

Northern Railway

No: 100-T/SSMU/SC2/2025
Date: 15.04.2025

Divisional Office
New Delhi

All Operating Officers

Station Director NDLS, DLI, HNKM & ANVT

ATM/GZB, AO/TKD

All Sectional TIs, SS & SMs of Delhi Division

Chief Controller, Section Controllers

Safety Control, All Train Manager Counselor/Delhi Division

Safety Circular-02/2025

Subject: Issuance & Service of Caution Orders

In recent days, several abnormalities have been recorded in the CMS in connection with the imposition and issuance of caution orders in Delhi Division. During this process, discrepancies have been observed in the mutual coordination between the Section Controller and the Safety Controller at the time of caution order imposition.

Further, during the surprise inspection of the Control Office, it has been found that all Control Boards and the Safety Control were negligent in writing messages, maintaining registers, and using private numbers while issuing caution orders. Additionally, at several stations, it was observed that while serving the caution order, the signatures of the Loco Pilot and Train Manager were not obtained.

Therefore, in order to eliminate the above-mentioned discrepancies and to highlight the importance of procedures to be followed w.r.t caution imposition, issuing of Caution order etc., Divisional Safety Circular No. 02/2025 is being issued.

All Station Masters, Section Controllers, and Safety Controllers must strictly comply with the instructions given in this Safety Circular, besides going through "Appendix A" of G&SR.

Procedure for Issuing a Caution Order:

1. By the Station Masters at Either End of the Affected Block Section:

- The Station Master receiving written advice from the engineering department about any condition endangering train safety shall not permit any train to enter the affected section unless:
 - a) The Station Master at the other end has acknowledged the information.
 - b) The Loco Pilot and Train Manager have been issued a Caution Order (except for permanent speed restrictions in WTT).
 - c) It is confirmed that a Caution Order has been issued by the Notice Station.
 - d) Advice has been received about restoration of normal working.
- The Station Master at the other end shall follow sub-clauses (b) to (d) above.

- Run-through trains shall be stopped out of course for the issue of a Caution Order until it is confirmed that it has been issued by the Notice Station.

Speed Restriction Memo must include: message number, date, time, exact KMs (in geographical order), block/station section, line number (if within station), speed in Kmph, and reason.

2. Section Controller:

- Upon receipt of speed restriction information from the Station Master, impose restriction in the block section and inform Notice Stations of his section.
 - After imposition of a caution order by the on-duty Section Controller, he shall exchange a private number with the Safety Controller, make a written entry in his register, and inform the Safety Controller accordingly for early feeding in COA. This ensures display in ICMS and printing at all relevant stations.
 - The on-duty Section Controller shall also inform the Station Masters of those stations on that route from where any train is already stabled, and shall ensure that the caution order is served to the concerned train during its start.
 - Continuously monitor and coordinate with rear station to avoid any lapse in issuing the Caution Order.
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3. Station Master of Notice Station:

- On receiving information through Section/Safety Control, acknowledge and issue Caution Order before allowing any train through the affected section.
 - Inform rear station and Section Controller about the first train to which the Caution Order is issued.
 - Train shall not start unless Loco Pilot and Train Manager have received the Caution Order, and receiving of the same is obtained by SM.
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4. Trains Originating from Non-Notice Stations:

- Station Master shall consult with Section Controller and issue Caution Order up to the Notice Station in advance.
 - If information is unavailable, and train must start:
 - Issue a Caution Order or
 - Issue a 'NIL' Caution Order up to the next block or Notice Station with written directive to stop and act on instructions available there.
 - Continue this until a station with full restriction details is reached.
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5. Safety Controller:

- Thereafter, the Safety Controller, after informing all the concerned notice stations with the exchange of a private number, shall also inform the Section Controllers of all the adjoining Section Controller Boards falling on that route with the exchange of a private number.
- Verify and feed the caution details (KMs, speed, station/block) into COA.
- Notify all remaining Notice Stations via exchange of private numbers.
- Coordinate with Section Controller to ensure all approaching trains receive correct Caution Orders.
- Coordinate with other Divisions/Railway to ensure proper communication is made regarding cautions being imposed or cancelled.

6. Additional Instructions:

- **Station Names:** Must be in full, bold, and large letters. No codes.
- **Caution Order Form:** Must be checked for correct geographical order before serving.
- **Documentation:** Caution Orders must be dated and signed. If errors occur, cancel and reissue.
- **Delivery:** To be handed to Loco Pilot and Train Manager personally or through a deputed railway servant. Signatures must be taken in the Record File.
 - If delivery to both is not possible simultaneously, a separate Delivery Book may be used for Train Manager.
- **Record Maintenance:** Maintain updated records of all restrictions (dates of enforcement and cancellation).
 - Bring forward all Caution Orders every Monday in geographical order.
 - Separate registers to be maintained for each 'Notice' area, including by Section and Safety Control.



(Madhukant Kumar, IRTS)

Divisional Operations Manager, General
Delhi Division, Northern Railway

Copy to: DRM, ADRM/OP & Sr.DOM for kind information please.