

Northern Railway

No. 100-T/SSMU/SC7/2025

Dated:-11.08.2025

Divisional office

New Delhi

All Operating Officers

Station Director – NDLS, DLI, NZM & ANVT

AO/TKD & ATM/GZB

All Sectional TIs & SS of DLI Division

Safety Circular – 07/2025

Subject: Observed Mistakes in Preparation of Train Working Authorities

In Delhi Division, a systematic mechanism is in place for the collection and monitoring of data pertaining to Train Working Authorities. This includes forms such as T/369(3b), T/511, T/C-1425, T/D-1425, T/A-1425, T/B-1425, and SI-26, which are compiled on a **weekly basis** from all stations through their respective **Sectional Traffic Inspectors (TIs)**. These weekly reports are consolidated and reviewed by the **Divisional Safety TIs** to ensure adherence to the prescribed procedures as per G&SR and Block Working Manuals.

As part of this ongoing monitoring process, the Train Working Authorities issued over the past one month were thoroughly examined. This scrutiny has revealed **repetitive patterns of mistakes** in the preparation of these authorities by on-duty **Station Masters (SMs)** at various stations.

In addition to the review of weekly reports, **random physical checks** were also conducted by Divisional Safety TIs, examining registers, supporting memos (e.g., SI-26 and Failure Reports), and private number logs. The findings indicate that, in several cases, the authorities were **incompletely filled, incorrectly issued, or not in conformity with the prescribed rules** as per the G&SR and the **Block Working Manual (BWM)**. The recurrence of similar mistakes highlights gaps in knowledge or attentiveness during preparation.

This report consolidates the discrepancies observed during the review, presenting them in a structured format along with **recommended corrective measures** and **relevant rule references**, to ensure their elimination and promote safe operational practices.

Summary of Observed Mistakes and Corrective Actions:

S. No.	Nature of Mistake	Corrective Action
1	The time written on T-369(3b){prepared for failure of block instrument} by the SM of the dispatching station was before the time of the "line clear" granted by the station in advance.	Time of issue on T/369(3b) of dispatching station must be equal to or later than the time at which line clear is received from station in advance. (GR 3.70/1(C))
2	Important gear failures were given a "put right" time on the SI-26 failure register	Put right time must be supported by S&T staff remarks and signature. (SR 3.68/6/(C))

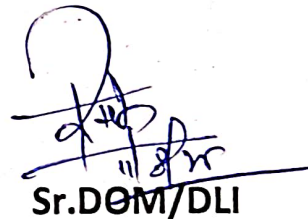
S. No.	Nature of Mistake	Corrective Action
	without any rectification remarks from the S&T staff.	
3	A wrong PLC authority (T/D-1425) was issued instead of the correct authority (T/C-1425).	T/C-1425 is for trains entering block section in Up direction & T/D-1425 is for trains entering block section in Down direction . On duty SM should be conversant with use the correct authority as per direction especially on stations where trains arrive and depart via more than two directions. (Para - 5015 BWM)
4	A private number mismatch was found in the Block Cancellation Memo given by JE/Pway with the corresponding entries in the TSR and Traffic Block Register.	All the documentation of any particular event (i.e., traffic block, power block, imposition/cancellation of speed restrictions etc) in TSR, Concerned Registers and Memo pasting registers must match in message number; private numbers exchanged and related timings.
5	T-511 authority failed to mention the use of a shunt signal for setting and locking the route from the panel, and the Loco Pilot was not instructed to follow the aspect of that specific shunt signal.	If any shunt signal is used for route setting, it must be clearly mentioned in T-511 and loco pilot must be instructed to follow that aspect of that specific signal while proceeding on T-511 authority. (GR 5.11/2)
6	In the T/B-1425 prepared for a DN/GZB load "Train Entering Section" and "Train Out of Section" times were same, including their acknowledgement timings.	Train entering block section: - This message shall be dispatched on the departure of a train from a station and shall be recorded in space "B" of the Enquiry (T/A-1425) and Reply message book (T/B-1425) at both stations.(Para - 5017 BWM) Train out of Block Section: - This message shall be dispatched when a train has arrived complete and the conditions under which "Line Clear" for another train can be given have been complied with. The message shall be recorded in space "C" of the Enquiry(T/A-1425) and Reply message book (T/B-1425) at the both stations.(Para - 5018 BWM)
7	Rectification time was not filled in SI-26 despite S&T remarks.	Once the S&T staff have provided remarks confirming the rectification of a failure recorded in the SI-26 register, the rectification time must be entered without omission. (SR 3.68/6/(C))
8	Unused lines not struck out in T/369(3b).	All unused lines on T/369(3b) must be clearly struck out to avoid misuse. (Authority T-369(3B))
9	TOS time was not written in T/A-1425.	Train out of Block Section: - This message shall be dispatched when a train has arrived complete and the conditions under which "Line Clear" for another train can be given have been complied with. The message shall be recorded in space "C" of the Enquiry (T/A-1425) and Reply message book (T/B-1425) at the both stations.(Para -

