

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. 2015/AM(Tele)/Misc.

New Delhi, dated 16.11.2015

General Manager (S&T)  
All Indian Railways

**Sub:- Addressing of letters to Railway Board.**

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It is seen that letters are addressed to Railway Board Telecom Directorate by various addresses, namely:-

1. Secretary/ Railway Board
2. Secretary /Telecom/Railway Board
3. Executive Director / Telecom/Railway Board
4. Dir. /Telecom/Railway Board.

Since there are no other officers in the Telecom Directorate, the list is only this much.

It is to advise that Telecom Directorate in Railway Board is only one office and all communications to this Directorate be addressed to as Secretary./Telecom unless it is a DO letter. If specific attention of any officer, namely AM(Tele), ED/TD, Director/Telecom is required then this be written after the address as (for kind attention of.....)

It is also seen that letters are signed many a times by CCEs in their individual capacity & sometimes even Dy.CSTEs. All letters addressed to Railway Board be issued specifically indicating the name and designations of the officers concerned, and invariably, signed for General Manager(S&T), unless it is a DO letter.

Whenever references are made to stations on the Railway, they should invariably be written in full form and not on Station Code.

There are standing instructions from Railway Board to this extent. Since aberrations are being noticed, these are being issued once again for compliance by all Railways.

A typical copy of letter from N.F.Railway is enclosed as sample.

*K.S. Krishnakumar*  
16/11/15  
(K.S. Krishnakumar)  
Add.Member(Tele)  
Railway Board

*K.S. Krishnakumar*  
o/c to:- ED/TD, Dir./Telecom, may please see for information. Letters to Zonal Railways be addressed to as General Manager(S&T) inviting specific attention of the concerned officers wherever needed, unless it is a DO letter.

*K.S. Krishnakumar*



Office of the  
General Manager (S&T)  
N.F. Railway, Maligaon  
Guwahati-781011  
Date: - 02/11/2015

*Tele*

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To,  
Secretary /Telecom  
Railway Board, Rail Bhawan,  
New Delhi-110001

Sub: Provision of Video Surveillance System (VSS) at important stations- Nirbhya Fund.  
Ref: (i) RB's L/No. 2015/Tele/3(7)/2, dated 22/09/2015.

In references to the above, the following Railway stations (Category-A) have been identified in consultation with Security Department for installation of video Surveillance System (VSS) under Nirbhya Fund.

SN	Division	Name of Station
1	Katihar	Jogbani
2		Raiganj
3		Purnea
4	Alipurduar	Coochbehar
5	Rangia	Barpeta Road
6		Bongaigaon
7	Tinsukia	Tinsukia
8		Jorhat Town

The identification of stations for installation of Video Surveillance System (VSS) in 2<sup>nd</sup> phase under Nirbhya Fund will be intimated in due course.

(Anil Kumar Sanghi)

Chief Communication Engineer  
For General Manager (S&T)  
N.F.Railway, Maligaon

