

भारत सरकार/GOVERNMENT OF INDIA  
रेल मंत्रालय/MINISTRY OF RAILWAYS  
(रेलवे बोर्ड/RAILWAY BOARD)

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No.2023/TT-1/76/Staff/07/Duty hours

New Delhi, Dated: 12.10.2023

General Manager,  
All Indian Railways.

Sub: Rules regarding duty hours of Running staff.

Ref: 1. RB's letter No.E(LL)/2016/HPC/7 dtd. 13.10.2016.  
2. RB's letter No.E(LL)/2016/HPC/1 dtd. 28.11.2016.

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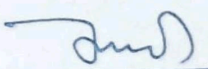
In continuation of above referred Board's letters, following consolidated guidelines/instructions regarding duty hours of Running staff, are reiterated for information of Zonal Railways.

- I). In respect of Loco Pilots (Shunting) who are presently working on fixed roster basis, the existing provisions will continue.
- II). In severe operational exigencies like acts of God, earthquakes, accident, floods, agitations, and equipment failure etc., the Controller should suitably advise the staff that they may be required to work beyond the limits prescribed.
- III). Present classification of running staff under Railway Servants (Hours of Work & Period of Rest) Rules, 2005, should be maintained.
- IV). Subject to exigencies of service, a maximum limit of 125 duty hours per fortnight should be laid down for all Running Staff.
- V). The limit of stay away from Head quarters for Running Staff should be fixed at 72 hours.
- VI). Continuous night duty for Running Staff should be limited to 4 nights with Fourth night towards headquarters.
- VII). As regards the duration of outstation rest, there will be no change in the existing provisions.
- VIII). Call notice period should continue to be a part of the headquarter / outstation rest.
- IX). There will be no change in the existing provisions for Periodical Rest. However, preference should be given to Periodical Rest for 4 periods of 30 consecutive hours.



- X). The principle and period of averaging reckoned for the purpose of payment of Overtime Allowance will continue as per existing guidelines.
- XI). Total duty at a stretch (from 'sign on' to 'sign off') for the Running Staff should not exceed 11 hours.
- XII). Running duty at a stretch should not ordinarily exceed 9 hours. Such duty may extend further provided the railway administration gives at least 2 hours notice before the expiry of 9 hours to the crew that they would be required to perform running duty beyond 9 hours, with the stipulation that the total duty from 'sign on' to 'sign off' shall not exceed 11 hours.
- XIII). In case the train does not reach its destination, normal crew changing point or the point where the reliever has been arranged, within the overall limit of 11 hours, and such a point is approximately one hour journey away, the Running Staff shall be required to work to that point provided the maximum hours in that trip does not exceed 12 hours.
- XIV). For loco pilots of all Mail/Express trains, the running duty (for the purpose of preparation of links only) should not exceed 8 hours. However P&C time shall not be included within 8 hours.
- XV). The above provision for running duty hours and total duty hours shall be applicable to all Running Staff including Loco Pilots ( Mail/Express), Loco Pilots (Passenger), Loco Pilots (Freight), Motormen and Guards except wherever stated otherwise.
- XVI). Subject to exigencies of service, Headquarter rest of all Running Staff will be 16 hours irrespective of the duration of their incoming trip. Further, in exigencies of service, the existing provision will continue to be the minimum condition.
2. The existing provisions of the Railways Act, 1989 and Railway Servants (Hours of Work & Period of Rest) Rules, 2005, other than those mentioned above, will continue to be in vogue.

This has the approval of competent authority.

  
12/X/23  
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