



## NORTHERN RAILWAY

Office of the Sr. DEE (OP),  
N.R., DRM Office, Firozpur.

No.516-M/O/M-I/ Special Drive/25

Date: - 16.05.2026

DEE/OP/FZR

AEE/OP/FZR, AEE/RSO/LDH & AEE/Tr/ASR.

All CCC/ Lobby In charge FZR, LDH, JUC & ASR.

All CLIs FZR Divn, CTC/FZR.

### SHED ORDER No. (Eect. /RSO)-12/2026

Sub:- **Unauthorized Traveling in Driving compartment of Loco/MEMU/DEMU**

Ref:- HQ letter no-45-RS/9/Train Operation (e-file no. 24499), dated-14.05.2026.

Please find enclosed herewith a copy of the above-mentioned letter regarding unauthorized persons being permitted by the crew to travel in the locomotive cab. Presence of unauthorized persons in the driving cab may divert the attention of the crew and can lead to unsafe situations/incidents.

As per **G&SR 4.22**, no person other than the Loco Pilot and ALP shall enter the driving compartment of an Electric locomotive, Diesel locomotive, Single or Multiple unit trains except the on-duty Officer/Inspectors specified in SR 4.22/1 who holds valid cab pass to travel in the cab.

Further, the number of authorized persons, other than Electric locomotive/Diesel locomotive crew, travelling in engine must not be **more than 3** at any time except in case of emergency or when specially required. Similarly, as per **TSR-16** of Appendix "E" and **DSR-X** of G&SR, the number of authorized persons, other than the Loco Pilot travelling in MEMU/EMU/DEMU Cab must not be **more than two at any time**. Copy of G&SR 4.22, TSR-16 and DSR-X are enclosed herewith for ready reference.

In view of above, All **CLIs** are hereby instructed to ensure acknowledged of these instructions by all crew members through Driver order book and to counsel all crew regarding the above provisions of G&SR and ensure strict compliance of these instructions.  
Counsel 100 % staff through under given means.

LP/ALPs Order book.

Display on Lobby.

Display on Notice Board.

All CLIs to allotted/non allotted running staff

*Recd*  
*16/5/26*

**Sr. Divil. Elect.Engineer (OP)**  
**N. Rly; Firozpur**

Copy to:- CMS/ In- charge/FZR for upload on CMS.

I/205807/2026

**Northern Railway**Headquarters Office,  
Baroda House,  
New Delhi

No: 45-RS/9/Train Operation (e-file no. 24499)

Dated 14.05.2026

**Divisional Railway Manager,  
Northern Railway,  
JAT, FZR, UMB, DLI, MB and LKO****Sub: Unauthorized Traveling in Driving compartment of Loco/MEMU/DEMU**

There have instances where unauthorized persons were permitted by the crew to travel in the locomotive cab. Presence of unauthorized persons in the driving cab may divert the attention of crew and can lead to unsafe situations/incidents.

As per G&SR 4.22, no person other than the Loco Pilot and ALP shall enter the driving compartment of an Electric locomotive, Diesel locomotive, Single or Multiple unit trains except the on-duty Officer/Inspectors specified in SR 4.22/1 who holds valid cab pass to travel in the cab.

Further, the number of authorized persons, other than Electric locomotive/Diesel locomotive crew, travelling in engine must not be **more than 3** at any time except in case of emergency or when specially required. Similarly, as per **TSR-16** of Appendix "E" and **DSR-X** of G&SR, the number of authorized persons, other than the Loco Pilot travelling in MEMU/EMU/DEMU Cab must not be **more than two at any time**. Copy of G&SR 4.22, TSR-16 and DSR-X are enclosed herewith for ready reference.

In view of above, it is requested that these instructions may be acknowledged by all crew through Driver order book. Divisions may also counsel all crew regarding the above provisions of G&SR and ensure strict compliance of these instructions.

D/A – As above

Digitally signed by Naveen Kumar Agarwal  
(Naveen Kumar Agarwal)  
Kumar CEE/Operations/NR  
Date: 14-05-2026 13:00:13  
Reason: Approved

**Copy to:**  
**PCEE/NR and PCSO/NR – For kind information please**

**S.R. 4.21/1 :** *If the control from leading driving cab of an electric-loco becomes defective, the Loco Pilot shall also inform the Traction Loco Controller at the first opportunity and seek assistance.*

**S.R. 4.21/2 :** *In such of the electric locos where manual control is not possible from the driving cab and the master control and the emergency electric control fails, the Loco Pilot shall clear the block section by working the train with manual control from inside the High Tension Compartment at a restricted speed of 15 KMPH. During this period, Assistant Electric Loco Pilot, shall operate the manual control and the Loco Pilot shall be in the leading cab and apply the emergency brakes in the event of emergency.*

