



No. L.326.OP/SPL DRIVE/33

Date: 01.04.2025

**Sr. DEE /TRO/BB, BSL, NGP  
Sr. DME/Fr& Op/ BB  
Sr. DME/Op/ PA  
DME (O&C) SUR**

**CEE/OP Instruction No. 03/2025**

**Sub:** 15 days Special Safety Drive on Shunting precautions covering all shunting locations.

It has been observed that proper procedure is not followed by the crew while shunting in the station yard, which may result in unusual accidents. Therefore, 15 days Special Safety Drive should be launched on this subject, so that all the running staff can be made aware of the precautions to be taken during shunting.

- 1. Crew should always be alert and have continuous watch on next signal and act as per signal aspect.**
- 2. While performing shunting operation, crew should not get involved in any conversation and other activity with shunting staff present in loco cab and concentrate his attention on signal aspect.**
3. Road learning of the station / yard, where shunting is to be done, must be given as per existing guidelines issued by Railway Board/HQ (Refer this office's letter No. L.253.AC.136.8 dated 10.04.2023 /CEE/OP instruction No. 5/2023).
4. Shunting rules to be followed strictly, especially GR 5.13 and SR 5.13.1. Availability of Shunting supervisor to be ensured and shunting to be done in the presence and instructions of shunting supervisor.
5. Prescribed speed while shunting on main line/station / yards to be followed.
6. At places where regular shunting is not done, ensure that T/806 authority/memo for shunting is produced containing necessary details like date, train no., loco no., work to be done, lines to be crossed etc. and the name, signature, date and time of Station Master is clearly visible.
7. In single or multiple locos, Electric locos, shunting should always be done from the leading cab only. While shunting by multiple locos, operation on point crossover to be kept in view of the length of the locos. Loco to be stopped after clearing the fouling mark.
8. During shunting ensure that the signals given by the shunting staff supervisor as per rules are clearly visible. Do not follow the instructions received on CUG mobile/walkie-talkie for shunting. Shunting should be done only according to the position of the shunting signal and the signal given by the shunting

employee/supervisor after ensuring that all the points passing through the lines in the yard, where shunting is to be done, are locked.

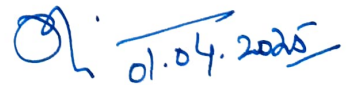
9. Special attention to be given in unwired section while shunting and at dead ends.
10. As far as possible, shunting work should be done only after ensuring availability of pressure in the vehicles. Loco Pilot are stopping the engine before 20 meters while attaching on load and further drawing ahead cautiously for attaching on load and stop 3 meters before attaching on load.
11. Whenever shunting is done with a dead loco, keep complete control on the shunting speed and braking.
12. During shunting work, if there is any level crossing, ensure that it is closed for road traffic.
13. In the gradient section, there should be information about the curve and gradient so that the load can be stabilized with caution if required.
14. During shunting, in case of any abnormal occurrence or any fault in the loco/load, secure the loco/load before troubleshooting then do trouble shooting.
15. Before detaching/attaching the loco from the load, ensure that the hand brake is applied in the loco/load as per prescribed norms and wooden wedges are applied on the wheels.
16. Under no circumstances, should a loco be left unmanned while on duty. If it is necessary to leave the loco unmanned, secure the loco/load as per rules SR 5.23-2. SR 5.23-3 & SR 4.61-2.

With reference to above subject, a 15 days special safety drive from 01.04.2025, on Shunting precautions covering all shunting locations/ yards to be launched.

All officers and Supervisors should carry out inspections and ambush checks. It should be ensured that all staff LP/ALP are covered during this special drive.

Report of the drive to be submitted in the following format to this office.

- I. No. of inspections carried out by Officers/CLIs with locations/ yards.
- II. No. of night inspections carried out.
- III. No. of irregularities noticed during shunting drive inspections.
- IV. Action taken for rectifying irregularities.
- V. No of staff counselled (cadre wise).

  
(H. M. SHARMA)  
CEE (OP)