S. No.	Nature of Mistake	Corrective Action
		5018 BWM)
10	Wrong private number was written in T/B-1425.	The private number, given with Line Clear message, shall be entered in the column provided for the purpose both in figures and words thus "32 (Thirty-two)". No Reply of Enquiry message shall be valid unless it is supported by a private number. (Para 5010 BWM)
11	Wrong arrival time of last train was written in T/B-1425.	Procedure in sending/Receiving enquiry message:- This message shall be written by the Station Master in his Line clear Enquiry / Reply Message book, (T/A 1425/T/B 1425) in space A, and sent as soon as it has been written out, the time of dispatch / time of receipt shall be entered in the relevant columns and also the name of the Station Master sending and receiving the Enquiry. The last train which passed over the section shall be stated in each enquiry. (Para 5010 BWM)
12	Wrong line clear time and private number were written in T/B-1425.	Procedure in sending/Receiving enquiry message:- This message shall be written by the Station Master in his Line clear Enquiry / Reply Message book, (T/A 1425/T/B 1425) in space A, and sent as soon as it has been written out, the time of dispatch / time of receipt shall be entered in the relevant columns and also the name of the Station Master sending and receiving the Enquiry. The last train which passed over the section shall be stated in each enquiry. (Para 5010 BWM)
13	Current train for which line clear was given is same as last train which cleared the block section in T/B-1425.	Procedure in sending/Receiving enquiry message:- This message shall be written by the Station Master in his Line clear Enquiry / Reply Message book, (T/A 1425/T/B 1425) in space A, and sent as soon as it has been written out, the time of dispatch / time of receipt shall be entered in the relevant columns and also the name of the Station Master sending and receiving the Enquiry. The last train which passed over the section shall be stated in each enquiry. (Para 5010 BWM)
14	The station at which last train cleared the block section was written wrong in T/D-1425.	The Last Train No: - which has cleared the section and the name of Station at which the train cleared the block section should be mentioned in full. (Para 5014 BWM)
15	Wrong private number was written in T/B-1425.	The private number, given with Line Clear message, shall be entered in the column provided for the purpose both in figures and words thus "32 (Thirty-two)".

S. No.	Nature of Mistake	Corrective Action
		No Reply of Enquiry message shall be valid unless it is supported by a private number. (Para 5010 BWM)
16	Line clear time mismatch in T/A-1425 and T/B-1425 prepared by adjacent stations.	Procedure in sending/Receiving enquiry message:- This message shall be written by the Station Master in his Line clear Enquiry / Reply Message book, (T/A 1425/T/B 1425) in space A, and sent as soon as it has been written out, the time of dispatch / time of receipt shall be entered in the relevant columns and also the name of the Station Master sending and receiving the Enquiry. The last train which passed over the section shall be stated in each enquiry. (Para 5010 BWM)

It is imperative that **all Station Masters** exercise utmost diligence while preparing Train Working Authorities, ensuring strict compliance with relevant **G&SR** and **BWM** provisions. Sectional TIs should intensify **counselling** at the station level regarding preparation of all the authorities and associated rules in G&SR and BWM.

D/A – Prepared format of T-369(3B), T/C-1425 & T/D-1425


Sr.DOM/DLI

Copy to: DRM & ADRM/Op for kind information please.

* FOR Approach Signal

- ① → Time-when condition for taking off approach signal is fulfilled
- ② → Tick the signal for which authority is being made.
- ③ → Line in which train will be received.
- ④ → Strike out the whole para as this is for departure signal & authority is being made for approach signal.

फार्म नं. टी/369-(3-बी) Form No. T/369-(3B)
क्रम सं./Sr. No.

