

## **Books/Documents and basic records to be kept in Control Office:**

1. Station Working Rules of all stations.
2. Working facilities available on the transshipment sheds.
3. Schedule of shunting engines in the various yards.
4. Link diagrams of rakes and engines working the passenger services and also of goods trains where laid down.
5. Crew link diagram of the various services, for the running staff.
6. Details of maximum moving dimensions permitted on the various section of the railway. 7. Map showing the maximum permissible axle load on all the railways with which traffic is interchanged.
8. Charts showing line capacity of the various sections.
9. Index sections and plans of the various sections of the jurisdiction and details of train watering, Engine fuelling etc.
10. Master charts depicting all trains indicated in the working time table in force.
11. Charts showing jurisdiction of the various officials details of :
  - (a) of the maintenance branch of the post and Telegraph department responsible for maintaining control circuit wires in good condition.
  - (b) of the various departments of the railways,
  - (c) Zone and telephone numbers of Civil, Police, Military authorities.
  - (d) List of various hospitals with Telephone Numbers.
  - (e) List of stations Civil, district-wise.
  - (f) OHE Sectioning diagram.
12. Diagrams showing the layout of line wires of the Control Circuit.
13. Line patrol chart

14. A calendar of returns
15. Cranes and Wagon weigh bridges.
16. Turn tables and Triangles.
17. List of spare coaches based in the division as well as slip coaches running on and across the division.
18. List of coaching Rakes allotted to the division and those passing over the division.

### **Registers generally maintained in Control:**

#### **1. By the Section controller:**

- (a) Section controller's diary and charge book.
- (b) Inward message book.
- (c) Sick wagon register.
- (d) Yard report registers.
- (e) In-coming and out-going trains RD (Running Diary) (other than passenger).
- (f) Train Advice (T. A Book).
- (g) Caution Order Register.
- (h) Caution Order Message Book.
- (i) Morning (6.0 clock) Position Register
- (j) Engine Book.
- (k) Interchange Register.
- (l) Load Register.
- (m) Incoming and Outgoing passenger Train Running Diary.
- (n) Points and S & T Failure Register.
- (o) Important Yard Balance Register.
- (p) Control Failure Register.

#### **2. By the Chief Controller (Movement),(Coaching)/Dy. Chief Controller :**

- (a) Yard Running Balance Register.
- (b) Dy. Chief Controller's Diary & Charge Book.
- (c) Train Advise Book.
- (d) Forecast and Acceptance Book.
- (e) Train Ordering Book.
- (f) Punctuality Register.

- (g) Accident Register.
- (h) HQ's Conference Register.
- (i) Goods Train Performance Register. (j) GM's Unusual Occurrence Register.
- (k) CTNL (Movement)/(Coaching)/Dy TNL's Order Book.
- (l) ODC Register.
- (m) Rajdhani Express (and similar trains) Caution Order Register.
- (n) Emergency and General Control Office Message Register (Inward).
- (o) Engine Book.
- (p) Emergency and General Control Office Message Register (Outward.)
- (q) Interchange Register.

**3. By the Power Controller:**

- (a) Power Position Book.
- (b) Out Station Loco pilot Register.
- (c) Power Controller's Diary.
- (d) Engine Link.
- (e) Crew Link.
- (f) Crew Position Register.
- (g) Register of Movement and Diversion of departmental/ Diesel/cube oil Fuel Tank Wagons.
- (h) Register showing Undue and Abnormal Detention.
- (i) Shed Conference Register.
- (j) Fuel Balance Register.
- (k) Schedule Dates of Locos