

CHAPTER XXIX

BOOKS OF REFERENCE

- 29.1 **BOOKS OF REFERENCE:** Where the books of reference are not provided in softcopy and also not available in an official railway website, hard copies of it should be supplied to Officers, Supervisors and Technicians for their use in day to day official works. Few hard copies of all such books should always be available at each major telecom unit. A statement showing the various books and their distribution is at Annexure A.
- 29.2 **RESPONSIBILITY:** All officials to whom books of reference have been supplied shall be responsible for
- a) their safe custody and good order,
 - b) pasting all addenda and corrigenda slips promptly and seeing that these are up to date to the last slip as notified from time to time, and
 - c) returning all books issued to them for personal use prior to retirement or resignation or transfer from the railway service.
- 29.3 **INSPECTION:** Each Senior Divisional Signal & Telecommunication Engineer/ Divisional Signal & Telecommunication Engineer shall make periodical checks to see that Inspectors maintain their books of reference up to date and in good order. Each Inspector shall, likewise, see that the staff under him maintain their books of reference up-to date and in good order.
- 29.4 **ACCOUNTAL:** All books of reference should be accounted for in the same way as tools and plant items.
- 29.5 **REPORTS OF TELECOMMUNICATION STANDARD COMMITTEE, TECHNICAL PAPERS AND JOURNALS:** Each Senior Divisional Signal & Telecommunication Engineer should arrange to have the under-mentioned technical literature in his office library:
- a) All IRS and SPN Specifications pertaining to Telecommunication, relevant BSS, ISS & DOT (TEC) specifications.
 - b) Reports of Telecommunication Standards Committee Meetings.
 - c) Proceedings & Technical papers issued by Institution of Telecom Engineers, India; Institute of Electronics & Telecommunication Engineers, Institution of Railway Signal & Telecommunication Engineers.
 - d) Technical Bulletin and other technical papers on telecommunication matters published by the Railway Board.
 - e) Technical books and journals of interest on telecommunications.

- f) Copies of technical instructions and reports, Technical Advisory Notes issued by RDSO on different items of work relating to telecom.
- g) Equipment manuals of all telecom equipment of division.

29.6 **RESPONSIBILITY OF Sr.DSTE:** The Senior Divisional Signal & Telecommunication Engineer / Divisional Signal & Telecommunication Engineer should encourage his supervisors and other staff to study these reports, proceedings, papers and journals, online available resources from IRISSET, RDSO etc. so as to enhance their knowledge and to keep themselves informed about the up-to-date developments, methods and techniques in telecommunications.

ANNEXURE –A

Para 29.1

STATEMENT SHOWING THE VARIOUS BOOKS OF REFERENCE AND THEIR DISTRIBUTION AMONG STAFF

Item No.	Publications	Scale for									
		Office of				Personal possession of					
		P C S T E	S r. D S T E	D S T E / A S T E	S S E / (T e l e) S T E	P C S T E	C C E	S r. D S T E	D S T E / A S T E	S S E / (T E L E) S T E	J E/ T E C H N I C I A N
1	2	3	4	5	6	7	8	9	10	11	12
1.	Telecommunication Manual	1	1	1	1	1	1	1	1	1	1
2.	General and Subsidiary Rules	1	1	1	1	1	1	1	1	-	-
3.	Stores Manual	1	1	-	1	-	-	-	-	-	-
4.	Pass Manual	1	1	-	1	-	-	-	-	-	-
5.	Schedule of dimensions	1	1	1	-	1	1	1	1	-	-
6.	Payment of wages act with notifications as issued.	1	1	1	1	-	-	-	-	-	-
7.	The hours of employment regulations with notifications as issued.	1	1	1	1	-	-	-	-	-	-
8.	Working Time table & Appendix thereto	1	1	1	1	1	1	1	1	1	1
9.	Accident Manual	1	1	-	1	-	-	-	-	-	-
10.	IRS & SPN Drawings(Telecom)	1	1	1	1	-	-	-	-	-	-
11.	IRS & SPN Specifications (of telecom items)	1	1	1	-	-	-	-	-	-	-
12.	Railway Standard Drawings	1	1	1	1	-	-	-	-	-	-

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