उत्तर रेलवे / NORTHERN RAILWAY

000001

"ऑन" या खराब स्थिति में सिगनलों को पार करने के लिए प्राधिकार AUTHORITY TO PASS SIGNALS IN 'ON' OR DEFECTIVE POSITION रिकार्ड / चालक Record/Loco Pilot)

STATION NAME
Station...IN...FULL...स्टेशन

दिनांक Date 11.08.2025
समय Time 11

To,

The Loco Pilot of Train No. गाड़ी नं. NAME and NUMBER of TRAIN Up/Down अप / डाउन के चालक को

सिगनल का नं. और विवरण
Description and No. of Signals

NUMBER and

AT STATION...STATION NAME
IN...FULL...स्टेशन पर सिगनल

Name of SIGNALS

खराब हो गया है / गए हैं is/are OUT OF ORDER

आपको "ऑन" स्थिति में खराब बाहरी / होम / इनर होम / मार्ग सूचक / स्टार्टर / अग्रिम स्टार्टर / आई.वी.एस. सिगनल / सिगनलों स्वचालित ब्लॉक प्रणाली में मैनुअल स्टॉप सिगनल / स्वचालित ब्लॉक प्रणाली में अर्ध-स्वचालित सिगनल (मैनुअल स्टॉप सिगनल के रूप में कार्य करना) को ऐसी रफ्तार से पार करने के लिए प्राधिकृत किया जाता है जो 15 कि.मी.प्र.घं. से अधिक न हो।

Your are hereby authorized to pass the defective Outer/Home/Inner Home/Routing/Starter/Intermediate Starter/Advanced Starter/IBS Signals/Manual stop signals in Automatic Block System/Semi-Automatic Signal (Working as a Manual stop signal) in Automatic Block System at 'ON' position at a speed not EXCEEDING 15 KMPH.

गाड़ी लाइन नं. (अंकों में) एवं (शब्दों में) and (in words) पर प्रवेश करेगी।

The train will be admitted on line no. (in figures) and (in words)

आपको स्टार्टर सिगनल / अंतिम रोक सिगनल से खराबी होने पर, अंतिम गाड़ी संख्या (अंतिम वाहन सहित) स्टेशन पर प्राप्त हुआ। लाइन विलयर स्टेशन से बिजली संप्रेषण यंत्र पर प्राप्त की जा चुकी है। प्राप्त किया गया प्राइवेट नं. (अंकों में) (शब्दों में)

In case of failure of Advanced Starter Signal/ Last Stop Signal, Last Train No. (with its Last Vehicle) cleared section at Station and Line clear has been obtained on Electrical Communication Instrument from station, Private No. received (in figures) (in words)

चालक के हस्ताक्षर / Signature of Loco Pilot

स्टेशन मास्टर के हस्ताक्षर Station Master

मंडल ट्राफिक स्टेशन मास्टर का मुहर
Traffic Station Master's Stamp

DRM Office, New Delhi
दिनांक Date

दिनांक Date

यदि मार्ग सूचक / इनर होम / होम सिगनल खराब हो जाता है / In case of Routing/Inner Home/Home Signal is defective.
यदि दोहरी लाइन वाले क्षेत्र में अग्रिम स्टार्टर / अंतिम रोक सिगनल में खराबी आ जाती है / In case of failure of Advance Starter/ Last Stop Signal on Double Line Territory.

अनुदेश / INSTRUCTIONS

जो लागू न हो उसे काट दें / Strike out whichever is not applicable.
इस प्राधिकार पर चलने वाले चालक इस कार्य के पीछे उल्लिखित अनुदेशों का पालन अवश्य करें / Loco pilot proceeding on this authority must observe instruction mentioned at the back of this form.

उ. रेलवे

For Departure signals

- ① Time → when condition for taking off departure signal is fulfilled.
- ② Tick the signal for which authority is being made.
- ③ Strike out as this line is for approach signal's authority.
- ④ Station where the last train cleared block section
- ⑤ Station from which line clear for current train has been received.

फार्म नं. टी/369-(3-बी) Form No. T/369-(3B)
क्रम सं./Sr. No.

