching end shall then issue a Caution Order to the Loco Pilot before dispatching a train in the Block Section from his end.
- (vi) The Station Master shall also advise the Gateman through Gang man/patrolman or Loco Pilot of the first train that the telephone has become defective.
- (vii) The Station Master should also advise S&T staff, responsible for maintenance of the telephone to rectify the same defect at the earliest.
- (viii) Normal working will be resumed only after S&T staff rectify the telephone and issue reconnection/fit memo for the same.

4. FAILURE OF LIFTING BARRIERS OR LEAF GATES:

- (i) When the gate cannot be closed due to failure of lifting barriers/ leaf gates, the Gateman will immediately inform the Station Master on duty, under exchange of private number, and ensure that lifting barriers or leaf gates do not foul the track.
- (ii) He shall immediately fix red banner flag by day and red light by night on the post at that end first from which the train is approaching and then at the other end.
- (iii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
- (iv) After securing the Gate against road traffic, Gateman shall show green hand signal flag by day and green light by night to the Loco Pilot of the approaching train.
- (v) Station Master on duty shall issue a caution order to the Loco Pilot of a departing train.
- (vi) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
- (vii) The Station Master shall also advise maintenance staff responsible for maintenance of lifting barriers/leaf gates to rectify the same at the earliest.
- (viii) Normal working will resumed only after maintenance staff rectify the lifting barrier/leaf gates and issue reconnection/fit memo for the same.

5. OBSTRUCTION AT THE LEVEL CROSSING GATE:

- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/ leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix Red Banner flag by day and Red Lamp by night on posts provided at both ends of the gate, for this purpose.
- (ii) Immediately after this, the Gateman shall advise the Station Master/Cabinmaster/Cabin man on duty, regarding the defects/obstruction at the gate, under exchange of private number.
- (iii) Station Master/Cabinmaster/Cabin man on duty shall be advised to put the reception/departure signals back to ‘ON’ position, if taken ‘OFF’ for a train.
- (iv) If there is no response from the Station Master/Cabinmaster/Cabin man after two or three attempts, he shall first protect the gate and then inform on phone.

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- (v) Gateman shall then rush with detonators, fusee, and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of Gateman under item no. 1.5 (5).
 - (vi) Thereafter he shall protect the gate from the other direction also.
 - (vii) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master who shall not start the train unless he has been ensured by the Gateman that the road vehicle or the lifting barriers/ leaf gates are not fouling the track.
 - (viii) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, asking him not to dispatch any train in the block section from his end, until the track has been cleared of all obstruction.
 - (ix) After the track has been cleared of all obstructions the Gateman shall inform the Station Master accordingly, under exchange of private number.
 - (x) Station Master shall then issue a Caution order to Loco Pilots of all trains to proceed cautiously, and pass the Gate on green hand signal of the Gateman, if the gate is broken, but is clear of any obstruction.
 - (xi) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and there after exhibit green hand signal, if the gate is not obstructed.
 - (xii) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to rectify the same at the earliest.
 - (xiii) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers/ leaf gates and issue reconnection/fit memo for the same.
6. OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING GATE: If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by Road Vehicle or derailment, which is visible to the Gateman. Then Gateman and Station Master will adopt the procedure given under item no. 5 above. If the obstruction fouls the level crossing gate. Gateman must keep the gates closed against Road traffic till the track is cleared of the obstruction.

ANNEXURE - VI

ENGINEERING LEVEL CROSSING GATES, NON-INTERLOCKED, NOT PROVIDED WITH TELEPHONE, WITH NORMAL POSITION “CLOSED TO ROAD TRAFFIC”
(General Instructions are common for all types of Manned Level Crossing Gates)

