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**East Central Railway
Signal & Telecommunication Department**

TECHNICAL CIRCULAR NO. 10

Docket No. ECR/S&T/Tech Circular/185 dated 21/01/08

Sub: Distribution of important circulars, corrections slips to manuals, instructions etc. – Assurance Register.

1. Sr. Divisional Signal & Telecom Engineer/ Divisional Signal & Telecom Engineers are responsible for ensuring that all the instructions are communicated to the field staff and are followed by field staff properly. It has been observed during field inspection that many ASTE/Inspectors and grass root staff are not aware of various circulars, issued by headquarters, provision of important manuals and correction slip(s) to manuals and related instructions.
2. In order to ascertain that the important instructions are received by the officials at various levels, a system of Assurance Register need to be introduced.
Following procedure is laid down for communicating circulars and correction slips to field staff.
 - a) Sr. DSTE shall maintain a Register in his office in which he will keep a record of distributing the circular/correction slip/Technical Instructions to all DSTE/ASTE. Each officer shall sign the Register as token of receipt. ASTE posted outside shall sign the Register at the earliest opportunity as and when they attend the Divisional Office.
 - b) Sr.DSTE shall arrange & provide adequate copies of the instructions to DSTE/ASTE for distribution down below to all SSE/SE/JE (Signal/Telecom).
3. ASTE Incharge of O/L maintenance shall distribute the instruction to field SSE/SE/JE (Signal/ Telecom). Each ASTE shall maintain as 'Assurance Register' wherein assurance of having explained and understood the important instructions are recorded upto the level of JEs. The SSE/SE/JE (Signal/ Telecom) will sign in the Assurance Register as token of receipt.
4. SSE/SE Incharge of section shall also maintain a similar 'Assurance Register' recording the assurance of having explained and understood the important instructions to ESM, MSM, SIME, WTM &TCM etc. whichever concern them.
5. Following certificate should be recorded by the staff in 'Assurance Register'.

"I have gone through the contents of the instructions/CSTEs Circular, correction slip and understood the contents for implementing in the field."

This issues with the approval of CSTE.



(Arun Kumar) 21/01/08
Chief Signal Engineer
for General Manager(S&T)