उत्तर रेलवे / NORTHERN RAILWAY 000001

"ऑन" या खराब स्थिति में सिगनलों को पार करने के लिए प्राधिकार AUTHORITY TO PASS SIGNALS IN 'ON' OR DEFECTIVE POSITION रिकार्ड / चालक Record/Loco Pilot)

STATION NAME
Station.....IN.....रेशन

दिनांक Date 11.08.2025
समय Time 11

To,
The Loco Pilot of Train No. गाड़ी नं. NAME & NUMBER OF TRAIN Up/Down अप / डाउन के चालक को

सिगनल का नं. और विवरण
Description and No. of Signals

NUMBER and
Name of Signals

AT STATION.....STATION NAME.....स्टेशन पर सिगनल
खराब हो गया है / गए हैं is/are OUT OF ORDER

आपको "ऑन" स्थिति में खराब बाहरी / होम / इनर होम / मार्ग सूचक / स्टार्टर / अग्रिम स्टार्टर / आई.बी.एस. सिगनल / सिगनलों स्वचालित ब्लॉक प्रणाली में मैन्युअल स्टॉप सिगनल / स्वचालित ब्लॉक प्रणाली में अर्ध-स्वचालित सिगनल (मैन्युअल स्टॉप सिगनल के रूप में कार्य करना) को ऐसी रफ्तार से पार करने के लिए प्राधिकृत किया जाता है जो 15 कि.मी.प्र.घं. से अधिक न हो।

Your are hereby authorized to pass the defective Outer/Home/Inner Home/Routing/Starter/Intermediate Starter/Advanced Starter/IBS Signals/Manual stop signals in Automatic Block System/Semi-Automatic Signal (Working as a Manual stop signal) in Automatic Block System at 'ON' position at a speed not EXCEEDING 15 KMPH.

गाड़ी लाइन नं. (अंकों में) एवं (शब्दों में) and (in words)..... पर प्रवेश करेगी।
The train will be admitted on line no. (in figures) and (in words)

**आपको स्टार्टर सिगनल / अंतिम रोक सिगनल से खराबी होने पर, अंतिम गाड़ी संख्या (अंतिम वाहन सहित) स्टेशन पर प्राप्त हुआ। लाइन विलयर स्टेशन से बिजली संप्रेषण यंत्र पर प्राप्त की जा चुकी है। प्राप्त किया गया प्राइवेट नं. (अंकों में) (शब्दों में)

**In case of failure of Advanced Starter Signal/ Last Stop Signal, Last Train No. (with its Last Vehicle) NUMBER & NAME OF LAST TRAIN.....
cleared section at Station and Line clear has been obtained on Electrical Communication Instrument from station, Private No. received (in figures) PRIVATE NUMBER RECEIVED.....
(in words) SAME PRIVATE NUMBER IN WORDS.....

चालक के हस्ताक्षर / Signature of Loco Pilot

स्टेशन मास्टर के हस्ताक्षर Station Master
महानगर सिटी नगरपालिका
Traffic Station Master's Stamp
DRM Office, New Delhi
दिनांक Date

दिनांक Date
यदि मार्ग सूचक / इनर होम / होम सिगनल खराब हो जाता है / In case of Routing/Inner Home/Home Signal is defective.
**यदि दोहरी लाइन वाले क्षेत्र में अग्रिम स्टार्टर / अंतिम रोक सिगनल में खराबी आ जाती है / In case of failure of Advance Starter/ Last Stop Signal on Double Line Territory.

अनुदेश / INSTRUCTIONS

जो लागू न हो उसे काट दें / Strike out whichever is not applicable.
इस प्राधिकार पर चलने वाले चालक इस कार्य के पीछे उल्लिखित अनुदेशों का पालन अवश्य करें / Loco pilot proceeding on this authority must observe instruction mentioned at the back of this form.

उ. रेलवे

* PLC → T/C-1425 (only for upside trains)

- ① → Time = Time at which line clear was received for the train.
- ② → Station from which line clear was obtained for this train.
- ③ → Last train which was run in the block section just before this train
- ④ → Last train (just before this train for which authority is being made) cleared block section at which station.
- ⑤ → Write the name and number of starter signal which is to be passed at 'ON' aspect.

फॉर्म नं. टी./सी. 1425 Form No. T/C 1425
क्रम सं./Sr. No.....

