

CHAPTER XXIX

BOOKS OF REFERENCE

29.1 BOOKS OF REFERENCE : Books of reference should be supplied to Officers, Supervisors and Maintainers for their personal use, as well as for use in their offices. A statement showing the various books and their distribution is at Annexure A. For the officers, this list should be read in conjunction with Para 8.17 of Indian Railways Signal Engineering Manual, Part 1 (1988 edition)

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 / Divisional signal & Telecommunication Engineer should arrange to have the under-mentioned technical literature in his office library :

- a. Reports of Telecommunication Standards Committee Meetings.

- b. Proceedings & Technical papers issued by Institution of Telecom Engineers, India, Institute of Electronics & Telecommunication Engineers, Institution of Railway Signal & Telecommunication Engineers.

- c. All IRS Specifications pertaining to Telecommunication, relevant BSS, ISS & DOT(TEC) specifications.

- d. Quarterly 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 issued by RDSO on different items of work relating to underground telecom cable installations, such as Technical Instructions on 'balancing of VF cable', 'jointing of cables', 'installation of loading

coils', 'installation of VF repeater station equipment', 'cable laying practice for optical fibre cables', 'testing of digital microwave equipments' etc.,

29.6 RESPONSIBILITY OF 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, so as to enhance their knowledge and to keep themselves informed about the up-to-date developments, methods and techniques in telecommunications. He should arrange to circulate particulars of all new publications that are received from time to time for the information of supervisors once every three months.

ANNEXURE -A

Para 29.1

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

Item No.	Publications	Scale for										
		Office of				Personal possession of						
		CSTE	Sr.DSTE/DSTE	ASTE	SSE/SE(Tele)	CSTE	CCE	Sr.DSTE/DSTE	ASTE	SE(Tele)	Maintainer	
1	2	3	4	5	6	7	8	9	10	11	12	
1.	Telecommunication Engineering Manual	1	1	1	1	1	1	1	1	1	1	1
2.	General and Subsidiary Rules	1	1	1	1	1	1	1	1	1	1	1
3.	Stores Manual	1	-	-	1	-	-	-	-	-	-	-
4.	Pass Manual	1	1	-	1	-	-	-	-	-	-	-
5.	Safety First Manual	1	1	-	1	1	1	1	1	1	-	-
6.	Schedule of dimensions	1	1	1	1	1	1	1	1	1	1	1
7.	Telegraph Code	1	-	-	1	1	1	1	1	1	-	-
8.	Payment of wages act with notifications as issued.	1	1	-	1	-	-	-	-	-	-	-
9.	The hours of employment regulations with notifications as issued.	1	1	-	1	-	-	-	-	-	-	-
10.	Working Time table & Appendix thereto	1	1	1	1	1	1	1	1	1	1	1
11.	Catalogue of Stores	1	1	1	1	-	-	-	-	-	-	-
12.	Accident Manual	1	1	-	1	-	-	-	-	-	-	-
13.	IRS Drawings(Telecom)	1	1	1	1	-	-	-	-	-	-	-

14.	IRS specifications (of telecom items)	1	1	1	-	-	-	-	-	-	-
15.	Railway Standard Drawings	1	1	1	1	-	-	-	-	-	-
16.	Indian Telegraph Act	1	1	-	1	-	-	-	-	-	-
17.	Indian Government Railway Code for Engineering Department	1	-	-	-	-	-	-	-	-	-
18.	CCIR Documents of the plenary assembly	1	-	-	-	-	-	-	-	-	-
19.	CCITT documents of the plenary assembly	1	-	-	-	-	-	-	-	-	-
20.	Indian Electricity Act	1	-	-	-	-	-	-	-	-	-
21.	Electric Supply Rules	1	-	-	-	-	-	-	-	-	-