1. MODE OF OPERATION: Detailed mode of operation for opening and closing the level crossing gate shall be provided in the respective Station Working Rules and Gate Working Instructions incorporating local operational requirements. When level crossing gate is required to be opened for passage of road traffic, the Gateman must first open the gate farthest away from approaching road traffic and then open the gate on the side nearest the approaching road traffic.
 - (i) Whenever the Gateman has to pass a road vehicle across the level crossing gate, he must ensure that no train is in sight in either direction, nor there is any audible sound of an approaching train.
 - (ii) He shall then plant red banner flags by day and red lamps by night on posts provided on both sides of the gate for this purpose.
 - (iii) He shall then open the gate to pass road traffic, and close it again immediately thereafter.
 - (iv) He shall then remove the red banner flags by day and red lamps by night.
 - (v) If the Gateman sees or hears a train approaching the level crossing gate when the gate is in open condition, he shall rush with detonators, fusee and red flag by day and red hand signal lamp by night towards the approaching train.
 - (vi) If the train is too close, he shall place detonators on the line at a distance as far away he can go.
 - (vii) Thereafter, he shall light up and fix the fusee to warn the Loco Pilot and stop the approaching train by waving his red flag by day red hand signal lamp by night repeatedly.
 - (viii) If there is sufficient time, the Gateman will protect his gate as stipulated in General instructions for duties of Gateman under item no. 1.5 (5).
2. FAILURE OF LIFTING BARRIERS OR LEAF GATE:
 - (a) Failure when the Gate is in open condition:
 - (i) Gateman shall first ensure that the lifting barriers/leaf gates do not foul the track.
 - (ii) Gateman shall secure the gate against road traffic by means of safety chains and padlocks.
 - (iii) He shall fix red banner flags by day and red lamps by night on posts provided at both sides of the gate for this purpose.
 - (iv) If he sees a train approaching the gate before he has secured the gate, he shall rush towards the train with detonators, fusee and red flag by day and red hand signal lamp by night.
 - (v) He shall place detonators on the line at a distance as far away he can go.

- (vi) Thereafter, he shall light up and fix the fusee to warn the Loco Pilot and stop the approaching train by waving his red flag by day and red hand signal lamp by night repeatedly.
 - (vii) He shall send information through Gang mate/patrolman/key man or Loco Pilot of a passing train to the JE/SE/SSE (P. Way)/ Station Master concerned, asking for necessary action.
 - (viii) Station Master on duty shall issue caution order to the Loco Pilot of a departing train.
 - (ix) He shall also advise the Station Master at the dispatching end, under exchange of private number, to similarly issue a caution order to the Loco Pilot before dispatching a train in the block section from his end.
 - (x) Station Master shall advise maintenance staff responsible for maintaining the lifting barrier/leaf gates to rectify the same at the earliest.
 - (xi) Normal working will be resumed only after maintenance staff repair the lifting barrier/leaf gates and issue reconnection/fit memo for the same.
- (b) Failure when the Gate is in closed condition:
- Gateman shall send information through Gang man/patrolman/key man or Loco Pilot of a passing train to the JE/SE/SSE (P. Way)/ Station Master concerned, asking for necessary action.

3. OBSTRUCTION AT THE LEVEL CROSSING GATE:

- (i) If the gate is broken by a road vehicle which is fouling the track, or if lifting barriers/ leaf gates or any other part of the gate foul the track, or if there is any other obstruction at the gate, the Gateman shall immediately fix Red Banner flag by day and Red Signal Lamp by night on posts provided at both ends of the gate, for this purpose.
- (ii) Gateman shall then rush with detonators, fusee, and red flag by day and red hand signal lamp by night in the direction of the approaching train and protect the gate as stipulated in General Instruction for duties of Gateman under item no. 1.5 (5).
- (iii) Thereafter he shall protect the gate from the other direction also.
- (iv) He shall note down the particulars of the road vehicle, name of the Loco Pilot, owner and relay these details to the Station Master and JE/SE/SSE (P. Way) through a Gangmate/ Patrolman/ Keyman or any other railway employee or through the Loco Pilot of a passing train.
- (v) After being informed the Station Master shall not start any train unless he has verified that the obstruction has been removed and the Gate is safe for the passage of trains.
- (vi) The Station Master shall also inform the Station Master at the dispatching end, under exchange of private number, not to dispatch any train in the block section until the track has been cleared from all obstruction.
- (vii) After the track has been cleared from all obstructions the Gateman shall inform to Station Master accordingly, under exchange of private number.

- (viii) Station Master shall then issue a Caution order to Loco Pilots of all trains to proceed cautiously, and pass the Gate on green hand signal of the Gateman, if the gate is broken, but is clear of any obstruction.
 - (ix) Gateman shall secure the gate against road traffic by means of safety chains and padlocks and thereafter exhibit green hand signal, if the gate is not obstructed.
 - (x) Station Master shall advise maintenance staff responsible for maintaining the lifting barriers/leaf gates to repair the same at the earliest.
 - (xi) Normal working will be resumed only after maintenance staff rectify the defective lifting barriers/ leaf gates and issue reconnection/fit memo for the same.
4. OBSTRUCTION ON THE TRACK NEAR LEVEL CROSSING GATE: If there is a rail fracture or obstruction on the track due to falling of a tree, fouling by Road Vehicle or derailment, which is visible to the Gateman. Then Gateman and Station Master will adopt the procedure given under item no. 3 above. If the obstruction fouls the level crossing gates, Gateman must keep the gates closed against Road traffic till the track is cleared of the obstruction.