उत्तर रेलवे NORTHERN RAILWAY
पेपर लाइन क्लियर टिकट PAPER LINE CLEAR TICKET
(चालक/रिकार्ड Loco Pilot/Record)

384265

अप Up

गाड़ी सं. Train No. TRAIN NUMBER & NAME अप Up विवरण Description GOODS/MAIL/PASSENGER

दिनांक Date 11.06.2025 समय Time 11 बजकर Hours 11 मिनट Minutes

From Station Master YOUR STATION NAME IN FULL स्टेशन मास्टर से

To The Loco Pilot of Train No. गाड़ी सं. TRAIN NUMBER & NAME अप के चालक को

लाइन क्लियर है और आपको The line is clear and you are authorised to proceed to 2 Station.
स्टेशन के लिए आगे बढ़ने के लिए प्राधिकृत किया जाता है।

अन्तिम गाड़ी सं. Last Train No. 3 ने 4 स्टेशन पर सेक्शन क्लियर
किया Cleared section at 4 Station.

प्राइवेट नं. Private No. (शब्दों में in words) Twenty-Nine (अंकों में in figures) 29

'ऑन' स्थिति में सिगनल पार करने के लिए प्राधिकार AUTHORITY TO PASS SIGNAL AT 'ON' POSITION

* आपको अन्तिम रोक सिगनल एवं अन्य प्रस्थान सिगनलों को यदि कोई हो, को खतरे में पार करने हेतु प्राधिकृत किया जाता है, जब सिगनल ब्लॉक उपकरण के साथ इंटरलाकड हो।

* You are authorized to pass Last Stop signal and other departure signal if any at danger, when the signal is interlocked with Block Instrument.

चालक के हस्ताक्षर

Signature of Loco Pilot

स्टेशन मास्टर के हस्ताक्षर
Signature of Station Master
स्टेशन मास्टर

स्टेशन मास्टर का सिम्पल स्टैम्प
Station Master's Stamp
Qasimpur Khori (N.R.)

* जो लागू न हो उसे काट दें/Strike out whichever is not applicable.

PLC → T/D-1425 (Only for Down Trains)

- ① Time → Time at which line clear was received for the train.
- ② Station from which line clear was obtained for this train.
- ③ Last train which was seen in the block section just before this train.
- ④ Last train (just before this train for which authority is being made) cleared block section at which station
- ⑤ Write the name and number of starter signal which is to be passed at 'ON' aspect.

फॉर्म सं. टी./डी.-1425 Form No. T/D-1425

क्रम सं. 423

उत्तर रेलवे NORTHERN RAILWAY

पेपर लाइन क्लियर टिकट PAPER LINE CLEAR TICKET
(चालक/रिकार्ड Loco Pilot/Record)

डाउन Down

TRAIN NUMBER

गाड़ी सं. Train No. 4 NAME DAWN डाउन Down विवरण Description GOODS / MAIL / PASSENGER

दिनांक Date 11.08.2025 समय Time 12.30 बजेकर Hours 12 मिनट Minutes

From Station Master YOUR STATION NAME IN FULL स्टेशन मास्टर से

To The Loco Pilot of Train No. गाड़ी सं. TRAIN NUMBER NAME DAWN डाउन के चालक को
लाइन क्लियर है और आपको The line is clear and you are authorised to proceed to 2 Station.
स्टेशन के लिए आगे बढ़ने के लिए प्राधिकृत किया जाता है।

अन्तिम गाड़ी सं. (अंतिम वाहन सहित) Last Train No. (with its last vehicle) 3 ने

9 स्टेशन पर सेक्शन क्लियर किया Cleared the section at 9 Station.

प्राप्त किया प्राइवेट नं. Private No. Received (अंकों में in figures) 29

(शब्दों में in words) Twenty - Nine

ऑन स्थिति में सिग्नल पार करने के लिए प्राधिकार AUTHORITY TO PASS SIGNAL AT 'ON' POSITION

* आपको अन्तिम रोक सिग्नल एवं अन्य प्रस्थान सिग्नलों को यदि कोई हो को "ऑन" स्थिति में पार करने हेतु प्राधिकृत किया जाता है, जब सिग्नल ब्लॉक उपकरण के साथ इंटरलाकड हो।

* You are authorized to pass Last Stop Signal and other relevant signals in "ON" Position, when the signal is interlocked with Block Instrument.

चालक के हस्ताक्षर

Signature of Loco Pilot

जो लागू न हो उसे काट दें/Strike out whichever is not applicable.

N.R.P/R. Rd. (Pb. Bg.), Delhi-35-84/1-10-2012-4,000 Bks.

स्टेशन मास्टर के हस्ताक्षर

Signature of Station Master

स्टेशन मास्टर की मोहर

Station Master's Stamp

Qasimpur Khari (N.R.)