**S.R. 4.21/3 :**

- (a) *Only Loco Pilots of Electric Rolling Stock shall be allowed to drive the Electric Rolling stock on any part of the running line.*
- (b) *To train up Assistant Loco Pilots, Loco Pilots may allow them to drive the engines under their direct supervision on certain sections as specified by Divisional Electrical Engineer.*
- (c) *Staff under training for driving an electric engine, when specially authorised by the Divisional Electrical Engineer (Rolling Stock), may drive such engine under the supervision of a certified Instructor. While the trainee is driving under these conditions, the supervising instructor shall keep a continuous watch over the trainee and keep himself in readiness to take any action, that may be required to control the engine in an emergency.*
- (d) *No person shall be allowed to move an Electric Rolling Stock within the limit of the loco shed and stabling sidings unless he has been certified by an Officer of the Electrical Traction (Rolling Stock) to do so.*

**S.R. 4.21/4:** *The existing GR 4.21 (1) & 2(b) which is applicable to electric engine shall also be applicable for working of trains by Diesel engine having twin cab.*

#### **4.22 Riding on engine or tender:-**

- (1) **No person other than the engine crew shall be authorised to ride on the engine or tender of a steam locomotive, except in accordance with special instructions.**
- (2) **Except as may be permitted by special instructions, no person other than the engine crew shall be authorised to enter any driving compartment of a single or multiple unit train or train propelled by electric, diesel or petrol engine.**
- (3) **No unauthorised person shall manipulate any apparatus contained therein.**

**S.R. 4.22/1 : Person authorised to ride on an Engine:-** *No person other than the Loco Pilot/ Motorman and Asstt. Locopilot shall ride on the engine or tender except as stated below-*

- (i) *Holders of metal passes and Officers or Inspectors holding card passes specially endorsed "available to ride on engine" when on duty.*
- (ii) *Holders of special passes signed by the Pr. Chief Operations Manager.*
- (iii) *Transportation or any other authorised official (a) carrying out shunting or piloting operations or (b) proceeding to work a stabled train or returning after having done so on relief to headquarters.*

*In case of item (b) the duty pass of the official must be endorsed by the Station Master on duty to the effect "permitted to proceed by light engine".*

- (iv) *Loco Pilots / Asst. Loco Pilots / Motorman / Tower Wagon Operator / TTM Operator learning the road, if in possession of a permit issued by the Divisional Mechanical / Electrical Engineer or Loco Foreman / Traction Foreman concerned.*
- (v) *The number of authorised persons other than Engine crew travelling in engine must not be more than 3 at any time except in case of emergency or when specially required.*

#### **4.23 Brake-vans:-**

- (1) **No train shall be allowed to enter a block section, unless one or more brake-vans or hand braked vehicles are attached to it, except in emergency or as provided for under special instructions.**
- (2) **This rule does not apply to rail-cars, light engine or light engines coupled together.**

*S.R. 4.23/1 : Whenever it becomes necessary to send a light engine, a crew van or other departmental vehicle, not fitted with hand brake, it may be despatched with the light engine, provided that such vehicle is equipped with active vacuum/air brake apparatus. In such cases, the duties of the Train Manager would devolve on the Loco Pilot.*

*S.R. 4.23/2 : Goods train without brakevans may be run for operational exigencies only under inescapable circumstances and not as a regular measure. The decision to run a goods train without brakevan/match truck shall be taken by Sr. DOM/DOM or any other operating officer of the division for each individual train personally, and the details of the train, i.e. date, train number, from and to stations, last vehicle number, shall be recorded along with the reasons for running train without brakevan in a separate register maintained in the control office. Running of such train is strictly prohibited during total failure of communication and single line working on double line section.*

**Whenever a goods train is running without brakevan, the following precautions should be observed :-**

- (i) *The train shall be worked on the last vehicle number principle.*
- (ii) *Before starting the train, the Train Manager shall relay the number and description of the last vehicle in writing to the SM/Yard Master of the train originating station.*
- (iii) *The number and description of the last vehicle must be repeated to the Section Controller and the SM of the station in advance while making the line clear enquiry as well as while giving train entering section signal from each station. The Section Controller, in turn must alert the Station Master en route of the train number as also the number and description of the last vehicle.*
- (iv) *While granting the line clear, SM of the station in advance must clearly repeat the number and description of last vehicle under exchange of private number. The number and description of the last vehicle and the private numbers should be recorded in the Train Signal Register.*
- (v) *Last Vehicle Board or tail lamp should be fixed at the tail end of the rearmost vehicle by the Train Manager. In case the Train Manager is not provided, then G.R. 4.25 and S.Rs must be followed.*
- (vi) *The Train Manager of the train shall travel on the engine.*
- (vii) *The Train Manager, the Loco Pilot and his Assistant shall look back frequently during the journey to see that the rear portion of the train is following in a safe and proper manner.*

**TSR 12 :** Messages sent through signal cabinman and Station Master must be fully recorded by them in the Message Book and a note must be made in the diary.

**TSR 13 :** The Section Controller will immediately take action on the information received and promptly inform the traction power controller who will take necessary action with any switching operations which may be necessary on the overhead equipment or at sub-station and will immediately inform Divisional Electrical Engineer (Traction).

**TSR 14 :** Access to the high tension compartment can be had only by authorised persons in possession of a reversing handle or special key provided for this purpose. Motormen and other officials to whom such keys are issued should keep them in their personal custody to prevent unauthorised person tampering with the equipment.

