

East Coast Railway
(Engineering Department)

Office of the Chief Engineer
Bhubaneswar-751 023

CE's CIRCULAR No.13

Sub: -Maintenance of Assurance Register.


From time to time, important policy directives get issued in form of various Circulars including CE's Circulars. The contents of these Circulars are for guidance and uniform adoption through out the Railway system. There is thus supreme need to ensure that these Circulars reach and are taken note of by all concerned at various levels.

Similarly, from time to time Correction Slips to Codes & Manuals are issued by the Ministry of Railways. It is also imperative that these Correction slips reach all concerned at various levels for information and implementation.

In order to ensure this, a three-Tier system of maintenance of Assurance Registers should be introduced with immediate effect, as detailed below: -

- Top Tier:** - This Assurance Register will be maintained by the Sr.DEN(Co)s at the Divisional level. Whenever such Circulars/Correction slips are received, Sr.DEN(Co) shall arrange to forward copies to the Sub-Divisional AENs and docket copies to sectional DENs/Sr.DENs and other Officers in the Division(as deemed fit). Thereafter, assurance of having received and read these Circulars/Correction slips should be obtained by him from all these Officers by obtaining their initials in the Assurance Register. He shall also arrange to obtain initials of all the Sub-Divisional Engineers once a month during the monthly AENs' meetings after ascertaining that they are in receipt of these Circulars/Correction slips. This should form Agenda No-1 of monthly AENs' meetings.
- Middle Tier:** - Middle Tier Assurance Register will be maintained by the Sub-Divisional AEN. On receipt of such Circulars/Correction slips from the Divisional HQ, he shall endorse copies to all the concerned Supervisors-in-charge under him, and similarly obtain their initials in the Assurance Register.
- Bottom Tier:** - The Supervisor-in-charge shall maintain the Bottom Tier Assurance Register wherein he shall obtain the initials of the sectional Supervisors, PWMs etc. as the case may be, after they have read or received copies of such Circulars/Correction slips.

The above should come into force with immediate effect.


- 7.10.04
(K. Gangopadhyay)
Chief Engineer

No.W.4/374/CE's Circulars)/Genl/Pt.I/

Dated : October 7, 2004

Distribution:

1. Divisional Rly. Manger, E. Co. Rly/KUR, SBP, WAT.
2. CTE, CBE, CGE/ECOR/BBS.
3. CSO/BBS
4. CAO (Con)/ECOR/BBS.
5. Sr. DEN (Co)/ECOR/KUR, SBP, WAT.
6. All Dy. HODs at HQrs office