**TSR 15 :** No spanners or keys except those issued by the Railway Administration should be used for operating the equipment in electric trains.

**TSR 16 :** (i) No unauthorised person is allowed to travel in motorman's and Train Manager's Compartment of an EMU train unless, he holds a Motorman's or Train Manager's Compartment pass. The number of authorised persons, other than the Motorman and Train Manager (if travelling with Motorman), **travelling in Motorman's Cab must not be more than two at any time.**

(ii) A Motorman who is off duty is not permitted to enter or travel in any of the driving compartments or to use his reversing handle under any circumstances.

**TSR 17 :** A trainee or apprentice motorman when authorised by Divisional Electrical Engineer (Traction) may drive an Electric train under the supervision of a certified motorman and the latter shall keep a continuous watch over the trainee or apprentice and shall be responsible for safe working of the train.

**TSR 18 :** A driving inspector is authorised to drive EMUs provided he had been driving at least 160 Kms. in a calendar month over the entire EMU territory.

**TSR 19 :** Line chargemen and other maintenance staff who are required to attend to defective equipment are allowed to handle the equipment in running train. They shall, however, do this with the utmost care to ensure, that the safety of the train and the equipment is not endangered in any way.

**TSR 20 :** An electric multiple unit train shall carry (a) one head light (b) one set of code lights in centre (c) Two red tail lights in one fitting. The lights will have provision for blinking.

**TSR 21 : Responsibility for head lights etc. of EMU's -** The motorman is responsible for carrying the correct Head lights by night and for ensuring that the tail lights are not exhibited in the front. The Train Manager is responsible for seeing that the tail lights/tail boards, as the case may be, are correctly exhibited. In case of failure of electrical red tail lights, Train Manager should fix his hand signal lamp on the bracket provided for this purpose.

**TSR 22 : Lighting and fan circuit of EMU's -** Train Manager must regulate the lighting of coaches and switch off the fans when not required. In the event of a defect in the lighting or in circuits the Train Manager will immediately inform the Motorman and the nearest Station Master will arrange for electrical staff to rectify defects.

**TSR 23 :** (a) Before an EMU train is brought on to a running line after inspection or maintenance in an EMU shed or stabling line, the brakes of the train shall be jointly tested by the Motorman and Train Manager to ensure that electro pneumatic and automatic brakes are functioning normally and the brake pipe is continuous throughout the train. The horn or whistle should be sounded and precautions taken to see that no one is working on EMU train before brake test is undertaken.

**DSR-VI : Fire:**

- (i) In the event of a fire on a DMU stock, the motorman shall immediately switch off the circuit breaker and shut down the engine. The train shall be brought to a stop at once.
- (ii) The Train Manager shall give all possible assistance to the Loco Pilot in putting out the fire.
- (iii) The fire extinguishers of approved type shall be provided on each motor coach of a DMU when a DMU rake is turned out from the Car Shed. The SSE/SE(C&W) Incharge of the Shed shall inspect the fire extinguisher and ensure that these are in good working order.

**DSR-VII :** Every employee in the DMU must immediately inform the section controller by telephone as quickly as possible in the event of (a) accident (b) Disabling of train (c) any unusual occurrence affecting the working of trains.

**DSR-VIII :**

Access to the generator, engine & radiator compartments can be had only by authorised persons in possession of a special key provided for this purpose. Motorman and other official to whom such keys are issued should keep this in their personal custody to prevent unauthorised persons tampering with the equipment.

**DSR-IX :** No spanners of key except those issued by the Railway Administration should be used for operating the equipment in DMU trains.

**DSR-X :** No unauthorised person is allowed to travel in motorman's or Train Managers compartment of a DMU train unless he holds a motorman or Train Manager's compartment pass. The number of authorised persons, other than the motorman and Train Manager (if travelling with motorman) in motorman's cabin **must not be more than two at any time.**

**DSR-XI :** The Diesel multiple unit train shall carry (a) one headlight (b) one flasher light (c) one set of code lights (d) one red tail light.

**DSR-XII : Responsibility for headlights of DMU :-** The motorman is responsible for carrying out the correct headlights by night and ensuring that the tail lights are not exhibited in the front. The Train Manager is responsible for seeing that the tail light/tail board as the case may be correctly exhibited. In case of failure of electrical red lights, the Train Manager shall fix his hand signal lamp on the bracket provided for this purpose.

**DSR-XIII : Lighting and Fans Circuits of DMU :-** Train Managers must regulate the lighting of coaches and switch off the fans when not required. In the event of a defect in the lighting, the Train Manager will immediately inform the motorman and the nearest Station Master will arrange for electrical staff to rectify the defects.

**DSR-XIV :**

- (i) Before a DMU train is brought on to a running line after inspection or maintenance in a DMU Shed or stabling line, the brakes of the train shall be jointly checked by the motorman and the Train Manager to ensure that the brakes are functioning normally and the brake pipe is continuous through out the train, the horn should be sounded and precautions taken to see that no one is working on DMU train before the brake test is undertaken.
- (ii) As far as possible, this joint test should be taken before the DMU train leaves the shed or stabling line. However, if specially authorised the brake test may be taken on the platform before commencement of the first trip.